



Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130

## State of West Virginia Delivery Order

Order Date: 04-02-2025

CORRECT ORDER NUMBER MUST APPEAR  
ON ALL PACKAGES, INVOICES, AND  
SHIPPING PAPERS. QUESTIONS  
CONCERNING THIS ORDER SHOULD BE  
DIRECTED TO THE DEPARTMENT  
CONTACT.

Order Number:	CDO 0216 0216 FLT2500000016 1	Change Order No:	Procurement Folder:	1664411
Document Name:	30, 2025 JEEP GRAND CHEROKEE 4X4, CLASS 7, GASOLINE		Reason for Modification:	
Document Description:	30, 2025 JEEP GRAND CHEROKEE 4X4, CLASS 7, GASOLINE			
Procurement Type:	Central Delivery Order			
Buyer Name:	Mark A Atkins			
Telephone:	(304) 558-2307			
Email:	mark.a.atkins@wv.gov			
Shipping Method:	Best Way		Master Agreement Number: CMA 0212 MV25E 1	
Free on Board:	FOB Dest, Freight Prepaid			

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000036341 THORNHILL MOTOR CAR INC 509 DINGESS ST  LOGAN WV 25601 US Vendor Contact Phone: 3048558300 Extension: 2244  Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Kenneth H Yoakum Requestor Phone: (304) 558-2106 Requestor Email: kenny.h.yoakum@wv.gov  <b>2025</b> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION FLEET MANAGEMENT OFFICE 2310 KANAWHA BLVD E CHARLESTON WV 25311 US	STATE OF WEST VIRGINIA IN CARE OF SURPLUS PROPERTY 2700 CHARLES AVENUE DUNBAR WV 25064 US

Purchasing Division's File Copy

Total Order Amount: \$1,137,720.00

PURCHASING DIVISION AUTHORIZATION

DATE: *Mark Atkins - 4/07/2025*  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *4-7-25*  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

30, 2025 JEEP GRAND CHEROKEE 4X4, CLASS 7, GASOLINE

1 2529 BRIGHT WHITE - PW7  
1 2539 BRIGHT WHITE - PW7  
5 2554 BRIGHT WHITE - PW7  
4 2555 BRIGHT WHITE - PW7  
2 2556 BRIGHT WHITE - PW7  
1 2557 BRIGHT WHITE - PW7  
1 2742 BRIGHT WHITE - PW7  
8 3024 BRIGHT WHITE - PW7

2 JS03 BRIGHT WHITE - PW7  
1 JS10 BRIGHT WHITE - PW7  
1 JS09 BRIGHT WHITE - PW7  
1 RJ07 BRIGHT WHITE - PW7  
1 CO01 BRIGHT WHITE - PW7  
1 CO18 BRIGHT WHITE - PW7

TO BE FINANCED UNDER CONTRACT SWC # FINANCE24.  
RELEASE ORDER - FIN2500000004 APPENDIX 2024-04.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25100000	30.00000	EA	\$37,924.0000	\$1,137,720.00
Service From	Service To	Manufacturer	Model No	Delivery Date	

**Commodity Line Description:** MV25 - 2025 or LATEST MODEL VEHICLE

**Extended Description:**

MV25 - 2025 or LATEST MODEL VEHICLE:  
See attached pricing page(s) for contract pricing.

30, 2025 JEEP GRAND CHEROKEE 4X4, CLASS 7, GASOLINE

1 2529 BRIGHT WHITE - PW7  
1 2539 BRIGHT WHITE - PW7  
5 2554 BRIGHT WHITE - PW7  
4 2555 BRIGHT WHITE - PW7  
2 2556 BRIGHT WHITE - PW7  
1 2557 BRIGHT WHITE - PW7  
1 2742 BRIGHT WHITE - PW7  
8 3024 BRIGHT WHITE - PW7

2 JS03 BRIGHT WHITE - PW7  
1 JS10 BRIGHT WHITE - PW7  
1 JS09 BRIGHT WHITE - PW7  
1 RJ07 BRIGHT WHITE - PW7  
1 CO01 BRIGHT WHITE - PW7  
1 CO18 BRIGHT WHITE - PW7

TO BE FINANCED UNDER CONTRACT SWC # FINANCE24.  
RELEASE ORDER - FIN2500000004 APPENDIX 2024-04.

**Class 7 - Automobile  
Mid Size Utility**

Vendor Name:

Thornhill CAJR

Manufacturer/Brand:

JEOP

Model Name & Number:

Grand Cherokee WLJH74

Vendor Contact: Charles Ellis

Phone No.: 304-855-1259

Email: charles.ellis@thornhillautomotive.com

**Vehicle Requirements:**

Classification: Mid Size Utility

Drive: 4 Wheel/All Wheel

Passenger seating: 5 minimum (including driver)

Doors: 4, minimum

Wheelbase: 109 in., minimum

GVWR: 6100 lbs. min, 7300 lbs. max.

Engine: 6 cylinder minimum

**Additional Requirements:**

Tow Package: Installed Hitch and Wiring

Slush/All-Weather Mats: Installed: Driver, Passenger, Cargo area

The vehicle bid shall include the standard equipment requirements as required in section 3. the specification.

**Manufacturer's Standard Available Colors**

Standard Color Code	Color Description
PWT	Bright White

**Vendor Bid Response:**

Vehicle fuel type	UNIT PRICE
Gasoline	\$ 37924.00
Flex-fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

**\*Options:**

FOB Dealership: (Deduct)

\$ -

FOB Other than Metro Charleston - Per Mile

\$ -

\*Note - The above delivery "options" above are not evaluated as part of the award.

To: All State Agencies Under Purchasing Division  
From: Samantha Willis, Director & General Counsel  
WV Purchasing  
Date: January 22, 2025  
Re: \$100,000 Spending Requests

**MEMORANDUM**

Pursuant to Executive Order 4-25, signed into effect by Governor Morrissey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

14 Homeland Security

The Accompanying Request has been reviewed and approved by the following:

*Samantha Willis*  
Agency Head

3/27/25  
Date

\_\_\_\_\_  
Cabinet Secretary/Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Governor's Office Representative

\_\_\_\_\_  
Date

Approved:

*Eli Hirschfelder*

Cabinet Secretary

West Virginia Department of Administration

3/27/25

Lance Yardley  
approved via  
email 2/10/25



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☒ Approved

☐ Declined

Signature

Title

Date

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME REGGIE M SMITH

DEPARTMENT

HS - Homeland Security

AGENCY/BILL CODE JS03 DAVIS CENTER

Rubenstein Center

MA

E-MAIL REGGIE.M.SMITH@WV.GOV

PHONE NO. (304) 352-0205

EXT

DATE 3/26/2025

FUND # 0570

DEPT # 0608

UNIT # 8412

### VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)  
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

### JUSTIFICATION/PURPOSE

Est. # of days per week used

Est. # of miles per month used

CABINET SECRETARY APPROVAL

*[Signature]*

DATE 3-26-2025

### VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage

Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID

MAKE Jeep

Model Grand Cherokee 4X4 WLJH74

YEAR 2025

COLOR White - P117

Fuel Type Gasoline

New Vehicle Class/Description 7 - Mid Size Utility...4WD or AWD, 5 seats minimum/includes driver, 4 Doors Minimum, 109" WB, 6 cyl minimum, Tow Package, Slush/All Weather Mats

DEALERSHIP Thornhill Motor Car, Inc. dba Thornhill C

PURCHASE PRICE \$37,924.00

USED VEHICLE VIN#

MV35 E

### DECOMMISSIONED VEHICLE

MAKE JEEP

MODEL GRAND CHEROKEE

YEAR 2020

MILEAGE 45,127

LICENSE # SA004920

VIN # 1C4RJFAGXLC383225

FLT NN

DECOMMISSIONING METHOD DEST - Destroyed

DEFERRED

JUSTIFICATION FOR DEFERRED

0570 0000 0608 8412 98000

For FMO Office Use Only

☒ APPROVED

☐ DECLINED

EXECUTIVE DIRECTOR, FMD

*[Signature]*

DATE 3/27/25

Lance Yordley  
approved via  
email 2/10/25



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☐ Approved ☐ Declined

Signature

Title

Date

#2

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME REGGIE M SMITH

DEPARTMENT HS- Homeland Security

AGENCY/BILL CODE JS03 DAVIS CENTER Rubenstein Center

MA

E-MAIL REGGIE.M.SMITH@WV.GOV

PHONE NO. (304) 352-0205 EXT.

