



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 FLT2500000019 1	Change Order No:	0	Procurement Folder:	1664463
Document Name:	15 - 2025 FORD RANGER CREW 4X4 R4P, CLASS 11, GAS			Reason for Modification:	
Document Description:	15 - 2025 FORD RANGER CREW 4X4 R4P, CLASS 11, 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 MV25C 1
Free on Board:	FOB Dest, Freight Prepaid				

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000199714	Requestor Name:	Kenneth H Yoakum
STEPHENS AUTO CENTER		Requestor Phone:	(304) 558-2106
PO BOX 278		Requestor Email:	kenny.h.yoakum@wv.gov
DANVILLE	WV	25053278	
US			
Vendor Contact Phone:	999-999-9999	Extension:	
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

**2025**  
FILE LOCATION \_\_\_\_\_

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

Total Order Amount: \$523,335.00

Purchasing Division's File Copy

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:**

15 - 2025 FORD RANGER 4X4 R4P, GASOLINE

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

SWC# MV25C  
CLASS 11  
15 - 2025 FORD RANGER 4X4 R4P  
COLOR:  
13 - EP02 - YZ WHITE  
2 - EP16 - YZ 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
1	25100000	15.00000	EA	\$34,889.0000	\$523,335.00
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# MV25C  
CLASS 11  
15 - 2025 FORD RANGER 4X4 R4P  
COLOR:  
13 - EP02 - YZ WHITE  
2 - EP16 - YZ WHITE

FUEL: GAS

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

**Class 11 - Automobile  
Mid-Size Pick Up Crew Cab**

**Vendor Name:** Stephens Auto Center  
**Manufacturer/Brand:** Ford Ranger Crew 4x4  
**Model Name & Number:** R4P

**Vendor Contact:** Mike Ballard  
**Phone No.:** 304-369-2411 ext33  
**Email:** mballard@stephensauto.com

**Vehicle Requirements:**  
**Classification:** Mid-Size Pick Up Crew Cab

		Manufacturer's Standard Available Colors	
		Standard Color Code	Color Description
<b>Drive:</b>	4 Wheel/All Wheel with High & Low Range		
<b>Passenger seating:</b>	4 minimum (including driver)		
<b>Doors:</b>	4 full doors, minimum	Y2	White
<b>Wheelbase:</b>	120 in., minimum	E7	Velocity Blue
<b>GVWR:</b>	5400 lbs. min. 6250 lbs. max.	G1	Black
<b>Engine:</b>	Minimum acceptable Engines: Gas: Non-Turbo- 6 cylinder minimum Gas: Turbo - 4 cylinder minimum Diesel: 4 cylinder minimum	J5	Silver
<b>Off Road Package:</b>	Includes but not limited to: Limited Slip rear axle, traction lock differential, heavy duty engine cooling, skid plates, heavy duty suspension with gas shocks, tow hooks and all terrain tires.	M7	Carbonized Gray
<b>Tow Package:</b>	Installed Hitch & Wiring	NE	Cactus Gray
<b>Slush/ all-Weather mats</b>	Installed on driver and passenger front and second row, except where vinyl floor covering is present.		
<b>Bed (Short):</b>	Bed: Length 60" minimum, 65" maximum, with installed spray-in bedliner		
<b>Sliding Rear Window:</b>	Not Required		

**Additional Requirements:**   
The vehicle bid shall include the standard equipment requirements as required in section 3.1.2.1 of the specification.

