



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: 02-04-2025

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 1400 1400 AGR2500000001 1	Procurement Folder:	1555997
Document Name:	Class 11 Vehicle Order - Agriculture	Reason for Modification:	
Document Description:	Class 11 Vehicle Order - Agriculture		
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 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: Laryssa D Hoskins Requestor Phone: 304-558-2221 Requestor Email: lhoskins@wvda.us 2025 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
PROCUREMENT OFFICER 304-558-2221 AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON WV 25305-0173 US	PROCUREMENT OFFICER 304-558-2221 AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 217 GUS R DOUGLAS LN, BLDG 2 RM 106 CHARLESTON WV 25312 US

Total Order Amount: \$279,112.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION

DATE: *Mark A Atkins* - 2/10/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *Calvin R. ...* 2-10-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25100000	8.00000	EA	\$34,889.0000	\$279,112.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
				2024-11-04	

Commodity Line Description: R4P Ford Ranger Crew 4x4 (Class 11) M7 Carbonized Gray

Extended Description:
MV25 - 2025 or LATEST MODEL VEHICLE:
See attached pricing page(s) for contract pricing.

STATE OF WEST VIRGINIA
STATE CONTRACT RELEASE ORDER

REQ #	CDO AGR25*01	Req. Date	
Fiscal Year	2025	State Account No.	8736-8500-07000
FIMS No.			
Agency/Invoice To: 1400 Department of Agriculture 1900 Kanawha Blvd E Rm E28 Charleston WV 25302			
Ship To: Department of Agriculture 217 Gus R Douglass Lane Charleston WV 25312			
This Section Only For: State Contract Release Orders Vendor Name & Address: Sephens Auto Center PO Box 278 Danville, WV 25053278			
SWC No.	Terms	Net 30	F.O.B. Destination

Agency Approvals:


Alan Clemans (Feb 4, 2025 09:28 EST)

Administrative Services


Joe Hatten (Feb 4, 2025 09:54 EST)

Executive

Item No.	Quantity	Description	Unit Price	Amount
		SWC- MV25C <i>Type of Purchase</i>		
R4P	8	Class 11 - Mid-sized Pickup Crew Cab: Ford Ranger Crew 4x4 (M7 Carbonized Gray)	\$34,889.00	\$279,112.00

Authorized
Signature 
Title Director, Administrative Services
Telephone (304)-558-2222

Total Amount **\$279,112.00**

**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:		Mid-Size Pick Up Crew Cab	
Classification:			
Drive:	4 Wheel/All Wheel with High & Low Range	Manufacturer's Standard Available Colors	
Passenger seating:	4 minimum (including driver)	Standard Color Code	Color Description
Doors:	4 full doors, minimum	Y2	White
Wheelbase:	120 in., minimum	E7	Velocity Blue
GVM:	5400 lbs. min, 6250 lbs. max.	G1	Black
Engine:	Minimum acceptable Engines: Gas: Non-Turbo- 6 cylinder minimum Gas: Turbo - 4 cylinder minimum Diesel: 4 cylinder minimum	J5	Silver
Off Road Package:	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
Tow Package:	Installed Hitch & Wiring	NE	Cactus Gray
Slush/ all-Weather mats	Installed on driver and passenger front and second row, except where vinyl floor covering is present.		
Bed (Short):	Bed: Length 60" minimum, 65" maximum, with installed spray-in bedliner		
Sliding Rear Window:	Not Required		

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	\$34,889.00
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 Administration
Fleet Management

Vehicle Request

For Governors Office Use Only

☐ Approved

☒ Declined

Signature

Title

Date

AGENCY INFORMATION

COORDINATOR NAME Timothy Richards

DEPARTMENT West Virginia Department of Agriculture

AGENCY/BILL CODE AG-01

E-MAIL trichards@wvda.us

PHONE NO. (304) 558-2221

EXT

DATE 11/21/24

FUND # 8736

DEPT # 1400

UNIT # 8500

VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)

JUSTIFICATION/PURPOSE

Est. # of days per week used

Est. # of miles per month used

CABINET SECRETARY APPROVAL Alan Clemens

DATE Jan 28, 2025

VEHICLE PURCHASE

Type of vehicle

☒ New Vehicle

☐ Used Vehicle

Used Vehicle Mileage

Who owns this vehicle?

