



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: 05-27-2025

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 AGR2500000003 1	Change Order No:	Procurement Folder:	1706575
Document Name:	Class 7 Vehicle Order - Agriculture		Reason for Modification:	
Document Description:	Class 7 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 MV25E 1	
Free on Board:	FOB Dest, Freight Prepaid			

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000036341 THORNHILL MOTOR CAR INC 509 DINGESS ST LOGAN WV 25601 US Vendor Contact Phone: 3048558300 Extension: 2244 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: Alan M Clemans Requestor Phone: (304) 558-2221 Requestor Email: aclemans@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

Purchasing Division's File Copy

Total Order Amount: \$151,696.00

PURCHASING DIVISION AUTHORIZATION
DATE: *Mark A Atkins* 5/29/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: *Cathy Lee* 5-29-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25100000	4.00000	EA	\$37,924.0000	\$151,696.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
				2025-05-27	

Commodity Line Description: Grand Cherokee (Class 7) MV25 - 2025 or LATEST MODEL VEHICLE

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

**Class 7 - Automobile
Mid Size Utility**

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

Thorpe's CAR
JEOP
Grand Cherokee WLJH74

Vendor Contact: Charles Ellis
Phone No.: 304-855-1289
Email: charles.ellis@thorpe'sauto.net

Vehicle Requirements:		Mid Size Utility	
Classification:			
Drive:	4 Wheel/All Wheel	Manufacturer's Standard Available Colors	
Passenger seating:	5 minimum (including driver)	Standard Color Code	Color Description
Doors:	4, minimum	PWT	Bright White
Wheelbase:	109 in., minimum		
GVWR:	6100 lbs. min, 7300 lbs. max.		
Engine:	6 cylinder minimum		
Additional Requirements:			
Tow Package:	Installed Hitch and Wiring		
Slush/All-Weather Mats:	Installed: Driver, Passenger, Cargo area		
The vehicle bid shall include the standard equipment requirements as required in section 3. the specification.			

Vendor Bid Response:	
Vehicle fuel type	UNIT PRICE
Gasoline	\$ 37924.00
Flex-fuel	\$ -
Diesel	\$ -
CNG/Liquid	\$ -
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.


**WVBA Purchasing Checklist
Statewide Contract Orders
Equipment & Services over \$500 (excluding Vehicles)**

Division: **Jeep Cherokee**


Date: **5/27/2025**

Initial or "N/A" Action Item


DIVISION

SS	Purchase Release Order (WV-39) summarizing procurement description, itemized and total cost, and complete fund and detail accounting sources, located on X:\Public\Administrative Services\Purchasing Forms\	
SS	Copy of most recent cover page of selected Statewide Contract to be used located at http://www.state.wv.us/admin/purchase/swc/default.html	
SS	Quote from vendor with items to be procured	
SS	Funding	1459-8500-09900
SS	Object / Sub Object	5206-5327
SS	Commodity Code	25100000
 Alan Clemans	Director or Assistant Director signs Purchase Release Order to indicate approval and forwards to Administrative Services Division	


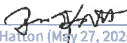
ADMINISTRATIVE SERVICES

SS	Procurement Coordinator reviews Division items above to make sure all items are attached and completed properly; return to Division if necessary
NA	Grants (to verify availability of funds being used)
 Alan Clemans	Administrative Services Director or Assistant Director signs Purchase Release Order to indicate approval and forwards to Executive Division


EXECUTIVE

 JH	Executive Division staff signs Purchase Release Order to indicate administrative approval of procurement and returns to Administrative Services Division to distribute to Division
---	---

STATE OF WEST VIRGINIA
STATE CONTRACT RELEASE ORDER

REQ #	Req. Date	5/27/2025	Administrative Services  Alan Clemans (May 27, 2025 13:00 EDT) Executive  Joe Hannon (May 27, 2025 13:44 EDT)	
Fiscal Year	2025			
State Account No.				
FIMS No.				
Agency/Invoice To: 1400 Department of Agriculture 1900 Kanawha Blvd E Rm 28E Charleston WV 25302				
Ship To: Department of Agriculture 217 Gus R Douglas Lane Charleston WV 25322				
This Section Only For: State Contract Release Orders Vendor Name & Address: Thornhill Motor Car Inc 509 Dingess St Logan WV 25601				
SWC No.	Terms	Net 30	F.O.B.	Destination

Item No.	Quantity	Description	Unit Price	Amount
		SWC- MV25		
		<i>Type of Purchase</i>		
WLJH74	4	Class 7 Automobile Mid Size Utility - Grand Cherokee - (PWI Bright White)	37924	\$151,696.00

Authorized Signature  Alan Clemans (May 27, 2025 13:00 EDT) Title Director, Administrative Services Telephone (304)-558-2222	Total Amount <u>\$151,696.00</u>
--	---



West Virginia
Department of Administration
Fleet Management

Vehicle Request

For Governors Office Use Only

☒ Approved

☐ Declined

Signature

Title

Date

AGENCY INFORMATION

COORDINATOR NAME Jessica Simcoe

DEPARTMENT Miscellaneous

AGENCY/BILL CODE AG01 AGRICULTURE

EL

E-MAIL jsimcoe@wvda.us

PHONE NO. (304) 558-2221

EXT

DATE 5/27/2025

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)
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE Additions for field staff for new programs and Hemp/Kratom staff (WV Code 19-12E/12F).

