



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: 05-22-2025

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 4078 GSD2500000004 1	Change Order No:	Procurement Folder:	1705025
Document Name:	F-250 Crew Cab 4WD	Reason for Modification: F-250 Crew Cab 4WD - OPMT		
Document Description:	F-250 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 MVTRUCK25B 1		
Free on Board:	FOB Dest, Freight Prepaid			

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000111679 THORNHILL GROUP INC 500 FORD FAIRLANE  CHAPMANVILLE WV 25508 US Vendor Contact Phone: 304-855-8300 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: \$45,246.00

PURCHASING DIVISION AUTHORIZATION  
DATE: *5/27/2025*  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
DATE: *5-27-25*  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Equipment Contract Release Order  
SWC #MVTRUCK25B  
Class 26 - Large Pick Up Crew Cab  
F-250 W2A  
Color: White  
Color Code: ZI  
Fuel: Flex-Fuel

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25100000	1.00000	EA	\$45,246.0000	\$45,246.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
				2025-08-31	

**Commodity Line Description:** MVTRUCK25

**Extended Description:**

Equipment Contract Release Order  
SWC #MVTRUCK25B  
Class 26 - Large Pick Up Crew Cab  
F-250 W2A  
Color: White  
Color Code: ZI  
Fuel: Flex-Fuel

**Class 26 - Automobile  
Large Pick Up Crew Cab**

Vendor Name:  
Manufacturer/Brand:  
Model Name & Number:

Thornhill Ford  
FORD  
F250 W2A

Vendor Contact: Charles Ellis  
Phone No.: 304-856-1289  
Email: Charles.Ellis@ThornhillAutomotive.com

**Vehicle Requirements:**

<b>Classification:</b>	Large Pick Up Crew Cab
<b>Drive:</b>	Rear Wheel
<b>Passenger seating:</b>	5 minimum (including driver)
<b>Doors:</b>	4 full doors, minimum
<b>Wheelbase:</b>	148 in., minimum
<b>GVMR:</b>	8,750 lbs. min, 10,000 lbs. max
<b>Engine:</b>	8 cylinder minimum for gasoline engines, 6 cylinder minimum for diesel
<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>Additional Requirements:</b>	Factory Running Boards/Step Bars, cab length
<b>Bedliner:</b>	Installed Spray-in Liner

Manufacturer's Standard Available Colors	
Standard Color Code	Color Description
4M	BLACK
HX	BLUE METALLIC
M7	GRAY
OR	Avalanche
Z1	White
PA	RACE RED

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	<del>122,100.00</del> -
Flex-fuel	\$ 45,246.00 -
Diesel	<del>54,871.00</del> -
CNG/Bifuel	\$ -
Hybrid	\$ -

**Options:**

FOB Dealership: (Deduct)

\$ \_\_\_\_\_

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

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

Model 2500 (DJ7L91)

YEAR 2025

COLOR WHITE

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

MODEL RAM 2500 PICK UP

YEAR 2016

MILEAGE 140,000

LICENSE # SA004115

VIN # 3C6TR5CTXGG285147

FLT 44 2412

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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#### THORNHILL GROUP, INC.

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Character	Class	Sec Type	Termination Date	Termination Reason	
Corporation	11/9/2004		11/9/2004	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	71304			
Charter State	WV				Excess Acres				
At Will Term					Member Managed				
At Will Term Years					Per Value	\$0.000000			
Authorized Shares	100				Young Entrepreneur	Not Specified			

Addresses									
Type	Address								
Local Office Address	500 FORD FAIRLANE CHAPMANVILLE, WV, 25508								
Mailing Address	GEORGE R HEBERT JR RT 118 SOUTH CORRIDOR D CHAPMANVILLE, WV, 25548 USA								
Mailing Address	P.O. BOX 1449 CHAPMANVILLE, WV, 25508 USA								
Notice of Process Address	WALLY THORNHILL 800 FORD FAIRLANE RT 118 RD CHAPMANVILLE, WV, 25508								
Principal Office Address	500 FORD FAIRLANE RT 118 NORTH CHAPMANVILLE, WV, 25508 USA								
Type	Address								

Officers									
Type	Name/Address								
Director	WALLY THORNHILL P.O. BOX 340 PECKS MILL, WV, 25547								
Director	NATHAN THORNHILL P.O. BOX 340 PECKS MILL, WV, 25547								
Incorporator	WALLY L THORNHILL P.O. BOX 340 PECKS MILL, WV, 25547 USA								
President	WALLY L THORNHILL P.O. BOX 1449 CHAPMANVILLE, WV, 25508								
Secretary	NATHAN THORNHILL P.O. BOX 340 PECKS MILL, WV, 25547								
Treasurer	JAMES R DAVITA 3008 MICHAEL AVENUE BELLIE, WV, 26015								
Vice-President	NATHAN THORNHILL P.O. BOX 340 PECKS MILL, WV, 25547								
Type	Name/Address								

DBA									
DBA Name	Owner/Owner			Effective Date	Termination Date				
THORNHILL FACTORY OUTLET OF DANVILLE	TRADENAME			4/17/2005	11/2/2020				
THORNHILL FORD	TRADENAME			8/1/2005					
THORNHILL FORD LINCOLN	TRADENAME			10/7/2009					
THORNHILL FORD LINCOLN MERCURY	TRADENAME			8/1/2005	10/7/2010				
THORNHILL LINCOLN	TRADENAME			7/24/2018					
DBA Name	Owner/Owner			Effective Date	Termination Date				

Date	3/12/2024	Amendment
		SAYV Other Change. The 25 shares owned by George R. Hebert, Jr. have been converted to treasury shares. The said George R. Hebert, Jr., no longer owns any shares of the corporation.
Date	7/19/2017	WALLY L. THORNHILL WILL HAVE A TOTAL OF 75 SHARES. GEORGE R. HEBERT WILL HAVE A TOTAL OF 25 SHARES.
		Amendment

Annual Reports									
Filing Fee									
2025									
2024									
2023									
2022									
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For more information please contact the Secretary of State's Office at 304-558-8000.

Tuesday, May 27, 2025 — 8:52 AM

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"THORNHILL GROUP INC"



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