DATE 3/26/2025

FUND # 0570

DEPT # 0608

UNIT # 8412

### VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)  
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

### JUSTIFICATION/PURPOSE

Est. # of days per week used

Est. # of miles per month used

CABINET SECRETARY APPROVAL

DATE 3-26-2025

### VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage

Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID

MAKE Jeep

Model Grand Cherokee 4X4 WLH74

YEAR 2025

COLOR White RW7

Fuel Type Gasoline

New Vehicle Class/Description 7 - Mid Size Utility...4WD or AWD, 5 seats minimum/includes driver, 4 Doors Minimum, 109" WB, 6 cyl minimum, Tow Package, Slush/All Weather Mats

DEALERSHIP Thornhill Motor Car, Inc. dba Thornhill C

PURCHASE PRICE \$37,924.00

USED VEHICLE VIN#

### DECOMMISSIONED VEHICLE

MAKE CHEVROLET

MODEL TRAVERSE

YEAR 2016

MILEAGE 110,599

LICENSE # SA004464

VIN # 1GNKVFDXGJ240306

FLT NN

DECOMMISSIONING METHOD DEST - Destroyed

DEFERRED

JUSTIFICATION FOR DEFERRED

0570 0000 0608 8412 96000

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

*Thornhill Yordley*

DATE 3/27/25

Lance Tisdley  
approved via  
email 2/10/25



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☐ Approved ☐ Declined

Signature

Title

Date

#3

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME REGGIE M SMITH

DEPARTMENT HS- Homeland Security

AGENCY/BILL CODE JS10 CHICK BUCKBEE JUVENILE CENTER

MA

E-MAIL REGGIE.M.SMITH@WV.GOV

PHONE NO. (304) 352-0205

EXT

DATE 3/26/2025

FUND # 0570

DEPT # 0608

UNIT # 8431

### VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)  
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE

Est. # of days per week used

Est. # of miles per month used

CABINET SECRETARY APPROVAL

DATE 3-26-2025

### VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage

Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID

MAKE Jeep

Model Grand Cherokee 4X4 WLH74

YEAR 2025

COLOR white

Fuel Type Gasoline

New Vehicle Class/Description 7 - Mid Size Utility..AWD or AWD, 5 seats minimum/includes driver, 4 Doors Minimum, 109" WB, 6 cyl minimum, Tow Package, Slush/All Weather Mats

DEALERSHIP Thornhill Motor Car, Inc. dba Thornhill C PURCHASE PRICE \$37,924.00

USED VEHICLE VIN#

### DECOMMISSIONED VEHICLE

MAKE FORD

MODEL FUSION

YEAR 2016

MILEAGE 110,547

LICENSE # SA000305

VIN # 1FA6P0G71G5110695

FLT NW

DECOMMISSIONING METHOD DEST - Destroyed

DEFERRED

JUSTIFICATION FOR DEFERRED

0570 0000 0608 8431 98700

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

DATE 3/27/25

Lance Yeckley  
approved via  
email 2/10/25



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only  
☐ Approved ☐ Declined

Signature

Title

Date

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME REGGIE M SMITH

DEPARTMENT H.S. Homeland Security

AGENCY/BILL CODE JS09 DONALD J KUHN JUVENILE CENTER

MA

E-MAIL REGGIE.M.SMITH@WV.GOV

PHONE NO. (304) 352-0205 EXT

DATE 3/26/2025

FUND # 0570

DEPT # 0608

UNIT # 8414

### VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)  
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

### JUSTIFICATION/PURPOSE

Est. # of days per week used

Est. # of miles per month used

CABINET SECRETARY APPROVAL

DATE 3-26-2025

### VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage

Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID

MAKE Jeep

Model Grand Cherokee 4X4 WLH74

YEAR 2025

COLOR White PW7

Fuel Type Gasoline

New Vehicle Class/Description 7 - Mid Size Utility...4WD or AWD, 5 seats minimum/includes driver, 4 Doors Minimum, 109" WB, 6 cyl minimum, Tow Package, Slush/All Weather Mats

DEALERSHIP Thornhill Motor Car, Inc. dba Thornhill C

PURCHASE PRICE \$37,924.00

USED VEHICLE VIN#

### DECOMMISSIONED VEHICLE

MAKE FORD

MODEL FOCUS

YEAR 2009

MILEAGE N/A

LICENSE # SA002220

VIN # 1FAHP34N59W133732

R.T. N N

DECOMMISSIONING METHOD DEST - Destroyed

DEFERRED

JUSTIFICATION FOR DEFERRED

0570 0000 0608 8414 98600

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

DATE 3/27/25

Larice Vaidley  
approved via  
email 2/13/25



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☐ Approved ☐ Declined

Signature

Title

Date

\*9

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME REGGIE SMITH

DEPARTMENT ~~MA~~ HS - Homeland Security

AGENCY/BILL CODE RJ07 SOUTH WESTERN REGIONAL JAIL

MA

E-MAIL REGGIE.M.SMITH@WV.GOV

PHONE NO. (304) 352-0205

EXT

DATE 3/26/2025

FUND # 6678

DEPT # 0608

UNIT # SWRJ

### VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)  
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

### JUSTIFICATION/PURPOSE

Est. # of days per week used

Est. # of miles per month used

CABINET SECRETARY APPROVAL

DATE 3-26-2025

### VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage

Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID

MAKE Jeep

Model Grand Cherokee 4X4 WLH74

YEAR 2025

COLOR WHITE PWT

Fuel Type Gasoline

New Vehicle Class/Description 7 - Mid Size Utility...4WD or AWD, 5 seats minimum/includes driver, 4 Doors Minimum, 109" WB, 6 cyl minimum, Tow Package, Slush/All Weather Mats

DEALERSHIP Thornhill Motor Car, Inc. dba Thornhill C PURCHASE PRICE \$37,924.<sup>00</sup>

USED VEHICLE VIN#

MV 2SE

### DECOMMISSIONED VEHICLE

MAKE DODGE

MODEL GRAND CARAVAN

YEAR 2019

MILEAGE 196,409

LICENSE # SA004682

VIN # 2C4RDGBG3KR678765 F4T NW

DECOMMISSIONING METHOD Already Sold

DEFERRED

JUSTIFICATION FOR DEFERRED

16178 0000 0608 SWRJ 09900

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

*Haunth Yuh*

DATE 3/27/25

Lance Yodanis  
approved via  
email/text  
3/13/25



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☒ Approved ☐ Declined

Signature

Title

Date

#1D

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME REGGIE SMITH DEPARTMENT ~~MA~~ HS - Homeland Security  
AGENCY/BILL CODE CO01 CORRECTIONS CENTRAL OFFICE MA  
E-MAIL REGGIE.M.SMITH@WV.GOV  
PHONE NO. (304) 352-0205 EXT DATE 3/26/2025  
FUND # 0450 DEPT # 0608 UNIT # 8386

### VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)  
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

### JUSTIFICATION/PURPOSE

Est. # of days per week used

Est. # of miles per month used

CABINET SECRETARY APPROVAL

*[Signature]*

DATE 3-26-2025

### VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage  
Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID

MAKE Jeep

Model Grand Cherokee 4X4 WLH74

YEAR 2025

COLOR WHITE PWT

Fuel Type Gasoline

New Vehicle Class/Description 7 - Mid Size Utility...4WD or AWD, 5 seats minimum/includes driver, 4 Doors Minimum, 109" WB, 6 cyl minimum, Tow Package, Slush/All Weather Mats

DEALERSHIP Thornhill Motor Car, Inc. dba Thornhill C PURCHASE PRICE \$37,924.00

USED VEHICLE VIN#

### DECOMMISSIONED VEHICLE

MAKE JEEP

MODEL GRAND CHEROKEE

YEAR 1998

MILEAGE 102,870

LICENSE # SA001158

VIN # 1J4FJ28S0WL268783

FLT NN

DECOMMISSIONING METHOD Already Sold

DEFERRED

JUSTIFICATION FOR DEFERRED

0450 0000 0608 8386 128700

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

*[Signature]*

DATE 3/27/25

Lance Buckley  
approved via  
email 2/20/25



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only  
☐ Approved ☐ Declined

