



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: 05-20-2025

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 0211 4079 GSD2500000003 1	Change Order No:	Procurement Folder:	1703257
Document Name:	Ram 2500 Crew Cab 4WD		Reason for Modification:	Ram 2500 Crew Cab 4WD- OPMT
Document Description:	Ram 2500 Crew Cab 4WD			
Procurement Type:	Central Delivery Order			
Buyer Name:	James R Jones			
Telephone:	304-352-5517			
Email:	james.r.jones@wv.gov			
Shipping Method:	Best Way		Master Agreement Number:	CMA 0212 MVTRUCK25C 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: Scotty E Pauley Requestor Phone: 304-352-5481 Requestor Email: scotty.e.pauley@wv.gov  <b>2025</b> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
GENERAL SERVICES DIVISION DEPARTMENT OF ADMINISTRATION  112 CALIFORNIA AVENUE  BLDG 4, 6TH FLOOR  CHARLESTON WV 25305  US	GENERAL SERVICES DIVISION BLDG 98 DEPARTMENT OF ADMINISTRATION  EAST CAMPUS FACILITY  320 MICHIGAN AVE  CHARLESTON WV 25305  US

Purchasing Division's File Copy

Total Order Amount: \$45,612.00

PURCHASING DIVISION AUTHORIZATION  
DATE: *5/21/2025*  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
DATE: *5-21-25*  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Equipment Contract Release Order  
SWC #MVTRUCK25C  
Class 26 - Large Pick Up Crew Cab  
Ram 2500 DJ7L91 4WD  
Color: Bright White  
Color Code: PW7  
Fuel: Gas

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25100000	1.00000	EA	\$45,612.0000	\$45,612.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
				2025-08-31	

Commodity Line Description: MVTRUCK25

**Extended Description:**

Equipment Contract Release Order  
SWC #MVTRUCK25C  
Class 26 - Large Pick Up Crew Cab  
Ram 2500 DJ7L91 4WD  
Color: Bright White  
Color Code: PW7  
Fuel: Gas

**Class 28 - Automobile  
Large Pick Up Crew Cab**

**Vendor Name:** Stephens Auto Center  
**Manufacturer/Brand:** Ram 2500  
**Model Name & Number:** DJ7L91

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

**Vehicle Requirements:**

<b>Classification:</b>	Large Pick Up Crew Cab
<b>Drive:</b>	4 Wheel/All Wheel with High and Low Range
<b>Passenger seating:</b>	5 minimum (including driver)
<b>Doors:</b>	4 full doors, minimum
<b>Wheelbase:</b>	148 in., minimum
<b>GVAWt:</b>	8,800 lbs. min, 10,000. lbs. max
<b>Engine:</b>	8 cylinder minimum for gasoline engines, 6 cylinder minimum for diesel
<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.
<b>Tow Package:</b>	Factory Complete: Includes integrated electric trailer brake controller, hitch, and wiring
<b>Switches:</b>	Minimum of three (3) Factory Up-Fitter Switches.
<b>Bed:</b>	Short bed
<b>Bedliner:</b>	Installed Spray-In Liner
<b>Slush/All-weather mats</b>	Installed on driver and passenger front and second row, except where vinyl floor covering is present.
<b>Sliding Rear Window:</b>	Not Required
<b>Additional Requirements:</b>	Factory Running Boards/Step Bars, cab length

The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.

Manufacturer's Standard Available Colors	
Standard Color Code	Color Description
PW7	White

<b>Vendor Bid Response:</b>	
<b>Vehicle fuel type</b>	<b>Unit Price</b>
Gasoline	\$45,612.00
Flex-Fuel	
Diesel	\$56,934.00
CNG/Propane	\$ -
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 Administration  
Fleet Management

For Governors Office Use Only  
☒ Approved ☐ Declined

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME Robin Casto

DEPARTMENT Administration

AGENCY/BILL CODE GE01 GENERAL SERVICES

AD

E-MAIL Robin.L.Casto@WV.gov

PHONE NO. (304) 352-5513

EXT \_\_\_\_\_

DATE 5/6/2025

FUND # 2241

DEPT # 0211

UNIT # 4078

### 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 Excessive Mileage and Maintenance

Est. # of days per week used 6

Est. # of miles per month used 650

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

DATE 5/6/25

### VEHICLE PURCHASE

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

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

MAKE Ram

YEAR 2025

COLOR WHITE

Model 2500 (DJ7L91)

