



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: 12-02-2025

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 0216 0216 FLT2500000033 3	Change Order No:	Procurement Folder:	1684419
Document Name:	1, 2025 FORD EXPEDITION, CLASS 17, GASOLINE		Reason for Modification: Change Order No. 1 To cancel Purchase Order	
Document Description:	1, 2025 FORD EXPEDITION, CLASS 17, GASOLINE			
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 MV25B 3	
Free on Board:	FOB Dest, Freight Prepaid			

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VC0000057321 MATHENY MOTOR TRUCK CO 308 3RD ST ST MARYS WV 26170 US Vendor Contact Phone: 304-684-9625 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: Kenneth H Yoakum Requestor Phone: (304) 558-2106 Requestor Email: kenny.h.yoakum@wv.gov 2026 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION FLEET MANAGEMENT OFFICE 2310 KANAWHA BLVD E CHARLESTON WV 25311 US	STATE OF WEST VIRGINIA IN CARE OF SURPLUS PROPERTY 2700 CHARLES AVENUE DUNBAR WV 25064 US

Total Order Amount: \$0.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION
DATE: *Mark Atkins - 12/03/2025*
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: *Edy Yanez*
ELECTRONIC SIGNATURE ON FILE *12-3-25*

Extended Description:

Change Order

Change Order No. 1 is issued to cancel this contract/purchase order in its entirety and all funds associated with the contract.

Effective date of cancellation: 12/02/2025

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25100000	0.00000	EA	\$59,872.0000	\$0.00
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: MV25 - 2025 or LATEST MODEL VEHICLE

Extended Description:

Change Order

Change Order No. 1 is issued to cancel this contract/purchase order in its entirety and all funds associated with the contract.

Effective date of cancellation: 12/02/2025



Re: MV25 POs Status Update

1 message

Fleet Coordinator, FMD <fmdfleetcoordinator@wv.gov>

Mon, Nov 24, 2025 at 2:00 PM

To: Jacob Wade <jwade@mathenymotors.com>

Cc: Stephen Skinner <sskinner@mathenymotors.com>, Beth A Redden <beth.a.redden@wv.gov>, Kenny H Yoakum <kenny.h.yoakum@wv.gov>, FMD Fleet Coordinator <fmdfleetcoordinator@wv.gov>

Jacob,

I just wanted to recap our call so I can keep my team in the loop.

Per our conversation, the three Ford Expedition Maxes on FLT25*24 are on the ground and you're expecting to deliver them in the coming week along with the 7 Escapes from FLT25*18 and the second Jetta from FLT26*03. If you could, please provide the VIN for the second Jetta as it was not included on the list you sent previously.

Additionally, the Ford Expedition Maxes on FLT25*33 and FLT25*34 were cancelled by the manufacturer.

Please let me know what you find out about the Ford Expedition on FLT25*40, and about the missing paperwork we requested a couple weeks ago. If you have any questions, feel free to give me a call.

Thank you for your help!

On Mon, Nov 24, 2025 at 10:19 AM Fleet Coordinator, FMD <fmdfleetcoordinator@wv.gov> wrote:

Good morning Jacob,

I'm following up on these as we have an agency urgently requesting an update on their order. Do you have any updates on these POs, particularly those for the Class 18 Ford Expedition Maxes (FLT25*24 and FLT25*34)? Any information you can provide would be greatly appreciated.

Thank you!

On Wed, Nov 19, 2025 at 12:13 PM Fleet Coordinator, FMD <fmdfleetcoordinator@wv.gov> wrote:

Great, thank you Jacob!

On Wed, Nov 19, 2025 at 11:52 AM Jacob Wade <jwade@mathenymotors.com> wrote:

Updated excel sheet with colors included here.

We will be bringing the last 7 escapes down by month end to surplus. I will check with Steve on the VW Jetta he is out of the office until Monday, it is still here we will also schedule that to come as well.

I'll look for updates on all outstanding orders and try to provide info to you.

Thanks

JACOB WADE

COMMERCIAL & FLEET ACCOUNT MANAGER

MATHENY MOTOR TRUCK CO.

OFFICE - 304 (485)-4418 EXT - 1225

JWADE@MATHENYMOTORS.COM

WWW.MATHENYAUTO.COM



From: Fleet Coordinator, FMD <fmdfleetcoordinator@wv.gov>

Sent: Wednesday, November 19, 2025 11:02 AM

To: Stephen Skinner <sskinner@mathenymotors.com>; Jacob Wade <jwade@mathenymotors.com>

Cc: Beth A Redden <beth.a.redden@wv.gov>; Kenny H Yoakum <kenny.h.yoakum@wv.gov>

Subject: Re: MV25 POs Status Update

Good morning,

I'm following up on this request as we have not received a response. I've summarized the last update we received for each PO# below and the specific information we are requesting. Please provide the requested information by the end of the week so we can update our records.

- FLT25*18, FLT25*24 - We were notified on September 16th the the vehicles had been delivered, but we have not received an update since requesting the colors for each VIN#. There are 10 vehicles still pending delivery from these POs.
- FLT26*03 - Also in September, we were notified the second Jetta on this order was in transit, but have not since received an update.

Please provide Fleet Management with an estimated delivery date for these vehicles.

- FLT25*33, FLT25*34, FLT25*40 - The last update we received was in June. At that time, the vehicles had been ordered but had not yet been scheduled for production by the manufacturer.

Please provide an update on the production status of these vehicles, including the stock number assigned by the manufacturer for each order.