Signature

Title

Date

#13

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME REGGIE SMITH

AGENCY/BILL CODE CO18 PAROLE SERVICES

E-MAIL REGGIE.M.SMITH@WV.GOV

PHONE NO. (304) 352-0205 EXT

FUND # 0450

DEPT # 0608

DEPARTMENT ~~MA~~ HS - Homeland Security  
MA

DATE 3/26/2025

UNIT # 8376

### VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)  
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

### JUSTIFICATION/PURPOSE

Est. # of days per week used

Est. # of miles per month used

CABINET SECRETARY APPROVAL

*H. Robert Cunningham*

DATE 3-26-2025

### VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage

Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID

MAKE Jeep

Model Grand Cherokee 4X4 WLJH74

YEAR 2025

COLOR WHITE PW7

Fuel Type Gasoline

New Vehicle Class/Description 7 - Mid Size Utility...4WD or AWD, 5 seats minimum/includes driver, 4 Doors Minimum, 109" WB, 6 cyl minimum, Tow Package, Slush/All Weather Mats

DEALERSHIP Thornhill Motor Car, Inc. dba Thornhill C

PURCHASE PRICE \$37,924.00

USED VEHICLE VIN#

MV25E

### DECOMMISSIONED VEHICLE

MAKE FORD

MODEL TAURUS

YEAR 2015

MILEAGE 148,747

LICENSE # SA000295

VIN # 1FAHP2MK5FG173427

FLT YY

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

0450 0000 0608 8376 1686000 1686000

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

*Thurth Yaden*

DATE 3/27/25



Whitehill, Shelley L <shelley.l.whitehill@wv.gov>

## Re: Vehicle Requests

1 message

Wed, Feb 19, 2025 at 11:09 AM

Yoakum, Kenny H <kenny.h.yoakum@wv.gov>

To: "Householder, Eric L" <eric.l.householder@wv.gov>

Cc: Shelley L Whitehill <shelley.l.whitehill@wv.gov>, FMD Fleet Coordinator <fmdfleetcoordinator@wv.gov>

Secretary,

Attached are 18 vehicle requests for DHHR to be financed through Fleet for your consideration. Included are the 18 vehicle requests, agency's Cabinet Secretary approval and justification, and the memo request for purchases of \$100,000.

Please let me know if you have any questions.

Thanks

Kenny Yoakum

Director, Fleet Management Division

2310 Kanawha Blvd. East

Charleston, WV 25311

Ph # 304-558-2106

Fax # 304-558-2070

\$ 663,067.00

On Tue, Feb 18, 2025 at 5:58 PM Householder, Eric L <eric.l.householder@wv.gov> wrote:

All have been signed and are in Doug Buffington's possession.



**Eric Householder**  
Cabinet Secretary

State of West Virginia  
1900 Kanawha Boulevard, E.  
Building 1, Room E-119  
Charleston, WV 25305

Office: 304-558-4331  
Cell: 304-993-4149  
Eric.L.Householder@wv.gov

APPROVED

Eric Householder

3/28/25

7/23/25

3/28/25

On Tue, Feb 18, 2025 at 5:14 PM Yoakum, Kenny H <kenny.h.yoakum@wv.gov> wrote:

Secretary,

I wanted to follow up on the 5 pending requests, 2 for Educational Broadcasting and 3 for the Public Service Commission.

Please let me know if you have any questions. Thanks

Kenny Yoakum

Director, Fleet Management Division

2310 Kanawha Blvd. East

Charleston, WV 25311

Ph # 304-558-2106

Fax # 304-558-2070

----- Forwarded message -----

From: Yoakum, Kenny H <kenny.h.yoakum@wv.gov>

Date: Thu, Feb 13, 2025 at 10:27 AM

Subject: Fwd: Vehicle Requests

To: Eric Householder <Eric.L.Householder@wv.gov>

Cc: Shelley L Whitehill <shelley.l.whitehill@wv.gov>, FMD Fleet Coordinator <fmdfleetcoordinator@wv.gov>

In addition to the two requests pending for Educational Broadcasting, attached are three vehicle requests for the Public Service Commission for your consideration and the Governor's Office approval.

Please let me know if you have any questions.

Thanks

Kenny Yoakum

Director, Fleet Management Division

2310 Kanawha Blvd. East

Charleston, WV 25311

Ph # 304-558-2106

Fax # 304-558-2070

----- Forwarded message -----

From: Yoakum, Kenny H <kenny.h.yoakum@wv.gov>

Date: Mon, Feb 3, 2025 at 1:13 PM

Subject: Vehicle Requests

To: Eric Householder <Eric.L.Householder@wv.gov>

Cc: FMD Fleet Coordinator <fmdfleetcoordinator@wv.gov>, Shelley L Whitehill <shelley.l.whitehill@wv.gov>

Attached are two vehicle requests from Educational Broadcasting that will be financed by FMD for your consideration and the Governor's Office approval. A memo for purchases over \$100,000 is included even though the requests are slightly under the \$100,000 requirement. FMD has reviewed and approved the requests.

Please let me know if you have any questions.

Thanks

Kenny Yoakum

Director, Fleet Management Division

2310 Kanawha Blvd. East

Charleston, WV 25311

Ph # 304-558-2106

Fax # 304-558-2070



**DHHR 18 Vehicle Requests 2-18-25.pdf**

17479K

To: All State Agencies Under Purchasing Division  
From: Samantha Willis, Director & General Counsel  
WV Purchasing  
Date: January 22, 2025  
Re: \$100,000 Spending Requests

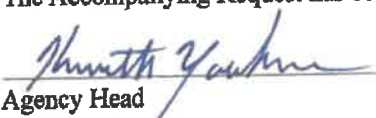
**MEMORANDUM**

Pursuant to Executive Order 4-25, signed into effect by Governor Morrisey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

The Accompanying Request has been reviewed and approved by the following:

  
Agency Head

2/12/25  
Date

\_\_\_\_\_  
Cabinet Secretary/Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Governor's Office Representative

\_\_\_\_\_  
Date



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☒ Approved

☐ Declined

Signature

Title

Date

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME AMY SUE GATES DEPARTMENT DH - DHHR

AGENCY/BILL CODE 3024 DHHR ENVIRONMENTAL HEALTH

E-MAIL AMY.S.GATES@WV.GOV

PHONE NO. (304) 352-3917 EXT 23917 DATE 01/21/2025

FUND # 5139 DEPT # 0506 UNIT # 3024

### VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)  
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE MEETS CRITERIA FOR REPLACEMENT

Est. # of days per week used 5 Est. # of miles per month used 1100

CABINET SECRETARY APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

### VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage \_\_\_\_\_

Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID Grand Cherokee 4X4 WLJH74

MAKE JEEP Model Grand Cherokee 4X4 WLJH74

YEAR 2025 COLOR WHITE FW7 Fuel Type GASOLINE

New Vehicle Class/Description MID SIZE UTILITY 4WD OR AWD, 109" WB 6 CYL MIN, TOW PKG, ALL WEATHER MATS

DEALERSHIP THORNHILL MOTOR CR DBA THORNHILL CDJR PURCHASE PRICE \$37,924.00

USED VEHICLE VIN# Class 7 MV25E

### DECOMMISSIONED VEHICLE

MAKE JEEP MODEL GRAND CHEROKEE

YEAR 2013 MILEAGE 143,860 LICENSE # SA005935

VIN # 1C4RJFAGXDC544061 FLT XX

DECOMMISSIONING METHOD DTSP-DELIVER TO SURPLUS DEFERRED \_\_\_\_\_

JUSTIFICATION FOR DEFERRED \_\_\_\_\_

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD Theresa Zuber

DATE 2/12/25



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☒ Approved

☐ Declined

Signature

Title

Date

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME AMY SUE GATES DEPARTMENT DH - DHHR