☐ Leased from Fleet

☒ Agency Owned

DOC ID CDO AGR25*01

MAKE Ford

MODEL Ranger

YEAR 2025

COLOR Gray

FUEL TYPE Gas

NEW VEHICLE CLASS/DESCRIPTION Truck

Class 11

DEALERSHIP Stephens Auto

MV356

PURCHASE PRICE 34,889

USED VEHICLE VIN#

DECOMMISSIONED VEHICLE

MAKE Ford

MODEL F-150

YEAR 2014

MILEAGE 249409

LICENSE # SA002451

VIN # 1FTFW1EF5EKD62526

AO NY

DECOMMISSIONING METHOD send to surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED

☐ DECLINED

EXECUTIVE DIRECTOR, FMD Theresa Gaudin

DATE 11/29/25





20241120_DOA59 form_TR_Regulatory (F-150)

Final Audit Report

2025-01-28

Created:	2025-01-28
By:	Tim Richards (trichards@wvda.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAD4RjvQK_4e5AbCCaJ-oO-UvJHUGvgoa

"20241120_DOA59 form_TR_Regulatory (F-150)" History

-  Document created by Tim Richards (trichards@wvda.us)
2025-01-28 - 3:15:47 PM GMT- IP address: 24.206.214.130
-  Document emailed to Alan Clemans (aclemans@wvda.us) for signature
2025-01-28 - 3:16:17 PM GMT
-  Document e-signed by Alan Clemans (aclemans@wvda.us)
Signature Date: 2025-01-28 - 4:01:46 PM GMT - Time Source: server- IP address: 24.206.214.130
-  Agreement completed.
2025-01-28 - 4:01:46 PM GMT



West Virginia
Department of Administration
Fleet Management

Vehicle Request

For Governors Office Use Only

☒ Approved

☐ Declined

Signature

Title

Date

AGENCY INFORMATION

COORDINATOR NAME Timothy Richards

DEPARTMENT West Virginia Department of Agriculture

AGENCY/BILL CODE AG-01

E-MAIL trichards@wvda.us

PHONE NO. (304) 558-2221

EXT

DATE 11/21/24

FUND # 8736

DEPT # 1400

UNIT # 8500

VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)

JUSTIFICATION/PURPOSE

Est. # of days per week used

Est. # of miles per month used

CABINET SECRETARY APPROVAL Alan Clumore

DATE Jan 28, 2025

VEHICLE PURCHASE

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

Who owns this vehicle? ☐ Leased from Fleet ☒ Agency Owned DOC ID CDO AGR25*01

MAKE Ford

MODEL Ranger

YEAR 2025

COLOR Gray

FUEL TYPE Gas

NEW VEHICLE CLASS/DESCRIPTION Truck Class 11

DEALERSHIP Stephens Auto MY 25C PURCHASE PRICE 34,889

USED VEHICLE VIN#

DECOMMISSIONED VEHICLE

MAKE Jeep

MODEL Patriot

YEAR 2016

MILEAGE 94729

LICENSE # SA002559

VIN # 1C4NJRBB4GD723827 AO NN

DECOMMISSIONING METHOD Destroyed

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD Theresa M. Johnson

DATE 1/24/25





20241120_DOA59 form_TR_READ (Patriot)

Final Audit Report

2025-01-28

Created:	2025-01-28
By:	Tim Richards (trichards@wvda.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAA6BJEnsUAQCRxrZ0pgvmlbOnnqyCT1xNb