We appreciate your assistance,

On Mon, Nov 17, 2025 at 2:27 PM Fleet Coordinator, FMD <fmdfleetcoordinator@wv.gov> wrote:

Good afternoon,

As we transition to the new MV26 Statewide Contract, Fleet Management is reviewing all outstanding Purchase Orders from the MV25 Contract. We are asking for an update on the delivery status for the POs listed below.

PO#	CLASS	MAKE	MODEL	QUANTITY	RECEIVED
FLT25*18	5	FORD	ESCAPE	8	1
FLT25*24	18	FORD	EXPEDITION MAX	3	0
FLT25*33	17	FORD	EXPEDITION MAX	1	0
FLT25*34	18	FORD	EXPEDITION MAX	1	0
FLT25*40	17	FORD	EXPEDITION	1	0
FLT26*03	1	VOLKSWAGEN	JETTA S	2	1

Please review this list and provide an update on where each PO is in the delivery process, and when possible, an estimated delivery date.

If you have any questions or concerns, please do not hesitate to contact me.

Thank you,

—
Abby Moore
Fleet Coordinator
WV Dept. of Administration
Fleet Management Division
2310 Kanawha Blvd E
Charleston, WV 25311
304-957-8230 Office
304-558-2614 Office
[Website: fleet.wv.gov](http://fleet.wv.gov)

—
Fleet Coordinator
Procurement Specialist
WV Dept. of Administration
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Eric L. Householder
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT DIVISION
2310 KANAWHA BLVD EAST
P.O. BOX 50121
CHARLESTON, WEST VIRGINIA 25311

Kenny H. Yoakum
DIRECTOR

Memorandum

To: West Virginia Purchasing Division
2019 Washington St. E
Charleston, WV 25305

From: Hannah Elgin
Procurement Specialist
SWV Fleet Management Division

Date: 12/02/2025

Re: Cancellation of CDO FLT25*33

This memo is to indicate that the State of West Virginia Fleet Management Division is requesting to cancel CDO FLT25*33. The vendor, Matheny Motor Truck Co., dba Matheny Ford, informed FMD that the order was cancelled by the manufacturer. If there are any questions, please contact me by email at fmdfleetcoordinator@wv.gov or by phone at (304) 558-2614.

Respectfully,

Hannah Elgin



West Virginia
Department of Administration
Fleet Management

For Governors Office Use Only
☐ Approved ☒ Declined

Signature

Title

Date

Vehicle Request

AGENCY INFORMATION

COORDINATOR NAME Amanda D. Scarberry DEPARTMENT Commerce
AGENCY/BILL CODE DL01 LABOR CO
E-MAIL laborfleet@wv.gov
PHONE NO. (304) 380-9525 EXT. DATE 3/26/2025
FUND # 3197 DEPT # 0308 UNIT # 8208

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

Est. # of days per week used

Est. # of miles per month used

CABINET SECRETARY APPROVAL [Signature]

DATE 4/8/25

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 Expedition U1J

YEAR

COLOR SILVER SS

Fuel Type Gasoline

New Vehicle Class/Description 17 - Full-Size Utility...4WD/AWD, 5 Seats Minimum/Includes Driver, 4 Doors Minimum, 116" WB, Minimum Acceptable
Engines: Gas- 6 cyl Turbo, Gas- 8 cyl Non-Turbo, Diesel- 6 cyl Turbo, Factory Running Boards/Step Bars, Slush/All

DEALERSHIP Matheny Motor Truck Company dba Mat

PURCHASE PRICE \$59,872

USED VEHICLE VIN#

MV 25 B

DECOMMISSIONED VEHICLE

MAKE FORD

MODEL EXPLORER

YEAR 2022

MILEAGE 14,790

LICENSE # SA006586

VIN # 1FMSK8BB1NGB20884

FLT N N totaled

DECOMMISSIONING METHOD DEST - Destroyed

DEFERRED

JUSTIFICATION FOR DEFERRED This vehicle was totaled in November '24 and surrendered to Co-part.

For FMO Office Use Only

☒ APPROVED

☒ DECLINED

EXECUTIVE DIRECTOR, FMD

[Signature]

7/E 11-25-25 manufacturer
cancelled
order

DATE 4/8/25

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MATHENY FORD LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	1/12/2017		1/12/2017	Domestic	Profit			

Organization Information			
Business Purpose	4411 - Retail Trade - Motor Vehicle and Parts Dealers - Automobile Dealers (new, used)		Capital Stock
Charter County	Pleasants		Control Number
Charter State	WV		Excess Acres
At Will Term	A		Member ManagedMGR
At Will Term Years			Par Value
Authorized Shares			Young EntrepreneurNot Specified

Addresses	
Type	Address
Designated Office Address	306 3RD STREET SAINT MARYS, WV, 26170
Mailing Address	PO BOX 1304 PARKERSBURG, WV, 26102 USA
Notice of Process Address	MATHENY MOTOR TRUCK COMPANY P O BOX 1304 PARKERSBURG, WV, 26102
Principal Office Address	306 3RD STREET SAINT MARYS, WV, 26170 USA
Type	Address

Officers	
Type	Name/Address
Manager	TIMOTHY MATHENY P O BOX 1304 PARKERSBURG, WV, 26102
Organizer	MATHENY MOTOR TRUCK COMPANY P O BOX 1304 PARKERSBURG, WV, 26102
Type	Name/Address

Annual Reports	
Filed For	
2025	
2024	
2023	
2022	
2021	
2020	
2019	
2018	
Date filed	

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

Wednesday, December 3, 2025 --- 1:18 PM

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