AGENCY/BILL CODE 3024 DHHR ENVIRONMENTAL HEALTH

E-MAIL AMY.S.GATES@WV.GOV

PHONE NO. (304) 352-3917 EXT 23917

DATE 01/21/2025

FUND # 5139

DEPT # 0506

UNIT # 3024

### VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)  
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE MEETS CRITERIA FOR REPLACEMENT

Est. # of days per week used 5

Est. # of miles per month used 1100

CABINET SECRETARY APPROVAL

DATE

### VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage

Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID Grand Cherokee 4X4 WLJH74

MAKE JEEP

Model Grand Cherokee 4X4 WLJH74

YEAR 2025

COLOR WHITE PW7

Fuel Type GASOLINE

New Vehicle Class/Description MID SIZE UTILITY 4WD OR AWD, 109" WB 6 CYL MIN, TOW PKG, ALL WEATHER MATS

DEALERSHIP THORNHILL MOTOR CR DBA THORNHILL CDJR

PURCHASE PRICE \$37,924.00

USED VEHICLE VIN#

C4633 7 MV25E

### DECOMMISSIONED VEHICLE

MAKE FORD

MODEL EXPLORER

YEAR 2016

MILEAGE 159,358

LICENSE # SA000915

VIN # 1FM5K8B81GGA37296

FLT YY

DECOMMISSIONING METHOD DTSP-DELIVER TO SURPLUS

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED

☐ DECLINED

EXECUTIVE DIRECTOR, FMD

*Theresa Johnson*

DATE 2/12/25



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☒ Approved ☐ Declined

Signature

Title

Date

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME AMY SUE GATES DEPARTMENT DH - DHHR

AGENCY/BILL CODE 3024 DHHR ENVIRONMENTAL HEALTH

E-MAIL AMY.S.GATES@WV.GOV

PHONE NO. (304) 352-3917 EXT 23917 DATE 01/21/2025

FUND # 5139 DEPT # 0506 UNIT # 3024

### VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)  
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE REPLACING VEHICLE TOTALED ON 11/27/2023

Est. # of days per week used 5 Est. # of miles per month used 1100

CABINET SECRETARY APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

### VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage \_\_\_\_\_

Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID Grand Cherokee 4X4 WLJH74

MAKE JEEP Model Grand Cherokee 4X4 WLJH74

YEAR 2025 COLOR WHITE PW7 Fuel Type GASOLINE

New Vehicle Class/Description MID SIZE UTILITY 4WD OR AWD, 109" WB 6 CYL MIN, TOW PKG, ALL WEATHER MATS

DEALERSHIP THORNHILL MOTOR CR DBA THORNHILL CDJR PURCHASE PRICE \$37,924.00

USED VEHICLE VIN# C14337 MV25E

### DECOMMISSIONED VEHICLE

MAKE FORD MODEL EXPLORER

YEAR 2022 MILEAGE TOTALED LICENSE # SA007202

VIN # 1FMSK8BBXNGC36293 FLT Decommed 4-5-24 without Replacement

DECOMMISSIONING METHOD DEST-DESTROYED DEFERRED \_\_\_\_\_

JUSTIFICATION FOR DEFERRED \_\_\_\_\_

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

*Therese Z. [Signature]*

DATE 2/18/25



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☒ Approved ☐ Declined

Signature

Title

Date

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME AMY SUE GATES DEPARTMENT DH - DHHR  
AGENCY/BILL CODE 3024 DHHR ENVIRONMENTAL HEALTH  
E-MAIL AMY.S.GATES@WV.GOV  
PHONE NO. (304) 352-3917 EXT 23917 DATE 01/21/2025  
FUND # 5139 DEPT # 0506 UNIT # 3024

### VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)  
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE DELIVERED TO SURPLUS AHEAD OF REPLACEMENT

Est. # of days per week used 5 Est. # of miles per month used 1100

CABINET SECRETARY APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

### VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage \_\_\_\_\_  
Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID Grand Cherokee 4X4 WLJH74

MAKE JEEP Model Grand Cherokee 4X4 WLJH74

YEAR 2025 COLOR WHITE PWT Fuel Type GASOLINE

New Vehicle Class/Description MID SIZE UTILITY 4WD OR AWD, 109" WB 6 CYL MIN, TOW PKG, ALL WEATHER MATS

DEALERSHIP THORNHILL MOTOR CR DBA THORNHILL CDJR PURCHASE PRICE \$37,924.00

USED VEHICLE VIN# CLASS 7 MU 25 E

### DECOMMISSIONED VEHICLE

MAKE FORD MODEL EXPLORER  
YEAR 2016 MILEAGE RETIRED LICENSE # SA000927

VIN # 1FM5K8B83GGA37297 FLT - Decommissioned 3/23/23 without Replacement

DECOMMISSIONING METHOD DTSP-DELIVER TO SURPLUS DEFERRED \_\_\_\_\_

JUSTIFICATION FOR DEFERRED \_\_\_\_\_

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

DATE 2/18/25



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☒ Approved

☐ Declined

Signature

Title

Date

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME AMY SUE GATES DEPARTMENT DH - DHHR  
AGENCY/BILL CODE 3024 DHHR ENVIRONMENTAL HEALTH  
E-MAIL AMY.S.GATES@WV.GOV  
PHONE NO. (304) 352-3917 EXT 23917 DATE 01/21/2025  
FUND # 5139 DEPT # 0506 UNIT # 3024

### VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)  
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE MEETS CRITERIA FOR REPLACEMENT. REQUEST CLASS UPGRADE. SEE MEMO.

Est. # of days per week used 5 Est. # of miles per month used 1100

CABINET SECRETARY APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

### VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage \_\_\_\_\_  
Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID Grand Cherokee 4X4 WLJH74

MAKE JEEP Model Grand Cherokee 4X4 WLJH74  
YEAR 2025 COLOR WHITE PW7 Fuel Type GASOLINE

New Vehicle Class/Description MID SIZE UTILITY 4WD OR AWD, 109" WB 6 CYL MIN, TOW PKG, ALL WEATHER MATS

DEALERSHIP THORNHILL MOTOR CR DBA THORNHILL CDJR PURCHASE PRICE \$37,924.00

USED VEHICLE VIN# Class 7 MU25E A-ENV

### DECOMMISSIONED VEHICLE

MAKE FORD MODEL FUSION  
YEAR 2012 MILEAGE 132,355 LICENSE # SA001554  
VIN # 3FAHP0HA5CR446022 FLT YY

DECOMMISSIONING METHOD DTSP-DELIVER TO SURPLUS DEFERRED \_\_\_\_\_  
JUSTIFICATION FOR DEFERRED \_\_\_\_\_

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

DATE 2/18/25



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☐ Approved

☐ Declined

Signature

Title

Date

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME AMY SUE GATES DEPARTMENT DH - DHHR

AGENCY/BILL CODE 3024 DHHR ENVIRONMENTAL HEALTH

E-MAIL AMY.S.GATES@WV.GOV

PHONE NO. (304) 352-3917 EXT 23917 DATE 01/21/2025

FUND # 5139 DEPT # 0506 UNIT # 3024

### VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)

☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE MEETS CRITERIA FOR REPLACEMENT. REQUEST CLASS UPGRADE. SEE MEMO.

Est. # of days per week used 5 Est. # of miles per month used 1100

CABINET SECRETARY APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

### VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage \_\_\_\_\_

Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID Grand Cherokee 4X4 WLJH74

MAKE JEEP Model Grand Cherokee 4X4 WLJH74

YEAR 2025 COLOR WHITE PW7 Fuel Type GASOLINE

New Vehicle Class/Description MID SIZE UTILITY 4WD OR AWD, 109" WB 6 CYL MIN, TOW PKG, ALL WEATHER MATS

DEALERSHIP THORNHILL MOTOR CR DBA THORNHILL CDJR PURCHASE PRICE \$37,924.00

USED VEHICLE VIN# Class 7 MV25E

### DECOMMISSIONED VEHICLE

MAKE FORD MODEL FUSION

YEAR 2017 MILEAGE 151,838 LICENSE # SA001982

VIN # 3FA6P0G78HR126276

DECOMMISSIONING METHOD DTSP-DELIVER TO SURPLUS

DEFERRED \_\_\_\_\_

JUSTIFICATION FOR DEFERRED \_\_\_\_\_

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

DATE 2/18/25



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☒ Approved

☐ Declined

Signature

Title

Date

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME AMY SUE GATES DEPARTMENT DH - DHHR

AGENCY/BILL CODE 3024 DHHR ENVIRONMENTAL HEALTH

E-MAIL AMY.S.GATES@WV.GOV

PHONE NO. (304) 352-3917 EXT 23917 DATE 01/21/2025

FUND # 5139 DEPT # 0506 UNIT # 3024

### VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)  
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE MEETS CRITERIA FOR REPLACEMENT. REQUEST CLASS UPGRADE. SEE MEMO.