**Vendor Bid Response:**

Vehicle fuel type	UNIT PRICE
Gasoline	\$34,889.00
Flex-fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

**\*Options:**

FOB Dealership: (Deduct)

N/A

FOB Other than Metro Charleston - Per Mile

\$2.25

**\*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 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.

28 vehicles for DEP

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

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

3/12/25  
\_\_\_\_\_  
Date

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

3/12/25  
\_\_\_\_\_  
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 STEVE BRIGHTWELL DEPARTMENT Environmental  
AGENCY/BILL CODE EP02 DEP MINERS RECLAMATION EN  
E-MAIL MICHAEL.S.BRIGHTWELL@WV.GOV  
PHONE NO. (304) 926-0499 EXT 41138 DATE 3/6/2025  
FUND # 3327 DEPT # 0313 UNIT # 9100

### 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 HIGH LOV MECHANICAL REPAIRS AND MEETS CRITERIA TO REPLACE

Est. # of days per week used 5 Est. # of miles per month used 1200

CABINET SECRETARY APPROVAL [Signature] DATE 3-10-2025

### VEHICLE PURCHASE

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

MAKE Ford Model Ranger Crew 4X4 R4P  
YEAR 2025 COLOR WHITE 42 Fuel Type Gasoline

New Vehicle Class/Description 11 - Mid-Size Pick Up Crew Cab...4WD or AWD with High & Low Range, 4 seats minimum/including driver, 4 Full Doors  
Minimum .120" WB. Minimum Acceptable Engines: Gas- Non-Turbo-6 cyl, Gas- Turbo-4 cyl, Diesel- 4 cyl, Off Road

DEALERSHIP Stephens Auto Center PURCHASE PRICE \$34,889.00

USED VEHICLE VIN# [Signature] MV 25C

### DECOMMISSIONED VEHICLE

MAKE JEEP MODEL CHEROKEE  
YEAR 2015 MILEAGE 147044 LICENSE # 5A000244

VIN # 1C4RJFBT7FC910296 FLT 44

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

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

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

[Signature]

DATE 3/11/25



West Virginia  
Department of Administration  
Fleet Management

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Title

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CABINET SECRETARY APPROVAL [Signature]

DATE 3-6-2025

### VEHICLE PURCHASE

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

MAKE Ford

Model Ranger Crew 4X4 R4P

YEAR 2025

COLOR WHITE Y2

Fuel Type Gasoline

New Vehicle Class/Description 11 - Mid-Size Pick Up Crew Cab AWD or AWD with High & Low Range, 4 seats minimum/including driver, 4 Full Doors  
Minimum 120" WB, Minimum Acceptable Engines: Gas- Non-Turbo-6 cyl, Gas- Turbo-4 cyl, Diesel-4 cyl, Off Road

DEALERSHIP Stephens Auto Center

PURCHASE PRICE \$34,889.00

USED VEHICLE VIN#

MU252

### DECOMMISSIONED VEHICLE

MAKE FORD

MODEL F150 PICK UP

YEAR 2014

MILEAGE 143,808

LICENSE # SA003881

VIN # 1FTFX1EF2EKE58448

FLT Y4

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD [Signature]

DATE 3/11/25



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☐ Approved ☐ Declined

Signature

Title

Date

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME STEVE BRIGHTWELL DEPARTMENT Environmental  
AGENCY/BILL CODE EP02 DEP MINERS RECLAMATION EN  
E-MAIL MICHAEL.S.BRIGHTWELL@WV.GOV  
PHONE NO. (304) 926-0499 EXT 41138 DATE 3/6/2025  
FUND # 3327 DEPT # 0313 UNIT # 9100

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JUSTIFICATION/PURPOSE HIGH LOV MECHANICAL REPAIRS AND MEETS CRITERIA TO REPLACE

Est. # of days per week used 5 Est. # of miles per month used 1200

CABINET SECRETARY APPROVAL [Signature] DATE 3/6/2025

### VEHICLE PURCHASE

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

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

MAKE Ford Model Ranger Crew 4X4 R4P

YEAR 2025 COLOR WHITE Y2 Fuel Type Gasoline

New Vehicle Class/Description 11 - Mid-Size Pick Up Crew Cab...4WD or AWD with High & Low Range, 4 seats minimum/including driver, 4 Full Doors  
Minimum 120" WB, Minimum Acceptable Engines: Gas- Non-Turbo-6 cyl, Gas- Turbo-4 cyl, Diesel- 4 cyl, Off Road

