



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 FLT2500000041 3	Change Order No:	Procurement Folder:	1717342
Document Name:	3, 2025 TOYOTA TACOMA, CLASS 10, GASOLINE		Reason for Modification: Change Order No. 1 Partial Contract Cancellation	
Document Description:	3, 2025 TOYOTA TACOMA, CLASS 10, 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 MV25D 3	
Free on Board:	FOB Dest, Freight Prepaid			

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000046057 FORMULA MOTOR CAR INC PO BOX 4451 CHAPMANVILLE WV 25508 US Vendor Contact Phone: 3048551289 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: \$74,708.00

PURCHASING DIVISION AUTHORIZATION
DATE: *Mark A Atkins - 12/04/2025*
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: *12-4-25*
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order No. 1 is issued to cancel this contract/purchase order for uncompleted scope of work OR undelivered commodities and funds associated with the work OR undelivered commodities. All remaining provisions of the original contract and subsequent change orders not modified herein shall remain in full force and effect.

Effective date of cancellation: 12/02/2025

Manufacturer cancelled order for third vehicle, agency has rec'd two.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25100000	2.00000	EA	\$37,354.0000	\$74,708.00
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: MV25 - 2025 or LATEST MODEL VEHICLE

Extended Description:

Change Order No. 1 is issued to cancel this contract/purchase order for uncompleted scope of work OR undelivered commodities and funds associated with the work OR undelivered commodities. All remaining provisions of the original contract and subsequent change orders not modified herein shall remain in full force and effect.

Effective date of cancellation: 12/02/2025

Manufacturer cancelled order for third vehicle, agency has rec'd two.



Re: Rejected Invoice FLT25*36

1 message

Charles Ellis <charles.ellis@thornhillautomotive.com>
To: fmdfleetcoordinator@wv.gov

Tue, Nov 25, 2025 at 1:47 PM

Yes it was cancelled

— On Tue, 25 Nov 2025 13:35:48 -0500 fmdfleetcoordinator@wv.gov wrote —

Charles, I will see if this will work for them!
Also, I wanted to confirm that the 3rd Toyota Tacoma for FLT25*41 was cancelled by the manufacturer before I notify the agency who requested it.

Thank you!

On Tue, Nov 25, 2025 at 1:26 PM Charles Ellis <charles.ellis@thornhillautomotive.com> wrote:
Abby, see if this new Bill of Sale will work for them.

Charles Ellis

— On Thu, 13 Nov 2025 11:04:27 -0500 Fleet Coordinator, FMD <fmdfleetcoordinator@wv.gov> wrote —

Good morning Charles,

I wanted to follow up on this invoice as my team is asking for an update. I believe when we spoke on the phone, your plan was to add this address to wvOASIS. When I check, I'm only seeing the address for 509 Dingess Street, Logan, WV.
Do you still plan to add the 500 Thompson Plaza address, or will you be bringing a new invoice with the Logan address? Please let me know, and once we get this resolved we can process the invoice.

Thank you!

On Tue, Nov 4, 2025 at 10:45 AM Fleet Coordinator, FMD <fmdfleetcoordinator@wv.gov> wrote:
Good morning Charles,

I just left you a voicemail regarding an invoice we received that cannot be processed due to a discrepancy in address. The address listed is 500 Thompson Plz, South Williamson, KY, but this address does not match any of the addresses we have listed for Thornhill Dodge Ram.

To remedy this, you can either print a new invoice, adjust the current invoice we have, or register the address in wvOASIS with the Vendor Self Service (VSS) portal.

If you would like to adjust the invoice, you will need to bring a label with the correct address to our office. I have included the link to the VSS portal below.

Let me know how you would like to move forward, and if there's anything I can help with in the meantime please do not hesitate to contact me.

<https://www.wvoasis.gov/VSS/Default>

Thank you!

—
Abby Moore
Fleet Coordinator
Procurement Specialist
WV Dept. of Administration
Fleet Management Division
2310 Kanawha Blvd E
Charleston, WV 25311
304-857-8230 Office
304-558-2614 Office
Website: fleet.wv.gov

—
Fleet Coordinator
Procurement Specialist
WV Dept. of Administration
Fleet Management Division
2310 Kanawha Blvd E
Charleston, WV 25311
304-857-8230 Office
304-558-2614 Office
Website: fleet.wv.gov

—
Hannah Elgin

Procurement Specialist
WV Dept. of Administration
Fleet Management Division
2310 Kanawha Blvd E
Charleston, WV 25311
304-857-8230 Office
304-558-2614 Office
Website: fleet.wv.gov



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: Partial Cancellation Change Order for CDO FLT25*41