Est. # of days per week used 5 Est. # of miles per month used 1100

CABINET SECRETARY APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

### VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage \_\_\_\_\_

Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID Grand Cherokee 4X4 WLJH74

MAKE JEEP Model Grand Cherokee 4X4 WLJH74

YEAR 2025 COLOR WHITE PW7 Fuel Type GASOLINE

New Vehicle Class/Description MID SIZE UTILITY 4WD OR AWD, 109" WB 6 CYL MIN, TOW PKG, ALL WEATHER MATS

DEALERSHIP THORNHILL MOTOR CR DBA THORNHILL CDJR PURCHASE PRICE \$37,924.00

USED VEHICLE VIN# Class 7 MV25E

### DECOMMISSIONED VEHICLE

MAKE CHEVROLET MODEL MALIBU

YEAR 2015 MILEAGE 149,475 LICENSE # SA004953

VIN # 1G11A5SL7FF133116 FLT YK

DECOMMISSIONING METHOD DTSP-DELIVER TO SURPLUS DEFERRED \_\_\_\_\_

JUSTIFICATION FOR DEFERRED \_\_\_\_\_

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

DATE 2/18/25



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☐ Approved ☐ Declined

Signature

Title

Date

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME AMY SUE GATES DEPARTMENT DH - DHHR  
AGENCY/BILL CODE 3024 DHHR ENVIRONMENTAL HEALTH  
E-MAIL AMY.S.GATES@WV.GOV  
PHONE NO. (304) 352-3917 EXT 23917 DATE 01/21/2025  
FUND # 5139 DEPT # 0506 UNIT # 3024

### VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)  
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE REPLACING VEHICLE TOTALED ON 08/07/2024

Est. # of days per week used 5 Est. # of miles per month used 1100

CABINET SECRETARY APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

### VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage \_\_\_\_\_  
Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID Grand Cherokee 4X4 WLJH74

MAKE JEEP Model Grand Cherokee 4X4 WLJH74  
YEAR 2025 COLOR WHITE PW7 Fuel Type GASOLINE

New Vehicle Class/Description MID SIZE UTILITY 4WD OR AWD, 109" WB 6 CYL MIN, TOW PKG, ALL WEATHER MATS

DEALERSHIP THORNHILL MOTOR CR DBA THORNHILL CDJR PURCHASE PRICE \$37,924.00

USED VEHICLE VIN# Class 7 MU25E

### DECOMMISSIONED VEHICLE

MAKE CHEVROLET MODEL MALIBU  
YEAR 2015 MILEAGE TOTALED LICENSE # SA005909  
VIN # 1G11A5SL2FF133010 FLI - Destroyed - 9-16-24 without Replacement

DECOMMISSIONING METHOD DEST-DESTROYED DEFERRED \_\_\_\_\_  
JUSTIFICATION FOR DEFERRED \_\_\_\_\_

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

*Therese Z...*

DATE 2/18/25

To: All State Agencies Under Purchasing Division  
From: Samantha Willis, Director & General Counsel  
WV Purchasing  
Date: January 22, 2025  
Re: \$100,000 Spending Requests

**MEMORANDUM**

Pursuant to Executive Order 4-25, signed into effect by Governor Morrissey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

The Accompanying Request has been reviewed and approved by the following:

  
\_\_\_\_\_  
Agency Head

2/21/25  
Date

  
\_\_\_\_\_  
Cabinet Secretary/Department Head

3/28/25  
Date

  
\_\_\_\_\_  
Governor's Office Representative

3/28/25  
Date

☐ *Burdette*



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☐ Approved

☐ Declined

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME AMY S GATES

DEPARTMENT DHHR

AGENCY/BILL CODE 2554 DHHR REGION 1 - SOCIAL SERVICES

DH

E-MAIL AMY.S.GATES@WV.GOV

PHONE NO. (304) 352-3917

EXT 23917

DATE 1/25/2025

FUND # 5362

DEPT # 0511

UNIT # 2554

### VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)  
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE MEETS CRITERIA TO REPLACE. REQUEST CLASS UPGRADE. SEE MEMO.

Est. # of days per week used 5

Est. # of miles per month used 1100

CABINET SECRETARY APPROVAL \_\_\_\_\_

DATE \_\_\_\_\_

### VEHICLE PURCHASE

Type of vehicle

☒ New Vehicle

☐ Used Vehicle

Used Vehicle Mileage \_\_\_\_\_

Who owns this vehicle?

☒ Leased from Fleet

☐ Agency Owned

DOC ID \_\_\_\_\_

MAKE ~~Chrysler~~ Jeep

Model

Voyager LX RUCL53

Grand Cherokee

YEAR 2025

COLOR WHITE

PWT

Fuel Type Gasoline

New Vehicle Class/Description

Mini Van...FWD, 7 seats minimum/includes driver, Door minimum: 1 Driver Front, 1 Passenger Front, 1 Driver Sliding Rear, 1 Passenger Sliding Rear, 1 Back, 121" WB, 6 cyl minimum, Passenger AC/Heat Rear, Side Air Bags, Slush/All

DEALERSHIP Stephens Auto Center

Thornhill

PURCHASE PRICE \$39,528

37,924.00

USED VEHICLE VIN#

class 9

11V35C

Class 7

MV25E

### DECOMMISSIONED VEHICLE

MAKE FORD

MODEL FUSION

YEAR 2017

MILEAGE 175,074

LICENSE # SA001511

VIN # 3FA6POG7XHR126277

FLT Y Y

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED \_\_\_\_\_

JUSTIFICATION FOR DEFERRED \_\_\_\_\_

For FMO Office Use Only

☒ APPROVED

☐ DECLINED

EXECUTIVE DIRECTOR, FMD

*Therese Zacher*

DATE

2/21/25

☐ 040



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☐ Approved ☐ Declined

Signature

Title

Date

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME AMY S GATES DEPARTMENT DHHR  
AGENCY/BILL CODE 2742 DHHR REGION 1 DH  
E-MAIL AMY.S.GATES@WV.GOV  
PHONE NO. (304) 352-3917 EXT 23917 DATE 1/31/2025  
FUND # 5362 DEPT # 0511 UNIT # 2742

### VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)  
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

### JUSTIFICATION/PURPOSE MEETS CRITERIA TO REPLACE

Est. # of days per week used 5 Est. # of miles per month used 1100

CABINET SECRETARY APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

### VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage \_\_\_\_\_  
Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID \_\_\_\_\_

MAKE Jeep Model Grand Cherokee 4X4 WLJH74  
YEAR 2025 COLOR PW7 Fuel Type Gasoline

New Vehicle Class/Description Mid Size Utility...4WD or AWD, 5 seats minimum/includes driver, 4 Doors Minimum, 109" WB, 6 cyl minimum, Tow Package, Slush/All Weather Mats

DEALERSHIP Thornhill Motor Car, Inc. dba Thornhill C PURCHASE PRICE \$37,924

USED VEHICLE VIN# Class 7 MV25E

### DECOMMISSIONED VEHICLE

MAKE JEEP MODEL PATRIOT  
YEAR 2014 MILEAGE 140,618 LICENSE # SA001818  
VIN # 1C4NJRBB1ED880566 FLT 44

DECOMMISSIONING METHOD \_\_\_\_\_ DEFERRED \_\_\_\_\_  
JUSTIFICATION FOR DEFERRED \_\_\_\_\_

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

*Thurston Zuber*

DATE 2/21/25

☐ Lusk



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☒ Approved

☐ Declined

Signature

Title

Date

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME AMY S GATES

DEPARTMENT DHHR

AGENCY/BILL CODE 2557 REGION IV-SOCIAL SERVICES

DH

E-MAIL AMY.S.GATES@WV.GOV

PHONE NO. (304) 352-3917

EXT 23917

DATE 1/25/2025

FUND # 5362

DEPT # 0511

UNIT # 2557

### VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)  
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE MEETS CRITERIA TO REPLACE.