DEALERSHIP Stephens Auto Center 4425 C PURCHASE PRICE \$34,889.00

USED VEHICLE VIN#

### DECOMMISSIONED VEHICLE

MAKE RAM MODEL 1500

YEAR 2016 MILEAGE 205,001 LICENSE # SA004082

VIN # 1C6RR7KT2G5133717 F27 Y4

DECOMMISSIONING METHOD DTSP - Deliver to Surplus DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

DATE 3/11/25





West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☐ Approved ☒ Declined

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME STEVE BRIGHTWELL DEPARTMENT Environmental  
AGENCY/BILL CODE EP02 DEP MINERS RECLAMATION EN  
E-MAIL MICHAEL.S.BRIGHTWELL@WV.GOV  
PHONE NO. (304) 926-0499 EXT 41138 DATE 3/6/2025  
FUND # 3327 DEPT # 0313 UNIT # 9100

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JUSTIFICATION/PURPOSE HIGH LOW MECHANICAL REPAIRS AND MEETS CRITERIA TO REPLACE

Est. # of days per week used 5

Est. # of miles per month used 1200

CABINET SECRETARY APPROVAL [Signature]

DATE 3/10/2025

### VEHICLE PURCHASE

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

MAKE Ford Model Ranger Crew 4X4 R4P  
YEAR 2025 COLOR WHITE YZ Fuel Type Gasoline

New Vehicle Class/Description 11 - Mid-Size Pick Up Crew Cab... 4WD or AWD with High & Low Range, 4 seats minimum/including driver, 4 Full Doors  
Minimum, 120" WB, Minimum Acceptable Engines: Gas- Non-Turbo-6 cyl, Gas- Turbo-4 cyl, Diesel-4 cyl, Off Road

DEALERSHIP Stephens Auto Center 2025 PURCHASE PRICE \$34,889.00

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

### DECOMMISSIONED VEHICLE

MAKE RAM MODEL 1500  
YEAR 2016 MILEAGE 149,147 LICENSE # SA004081  
VIN # 1C6RR7KTOGS133716 FLT YF

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

DEFERRED

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD [Signature]

DATE 3/11/25





West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☐ Approved ☐ Declined

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME STEVE BRIGHTWELL DEPARTMENT Environmental  
AGENCY/BILL CODE EP02 DEP MINERS RECLAMATION EN  
E-MAIL MICHAELS.BRIGHTWELL@WV.GOV  
PHONE NO. (304) 926-0499 EXT 41138 DATE 3/6/2025  
FUND # 3327 DEPT # 0313 UNIT # 9100

### VEHICLE MISSION

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JUSTIFICATION/PURPOSE VEHICLE NEEDS MAJOR MECHANICAL REPAIRS AND MEETS CRITERIA TO REPLACE

Est. # of days per week used 5

Est. # of miles per month used 1200

CABINET SECRETARY APPROVAL [Signature] DATE 3-10-2025

### VEHICLE PURCHASE

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

MAKE Ford

Model Ranger Crew 4X4 R4P

YEAR 2025

COLOR WHITE 42

Fuel Type Gasoline

New Vehicle Class/Description 11 - Mid-Size Pick Up Crew Cab...4WD or AWD with High & Low Range, 4 seats minimum/including driver, 4 Full Doors  
Minimum, 120" WB, Minimum Acceptable En- lges: Gas- Non-Turbo-6 c. l. Gas- Turbo-4 c.v. Diesel- 4 c.v. Off Road

DEALERSHIP Stephens Auto Center WV 25 C PURCHASE PRICE \$34,889.00

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

### DECOMMISSIONED VEHICLE

MAKE RAM

MODEL 1500

YEAR 2014

MILEAGE 145,132

LICENSE # SA003923

VIN # 1C4RJFBT3EC556873 FLT YY

SA004146

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

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

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD [Signature]

DATE 3/11/25



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☐ Approved ☐ Declined

Signature

Title

Date

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME STEVE BRIGHTWELL DEPARTMENT Environmental  
AGENCY/BILL CODE EP02 DEP MINERS RECLAMATION EN  
E-MAIL MICHAELS.BRIGHTWELL@WV.GOV  
PHONE NO. (304) 926-0499 EXT 41138 DATE 3/6/2025  
FUND # 3327 DEPT # 0313 UNIT # 9100

