



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: 01-13-2025

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 0810 0805 DMT2500000009 1	Procurement Folder:	1595350
Document Name:	CDO off CMA MV25C to Purchase one (1) Minivan	Reason for Modification:	
Document Description:	CDO off CMA MV25C to Purchase one (1) Minivan		
Procurement Type:	Central Delivery Order		
Buyer Name:	Amber J Heath		
Telephone:	304-414-7105		
Email:	amber.j.heath@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 STEPHENS AUTO CENTER PO BOX 278 DANVILLE WV 25053278 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: Erik S Hall Requestor Phone: 304-414-6473 Requestor Email: erik.s.hall@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
ACCOUNTS PAYABLE PUBLIC TRANSIT DIVISION OF BLDG 5 RM 663 1900 KANAWHA BLVD E CHARLESTON WV 25305-0432 US	GENERAL MANAGER PUBLIC TRANSIT DIVISION OF KANAWHA VALLEY REGIONAL TRANSPORTATION AUTHORITY 1550 FOURTH AVE CHARLESTON WV 25324 US

Total Order Amount:	\$39,528.00
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>1/30/2025</i> ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION DATE: <i>1-30-25</i> ELECTRONIC SIGNATURE ON FILE

Extended Description:

CDO off CMA MV25C to purchase one (1) Mini Van FWD, 7 seats, 5 doors, 121" WB, 6 cyl minimum, Passenger AC/Heat Rear, Side Air Bags, Slush Mats for \$39528.00

To be utilized and titled to:

Community Action of Southeastern WV
335 Bluefield Avenue
Bluefield, WV 24701

This vehicle is being purchased to provide transportation services to the elderly and disabled citizens in its area of service.

This vehicle is being purchased under the Federal Transit Administration's Section 5310 Program. It is not considered a state asset.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25100000	1.00000	EA	\$39,528.0000	\$39,528.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
				2025-03-07	

Commodity Line Description: CDO off CMA MV25C to Purchase one (1) minivan

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**Class 9 - Automobile
Mini Van**

Vendor Name: Staphens Auto Center
Manufacturer/Brand: Chrysler Voyager LX
Model Name & Number: RUC153

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

Vehicle Requirements:		Mini Van	
Classification:	Mini Van		
Drive:	Front Wheel	Manufacturer's Standard Available Colors	
Passenger seating:	7 minimum (including driver)	Standard Color Code	Color Description
Doors:	Minimum: 1 driver front, 1 passenger front, 1 driver sliding rear, 1 passenger sliding rear, 1 back	PW7	White
Wheelbase:	121 in., minimum		
GVWR:	4,300 lbs. min, 6,075 lbs. max.		
Engine:	6 cylinder minimum		
Passenger AC/Heat rear:	Installed		
Side Air bags:	Installed		
Slush/All-Weather Mats:	Installed: Driver, Passenger, Cargo Areas		

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	\$89,528.00
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.



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Multimodal Transportation Facilities

1900 Kanawha Boulevard East • Building Five • Room 132
Charleston, West Virginia 25305-0432 • (304) 414-4645
FAX: (304) 558-3326 • TDD: (800) 742-6991

Lucinda K. Butler
Commissioner

Jimmy Wriston, P.E.
Secretary of Transportation
Commissioner of Highways

January 3, 2025

MEMORANDUM

TO: Kristy James, DOT Director of Procurement
DOT Procurement Office

FROM: Erik Hall, Community Planner
WV DMTF-Public Transit

SUBJECT: Justification of Order from MV25C

The vehicle listed on Purchase Order CDO DMT25-09, one (1) Mini Van FWD, 7 seats, 5 doors, 121" WB, 6 cyl minimum, Passenger AC/Heat Rear, Side Air Bags, Slush Mats for \$39,528.00, to be utilized and titled to:

Community Action of Southeastern WV
335 Bluefield Ave.
Bluefield, WV 24701

This vehicle is being purchased to provide transportation services to the elderly and disabled citizens in its area of service.

The funding for these vehicles will be paid at 80% from grants and 20% from Community Action of Southeastern WV.

If you have any questions, or requires addition information, please contact me 304-558-0428 or at erik.s.hall@wv.gov.

Thank you,

Erik S. Hall

Erik S. Hall, Community Planner

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Business Organization Detail

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BOONE MOTOR SALES, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	4/17/1934		4/17/1934	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
			0.200000
Authorized Shares	25000		Young Entrepreneur
			Not Specified

Addresses	
Type	Address
Mailing Address	P.O. BOX 278 DANVILLE, WV, 25053 USA
Notice of Process Address	RICHARD STEPHENS PO BOX 278 DANVILLE, WV, 25053
Principal Office Address	104 STEPHENS DRIVE DANVILLE, WV, 25053 USA
Type	Address

Officers	
Type	Name/Address
Incorporator	HARRY HATFIELD MADISON, WV, 25130 USA
Incorporator	O. L. MULLINS MADISON, WV, 25130 USA
President	RICHARD STEPHENS 115 POTTERFIELD DR CHARLESTON, WV, 25314
Secretary	PAULA BALLARD 141 FRANKLIN AVENUE MADISON, WV, 25130
Treasurer	MICHAEL STEPHENS 255 WALNUT AVENUE MADISON, WV, 25130
Vice-President	MIKE W BALLARD 85 MOUNTAINVIEW DRIVE MADISON, WV, 25130
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
AUTO BUYERS	TRADENAME	4/10/2023	
AUTO BUYERS OF BECKLEY	TRADENAME	4/10/2023	
AUTO BUYERS OF SOUTHERN WEST VIRGINIA	TRADENAME	4/10/2023	
AUTO BUYERS OF SOUTHERN WV	TRADENAME	4/10/2023	
AUTO BUYERS OF WEST VIRGINIA	TRADENAME	9/9/2020	
AUTO BUYERS OF WV	TRADENAME	4/10/2023	
BECKLEY AUTO BUYERS	TRADENAME	4/10/2023	
BECKLEY BUYERS AUTO	TRADENAME	4/10/2023	
BUYERS AUTO	TRADENAME	4/10/2023	
BUYERS AUTO OF BECKLEY	TRADENAME	4/10/2023	
BUYERS AUTO OF SOUTHERN WEST VIRGINIA	TRADENAME	4/10/2023	
BUYERS AUTO OF SOUTHERN WV	TRADENAME	4/10/2023	
BUYERS AUTO OF WEST VIRGINIA	TRADENAME	4/10/2023	
BUYERS AUTO OF WV	TRADENAME	4/10/2023	
BUYERS OF BECKLEY	TRADENAME	4/10/2023	
BUYERS OF SOUTHERN WV	TRADENAME	4/10/2023	
STEPHENS AUTO CENTER	TRADENAME	6/21/1990	
STEPHENS AUTOMOTIVE GROUP	TRADENAME	4/8/2022	
STEPHENS PRE-OWNED OF NITRO	TRADENAME	2/5/2024	
WEST VIRGINIA AUTO BUYERS	TRADENAME	4/10/2023	
WV AUTO BUYERS	TRADENAME	4/10/2023	
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
6/23/2020	UPDATED CAPITAL STOCK.
Date	Amendment

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Filed For	Date filed
2024	
2023	
2022	
2021	
2020	
2019	
2018	
2017x	
2017	
2016	
2015	
2014	
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1989	
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Thursday, January 30, 2025 — 7:49 AM

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"STEPHENS AUTO CENTER"



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