Est. # of days per week used

Est. # of miles per month used

CABINET SECRETARY APPROVAL

DATE

### VEHICLE PURCHASE

Type of vehicle

☒ New Vehicle

☐ Used Vehicle

Used Vehicle Mileage

Who owns this vehicle?

☒ Leased from Fleet

☐ Agency Owned

DOC ID

MAKE Jeep

Model Grand Cherokee 4X4 WLH74

YEAR 2025

COLOR WHITE PWT

Fuel Type Gasoline

New Vehicle Class/Description Mid Size Utility...4WD or AWD, 5 seats minimum/includes driver, 4 Doors Minimum, 109" WB, 6 cyl minimum, Tow Package, Slush/All Weather Mats

DEALERSHIP Thornhill Motor Car, Inc. dba Thornhill C

PURCHASE PRICE \$37,924

USED VEHICLE VIN#

Class 7 MV25E

### DECOMMISSIONED VEHICLE

MAKE DODGE

MODEL GRAND CARAVAN

YEAR 2016

MILEAGE RETIRED

LICENSE # SA001476

VIN # 2C4RDGBG7GR347596

FLT SLD

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED

☐ DECLINED

EXECUTIVE DIRECTOR, FMD

Thornhill 2/21/25

DATE

2/21/25

☐ *Heimer*



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☐ Approved ☐ Declined

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME AMY S GATES DEPARTMENT DHHR  
AGENCY/BILL CODE 2557 REGION IV-SOCIAL SERVICES DH  
E-MAIL AMY.S.GATES@WV.GOV  
PHONE NO. (304) 352-3917 EXT 23917 DATE 1/25/2025  
FUND # 5362 DEPT # 0511 UNIT # 2557

### VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)  
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE MEETS CRITERIA TO REPLACE.

Est. # of days per week used \_\_\_\_\_ Est. # of miles per month used \_\_\_\_\_

CABINET SECRETARY APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

### VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage \_\_\_\_\_  
Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID \_\_\_\_\_

MAKE Jeep Model Grand Cherokee 4X4 WLH74  
YEAR 2025 COLOR WHITE PWT Fuel Type Gasoline

New Vehicle Class/Description Mid Size Utility...4WD or AWD, 5 seats minimum/includes driver, 4 Doors Minimum, 109" WB, 6 cyl minimum, Tow Package, Slush/All Weather Mats

DEALERSHIP Thornhill Motor Car, Inc. dba Thornhill C PURCHASE PRICE \$37,924.

USED VEHICLE VIN# Class 7 MV 25 E

### DECOMMISSIONED VEHICLE

MAKE JEEP MODEL PATRIOT  
YEAR 2016 MILEAGE RETIRED LICENSE # SA000152

VIN # 1C4NJRBB6GD798299 FL7 sold

DECOMMISSIONING METHOD DTSP - Deliver to Surplus DEFERRED \_\_\_\_\_

JUSTIFICATION FOR DEFERRED \_\_\_\_\_

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD *Heimer*

DATE 2/21/25

Thompson



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☐ Approved ☐ Declined

Signature

Title

Date

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME AMY S GATES DEPARTMENT DHHR  
AGENCY/BILL CODE 2555 DHHR REGION SOUTH - SOCIAL SERVICES DH  
E-MAIL AMY.S.GATES@WV.GOV  
PHONE NO. (304) 352-3917 EXT 23917 DATE 2/20/2025  
FUND # 5362 DEPT # 0511 UNIT # 2555

### VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)  
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE MEETS CRITERIA TO REPLACE. REQUEST CLASS UPGRADE. SEE MEMO

Est. # of days per week used 5 Est. # of miles per month used 1100

CABINET SECRETARY APPROVAL

DATE

### VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage  
Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID

MAKE Jeep Model Grand Cherokee 4X4 WLH74  
YEAR 2025 COLOR WHITE PW7 Fuel Type Gasoline

New Vehicle Class/Description Mid Size Utility...4WD or AWD, 5 seats minimum/includes driver, 4 Doors Minimum, 109" WB, 6 cyl minimum, Tow Package, Slush/All Weather Mats

DEALERSHIP Thornhill Motor Car, Inc. dba Thornhill C PURCHASE PRICE \$37,924

USED VEHICLE VIN# Class 7 MV25E

### DECOMMISSIONED VEHICLE

MAKE FORD MODEL FUSION  
YEAR 2014 MILEAGE 150,777 LICENSE # SA001577  
VIN # 3FA6POG71ER104342 FLT Y4

DECOMMISSIONING METHOD DTSP - Deliver to Surplus DEFERRED  
JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

DATE 2/21/25

Jenkins



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only  
☐ Approved ☐ Declined

Signature

Title

Date

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME AMY S GATES DEPARTMENT DHHR  
AGENCY/BILL CODE 2555 DHHR - SOCIAL SERVICES DH  
E-MAIL AMY.S.GATES@WV.GOV  
PHONE NO. (304) 352-3917 EXT 23917 DATE 1/25/2025  
FUND # 5362 DEPT # 0511 UNIT # 2555

### VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)  
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE MEETS CRITERIA TO REPLACE. REQUEST CLASS UPGRADE. SEE MEMO

Est. # of days per week used 5 Est. # of miles per month used 1100

CABINET SECRETARY APPROVAL

DATE

### VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage  
Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID

MAKE Jeep Model Grand Cherokee 4X4 WLJH74  
YEAR 2025 COLOR WHITE PWT Fuel Type Gasoline

New Vehicle Class/Description Mid Size Utility...4WD or AWD, 5 seats minimum/includes driver, 4 Doors Minimum, 109" WB, 6 cyl minimum, Tow Package, Slush/All Weather Mats

DEALERSHIP Thornhill Motor Car, Inc. dba Thornhill C PURCHASE PRICE \$37,924

USED VEHICLE VIN# Class 7 WV 25E

### DECOMMISSIONED VEHICLE

MAKE FORD MODEL FUSION  
YEAR 2013 MILEAGE 144,575 LICENSE # SA001582  
VIN # 3FA6P0G73DR364739 FLT YY

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

*Theresa Jenkins*

DATE 2/21/25

Adding more



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☒ Approved ☐ Declined

Signature

Title

Date

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME AMY S GATES

DEPARTMENT DHHR

AGENCY/BILL CODE 2555 DHHR REGION SOUTH - SOCIAL SERVICES

DH

E-MAIL AMY.S.GATES@WV.GOV

PHONE NO. (304) 352-3917

EXT 23917

DATE 2/20/2025

FUND # 5362

DEPT # 0511

UNIT # 2555

### VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)  
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE MEETS CRITERIA TO REPLACE. REQUEST CLASS UPGRADE. SEE MEMO

Est. # of days per week used 5

Est. # of miles per month used 1100

CABINET SECRETARY APPROVAL

DATE

### VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage

Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID

MAKE Jeep

Model Grand Cherokee 4X4 WLJH74

YEAR 2025

COLOR WHITE

PW7

Fuel Type Gasoline

New Vehicle Class/Description Mid Size Utility...4WD or AWD, 5 seats minimum/includes driver, 4 Doors Minimum, 109" WB, 6 cyl minimum, Tow Package, Slush/All Weather Mats

DEALERSHIP Thornhill Motor Car, Inc. dba Thornhill C

PURCHASE PRICE \$37,924

USED VEHICLE VIN#

Class 7

MV25 E

### DECOMMISSIONED VEHICLE

MAKE CHEVROLET

MODEL MALIBU

YEAR 2015

MILEAGE 180,480

LICENSE # SA001145

VIN # 1G11A5SL2FF130897

FLT YY

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

*Keith Zuhra*

DATE 2/21/25

☐ *Bolden Moore*



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☒ Approved ☐ Declined

Signature

Title

Date

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME AMY S GATES DEPARTMENT DHHR  
AGENCY/BILL CODE 2555 DHHR - SOCIAL SERVICES DH  
E-MAIL AMY.S.GATES@WV.GOV  
PHONE NO. (304) 352-3917 EXT 23917 DATE 1/25/2025  
FUND # 5362 DEPT # 0511 UNIT # 2555

### VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)  
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE MEETS CRITERIA TO REPLACE.