Fuel Type Gasoline

New Vehicle Class/Description 28 - Large Pick Up Crew Cab...4WD/AWD w/ High & Low Range, 5 Seats Minimum/Includes Driver, 4 Full Doors  
Minimum, 148" WB Min., Minimum Acceptable Engines: Gas- 8 cyl., Diesel- 6 cyl., Off Road Package: Includes but not

DEALERSHIP Stephens Auto Center

PURCHASE PRICE \$45,612

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

### DECOMMISSIONED VEHICLE

MAKE DODGE

YEAR 2016

MILEAGE 140,000

MODEL RAM 2500 PICK UP

LICENSE # SA004115

VIN # 3C6TR5CTXGG285147

FLT 44 Tels

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED 120 Days

JUSTIFICATION FOR DEFERRED Until new vehicle is purchased

or FMO Office Use Only

☒ APPROVED ☐ DECLINED

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

DATE 5/7/25

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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	Succession Plan
C Corporation	4/17/2024		4/17/2024	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	2000				Young Entrepreneur	Not Specified		

Addresses								
Type	Address							
Mailing Address	P.O. BOX 278							
	DARYVILLE, WV, 25053							
	USA							
Notice of Process Address	RICHARD STEPHENS							
	PO BOX 278							
	DARYVILLE, WV, 25053							
Principal Office Address	100 STEPHENS DRIVE							
	DARYVILLE, WV, 25053							
	USA							
Type	Address							

Officers								
Type	Name/Address							
Incorporator	HARRY HARTFIELD							
	MADISON, WV, 25130							
	USA							
Incorporator	D. L. MULLINS							
	MADISON, WV, 25130							
	USA							
President	RICHARD STEPHENS							
	115 POTTERFIELD DR							
	CHARLESTON, WV, 25314							
Secretary	PAULA BALLARD							
	141 FRANKLIN AVENUE							
	MARTINSBURG, WV, 25155							
Treasurer	CHARIE BARTON							
	140 HUNTERDILL DR							
	CHAR HILL, WV, 25001							
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		4/1/2003					
AUTO BUYERS OF BECKLEY	TRADENAME		4/1/2003					
AUTO BUYERS OF SOUTHERN WEST VIRGINIA	TRADENAME		4/1/2003					
AUTO BUYERS OF SOUTHERN WV	TRADENAME		4/1/2003					
AUTO BUYERS OF WEST VIRGINIA	TRADENAME		4/1/2003					
AUTO BUYERS OF WV	TRADENAME		4/1/2003					
BECKLEY AUTO BUYERS	TRADENAME		4/1/2003					
BECKLEY BUYERS AUTO	TRADENAME		4/1/2003					
BUYERS AUTO	TRADENAME		4/1/2003					
BUYERS AUTO OF BECKLEY	TRADENAME		4/1/2003					
BUYERS AUTO OF SOUTHERN WEST VIRGINIA	TRADENAME		4/1/2003					
BUYERS AUTO OF SOUTHERN WV	TRADENAME		4/1/2003					
BUYERS AUTO OF WEST VIRGINIA	TRADENAME		4/1/2003					
BUYERS AUTO OF WV	TRADENAME		4/1/2003					
BUYERS OF BECKLEY	TRADENAME		4/1/2003					
BUYERS OF SOUTHERN WV	TRADENAME		4/1/2003					
STEPHENS AUTO CENTER	TRADENAME		4/1/2003					
STEPHENS AUTOMOTIVE GROUP	TRADENAME		8/12/1980					
STEPHENS PRE-OWNED OF NITRO	TRADENAME		4/6/2002					
WEST VIRGINIA AUTO BUYERS	TRADENAME		4/1/2003					
WV AUTO BUYERS	TRADENAME		4/1/2003					
DBA Name	Description		Effective Date		Termination Date			

	Amendment	
6/23/2000	UPDATED CAPITAL STOCK	
	Amendment	

Annual Reports								
Filing Fee								
2025								
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e.g. 123456789, Smith Corp

"STEPHENS AUTO CENTER"



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