Est. # of days per week used 5

Est. # of miles per month used 1,250

CABINET SECRETARY APPROVAL *[Signature]*
Alan Clemens (May 27, 2025 14:58 EDT)

DATE May 27, 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*03

MAKE Jeep

Model Grand Cherokee

YEAR 2025

COLOR WHITE

Fuel Type Gas

New Vehicle Class/Description suv

DEALERSHIP Thornhill Motor Car Inc.

PURCHASE PRICE \$37,924.00

USED VEHICLE VIN#

DECOMMISSIONED VEHICLE

MAKE

MODEL

YEAR

MILEAGE

LICENSE #

VIN #

DECOMMISSIONING METHOD

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED

☐ DECLINED

EXECUTIVE DIRECTOR, FMD *[Signature]*

DATE 5/27/25



West Virginia
Department of Administration
Fleet Management

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DATE May 27, 2025

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Who owns this vehicle? ☐ Leased from Fleet ☒ Agency Owned DOC ID CDO AGR25*03

MAKE Jeep

Model Grand Cherokee

YEAR 2025

COLOR WHITE

Fuel Type Gas

New Vehicle Class/Description SUV

DEALERSHIP Thornhill Motor Car Inc.

PURCHASE PRICE \$37,924.00

USED VEHICLE VIN#

DECOMMISSIONED VEHICLE

MAKE

MODEL

YEAR

MILEAGE

LICENSE #

VIN #

DECOMMISSIONING METHOD

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

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☐ DECLINED

EXECUTIVE DIRECTOR, FMD 

DATE 5/27/25



West Virginia
Department of Administration
Fleet Management

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☒ Approved

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COORDINATOR NAME Jessica Simcoe

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E-MAIL jsimcoe@wvda.us

PHONE NO. (304) 558-2221

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DATE May 27, 2025

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Model Grand Cherokee

YEAR 2025

COLOR WHITE

Fuel Type Gas

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DEALERSHIP Thornhill Motor Car Inc.

PURCHASE PRICE \$37,924.00

USED VEHICLE VIN#

DECOMMISSIONED VEHICLE

MAKE

MODEL

YEAR

MILEAGE

LICENSE #

VIN #

DECOMMISSIONING METHOD

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED

☐ DECLINED

EXECUTIVE DIRECTOR, FMD [Signature]

DATE 5/27/25



West Virginia
Department of Administration
Fleet Management

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DEPT # 1400

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JUSTIFICATION/PURPOSE

Est. # of days per week used

Est. # of miles per month used

CABINET SECRETARY APPROVAL

DATE May 27, 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*03

MAKE Jeep

Model Grand Cherokee

YEAR 2025

COLOR WHITE

Fuel Type Gas

New Vehicle Class/Description SUV

DEALERSHIP Thornhill Motor Car Inc.

PURCHASE PRICE \$37,924.00

USED VEHICLE VIN#

DECOMMISSIONED VEHICLE

MAKE JEEP

MODEL PATRIOT

YEAR 2011

MILEAGE 139091

LICENSE # SA002537

VIN # 1J4NF1GB4BD169882

AD NY

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED

☐ DECLINED

EXECUTIVE DIRECTOR, FMD

DATE 5/27/25

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Business Organization Detail

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THORNHILL MOTOR CAR, INC.

Organization Information								
Org. Type	Effective Date	Established Date	Filing Date	Checker	Class	Sec. Type	Termination Date	Securities Process
S Corporation	7/15/2018		7/15/2018	Domestic	Profit			

Organization Information			
Business Purpose	4411 - Retail Trade - Motor Vehicle and Parts Dealers - Automobile Dealers (New, Used)	Capital Stock	100000.0000
Charter County	Logan	Control Number	0
Charter State	WV	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	100.000000
Authorized Shares	1000	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	600 DHOESS STREET LOGAN, WV 25601
Mailing Address	PO BOX 340 LOGAN, WV 25601
Notice of Process Address	WALLY THORNHILL P O BOX 340 PECKS MILL, WV 25547
Principal Office Address	600 DHOESS STREET LOGAN, WV 25601
Type	Address

Officers	
Type	Name/Address
Incorporator	WALLY THORNHILL P O BOX 340 PECKS MILL, WV 25547
President	WALLY THORNHILL P O BOX 340 PECKS MILL, WV 25547
Secretary	JAMES D'VITA 3009 MICHAEL AVENUE BELLER, WV 26018
Treasurer	NATHAN THORNHILL P O BOX 340 PECKS MILL, WV 25547
Vice-President	SYDNEY BROWN 102 WALL STREET LOGAN, WV 25601
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
THORNHILL CHRYSLER DODGE JEEP RAM	TRACENAME	8/1/2018	
THORNHILL CHRYSLER DODGE RAM JEEP INC.	TRACENAME	7/15/2018	7/27/2018
DBA Name	Description	Effective Date	Termination Date

Amendment	
Date	Amendment
3/14/2019	AMENDMENT FILED CHANGING ADDRESSES- SEE PAGE
Date	Amendment

Annual Reports	
Filed For	
2018	
2014	
2013	
2012	
2011	
2010	
2019	
Date Filed	

For more information, please contact the Secretary of State's Office at 304-569-8000.

Thursday, May 26, 2022 — 8:38 AM

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