Est. # of days per week used 5 Est. # of miles per month used 1100

CABINET SECRETARY APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

### VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage \_\_\_\_\_  
Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID \_\_\_\_\_

MAKE Jeep Model Grand Cherokee 4X4 WLJH74  
YEAR 2025 COLOR WHITE PW7 Fuel Type Gasoline

New Vehicle Class/Description Mid Size Utility...4WD or AWD, 5 seats minimum/includes driver, 4 Doors Minimum, 109" WB, 6 cyl minimum, Tow Package, Slush/All Weather Mats

DEALERSHIP Thornhill Motor Car, Inc. dba Thornhill C PURCHASE PRICE \$37,924

USED VEHICLE VIN# Class 7 MU25E

### DECOMMISSIONED VEHICLE

MAKE JEEP MODEL PATRIOT  
YEAR 2014 MILEAGE 145,921 LICENSE # SA001848  
VIN # 1C4NJRBB4ED880559 FL7 Sold

DECOMMISSIONING METHOD DTSP - Deliver to Surplus DEFERRED \_\_\_\_\_  
JUSTIFICATION FOR DEFERRED \_\_\_\_\_

For FMO Office Use Only \_\_\_\_\_

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

*Thornhill Y...*

DATE 2/21/25

0121



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☐ Approved ☐ Declined

Signature

Title

Date

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME AMY S GATES DEPARTMENT DHHR  
AGENCY/BILL CODE 2554 DHHR REGION 1 - SOCIAL SERVICES DH  
E-MAIL AMY.S.GATES@WV.GOV  
PHONE NO. (304) 352-3917 EXT 23917 DATE 2/20/2025  
FUND # 5362 DEPT # 0511 UNIT # 2554

### VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)  
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE MEETS CRITERIA TO REPLACE. REQUEST CLASS UPGRADE. SEE MEMO

Est. # of days per week used 5

Est. # of miles per month used 1100

CABINET SECRETARY APPROVAL

DATE

### VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage  
Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID

MAKE Jeep

Model Grand Cherokee 4X4 WLJH74

YEAR 2025

COLOR WHITE pu7

Fuel Type Gasoline

New Vehicle Class/Description Mid Size Utility...4WD or AWD, 5 seats minimum/includes driver, 4 Doors Minimum, 109" WB, 6 cyl minimum, Tow Package, Slush/All Weather Mats

DEALERSHIP Thornhill Motor Car, Inc. dba Thornhill C PURCHASE PRICE \$37,924

USED VEHICLE VIN#

Class 7 MV25E

### DECOMMISSIONED VEHICLE

MAKE JEEP

MODEL GRAND CHEROKEE

YEAR 2014

MILEAGE 133,473

LICENSE # SA002090

VIN # 1C4RJFAG6EC178665

ELT YY

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

DATE 2/21/25

☐ Budette



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☐ Approved

☐ Declined

Signature

Title

Date

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME AMY S GATES

DEPARTMENT DHHR

AGENCY/BILL CODE 2554 DHHR REGION 1 - SOCIAL SERVICES

DH

E-MAIL AMY.S.GATES@WV.GOV

PHONE NO. (304) 352-3917

EXT 23917

DATE 1/25/2025

FUND # 5362

DEPT # 0511

UNIT # 2554

### VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)  
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE MEETS CRITERIA TO REPLACE, REQUEST CLASS UPGRADE. SEE MEMO.

Est. # of days per week used 5

Est. # of miles per month used 1100

CABINET SECRETARY APPROVAL

DATE

### VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage

Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID

MAKE Jeep

Model Grand Cherokee 4X4 WLH74

YEAR 2025

COLOR WHITE PW7

Fuel Type Gasoline

New Vehicle Class/Description Mid Size Utility...4WD or AWD, 5 seats minimum/includes driver, 4 Doors Minimum, 109" WB, 6 cyl minimum, Tow Package, Slush/All Weather Mats

DEALERSHIP Thornhill Motor Car, Inc. dba Thornhill C

PURCHASE PRICE \$37,924

USED VEHICLE VIN#

Class 7 MV25E

### DECOMMISSIONED VEHICLE

MAKE FORD

MODEL FUSION

YEAR 2013

MILEAGE 171,785

LICENSE # SA001524

VIN # 3FA6POG77DR364744

FL7 YY

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only



APPROVED



DECLINED

EXECUTIVE DIRECTOR, FMD

*Thornhill*

DATE

2/21/25

☐ Gendreau



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☐ Approved ☐ Declined

Signature

Title

Date

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME AMY S GATES DEPARTMENT DHHR  
AGENCY/BILL CODE 2554 DHHR REGION 1 - SOCIAL SERVICES DH  
E-MAIL AMY.S.GATES@WV.GOV  
PHONE NO. (304) 352-3917 EXT 23917 DATE 1/25/2025  
FUND # 5362 DEPT # 0511 UNIT # 2554

### VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)  
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE MEETS CRITERIA TO REPLACE. REQUEST CLASS UPGRADE. SEE MEMO.

Est. # of days per week used 5 Est. # of miles per month used 1100

CABINET SECRETARY APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

### VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage \_\_\_\_\_  
Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID \_\_\_\_\_

MAKE Jeep Model Grand Cherokee 4X4 WLJH74  
YEAR 2025 COLOR WHITE PW7 Fuel Type Gasoline

New Vehicle Class/Description Mid Size Utility...4WD or AWD, 5 seats minimum/Includes driver, 4 Doors Minimum, 109" WB, 6 cyl minimum, Tow Package, Slushy/All Weather Mats

DEALERSHIP Thornhill Motor Car, Inc. dba Thornhill C PURCHASE PRICE \$37,924

USED VEHICLE VIN# Class 7 MV 25 E

### DECOMMISSIONED VEHICLE

MAKE FORD MODEL FUSION  
YEAR 2017 MILEAGE 113,008 LICENSE # SA001526  
VIN # 3FA6P0G77HR236235 FLT 44

DECOMMISSIONING METHOD DTSP - Deliver to Surplus DEFERRED \_\_\_\_\_  
JUSTIFICATION FOR DEFERRED \_\_\_\_\_

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

*[Signature]*

DATE 2/21/25

☐ *Gendreau*



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☐ Approved ☐ Declined

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME AMY S GATES DEPARTMENT DHHR  
AGENCY/BILL CODE 2554 DHHR REGION 1 - SOCIAL SERVICES DH  
E-MAIL AMY.S.GATES@WV.GOV  
PHONE NO. (304) 352-3917 EXT 23917 DATE 1/25/2025  
FUND # 5362 DEPT # 0511 UNIT # 2554

### VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)  
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE MEETS CRITERIA TO REPLACE. REQUEST CLASS UPGRADE. SEE MEMO.

Est. # of days per week used 5 Est. # of miles per month used 1100

CABINET SECRETARY APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

### VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage \_\_\_\_\_  
Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID \_\_\_\_\_

MAKE Jeep Model Grand Cherokee 4X4 WLH74  
YEAR 2025 COLOR WHITE PW7 Fuel Type Gasoline

New Vehicle Class/Description Mid Size Utility...4WD or AWD, 5 seats minimum/includes driver, 4 Doors Minimum, 109" WB, 6 cyl minimum, Tow Package, Slush/All Weather Mats

DEALERSHIP Thornhill Motor Car, Inc. dba Thornhill C PURCHASE PRICE \$37,924

USED VEHICLE VIN# Class 7 MV25E

### DECOMMISSIONED VEHICLE

MAKE FORD MODEL FOCUS  
YEAR 2010 MILEAGE 121,216 LICENSE # SA002200  
VIN # 1FAHP3EN4AW172427 FL7 Y4

DECOMMISSIONING METHOD DTSP - Deliver to Surplus DEFERRED \_\_\_\_\_

JUSTIFICATION FOR DEFERRED \_\_\_\_\_

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD *Smith*

DATE 2/21/24

☐ Wcl:zer



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☐ Approved

☐ Declined

Signature

Title

Date

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME AMY S GATES

DEPARTMENT DHHR

AGENCY/BILL CODE 2539 DHHR SOCIAL SERVICES

DH

E-MAIL AMY.S.GATES@WV.GOV

PHONE NO. (304) 352-3917

EXT 23917

DATE 1/25/2025

FUND # 5362

DEPT # 0511

UNIT # 2539

### VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)

☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE MEETS CRITERIA FOR REPLACEMENT. REQUEST CLASS UPGRADE. SEE MEMO.