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JUSTIFICATION/PURPOSE HIGH LOW MECHANICAL REPAIRS AND MEETS CRITERIA TO REPLACE

Est. # of days per week used 5

Est. # of miles per month used 1200

CABINET SECRETARY APPROVAL

*[Signature]*

DATE 3/6/2025

### VEHICLE PURCHASE

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

MAKE Ford Model Ranger Crew 4X4 R4P  
YEAR 2025 COLOR WHITE Y2 Fuel Type Gasoline

New Vehicle Class/Description 11 - Mid-Size Pick Up Crew Cab...AWD or AWD with High & Low Range, 4 seats minimum/including driver, 4 Full Doors  
Minimum 120" WB, Minimum Acceptable Engines: Gas- Non-Turbo-6 cyl, Gas- Turbo-4 cyl, Diesel- 4 cyl, Off Road

DEALERSHIP Stephens Auto Center RV 25C PURCHASE PRICE \$34,889.00

USED VEHICLE VIN#

### DECOMMISSIONED VEHICLE

MAKE RAM MODEL 1500  
YEAR 2014 MILEAGE 158,528 LICENSE # SA003919  
VIN # 1C6RR7KTXE5479639 FLT Y4

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

*[Signature]*

DATE 3/11/25



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☐ Approved ☐ Declined

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

## Vehicle Request

### AGENCY INFORMATION

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AGENCY/BILL CODE EP02 DEP MINERS RECLAMATION

EN

E-MAIL MICHAEL.S.BRIGHTWELL@WV.GOV

PHONE NO. (304) 926-0499 EXT 41138

DATE 3/6/2025

FUND # 3327

DEPT # 0313

UNIT # 9100

### VEHICLE MISSION

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Est. # of miles per month used 1200

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

DATE 3-6-2025

### VEHICLE PURCHASE

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

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

MAKE Ford

Model Ranger Crew 4X4 R4P

YEAR 2025

COLOR WHITE Y2

Fuel Type Gasoline

New Vehicle Class/Description 11 - Mid-Size Pick Up Crew Cab...4WD or AWD with High & Low Range, 4 seats minimum/including driver, 4 Full Doors  
Minimum, 120" WB, Minimum Acceptable Engines: Gas- Non-Turbo-6 cyl, Gas- Turbo-4 cyl, Diesel- 4 cyl, Off Road

DEALERSHIP Stephens Auto Center

AV 252

PURCHASE PRICE \$34,889.00

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

### DECOMMISSIONED VEHICLE

MAKE JEEP

MODEL CHEROKEE

YEAR 2014

MILEAGE 160,000

LICENSE # SA004510

VIN # 1C4RJFBG4EC556822

F47 Y9

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

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

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EXECUTIVE DIRECTOR, FMD \_\_\_\_\_

DATE 3/11/25



West Virginia  
Department of Administration  
Fleet Management

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Signature

Title

Date

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME STEVE BRIGHTWELL DEPARTMENT Environmental

AGENCY/BILL CODE EP02 DEP MINERS RECLAMATION

EN

E-MAIL MICHAEL.S.BRIGHTWELL@WV.GOV

PHONE NO. (304) 926-0499

EXT 41138

DATE 3/6/2025

FUND # 3327

DEPT # 0313

UNIT # 9100

### VEHICLE MISSION

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CABINET SECRETARY APPROVAL

DATE 3-10-2025

### VEHICLE PURCHASE

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

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

MAKE Ford

Model Ranger Crew 4X4 R4P

YEAR 2025

COLOR WHITE

Fuel Type Gasoline

New Vehicle Class/Description 11 - Mid-Size Pick Up Crew Cab AWD or AWD with High & Low Range, 4 seats minimum/including driver, 4 Full Doors Minimum, 120" WB, Minimum Acceptable Engines: Gas- Non-Turbo-6 cyl, Gas- Turbo-4 cyl, Diesel- 4 cyl, Off Road

