



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: 06-03-2025

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 0403 0029 DBS2500000001 1 | Change Order No: | Procurement Folder: | 1709769 |
| Document Name: | Van Purchase | Reason for Modification: | | |
| Document Description: | Van Purchase | | | |
| Procurement Type: | Central Delivery Order | | | |
| Buyer Name: | Tabitha J Crist | | | |
| Telephone: | (304) 822-4810 | | | |
| Email: | tabitha.crist@k12.wv.us | | | |
| Shipping Method: | Best Way | Master Agreement Number: CMA 0212 MV25A 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: Tabitha J Crist Requestor Phone: (304) 822-4810 Requestor Email: tabitha.crist@k12.wv.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 |
|---|---|
| ACCOUNTS PAYABLE SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST ROMNEY WV 26757-1894 US | CENTRAL SUPPLY SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST ROMNEY WV 26757-1894 US |

Total Order Amount: \$102,126.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION
DATE: *M. J. Crist* 6/03/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: *Edy* 6.3.25
ELECTRONIC SIGNATURE ON FILE

Extended Description:
Equipment contract Release Order

SWC #MV25A
Class: 2025 Full Size Van, Ford Transit X24 RWD
Color: White
Color Code: Y2
Fuel: Gasoline

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|----------|---------------|--------------|
| 1 | 25100000 | 2.00000 | EA | \$51,063.0000 | \$102,126.00 |
| Service From | Service To | Manufacturer | Model No | Delivery Date | |
| | | | | 2025-05-16 | |

Commodity Line Description: MV25 - 2025 or LATEST MODEL VEHICLE

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

**Class 21 - Automobile
Full Size Van**

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

Thornhill Ford
FORD
TRANSIT X2V

Vendor Contact: Charles Ellis
Phone No.: 804-855-1289
Email: Charles.Ellis@Thornhill.com
autoactive.com

Vehicle Requirements:

Classification: Full Size Van
Drive: Rear wheel
Passenger seating: 12 minimum (including driver)
Doors: 5, minimum: 1 Left Front, 1 Right Front, 1 Passenger Side Mid Body, 2 Rear Facing
Wheelbase: 134 in., minimum
GVWR: 6250 lbs. min, 9930 lbs. max.
Engine: 6 cylinder minimum for gasoline engines, 4 cylinder minimum for diesel

Additional Requirements:

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 |
| 1/2 | White |
| P12 | PRICE RED |
| BY | School BUS Yellow |
| | |
| | |
| | |
| | |

Vendor Bid Response:

| Vehicle fuel type | Unit Price |
|-------------------|----------------|
| Gasoline | \$ 51,063.00 - |
| Flex-fuel | \$ 51,063.00 - |
| Diesel | \$ - |
| 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 Lori Dawson DEPARTMENT Education
AGENCY/BILL CODE ED12 SCHOOLS FOR DEAF & THE BLIND ED
E-MAIL ldawson@k12.wv.us
PHONE NO. (304) 822-4803 EXT. _____ DATE 4/15/2025
FUND # 0320 DEPT # 0403 UNIT # 0029

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 To transport 10 passengers or less to sporting events and educational activities

Est. # of days per week used 5

Est. # of miles per month used 3,000

CABINET SECRETARY APPROVAL _____

DATE 4/16/25

VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage _____
Who owns this vehicle? ☐ Leased from Fleet ☒ Agency Owned DOC ID _____

MAKE Ford Model Transit (X2Y)
YEAR 2025 COLOR WHITE Fuel Type Flex-Fuel

New Vehicle Class/Description 21 - Full Size Van...RWD, 12 Seats Minimum/Includes Driver, 5 Doors Minimum: 1 Left Front, 1 Right Front, 1 Passenger Side Mid Body, 2 Rear Facing, 134" WB Min., Minimum Acceptable Engines: Gas- 6 cyl., Diesel- 4 cyl.