"20241120_DOA59 form_TR_READ (Patriot)" History

-  Document created by Tim Richards (trichards@wvda.us)
2025-01-28 - 3:13:35 PM GMT- IP address: 24.206.214.130
-  Document emailed to Alan Clemans (aclemans@wvda.us) for signature
2025-01-28 - 3:13:57 PM GMT
-  Document e-signed by Alan Clemans (aclemans@wvda.us)
Signature Date: 2025-01-28 - 4:02:03 PM GMT - Time Source: server- IP address: 24.206.214.130
-  Agreement completed.
2025-01-28 - 4:02:03 PM GMT





20241120_DOA59 form_TR_READ (Fusion 5247)

Final Audit Report

2025-01-28

Created:	2025-01-28
By:	Tim Richards (trichards@wvda.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAI4z_s9HwMISpNV4ardG0VB37heNrxNWV

"20241120_DOA59 form_TR_READ (Fusion 5247)" History

-  Document created by Tim Richards (trichards@wvda.us)
2025-01-28 - 3:11:37 PM GMT- IP address: 24.206.214.130
-  Document emailed to Alan Clemans (aclemans@wvda.us) for signature
2025-01-28 - 3:12:03 PM GMT
-  Document e-signed by Alan Clemans (aclemans@wvda.us)
Signature Date: 2025-01-28 - 4:02:21 PM GMT - Time Source: server- IP address: 24.206.214.130
-  Agreement completed.
2025-01-28 - 4:02:21 PM GMT



West Virginia
Department of Administration
Fleet Management

Vehicle Request

For Governors Office Use Only

☐ Approved

☐ Declined

Signature

Title

Date

AGENCY INFORMATION

COORDINATOR NAME Timothy Richards

DEPARTMENT West Virginia Department of Agriculture

AGENCY/BILL CODE AG-01

E-MAIL trichards@wvda.us

PHONE NO. (304) 558-2221

EXT.

DATE 11/21/24

FUND # 8736

DEPT # 1400

UNIT # 8500

VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)

JUSTIFICATION/PURPOSE

Est. # of days per week used

Est. # of miles per month used

CABINET SECRETARY APPROVAL Mark Clement

DATE Jan 28, 2025

VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle

☐ Used Vehicle

Used Vehicle Mileage

Who owns this vehicle? ☐ Leased from Fleet

☒ Agency Owned

DOC ID CDO AGR25*01

MAKE Ford

MODEL Ranger

YEAR 2025

COLOR Gray

FUEL TYPE Gas

NEW VEHICLE CLASS/DESCRIPTION Truck

61653 11

DEALERSHIP Stephens Auto

MD 25C

PURCHASE PRICE 34,889

USED VEHICLE VIN#

DECOMMISSIONED VEHICLE

MAKE Ford

MODEL Fusion

YEAR 2012

MILEAGE 176535

LICENSE # SA002552

VIN # 3FAHP0HG7CR305246

AO NY

DECOMMISSIONING METHOD send to surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only



APPROVED



DECLINED

EXECUTIVE DIRECTOR, FMD

Theresa Zuckerman

DATE 11/29/25





20241120_DOA59 form_TR_Read (Fusion 5246)

Final Audit Report

2025-01-28

Created:	2025-01-28
By:	Tim Richards (trichards@wvda.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQnlpbCBYymfYirwVLribde485FtO0mGm

"20241120_DOA59 form_TR_Read (Fusion 5246)" History

-  Document created by Tim Richards (trichards@wvda.us)
2025-01-28 - 3:10:49 PM GMT- IP address: 24.206.214.130
-  Document emailed to Alan Clemans (aclemans@wvda.us) for signature
2025-01-28 - 3:11:08 PM GMT
-  Document e-signed by Alan Clemans (aclemans@wvda.us)
Signature Date: 2025-01-28 - 4:02:29 PM GMT - Time Source: server- IP address: 24.206.214.130
-  Agreement completed.
2025-01-28 - 4:02:29 PM GMT