DEALERSHIP Stephens Auto Center

PURCHASE PRICE \$34,889.00

USED VEHICLE VIN#

### DECOMMISSIONED VEHICLE

MAKE JEEP

MODEL CHEROKEE

YEAR 2014

MILEAGE 162,313

LICENSE # SA004650

VIN # 1C4RJFBG9EC545797

FLT Y Y title

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

DATE 3/11/25



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☐ Approved ☐ Declined

Signature

Title

Date

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME STEVE BRIGHTWELL DEPARTMENT Environmental  
AGENCY/BILL CODE EP02 DEP MINERS RECLAMATION EN  
E-MAIL MICHAELS.BRIGHTWELL@WV.GOV  
PHONE NO. (304) 926-0499 EXT 41138 DATE 3/6/2025  
FUND # 3327 DEPT # 0313 UNIT # 9100

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CABINET SECRETARY APPROVAL

*[Signature]*

DATE 3-10-2025

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

MAKE Ford

Model Ranger Crew 4X4 R4P

YEAR 2025

COLOR WHITE Y2

Fuel Type Gasoline

New Vehicle Class/Description 11 - Mid-Size Pick Up Crew Cab...4WD or AWD with High & Low Range, 4 seats minimum/including driver, 4 Full Doors  
Minimum, 120" WB, Minimum Acceptable Engines: Gas- Non-Turbo-6 cyl, Gas- Turbo-4 cyl, Diesel- 4 cyl, Off Road

DEALERSHIP Stephens Auto Center

MY 25 C

PURCHASE PRICE \$34,889.00

USED VEHICLE VIN#

### DECOMMISSIONED VEHICLE

MAKE JEEP

MODEL CHEROKEE

YEAR 2015

MILEAGE 158,614

LICENSE # 5A000240

VIN # 1C4RJFBT8FC899390

F47 Y7

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

*[Signature]*

DATE 3/11/25



West Virginia  
Department of Administration  
Fleet Management

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☐ Approved ☐ Declined

Signature

Title

Date

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### AGENCY INFORMATION

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AGENCY/BILL CODE EP02 DEP MINERS RECLAMATION EN  
E-MAIL MICHAELS.BRIGHTWELL@WV.GOV  
PHONE NO. (304) 926-0499 EXT 41138 DATE 3/6/2025  
FUND # 3327 DEPT # 0313 UNIT # 9100

### 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 VEHICLE NEEDS MAJOR MECHANICAL REPAIRS AND MEETS CRITERIA TO REPLACE

Est. # of days per week used 5

Est. # of miles per month used 1200

CABINET SECRETARY APPROVAL [Signature] DATE 3-6-2025

### VEHICLE PURCHASE

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

MAKE Ford Model Ranger Crew 4X4 R4P  
YEAR 2025 COLOR WHITE Y2 Fuel Type Gasoline

New Vehicle Class/Description 11 - Mid-Size Pick Up Crew Cab...4WD or AWD with High & Low Range, 4 seats minimum/including driver, 4 Full Doors  
Minimum, 120" WB. Minimum Acceptable Engines: Gas- Non-Turbo-6 cyl. Gas- Turbo-4 cyl. Diesel- 4 cyl. Off Road

DEALERSHIP Stephens Auto Center MU25C PURCHASE PRICE \$34,889.00

USED VEHICLE VIN#

### DECOMMISSIONED VEHICLE

MAKE JEEP MODEL CHEROKEE  
YEAR 2014 MILEAGE 162,712 LICENSE # SA004646

VIN # 1C4RJFBG7EC545796 FLT YY

DECOMMISSIONING METHOD DTSP - Deliver to Surplus DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

DATE 3/11/25



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☐ Approved ☐ Declined

Signature

Title

Date

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME STEVE BRIGHTWELL DEPARTMENT Environmental  
AGENCY/BILL CODE EP02 DEP MINERS RECLAMATION EN                       
E-MAIL MICHAEL.S.BRIGHTWELL@WV.GOV  
PHONE NO. (304) 926-0499 EXT 41138 DATE 3/6/2025  
FUND # 9327 DEPT # 0313 UNIT # 9100