DEALERSHIP Thornhill Ford

PURCHASE PRICE \$51,063

USED VEHICLE VIN# _____

DECOMMISSIONED VEHICLE

MAKE DODGE MODEL CARAVAN
YEAR 2014 MILEAGE 155,046 LICENSE # SA003655
VIN # 2C4RDGBG6ER400639 FLT 44

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED _____

For FMD Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD _____

DATE 4/14/25

Approved:

Erin Householder

Cabinet Secretary

West Virginia Department of Administration



West Virginia
Department of Administration
Fleet Management

☐ Approved ☐ Declined

Signature

Title

Date

Vehicle Request

AGENCY INFORMATION

COORDINATOR NAME Lori Dawson

DEPARTMENT Education

AGENCY/BILL CODE ED12 SCHOOLS FOR DEAF & THE BLIND

ED

E-MAIL ladawson@k12.wv.us

PHONE NO. (304) 822-4803 EXT

DATE 4/15/2025

FUND # 0320

DEPT # 0403

UNIT # 0029

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 Transport 10 or less passengers to academic, education and sporting events

Est. # of days per week used 5

Est. # of miles per month used 3,500

CABINET SECRETARY APPROVAL [Signature]

DATE 4/16/25

VEHICLE PURCHASE

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

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

MAKE Ford

Model Transit (X2Y)

YEAR 2025

COLOR WHITE

Fuel Type Flex-Fuel

New Vehicle Class/Description 21 - Full Size Van...RWD, 12 Seats Minimum/Includes Driver, 5 Doors Minimum: 1 Left Front, 1 Right Front, 1 Passenger Side Mid Body, 2 Rear Facing, 134" WB Min.. Minimum Acceptable Engines: Gas: 6 cyl., Diesel: 4 cyl.

DEALERSHIP Thornhill Ford

PURCHASE PRICE \$51,063.

USED VEHICLE VIN#

DECOMMISSIONED VEHICLE

MAKE DODGE

MODEL CARAVAN

YEAR 2014

MILEAGE 143,000

LICENSE # SA003648

VIN # 2C4RDGBG4ER400638 FLT YY

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD [Signature]

DATE 4/14/25

Approved:

Eric Houckholder 4/24/25
Cabinet Secretary
West Virginia Department of Administration

WEST VIRGINIA SCHOOLS FOR THE DEAF AND BLIND
PURCHASE REQUISITION
FEIN: 55-6000837
TAX EXEMPT: 55-6000837001

Page 1 of 1

| | |
|--|---|
| Vendor Name: Thornhill Group, Inc Thornhill Ford | Date: 5/8/2025 Vendor Type: |
| Address: 500 Ford Fairlane | Send Items to: |
| City, State ZIP: Chapmanville, WV 25508 | Reason for Purchase: Two 12 passenger Ford Transit Full Size Vans |
| Contact Person: Charles Ellis | |
| Phone: 304-855-1289 | |
| DOCUMENT ID NUMBER: CDO DBS25 001 | |
| VENDOR ID: 000000111679 | |

| Quantity | Description | Item Number | Unit Price | Total |
|---------------------------------|--|-------------|--------------|-------------------|
| 2.00 | 12 Passenger Ford Transit Full Size Vans | Model X2Y | \$51,063.000 | \$ 102,126.00 |
| | | | \$ - | - |
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| | | | \$ - | - |
| Subtotal, from additional pages | | | \$ - | - |
| TOTAL PURCHASE | | | \$ | 102,126.00 |

Note: This form is for internal use only and does not guarantee or obligate a purchase.

| | | |
|--|---|--|
| Requested by Date: <u>5/12/2025</u> | <small>Clayton Burch (May 13, 2025 10:22 EDT)</small> Authorizing signature* Date: <u>5/12/2025</u> | Financial Office's signature Date: <u>5/12/2025</u> |
|--|---|--|

| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Dept</th> <th style="width: 10%;">UNIT</th> <th style="width: 10%;">FUND</th> <th style="width: 15%;">APPROP</th> <th style="width: 15%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0403</td> <td style="text-align: center;">0029</td> <td style="text-align: center;">0320</td> <td style="text-align: center;">13000</td> <td style="text-align: right;">\$ 102,126.00</td> </tr> <tr> <td colspan="4" style="text-align: right;">TOTAL FUNDING</td> <td style="text-align: right;">\$ 102,126.00</td> </tr> </tbody> </table> | Dept | UNIT | FUND | APPROP | AMOUNT | 0403 | 0029 | 0320 | 13000 | \$ 102,126.00 | TOTAL FUNDING | | | | \$ 102,126.00 | Contact for questions: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> PHONE #: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> |
|---|------|------|--------|----------------------|--------|------|------|------|-------|---------------|----------------------|--|--|--|----------------------|--|
| Dept | UNIT | FUND | APPROP | AMOUNT | | | | | | | | | | | | |
| 0403 | 0029 | 0320 | 13000 | \$ 102,126.00 | | | | | | | | | | | | |
| TOTAL FUNDING | | | | \$ 102,126.00 | | | | | | | | | | | | |