Adobe Acrobat Sign



West Virginia
Department of Administration
Fleet Management

Vehicle Request

For Governors Office Use Only

☒ Approved

☐ Declined

Signature

Title

Date

AGENCY INFORMATION

COORDINATOR NAME Timothy Richards

DEPARTMENT West Virginia Department of Agriculture

AGENCY/BILL CODE AG-01

E-MAIL trichards@wvda.us

PHONE NO. (304) 558-2221

EXT

DATE 11/21/24

FUND # 8736

DEPT # 1400

UNIT # 8500

VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)

JUSTIFICATION/PURPOSE

Est. # of days per week used

Est. # of miles per month used

CABINET SECRETARY APPROVAL Alan Clements

DATE Jan 28, 2025

VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle

☐ Used Vehicle

Used Vehicle Mileage

Who owns this vehicle? ☐ Leased from Fleet

☒ Agency Owned

DOC ID CDO AGR25*01

MAKE Ford

MODEL Ranger

YEAR 2025

COLOR Gray

FUEL TYPE Gas

NEW VEHICLE CLASS/DESCRIPTION Truck

DEALERSHIP Stephens Auto

PURCHASE PRICE 34,889

USED VEHICLE VIN#

DECOMMISSIONED VEHICLE

MAKE Jeep

MODEL Liberty

YEAR 2009

MILEAGE 171480

LICENSE # SA002540

VIN # 1J8GN28K29W530121

DECOMMISSIONING METHOD send to surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED

☐ DECLINED

EXECUTIVE DIRECTOR, FMD Theresa Z. [Signature]

DATE 11/29/25





20241120_DOA59 form_TR_Plant Industries (liberty)

Final Audit Report

2025-01-28

Created:	2025-01-28
By:	Tim Richards (trichards@wvda.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAA1J9UWbYgq7BCWvd4XLozk-jPKlqnrzw4

"20241120_DOA59 form_TR_Plant Industries (liberty)" History

-  Document created by Tim Richards (trichards@wvda.us)
2025-01-28 - 3:09:47 PM GMT- IP address: 24.206.214.130
-  Document emailed to Alan Clemans (aclemans@wvda.us) for signature
2025-01-28 - 3:10:07 PM GMT
-  Document e-signed by Alan Clemans (aclemans@wvda.us)
Signature Date: 2025-01-28 - 4:02:38 PM GMT - Time Source: server- IP address: 24.206.214.130
-  Agreement completed.
2025-01-28 - 4:02:38 PM GMT



West Virginia
Department of Administration
Fleet Management

Vehicle Request

For Governors Office Use Only

☒ Approved

☐ Declined

Signature

Title

Date

AGENCY INFORMATION

COORDINATOR NAME Timothy Richards

DEPARTMENT West Virginia Department of Agriculture

AGENCY/BILL CODE AG-01

E-MAIL trichards@wvda.us

PHONE NO. (304) 558-2221

EXT

DATE 11/21/24

FUND # 8736

DEPT # 1400

UNIT # 8500

VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)

JUSTIFICATION/PURPOSE

Est. # of days per week used

Est. # of miles per month used

CABINET SECRETARY APPROVAL Alan Clements

DATE Jan 28, 2025

VEHICLE PURCHASE

Type of vehicle

☒ New Vehicle

☐ Used Vehicle

Used Vehicle Mileage

Who owns this vehicle?

☐ Leased from Fleet

☒ Agency Owned

DOC ID CDO AGR25*01

MAKE Ford

MODEL Ranger

YEAR 2025

COLOR Gray

FUEL TYPE gas

NEW VEHICLE CLASS/DESCRIPTION Truck

Class 11

DEALERSHIP Stephens Auto

MV25C

PURCHASE PRICE 34,889

USED VEHICLE VIN#

DECOMMISSIONED VEHICLE

MAKE Ford

MODEL F-350

YEAR 2014

MILEAGE 194973

LICENSE # SB004711

VIN # 1FT8X3BT7EEA74260

AO NY

DECOMMISSIONING METHOD Destroyed

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED

☐ DECLINED

EXECUTIVE DIRECTOR, FMD Theresa Yarker

DATE 11/29/25





20241120_DOA59 form_TR_Farms (F-350)

