



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 FLT2500000029 1	Change Order No:	Procurement Folder:	1665251
Document Name:	1, 2025 VOLKSWAGEN JETTA S, CLASS 1, GASOLINE		Reason for Modification:	
Document Description:	1, 2025 VOLKSWAGEN JETTA S, CLASS 1, 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 MV25F 1	
Free on Board:	FOB Dest, Freight Prepaid			

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000200051 MATHENY MOTOR TRUCK CO PO BOX 1304 PARKERSBURG WV 261021304 US Vendor Contact Phone: 999-999-9999 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: \$22,340.00

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:

1, 2025 VOLKSWAGEN JETTA S, CLASS 1, GASOLINE

1 2988 PURE WHITE - 0Q0Q

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

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25100000	1.00000	EA	\$22,340.0000	\$22,340.00
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.

1, 2025 VOLKSWAGEN JETTA S, CLASS 1, GASOLINE

1 2988 PURE WHITE - 0Q0Q

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

**Class 1 - Automobile
Compact Sedan or Hatchback**

Vendor Name: MATHENY MOTOR TRUCK COMPANY
Manufacturer/Brand: Volkswagen
Model Name & Number: JETTA S

Vendor Contact: STEVE SKINNER
Phone No.: 304-485-4418
Email: sskinner@mathenymotors.com

Vehicle Requirements:

Classification: Compact Sedan or Hatchback

		Manufacturer's Standard Available Colors	
		Standard Color Code	Color Description
Drive:	Front Wheel	000Q	PURE WHITE
Passenger seating:	5 (including driver)		
Doors:	4, minimum - 5 maximum		
Wheelbase:	104 in., minimum		
GVWR:	3,800 lbs. min, 4,000 lbs. max		
Engine:	4 cylinder minimum		
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	\$ 22,340.00
Flex-fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

***Options:**

FOB Dealership: (Deduct)

\$	25.00
\$	0.25

FOB Other than Metro Charleston - Per Mile

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



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
[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 Volkswagen

Model Jetta S

YEAR 2025

COLOR WHITE 0409

Fuel Type Gasoline

New Vehicle Class/Description Compact Sedan or Hatchback...FWD, 5 seats/includes driver, 4 Doors Minimum / 5 Max, 104" WB, 4 cyl minimum

DEALERSHIP Matheny Motor Truck Company dba Mat PURCHASE PRICE \$22,340

USED VEHICLE VIN# class 1 MU25 F

DECOMMISSIONED VEHICLE

MAKE FORD

MODEL FUSION

YEAR 2012

MILEAGE 113,392

LICENSE # SA001541

VIN # 3FAHPOHAXCR446002 FLT YK

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

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Business Organization Detail

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MATHENY MOTOR TRUCK COMPANY

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Ciras	Sec Type	Termination Date	Termination Reason	
C Corporation	1/7/1939		1/7/1939	Domestic	Profit				

Organization Information									
Business Purpose		4411 - Retail Trade - Motor Vehicle and Parts Dealers - Automobile Dealers (new, used)				Capital Stock		5000.0000	
Charter County		Wood				Control Number		0	
Charter State		WV				Excess Acres		0	
At Will Term						Member Managed			
At Will Term Years						Par Value		1.000000	
Authorized Shares		5000				Young Entrepreneur		Not Specified	

Addresses									
Type	Address								
Local Office Address	3RD & ANN ST PARKERSBURG, WV, 26101								
	PO BOX 1304 PARKERSBURG, WV, 26102-1304 USA								
Mailing Address									
Notice of Process Address	TIMOTHY L MATHENY PO BOX 1304 315 ANN STREET PARKERSBURG, WV, 26101								
	3RD & ANN STREET PARKERSBURG, WV, 26101 USA								
Principal Office Address									
Type	Address								

Officers									
Type	Name/Address								
Incorporator	L. G. MATHENY 1717 TWENTIETH ST. PARKERSBURG, WV, 26101								
	HESSIE MATHENY 1717 TWENTIETH ST. PARKERSBURG, WV, 26101								
President	TIMOTHY L. MATHENY THIRD & ANN STREETS PARKERSBURG, WV, 26101								
Secretary	MONICA C. MATHENY 3RD & ANN ST PARKERSBURG, WV, 26101								
Treasurer	TIMOTHY L. MATHENY 3RD & ANN ST PARKERSBURG, WV, 26101								
Vice-President	MONICA C. MATHENY 315 ANN ST PARKERSBURG, WV, 26101								
Type	Name/Address								

DBA									
DBA Name	Description				Effective Date		Termination Date		
WIND TRUCKS OF WILLIAMSTOWN	TRADENAME				9/17/2010				
MATHENY FIRE & EMERGENCY	TRADENAME				7/1/2007				
MATHENY HEAVY DUTY TRUCK PARTS	TRADENAME				11/5/1987		5/14/2007		
MATHENY SUZUKI	TRADENAME				10/14/2005		11/15/2012		
MATHENY VOLKSWAGEN OF PARKERSBURG	TRADENAME				5/22/2004				
MATHENY WHITE GMC VOLVO TRUCKS	TRADENAME				11/5/1987		5/14/2007		
DBA Name	Description				Effective Date		Termination Date		

Amendments									
Date	Amendment								
1/18/2007	RESTATED ARTICLES OF INCORPORATION FILED.								
1/11/2007	AMENDMENT FILED THAT EFFECTIVE JANUARY 2, 2007, PRESIDENT IS TIMOTHY L. MATHENY AND MICHAEL J. MATHENY WILL BE CEO.								
1/4/1998	AMENDMENT FILED CHANGING PAR VALUE OF SHARES FROM 100.00 TO 5000 SHARES AT 1.00 PAR VALUE								
Date	Amendment								

Annual Reports									
Filed For									
2024									
2023									
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Monday, April 7, 2025 — 1:30 PM

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e.g. 123456789, Smith Corp

"MATHENY MOTOR TRUCK CO"



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