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Business Organization Detail

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THORNHILL GROUP, INC.

| Organization Information | | | | | | | | |
|--------------------------|----------------|------------------|-------------|----------|--------|----------|------------------|--------------------|
| Org Type | Effective Date | Established Date | Filing Date | Charter | Class | Sec Type | Termination Date | Termination Reason |
| C 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 | 6000.0000 | | |
| Charter County | Boone | | | | Control Number | 71304 | | |
| Charter State | WV | | | | Excess Acres | | | |
| At Will Term | | | | | Member Managed | | | |
| At Will Term Years | | | | | Par Value | 50.000000 | | |
| Authorized Shares | 100 | | | | Young Entrepreneur | Not Specified | | |

| Addresses | | Address |
|---------------------------|--|---|
| Type | | |
| Local Office Address | | 500 FORD FARLANE CHAPMANVILLE, WV, 25508 |
| Mailing Address | | GEORGE R NISBET JR RT 110 SOUTH CORRIDOR G CHAPMANVILLE, WV, 25508 USA |
| Mailing Address | | P.O. BOX 1448 CHAPMANVILLE, WV, 25508 USA |
| Office of Process Address | | WALLY THORNHILL 500 FORD FARLANE RT 110 RD CHAPMANVILLE, WV, 25508 |
| Principal Office Address | | 500 FORD FARLANE RT 110 NORTH CHAPMANVILLE, WV, 25508 USA |
| Type | | Address |

| Officers | | Name/Address |
|----------------|--|---|
| Type | | |
| Director | | WALLY THORNHILL PO BOX 340 PECKS MILL, WV, 25547 |
| Director | | NATHAN THORNHILL PO BOX 340 PECKS MILL, WV, 25547 |
| Incorporator | | WALLY L THORNHILL P.O. BOX 340 PECKS MILL, WV, 25547 USA |
| President | | WALLY L THORNHILL PO BOX 1649 CHAPMANVILLE, WV, 25508 |
| Secretary | | NATHAN THORNHILL PO BOX 340 PECKS MILL, WV, 25547 |
| Treasurer | | JAMES S GRIVIN 2625 MICHAEL AVENUE BELLIE, WV, 25015 |
| Vice-President | | NATHAN THORNHILL PO BOX 340 PECKS MILL, WV, 25547 |
| Type | | Name/Address |

| DBA | | | |
|---------------------------------------|-------------|----------------|------------------|
| DBA Name | Description | Effective Date | Termination Date |
| THORNHILL FACTORY OUTLET OF DAINVILLE | TRADENAME | 4/17/2015 | 11/2/2020 |
| THORNHILL FORD | TRADENAME | 8/1/2018 | |
| THORNHILL FORD LINCOLN | TRADENAME | 10/7/2010 | |
| THORNHILL FORD LINCOLN-MERCURY | TRADENAME | 8/19/2005 | 10/7/2010 |
| THORNHILL LINCOLN | TRADENAME | 7/24/2018 | |
| DBA Name | Description | Effective Date | Termination Date |

| Date | Amendment |
|-----------|--|
| 3/12/2024 | SHVV Other Change: The 25 shares owned by George R. Nisbet, Jr. have been converted to treasury shares. The said George R. Nisbet, Jr. no longer owns any shares of the corporation. |
| 7/18/2017 | WALLY L. THORNHILL WILL HAVE A TOTAL OF 75 SHARES. GEORGE R. NISBET WILL HAVE A TOTAL OF 25 SHARES. |
| Date | Amendment |

| Annual Reports | |
|----------------|--|
| Filed For | |
| 2025 | |
| 2024 | |
| 2023 | |
| 2022 | |
| 2021 | |
| 2020 | |
| 2019 | |
| 2018 | |
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| 2014 | |
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| 2012 | |
| 2011 | |
| 2010 | |
| 2009 | |
| 2008 | |
| 2007 | |
| Date Filed | |

For more information, please contact the Secretary of State's Office at 304-558-8000.

Tuesday, June 3, 2025 — 12:35 PM

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☒ All Words ⓘ
☐ Exact Phrase ⓘ

e.g. J23456789, Smith Corp

"THORNHILL GROUP INC"



Entity

Location

Status

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