



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: 04-03-2025

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 FLT2500000017 1	Change Order No:	0	Procurement Folder:	1664452
Document Name:	7 - 2025 TOYOTA CAMRY 2559A, CLASS 2, GAS			Reason for Modification:	
Document Description:	7 - 2025 TOYOTA CAMRY 2559A, CLASS 2, GAS				
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 MV25D 1	
Free on Board:	FOB Dest, Freight Prepaid				

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000046057 FORMULA MOTOR CAR INC PO BOX 4451 CHAPMANVILLE WV 25508 US Vendor Contact Phone: 3048551289 Extension: 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 2025 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: \$206,500.00

PURCHASING DIVISION AUTHORIZATION
DATE: *Mark Atkins 4/07/2025*
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: *ISO 4-7-25*
ELECTRONIC SIGNATURE ON FILE

Extended Description:

7 - 2025 TOYOTA CAMRY 2559A, CLASS 2, GASOLINE

MV25 -2025 or Latest Model Vehicle:
See attached pricing page(s) for contract pricing.

SWC# MV25D
CLASS 2
7 - TOYOTA CAMRY 2559A
COLOR:
1 - 2556 - 0040 SUPER WHITE
1 - 2988 - 0040 SUPER WHITE
1 - 2942 - 0218 MIDNIGHT BLACK
1 - 2744 - 01G3 MAGNETIC GRAY
1 - 2555 - 0106 GRAY
1 - 2556 - 0106 GRAY
1 - 2557 - 0106 GRAY
FUEL: GASOLINE

To be financed under contract SWC # FINANCE24
Release Order - FIN2500000004 Appendix 2024-04.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25100000	2.00000	EA	\$29,500.0000	\$59,000.00
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.

SWC# MV25D
CLASS 2
2 - TOYOTA CAMRY 2559A
COLOR:
1 - 2556 - 0040 SUPER WHITE
1 - 2988 - 0040 SUPER WHITE

FUEL: GAS

To be financed under contract SWC # FINANCE24
Release Order - FIN2500000004 Appendix 2024-04.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	25100000	1.00000	EA	\$29,500.0000	\$29,500.00
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.

SWC# MV25D

CLASS 2

1 - TOYOTA CAMRY 2559A

COLOR:

1 - 2942 - 0218 MIDNIGHT BLACK

FUEL: GAS

To be financed under contract SWC # FINANCE24

Release Order - FIN2500000004 Appendix 2024-04.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	25100000	1.00000	EA	\$29,500.0000	\$29,500.00
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.

SWC# MV25D

CLASS 2

7 - TOYOTA CAMRY 2559A

COLOR:

1 - 2744 - 01G3 MAGNETIC GRAY

FUEL: GAS

To be financed under contract SWC # FINANCE24

Release Order - FIN2500000004 Appendix 2024-04.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	25100000	3.00000	EA	\$29,500.0000	\$88,500.00
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.

SWC# MV25D

CLASS 2

3 - TOYOTA CAMRY 2559A

COLOR:

1 - 2555 - 0106 SILVER

1 - 2556 - 0106 SILVER

1 - 2557 - 0106 SILVER

FUEL: GAS

To be financed under contract SWC # FINANCE24

Release Order - FIN2500000004 Appendix 2024-04.

**Class 2 - Automobile
Mid Size Sedan**

Vendor Name:

Thornhill Toyota

Manufacturer/Brand:

Toyota

Model Name & Number:

CAMRY 2539A

Vendor Contact:

Charles Ellis

Phone No.:

304-855-1289

Email:

charles.ellis@thornhillautomotive.com

Vehicle Requirements:

Classification:

Mid Size Sedan

Drive:

Front Wheel

Passenger seating:

5 (including driver)

Doors:

4, minimum

Wheelbase:

107 in., minimum

GVWR:

4,100 lbs. min, 4,650 lbs. max

Engine:

4 cylinder minimum

Manufacturer's Standard Available Colors

Standard Color Code

Color Description

0040

white

0163

gray

0106

silver

0218

black

Additional Requirements:

The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.

Vendor Bid Response:

Vehicle fuel type	UNIT PRICE
Gasoline	\$ 29500.00
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 shown as part of the bid.



