



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 FLT2500000034 3 | Change Order No: | Procurement Folder: | 1684427 |
| Document Name: | 1, 2025 FORD EXPEDITION MAX, CLASS 18, GASOLINE | | Reason for Modification: Change Order No. 1 To cancel Purchase Order | |
| Document Description: | 1, 2025 FORD EXPEDITION MAX, CLASS 18, 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 |

Purchasing Division's File Copy

Total Order Amount: \$0.00

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

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

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 | \$62,610.0000 | \$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



1 message

Mon, Nov 24, 2025 at 2:00 PM

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>

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

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!

Good morning Jacob,

Thank you!

Great, thank you Jacob!

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



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@wy.gov>; Kenny H Yoakum <kenny.h.yoakum@wy.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 FC# 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.

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 | JETTAS | 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)

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Procurement Specialist
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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*34

This memo is to indicate that the State of West Virginia Fleet Management Division is requesting to cancel CDO FLT25*34. 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

Vehicle Request

For Governors Office Use Only

☐ Approved ☐ Declined

Signature

Title

Date

AGENCY INFORMATION

COORDINATOR NAME Lori Sutton

DEPARTMENT Electoral Functions

AGENCY/BILL CODE AJ01 ADJUTANT GENERAL

MA

E-MAIL lori.a.sutton6.nfg@army.mil

PHONE NO. (304) 561-6670

EXT

DATE 4/8/2025

FUND # 0433

DEPT # 0603

UNIT # 7054

VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)

JUSTIFICATION/PURPOSE TAG is requesting larger vehicle with 3rd row for trips with senior leadership to facilities around the state.

Est. # of days per week used 4-5

Est. # of miles per month used 1100

CABINET SECRETARY APPROVAL [Signature]

DATE 4/9/25

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

MAX KIT

YEAR 2025

COLOR WHITE

FUEL TYPE

NEW VEHICLE CLASS/DESCRIPTION 18 - Full size Utility

DEALERSHIP Matheny Motor

PURCHASE PRICE \$62,610.00

USED VEHICLE VIN# Class 17

MV2513

DECOMMISSIONED VEHICLE

MAKE GMC

MODEL Sierra

SBC002235

YEAR 2013

MILEAGE 135454

217,000

LICENSE # SA002780

VIN# 1GT22ZCG0DZ127784

FLT YV

1GTHK29DXL6E260626

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED FLT YV

JUSTIFICATION FOR DEFERRED

This 2006 died & we would rather decom it instead.

For FMO Office Use Only

☒ APPROVED

☒ DECLINED

EXECUTIVE DIRECTOR, FMD [Signature]

DATE 4/10/25

Decom House 6/25/25

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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 Managed | MGR |
| At Will Term Years | Par Value | | |
| Authorized Shares | Young Entrepreneur | | Not Specified |
| | | | |

| Addresses | |
|---------------------------|---|
| Type | Address |
| Designated Office Address | 308 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 | 308 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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"MATHENY FORD LLC"



Entity



Location



Status



- ☒ Active
- ☐ Inactive

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