### 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 HIGH LOV MECHANICAL REPAIRS AND MEETS CRITERIA TO REPLACE

Est. # of days per week used 5 Est. # of miles per month used 1200

CABINET SECRETARY APPROVAL [Signature] DATE 3/11/25

### VEHICLE PURCHASE

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

MAKE Ford Model Ranger Crew 4X4 R4P  
YEAR 2025 COLOR WHITE 42 Fuel Type Gasoline

New Vehicle Class/Description 11 - Mid-Size Pick Up Crew Cab...AWD or AWD with High & Low Range, 4 seats minimum/including driver, 4 Full Doors  
Minimum 120" WB, Minimum Acceptable Engines: Gas- Non-Turbo-6 cyl, Gas-Turbo-4 cyl, Diesel- 4 cyl, Off Road

DEALERSHIP Stephens Auto Center 2025C PURCHASE PRICE \$34,889.00

USED VEHICLE VIN#

### DECOMMISSIONED VEHICLE

MAKE JEEP MODEL CHEROKEE  
YEAR 2015 MILEAGE 153,261 LICENSE # SA000236

VIN # 1C4RJFBT7FC894889 FLT 44

DECOMMISSIONING METHOD DTSP - Deliver to Surplus DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

DATE 3/11/25





West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☐ Approved ☐ Declined

Signature

Title

Date

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME STEVE BRIGHTWELL DEPARTMENT Environmental  
AGENCY/BILL CODE EPO2 DEP MINERS RECLAMATION EN  
E-MAIL MICHAEL.S.BRIGHTWELL@WV.GOV  
PHONE NO. (304) 926-0499 EXT 41138 DATE 3/6/2025  
FUND # 3327 DEPT # 0313 UNIT # 9100

### 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 HIGH LOV MECHANICAL REPAIRS AND MEETS CRITERIA TO REPLACE

Est. # of days per week used 5 Est. # of miles per month used 1200

CABINET SECRETARY APPROVAL [Signature] DATE 3-10-2025

### VEHICLE PURCHASE

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

MAKE Ford Model Ranger Crew 4X4 R4P  
YEAR 2025 COLOR WHITE 42 Fuel Type Gasoline

New Vehicle Class/Description 11 - Mid-Size Pick Up Crew Cab...AWD or AWD with High & Low Range, 4 seats minimum/including driver, 4 Full Doors  
Minimum 120" WB, Minimum Acceptable Engines: Gas-Non-Turbo-6 cyl, Gas-Turbo-4 cyl, Diesel-4 cyl, Off Road

DEALERSHIP Stephens Auto Center MU25C PURCHASE PRICE \$34,889.00

USED VEHICLE VIN#

### DECOMMISSIONED VEHICLE

MAKE JEEP MODEL CHEROKEE  
YEAR 2015 MILEAGE 179,882 LICENSE # SA000217

VIN # 1C4RJFBT2FC899384 F4T YY

DECOMMISSIONING METHOD DTSP - Deliver to Surplus DEFERRED  
JUSTIFICATION FOR DEFERRED

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☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

DATE 3/11/25



West Virginia  
Department of Administration  
Fleet Management

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☒ Approved ☐ Declined

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME Michael Brightwell DEPARTMENT EN - Environmental  
AGENCY/BILL CODE EP16 DEP ENVIRONMENTAL REMEDIATION  
E-MAIL Michael.S.Brightwell@wv.gov  
PHONE NO. (304) 926-0499 EXT 41138 DATE 3/6/2025  
FUND # 8708 DEPT # 0313 UNIT # 9425

### VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle ☐ Increase to fleet  
☐ Reassignment

JUSTIFICATION Current vehicle needs significant repairs beyond value of vehicle.