Final Audit Report

2025-01-28

Created:	2025-01-28
By:	Tim Richards (trichards@wvda.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAh3uT2lsbryJMmepnR74VWvj9mGHF2Wh

"20241120_DOA59 form_TR_Farms (F-350)" History

-  Document created by Tim Richards (trichards@wvda.us)
2025-01-28 - 3:08:49 PM GMT- IP address: 24.206.214.130
-  Document emailed to Alan Clemans (aclemans@wvda.us) for signature
2025-01-28 - 3:09:12 PM GMT
-  Document e-signed by Alan Clemans (aclemans@wvda.us)
Signature Date: 2025-01-28 - 4:02:47 PM GMT - Time Source: server- IP address: 24.206.214.130
-  Agreement completed.
2025-01-28 - 4:02:47 PM GMT

20241120_DOA59 form_TR_Farms (F-350)

Final Audit Report

2025-01-28

Created:	2025-01-28
By:	Tim Richards (trichards@wvda.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAnh3uT2lsbryJMmepnR74VWvj9mGHF2Wh

"20241120_DOA59 form_TR_Farms (F-350)" History



Document created by Tim Richards (trichards@wvda.us)

2025-01-28 - 3:08:49 PM GMT- IP address: 24.206.214.130



Document emailed to Alan Clemans (aclemans@wvda.us) for signature

2025-01-28 - 3:09:12 PM GMT



Document e-signed by Alan Clemans (aclemans@wvda.us)

Signature Date: 2025-01-28 - 4:02:47 PM GMT - Time Source: server- IP address: 24.206.214.130



Agreement completed.

2025-01-28 - 4:02:47 PM GMT



Adobe Acrobat Sign





West Virginia
Department of Administration
Fleet Management

Vehicle Request

For Governors Office Use Only

☒ Approved

☐ Declined

Signature _____

Title _____

Date _____

AGENCY INFORMATION

COORDINATOR NAME Tim Richards

DEPARTMENT West Virginia Department of Agriculture

AGENCY/BILL CODE AG-01

E-MAIL trichards@wvda.us

PHONE NO. (304) 558-2221

EXT _____

DATE 11/20/24

FUND # 8736

DEPT # 1400

UNIT # 8500

VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)

JUSTIFICATION/PURPOSE _____

Est. # of days per week used _____

Est. # of miles per month used _____

CABINET SECRETARY APPROVAL *Alex Clemens*

DATE Jan 28, 2025

VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle

☐ Used Vehicle

Used Vehicle Mileage _____

Who owns this vehicle? ☐ Leased from Fleet

☒ Agency Owned

DOC ID CDO AGR25*01

MAKE Ford

MODEL Ranger

YEAR 2025

COLOR Gray

FUEL TYPE gas

NEW VEHICLE CLASS/DESCRIPTION Truck

Class 11

DEALERSHIP Stephens Auto

RV 25C

PURCHASE PRICE 34,889

USED VEHICLE VIN# _____

DECOMMISSIONED VEHICLE

MAKE Chevy

MODEL Equinox

YEAR 2019

MILEAGE 94762

LICENSE # SA003323

VIN # 3GNAXSEV3KS500513

AO NN

DECOMMISSIONING METHOD Destroyed

DEFERRED _____

JUSTIFICATION FOR DEFERRED _____

For FMO Office Use Only

☒ APPROVED

☐ DECLINED

EXECUTIVE DIRECTOR, FMD

Therrell Fisher

DATE 11/29/25





20241120_DOA59 form_TR_Animal Health (equinox)

Final Audit Report

2025-01-28

Created:	2025-01-28
By:	Tim Richards (trichards@wvda.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAYNe9fVYD5mCnS6YxW49mimgIE2f9ab