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

Re: Vehicle Requests

1 message

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

Wed, Feb 19, 2025 at 11:09 AM

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
[Signature] 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 S GATES

DEPARTMENT DHHR

AGENCY/BILL CODE 2988 DHHR MCH - ADMINISTRATION

DH

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

PHONE NO. (304) 352-3917

EXT 23917

DATE 2/6/2025

FUND # 0407

DEPT # 0506

UNIT # 2988

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 _____

MAKE Toyota

Model Camry 2559A

YEAR 2025

COLOR WHITE 6640

Fuel Type Gasoline

New Vehicle Class/Description Mid Size Sedan... FWD, 5 seats/includes driver, 4 Doors Minimum, 107" WB, 4 cyl minimum

DEALERSHIP Formula Motor Car, Inc. dba Thornhill To

PURCHASE PRICE \$29,500

USED VEHICLE VIN#

Class 2 MU35D

DECOMMISSIONED VEHICLE

MAKE CHEVROLET

MODEL MALIBU

YEAR 2015

MILEAGE 113,948

LICENSE # SA001149

VIN # 1G11A5SL5FF131638

FLT YY

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED _____

JUSTIFICATION FOR DEFERRED _____

For FMO Office Use Only

☒ APPROVED

☐ DECLINED

EXECUTIVE DIRECTOR, FMD

[Signature]

DATE 2/18/25



West Virginia
Department of Administration
Fleet Management

Vehicle Request

For Governors Office Use Only

☒ Approved

☐ Declined

Signature _____

Title _____

Date _____

AGENCY INFORMATION

COORDINATOR NAME AMY S GATES

DEPARTMENT DHHR

AGENCY/BILL CODE 2947 DHHR OFFICE OF EPIDEMIOLOGY

DH

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

PHONE NO. (304) 352-3917

EXT 23917

DATE 1/25/2025

FUND # 0407

DEPT # 0506

UNIT # 2947

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 _____

MAKE Toyota

Model Camry 2559A

YEAR 2025

COLOR BLACK 0215

Fuel Type _____

New Vehicle Class/Description Mid Size Sedan... FWD, 5 seats/includes

DEALERSHIP Formula Motor Car, Inc. dba Thorn

USED VEHICLE VIN# Class 2 MV25D

DECOMMISSIONED VEHICLE

MAKE FORD

YEAR 2011

MILEAGE 150,736

VIN # 3FAHPOGA3BR337753

FLT

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

JUSTIFICATION FOR DEFERRED _____

For FMO Office Use Only

☒ APPROVED

☐ DECLINED

EXECUTIVE DIRECTOR, FMD

Theresa M. M...

DATE 2/18/25

Reassignment
request sent
3/19/25 to decom
from a different
bill code.

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

2/21/25
Date


Cabinet Secretary/Department Head

3/28/25
Date


Governor's Office Representative

3/28/25
Date

For key



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 2744 DHHR REGION 3

DH

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

PHONE NO. (304) 352-3917

EXT 23917

DATE 1/25/2025

FUND # 5362

DEPT # 0511

UNIT # 2744

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 Toyota

Model Camry 2559A

YEAR 2025

COLOR GRAY 6163

Fuel Type Gasoline

New Vehicle Class/Description Mid Size Sedan... FWD, 5 seats/includes driver, 4 Doors Minimum, 107" WB, 4 cyl minimum

DEALERSHIP Formula Motor Car, Inc. dba Thornhill To PURCHASE PRICE \$29,500

USED VEHICLE VIN#

CLASS 2 MV25 D

DECOMMISSIONED VEHICLE

MAKE FORD

MODEL FUSION

YEAR 2017

MILEAGE 150,389

LICENSE # SA002081

VIN # 3FA6P0G71HR144179

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

☐ *Slender*



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 1/25/2025

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 REPLACING VEHICLE TOTALED ON 2/10/2024.

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 _____

MAKE Toyota

Model Camry 2559A

YEAR 2025

COLOR SILVER 6106

Fuel Type Gasoline

New Vehicle Class/Description Mid Size Sedan... FWD, 5 seats/includes driver, 4 Doors Minimum, 107" WB, 4 cyl minimum

DEALERSHIP Formula Motor Car, Inc. dba Thornhill To

PURCHASE PRICE \$29,500

USED VEHICLE VIN#

Class 2 MV 25D

DECOMMISSIONED VEHICLE

MAKE FORD

MODEL FUSION

YEAR 2017

MILEAGE TOTALED _____

LICENSE # SA001981

VIN # 3FA6P0G78HR126262

FLT sdd

DECOMMISSIONING METHOD DEST - Destroyed

DEFERRED _____

JUSTIFICATION FOR DEFERRED _____

For FMO Office Use Only

☒ APPROVED

☐ DECLINED

EXECUTIVE DIRECTOR, FMD

Thornhill

DATE 2/21/25

☐ Hawkins



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 REPLACING VEHICLE TOTALED ON 7/05/2024.