Est. # of days per week used 5

Est. # of miles per month used 1100

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

DATE 3/6/2025

### VEHICLE PURCHASE

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

MAKE Ford MODEL Ranger  
YEAR 2024 COLOR WHITE FUEL TYPE Gasoline

Mid-Size Pick Up Crew Cab

### NEW VEHICLE CLASS/DESCRIPTION

DEALERSHIP Stephens Auto Center PURCHASE PRICE \$34,889.00

VEHICLE PURPOSE: ASSIGNED - Vehicles that are assigned to a state employee, driver's name must appear in ARI

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

### DECOMMISSIONED VEHICLE

MAKE JEEP MODEL PATRIOT  
YEAR 2015 MILEAGE 120,338 LICENSE # SA000112

VIN # 1C4NJRBBXFD440038 FLT YY

DECOMMISSIONING METHOD DEST - Destroyed

DEFERRED

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

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD \_\_\_\_\_

DATE 3/11/25



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☐ Approved ☐ Declined

Signature

Title

Date

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME STEVE BRIGHTWELL

DEPARTMENT Environmental

AGENCY/BILL CODE EP16 DEP ENVIRONMENTAL REMEDIATION

EN

E-MAIL MICHAEL.S.BRIGHTWELL@WV.GOV

PHONE NO. (304) 926-0499

EXT 41138

DATE 3/7/2025

FUND # 3328

DEPT # 0313

UNIT # 9370

### 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 MECHANICAL REPAIRS LOW HIGH MEETS CRITERIA TO REPLACE

Est. # of days per week used 5

Est. # of miles per month used 1100

CABINET SECRETARY APPROVAL Steve Brightwell

DATE 3-10-2025

### VEHICLE PURCHASE

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

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

MAKE Ford

Model Ranger Crew 4X4 R4P

YEAR 2025

COLOR WHITE Y2

Fuel Type Gasoline

New Vehicle Class/Description 11 - Mid-Size Pick Up Crew Cab, AWD or AWD with High & Low Range, 4 seats minimum/including driver, 4 Full Doors  
Minimum 120" WB, Minimum Acceptable Engines: Gas Non-Turbo-6 cyl, Gas Turbo-4 cyl, Diesel-4 cyl, Off Road

DEALERSHIP Stephens Auto Center

WV 252

PURCHASE PRICE \$34,889

USED VEHICLE VIN#

### DECOMMISSIONED VEHICLE

MAKE FORD

MODEL F250 PICK UP

YEAR 2016

MILEAGE 223,178

LICENSE # SA004424

VIN # 1FT7X2B66GEC86232

F4T 44

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

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☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD Thurtt York

DATE 3/11/25



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☐ Approved ☐ Declined

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

## Vehicle Request

### AGENCY INFORMATION -

COORDINATOR NAME STEVE BRIGHTWELL DEPARTMENT Environmental  
AGENCY/BILL CODE EP02 DEP MINERS RECLAMATION EN  
E-MAIL MICHAEL.S.BRIGHTWELL@WV.GOV  
PHONE NO. (304) 926-0499 EXT 41138 DATE 3/6/2025  
FUND # 3327 DEPT # 0313 UNIT # 9100

### 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 VEHICLE NEEDS MAJOR MECHANICAL REPAIRS AND MEETS CRITERIA TO REPLACE

Est. # of days per week used 5

Est. # of miles per month used 1200

CABINET SECRETARY APPROVAL [Signature] DATE 3-6-2025

### VEHICLE PURCHASE

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

MAKE Ford

Model Ranger Crew 4X4 R4P

YEAR 2025

COLOR WHITE

Fuel Type Gasoline

New Vehicle Class/Description 11 - Mid-Size Pick Up Crew Cab, AWD or AWD with High & Low Range, 4 seats minimum/including driver, 4 Full Doors  
Minimum 120" WB, Minimum Acceptable Engines: Gas- Non-Turbo-6 cyl, Gas-Turbo-4 cyl, Diesel-4 cyl, Off Road