"20241120_DOA59 form_TR_Animal Health (equinox)" History

-  Document created by Tim Richards (trichards@wvda.us)
2025-01-28 - 3:07:24 PM GMT - IP address: 24.206.214.130
-  Document emailed to Alan Clemans (aclemans@wvda.us) for signature
2025-01-28 - 3:08:20 PM GMT
-  Document e-signed by Alan Clemans (aclemans@wvda.us)
Signature Date: 2025-01-28 - 4:02:55 PM GMT - Time Source: server- IP address: 24.206.214.130
-  Agreement completed.
2025-01-28 - 4:02:55 PM GMT



West Virginia
Department of Administration
Fleet Management

Vehicle Request

For Governors Office Use Only

☒ Approved

☐ Declined

Signature

Title

Date

AGENCY INFORMATION

COORDINATOR NAME Timothy Richards

DEPARTMENT West Virginia Department of Agriculture

AGENCY/BILL CODE AG-01

E-MAIL trichards@wvda.us

PHONE NO. (304) 558-2221

EXT

DATE 11/21/24

FUND # 8736

DEPT # 1400

UNIT # 8500

VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)

JUSTIFICATION/PURPOSE

Est. # of days per week used

Est. # of miles per month used

CABINET SECRETARY APPROVAL *Han Clemens*

DATE Jan 28, 2025

VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle

☐ Used Vehicle

Used Vehicle Mileage

Who owns this vehicle? ☐ Leased from Fleet

☒ Agency Owned

DOC ID CDO AGR25*01

MAKE Ford

MODEL Ranger

YEAR 2025

COLOR Gray

FUEL TYPE Gas

NEW VEHICLE CLASS/DESCRIPTION Truck

Class 11

DEALERSHIP Stephens Auto

MU25C

PURCHASE PRICE 34,889

USED VEHICLE VIN#

DECOMMISSIONED VEHICLE

MAKE Chevy

MODEL Impala

YEAR 2016

MILEAGE 199245

LICENSE # SA002570

VIN # 2G1WA5E32G1100258

A0

NY

DECOMMISSIONING METHOD send to surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED

☐ DECLINED

EXECUTIVE DIRECTOR, FMD

Thurth Yushman

DATE 1/29/25





20241120_DOA59 form_TR_READ (Impala)

Final Audit Report

2025-01-28

Created:	2025-01-28
By:	Tim Richards (trichards@wvda.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAyAhDQWxpRTZBUzDV9su_Qr7E8_J84CGB

"20241120_DOA59 form_TR_READ (Impala)" History

-  Document created by Tim Richards (trichards@wvda.us)
2025-01-28 - 3:12:34 PM GMT- IP address: 24.206.214.130
-  Document emailed to Alan Clemans (aclemans@wvda.us) for signature
2025-01-28 - 3:13:05 PM GMT
-  Document e-signed by Alan Clemans (aclemans@wvda.us)
Signature Date: 2025-01-28 - 4:02:13 PM GMT - Time Source: server- IP address: 24.206.214.130
-  Agreement completed.
2025-01-28 - 4:02:13 PM GMT

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West Virginia Secretary of State — Online Data Services

Business and Licensing

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, 26053 USA
Notice of Process Address	RICHARD STEPHENS PO BOX 278 DANVILLE, WV, 26053 USA
Principal Office Address	104 STEPHENS DRIVE DANVILLE, WV, 25053 USA
Type	Address

Officers

Type	Name/Address
Incorporator	HARRY HATFIELD MADISON, WV, 26130 USA
Incorporator	O. L. MULLINS MADISON, WV, 26130 USA
President	RICHARD STEPHENS 115 POTTERFIELD DR CHARLESTON, WV, 25314
Secretary	PAULA BALLARD 141 FRANKLIN AVENUE MADISON, WV, 26130
Treasurer	MICHAEL STEPHENS 255 WALNUT AVENUE MADISON, WV, 26130
Vice-President	MIKE W BALLARD 65 MOUNTAINVIEW DRIVE MADISON, WV, 26130
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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"STEPHENS AUTO CENTER" X

Entity

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