



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 DMT2500000010 1	Procurement Folder:	1595354
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	Requestor Name:	Erik S Hall
STEPHENS AUTO CENTER		Requestor Phone:	304-414-6473
PO BOX 278		Requestor Email:	erik.s.hall@wv.gov
DANVILLE	WV 25053278	<div>2025</div> <div>FILE LOCATION</div>	
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		

INVOICE TO	SHIP TO
ACCOUNTS PAYABLE	GENERAL MANAGER
PUBLIC TRANSIT DIVISION OF	PUBLIC TRANSIT DIVISION OF
BLDG 5 RM 663	KANAWHA VALLEY REGIONAL TRANSPORTATION AUTHORITY
1900 KANAWHA BLVD E	1550 FOURTH AVE
CHARLESTON WV 25305-0432	CHARLESTON WV 25324
US	US

Total Order Amount: \$39,528.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION  
DATE: *1/30/2025*  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
DATE: *1-30-25*  
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:

Commission on Aging and Family Services  
111 Virginia Avenue  
Petersburg, WV 26847

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:** Stephens Auto Center  
**Manufacturer/Brand:** Chrysler Voyager LX  
**Model Name & Number:** RUCLE3

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

Vehicle Requirements:		Mini Van	
Classification:			
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 3.1.1.1 of the specification.

**Vendor Bid Response:**

Vehicle fuel type	UNIT PRICE
Gasoline	\$38,528.00
Flex-fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

**\*Options:**

FOB Dealership: (Deduct)

N/A
\$2.25

FOB Other than Metro Charleston - Per Mile

\*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: Vehicle Not Added to Fleet**

**The vehicle listed on Purchase Order CDO DMT25-10, One (1) Mini Van FWD, 7 seats, 5 doors, 121" WB, 6 cyl minimum, Passenger AC/Heat Rear, Side Air Bags, Slush Mats, will be titled and utilized to:**

**Commission on Aging and Family Services**  
**111 Virginia Avenue**  
**Petersburg, WV 26847**

**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.**

**If you have any questions, or requires addition information, please contact me 304-558-0428 or at [erik.s.hall@wv.gov](mailto:erik.s.hall@wv.gov).**

**Thank you,**

*Erik S. Hall*

**Erik S. Hall, Community Planner**

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## West Virginia Secretary of State — Online Data Services

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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	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	6/12/1990	
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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2024	
2023	
2022	
2021	
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Thursday, January 30, 2025 — 7:49 AM

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"STEPHENS AUTO CENTER"



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