DEALERSHIP Stephens Auto Center

PURCHASE PRICE \$34,889.00

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

### DECOMMISSIONED VEHICLE

MAKE RAM

MODEL 1500

YEAR 2014

MILEAGE 145,132

LICENSE # SA003923

VIN # 1C4R1F8T3EC556873 1C6RR7KT8ES479638 88

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED PLT YY

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☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD [Signature]

DATE 3/12/25

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Online Data Services Help

Business Organization Detail

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BOONE MOTOR SALES, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Bus Type	Termination Date	Termination Reason
C Corporation	4/21/84		4/3/7/84	Domestic	Profit			

Organization Information			
Business Purpose	4411 - Retail Trade - Motor Vehicle and Parts Dealers - Automobile Dealers (new, used)	Capital Stock	5000.0000
Charter County	Boone	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	0.000000
Authorized Shares	25000	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Mailing Address	P.O. BOX 278 DANVILLE, WV, 25803 USA
Notice of Process Address	RICHARD STEPHENS PO BOX 278 DANVILLE, WV, 25803
Principal Office Address	101 STEPHENS DRIVE DANVILLE, WV, 25803 USA
Type	Address

Officers	
Type	Name/Address
Incorporator	HARRY POTTEFIELD MADISON, WV, 25130 USA
Incorporator	O. L. MULLINS MADISON, WV, 25130 USA
President	RICHARD STEPHENS 101 POTTEFIELD DR CHARLESTON, WV, 25314
Secretary	PAULA BALLARD 111 FRANKLIN AVENUE MADISON, WV, 25130
Treasurer	MICHAEL STEPHENS 206 SOLIMET AVENUE MADISON, WV, 25130
Vice-President	WILLIE W BALLARD 85 BOATMAN NEW DRIVE MADISON, WV, 25130
Type	Name/Address

DBA			
DBA Name	Description	Expiration Date	Termination Date
AUTO BUYERS	TRADENAME	9/1/2023	
AUTO BUYERS OF BECKLEY	TRADENAME	4/1/2023	
AUTO BUYERS OF SOUTHERN WEST VIRGINIA	TRADENAME	4/1/2023	
AUTO BUYERS OF SOUTHERN WV	TRADENAME	4/1/2023	
AUTO BUYERS OF WEST VIRGINIA	TRADENAME	8/9/2020	
AUTO BUYERS OF WV	TRADENAME	4/1/2023	
BECKLEY AUTO BUYERS	TRADENAME	4/1/2023	
BECKLEY BUYERS AUTO	TRADENAME	4/1/2023	
BUYERS AUTO	TRADENAME	4/1/2023	
BUYERS AUTO OF BECKLEY	TRADENAME	4/1/2023	
BUYERS AUTO OF SOUTHERN WEST VIRGINIA	TRADENAME	4/1/2023	
BUYERS AUTO OF SOUTHERN WV	TRADENAME	4/1/2023	
BUYERS AUTO OF WEST VIRGINIA	TRADENAME	4/1/2023	
BUYERS AUTO OF WV	TRADENAME	4/1/2023	
BUYERS OF BECKLEY	TRADENAME	4/1/2023	
BUYERS OF SOUTHERN WV	TRADENAME	4/1/2023	
STEPHENS AUTO CENTER	TRADENAME	8/1/2190	
STEPHENS AUTOMOTIVE GROUP	TRADENAME	4/8/2022	
STEPHENS PREOWNED OF HINDO	TRADENAME	2/5/2024	
WEST VIRGINIA AUTO BUYERS	TRADENAME	4/1/2023	
WV AUTO BUYERS	TRADENAME	4/1/2023	
DBA Name	Description	Expiration Date	Termination Date

Date	Amount
6/22/2020	UPDATED CAPITAL STOCK
Date	Amount

Annual Reports	
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All Words e.g. 100AND1000



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Entity Information



All Entity Information

[Entities](#)

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[Search Editor](#)

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- ☒ All Words <sup>1</sup>
- ☐ Exact Phrase <sup>1</sup>

e.g. 123456789, Smith Corp

"STEPHENS AUTO CENTER"



Entity

Location

Status

- ☒ Active
- ☐ Inactive

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