Est. # of days per week used 5

Est. # of miles per month used 1100

CABINET SECRETARY APPROVAL

DATE

### VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage

Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID

MAKE Jeep

Model Grand Cherokee 4X4 WLJH74

YEAR 2025

COLOR WHITE PW7

Fuel Type Gasoline

New Vehicle Class/Description Mid Size Utility...4WD or AWD, 5 seats minimum/includes driver, 4 Doors Minimum, 109" WB, 6 cyl minimum, Tow Package, Slush/All Weather Mats

DEALERSHIP Thornhill Motor Car, Inc. dba Thornhill C

PURCHASE PRICE \$37,924

USED VEHICLE VIN#

Class 7 MU25E

### DECOMMISSIONED VEHICLE

MAKE JEEP

MODEL PATRIOT

YEAR 2014

MILEAGE 139,026

LICENSE # SA001835

VIN # 1C4NJRBB3ED870220

FLT 44

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMD Office Use Only

☒ APPROVED

☐ DECLINED

EXECUTIVE DIRECTOR, FMD

*Justin Fisher*

DATE 2/21/25

To: All State Agencies Under Purchasing Division  
From: Samantha Willis, Director & General Counsel  
WV Purchasing  
Date: January 22, 2025  
Re: \$100,000 Spending Requests

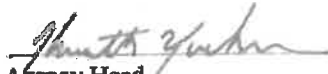
**MEMORANDUM**

Pursuant to Executive Order 4-25, signed into effect by Governor Morrisey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

The Accompanying Request has been reviewed and approved by the following:

  
\_\_\_\_\_  
Agency Head

3/10/25  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Cabinet Secretary/Department Head

3/10/25  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Governor's Office Representative

\_\_\_\_\_  
Date



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☐ Approved ☐ Declined

Signature

Title

Date

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME AMY S GATES DEPARTMENT DHHR  
AGENCY/BILL CODE 2556 DHHR- SOCIAL SERVICES DH  
E-MAIL AMY.S.GATES@WV.GOV  
PHONE NO. (304) 352-3917 EXT 23917 DATE 3/10/2025  
FUND # 5362 DEPT # 0511 UNIT # 2556

### VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)  
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE MEETS CRITERIA TO REPLACE, REQUEST CLASS INCREASE, SEE MEMO

Est. # of days per week used 5 Est. # of miles per month used 1100

CABINET SECRETARY APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

### VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage \_\_\_\_\_  
Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID \_\_\_\_\_

MAKE Jeep Model Grand Cherokee 4X4 WLJH74  
YEAR 2025 COLOR WHITE Fuel Type Gasoline

New Vehicle Class/Description Mid Size Utility...4WD or AWD, 5 seats minimum/includes driver, 4 Doors Minimum, 109" WB, 6 cyl minimum, Tow Package, Slush/All Weather Mats

DEALERSHIP Thornhill Motor Car, Inc. dba Thornhill C PURCHASE PRICE \$37,924.

USED VEHICLE VIN# Class 7 MU25E

### DECOMMISSIONED VEHICLE

MAKE FORD MODEL FUSION  
YEAR 2012 MILEAGE 134,000 LICENSE # SA001557  
VIN # 3FAHP0HA6CR446000 FLT 44

DECOMMISSIONING METHOD DTSP - Deliver to Surplus DEFERRED  
JUSTIFICATION FOR DEFERRED REQUEST TO DECOMMISSION DUE TO HIGH COST OF REPAIR \$6490.97

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

*Thornhill Yachin*

DATE 3/10/25

# MEMORANDUM

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

1 vehicle / DHHR - social services

**The Accompanying Request has been reviewed and approved by the following:**

**Agency Head**

**Cabinet Secretary/Department Head**

Date \_\_\_\_\_

Date \_\_\_\_\_

**Governor's Office Representative**

**Date:**



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only  
☐ Approved ☐ Declined

Signature \_\_\_\_\_  
Title \_\_\_\_\_ Date \_\_\_\_\_

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME AMY S GATES DEPARTMENT DHHR  
AGENCY/BILL CODE 2556 DHHR - SOCIAL SERVICES DH  
E-MAIL AMY.S.GATES@WV.GOV  
PHONE NO. (304) 352-3917 EXT 23917 DATE 3/4/2025  
FUND # 5362 DEPT # 0511 UNIT # 2556

### VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)  
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE MEETS CRITERIA TO REPLACE, REQUEST CLASS INCREASE, SEE MEMO

Est. # of days per week used 5

Est. # of miles per month used 1100

CABINET SECRETARY APPROVAL [Signature]

DATE 3/2

### VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage  
Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID \_\_\_\_\_

MAKE Jeep

Model Grand Cherokee 4X4 WLJH74

YEAR 2025

COLOR WHITE

Fuel Type Gasoline

New Vehicle Class/Description Mid Size Utility...4WD or AWD, 5 seats minimum/includes driver, 4 Doors Minimum, 109" WB, 6 cyl minimum, Tow Package, Slush/All Weather Mats

DEALERSHIP Thornhill Motor Car, Inc. dba Thornhill C

PURCHASE PRICE \$37,924

USED VEHICLE VIN# \_\_\_\_\_

### DECOMMISSIONED VEHICLE

MAKE FORD

MODEL FUSION

YEAR 2013

MILEAGE 147,966

LICENSE # SA001584

VIN # 3FA6POG73DR364756 F47 87

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED \_\_\_\_\_

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD [Signature]

DATE 3/12/25

You are viewing this page over a secure connection. Click here for more information.

## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

**NOTICE:** The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

#### THORNHILL MOTOR CAR, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	7/13/2018		7/13/2018	Domestic	Profit			

Organization Information								
Business Purpose	4411 - Retail Trade - Motor Vehicle and Parts Dealers - Automobile Dealers (new, used)				Capital Stock	100000.0000		
Charter County	Logan				Control Number	0		
Charter State	WV				Excess Acres			
At Will Term					Member Managed			
At Will Term Years					Par Value	100.000000		
Authorized Shares	1000				Young Entrepreneur	Not Specified		

Addresses	
Type	Address
Local Office Address	509 DINGESS STREET LOGAN, WV, 25601
Mailing Address	PO BOX 2036 LOGAN, WV, 25601
Notice of Process Address	WALLY THORNHILL P O BOX 340 PECKS MILL, WV, 25547
Principal Office Address	509 DINGESS STREET LOGAN, WV, 25601
Type	Address

Officers	
Type	Name/Address
Incorporator	WALLY THORNHILL P O BOX 340 PECKS MILL, WV, 25547
President	WALLY THORNHILL P O BOX 340 PECKS MILL, WV, 25547
Secretary	JAMES DIVITA 3036 MICHAEL AVENUE BELLE, WV, 25015
Treasurer	NATHAN THORNHILL PO BOX 340 PECKS MILL, WV, 25547
Vice-President	SYDNEY BROWN 102 WALL STREET LOGAN, WV, 25601
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
THORNHILL CHRYSLER DODGE JEEP RAM	TRADENAME	4/10/2019	
THORNHILL CHRYSLER DODGE RAM JEEP, INC.	TRADENAME	7/13/2018	7/27/2018
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
3/14/2019	AMENDMENT FILED- CHANGING ADDRESSES- SEE IMAGE
Date	Amendment

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Filed For	
2025	
2024	
2023	
2022	
2021	
2020	
2019	
Date Filed	

For more information, please contact the Secretary of State's Office at 304-558-8000.

Monday, April 7, 2025 — 1:21 PM

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☒ All Words ⓘ  
☐ Exact Phrase ⓘ

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"THORNHILL MOTOR CAR, INC"



Entity

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