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

MAKE Toyota

Model Camry 2559A

YEAR 2025

COLOR SILVER 0106

Fuel Type Gasoline

New Vehicle Class/Description Mid Size Sedan... FWD, 5 seats/includes driver, 4 Doors Minimum, 107" WB, 4 cyl minimum

DEALERSHIP Formula Motor Car, Inc. dba Thornhill To PURCHASE PRICE \$29,500.

USED VEHICLE VIN# Class 2 MV25D

DECOMMISSIONED VEHICLE

MAKE CHEVROLET

MODEL MALIBU

YEAR 2020

MILEAGE TOTALED

LICENSE # SA004728

VIN # 1G1ZC5ST3LF000054

FLT Sdd

DECOMMISSIONING METHOD DEST - Destroyed

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED

☐ DECLINED

EXECUTIVE DIRECTOR, FMD

Therese Fisher

DATE 2/21/25

5/20/25



West Virginia
Department of Administration
Fleet Management

For Governors Office Use Only
☐ Approved ☐ Declined

Signature

Title

Date

Vehicle Request

AGENCY INFORMATION

COORDINATOR NAME AMY 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 1/25/2025

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.

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 Toyota

Model Camry 2559A

YEAR 2025

COLOR WHITE 0040

Fuel Type Gasoline

New Vehicle Class/Description Mid Size Sedan... FWD, 5 seats/includes driver, 4 Doors Minimum, 107" WB, 4 cyl minimum

DEALERSHIP Formula Motor Car, Inc. dba Thornhill To PURCHASE PRICE \$29,500.

USED VEHICLE VIN#

Class 2 2025 MLV 25D

DECOMMISSIONED VEHICLE

MAKE FORD

MODEL FUSION

YEAR 2016

MILEAGE 205,954

LICENSE # SA000310

VIN # 1FA6POG74G5110688 FLT YY

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

Thurman Z. ...

DATE 2/21/25

☐ *Asokkyi*



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 Toyota

Model Camry 2559A

YEAR 2025

COLOR SILVER 0106

Fuel Type Gasoline

New Vehicle Class/Description Mid Size Sedan... FWD, 5 seats/Includes driver, 4 Doors Minimum, 107" WB, 4 cyl minimum

DEALERSHIP Formula Motor Car, Inc. dba Thornhill To PURCHASE PRICE \$29,500

USED VEHICLE VIN#

Class 2 MV 25D

DECOMMISSIONED VEHICLE

MAKE CHEVROLET

MODEL MALIBU

YEAR 2015

MILEAGE 148,487

LICENSE # SA002796

VIN # 1G11A5SL2FF127241 FLT sold

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

Theresa Young

DATE 2/21/25

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Business and Licensing

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Business Organization Detail

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FORMULA MOTOR CAR, INC

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C Corporation	8/15/2020		9/15/2020	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				
Charter State		WV			Excess Acres				
At Will Term					Member Managed				
At Will Term Years					Par Value		100.000000		
Authorized Shares		1000			Young Entrepreneur		No		

Addresses	
Type	Address
Local Office Address	63 ADMIRAL ROAD CHAPMANVILLE, WV, 25508
Mailing Address	PO BOX 4451 CHAPMANVILLE, WV, 25508 USA
Notice of Process Address	JIM DI VITA 3036 MICHAEL AVENUE BELLE, WV, 25015
Principal Office Address	63 ADMIRAL ROAD CHAPMANVILLE, WV, 25508 USA
Type	Address

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

DBA			
DBA Name	Description	Effective Date	Termination Date
THORNHILL TOYOTA	TRADENAME	8/30/2020	
THORNHILL TOYOTA, INC.	TRADENAME	9/15/2020	10/19/2020
DBA Name	Description	Effective Date	Termination Date

Annual Reports	
Filed For	
2025	
2024	
2023	
2022	
2021	
Date Filed	

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

Monday, April 7, 2025 — 1:00 PM

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