This memo is to indicate that the State of West Virginia Fleet Management Division is requesting a partial cancellation change order for CDO FLT25*41. The vendor, Formula Motor Car, Inc. dba Thornhill Toyota informed FMD that the manufacturer cancelled the order for the third vehicle. Fleet Management has received 2 of the 3 vehicles originally listed in the Purchase Order. 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 Michael S. Brightwell

DEPARTMENT Environmental

AGENCY/BILL CODE EP04 DEP OIL & GAS

EN

E-MAIL michael.s.brightwell@wv.gov

PHONE NO. (304) 543-0499 EXT 41138

DATE 5/28/2025

FUND # 3323

DEPT # 0313

UNIT # 9280

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 New field based Inspector staffing increase

Est. # of days per week used 5

Est. # of miles per month used 1100

CABINET SECRETARY APPROVAL

Harold D. Ward

DATE 5/28/25

VEHICLE PURCHASE

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

MAKE Toyota

Model Tacoma 7514A

YEAR 2025

COLOR WHITE

Fuel Type Gasoline

New Vehicle Class/Description 10 - Mid-Size Pick Up Extended Cab...4WD or AWD with High & Low Range, 4 seats minimum/includes driver, 4 Doors
Minimum 120" WB. Minimum Acceptable Engines: Gas- Non-Turbo-6 cyl. Gas- Turbo- 4 cyl. Diesel- 4 cyl. Off Road

DEALERSHIP Formula Motor Car, Inc. dba Thornhill To PURCHASE PRICE \$37,354

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

Approved:

Eric Hunsbald 5/29/25

Cabinet Secretary

West Virginia Department of Administration

DATE 5/28/25

You are viewing this page over a secure connection. Click here for more information.

West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

FORMULA MOTOR CAR, INC

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C Corporation	9/15/2020		9/15/2020	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	
Charter State	WV	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	100.000000
Authorized Shares	1000	Young Entrepreneur	No

Addresses	
Type	Address
Local Office Address	63 ADMIRAL ROAD CHAPMANVILLE, WV, 25508
Mailing Address	PO BOX 4451 CHAPMANVILLE, WV, 25508 USA
Notice of Process Address	JIM DI VITA 3036 MICHAEL AVENUE BELLE, WV, 26015
Principal Office Address	63 ADMIRAL ROAD CHAPMANVILLE, WV, 25508 USA
Type	Address

Officers	
Type	Name/Address
Incorporator	WALLY L THORNHILL PO BOX 340 PECKS MILL, WV, 25547
President	WALLY THORNHILL PO BOX 340 PECKS MILL, WV, 25547
Secretary	JAMES DI VITA 3036 MICHAEL AVENUE BELLE, WV, 25015
Treasurer	NATHAN THORNHILL PO BOX 340 PECKS MILL, WV, 25547
Vice-President	SYDNEY BROWN 102 WALNUT STREET LOGAN, WV, 25601
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
THORNHILL TOYOTA	TRADENAME	9/30/2020	
THORNHILL TOYOTA, INC.	TRADENAME	9/15/2020	10/19/2020
DBA Name	Description	Effective Date	Termination Date

Annual Reports	
Filed For	
2025	
2024	
2023	
2022	
2021	
Date filed	

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

Tuesday, December 2, 2025 — 1:23 PM

© 2025 State of West Virginia



Search

All Words

e.g. 1905N020Q02



Please Sign In: You must sign in to your SAM.gov account to search Entities, Responsibility/Qualification and the Disaster Response Registry.

[Sign In](#)

Select Domain
[Entity Information](#)



All Entity Information

[Entities](#)

[Disaster Response Registry](#)

[Responsibility / Qualification](#)

[Exclusions](#)

Filter By



Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

[Search Editor](#)

- ☐ Any Words ¹
- ☒ All Words ¹
- ☐ Exact Phrase ¹

"FORMULA MOTOR CAR, INC" x

Entity



Location



Status



- ☒ Active
- ☐ Inactive

[Reset](#)



No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

[Search inactive](#)

[Go back](#)



Feedback

Our Website

[About This Site](#)

[Our Community](#)

[Release Notes](#)

[System Alerts](#)

Policies

[Terms of Use](#)

[Privacy Policy](#)

[Restricted Data Use](#)

[Freedom of Information Act](#)

[Accessibility](#)



WARNING

This is a U.S. General Services Administration Federal Government computer system that is "PDIR OFFICIAL USE ONLY". This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

This system contains Controlled Unclassified Information (CUI). All individuals viewing, reproducing or disposing of this information are required to protect it in accordance with 32 CFR Part 2002 and GSA Order C/O 2103-2 CUI Policy.

Our Partners

[Acquisition.gov](#)

[USASpending.gov](#)

[Grants.gov](#)

[More Partners](#)

Customer Service

[Help](#)

[Check Entity Status](#)

[Federal Service Desk](#)

[External Resources](#)

[Contact](#)

SAM.gov

An official website of the U.S. General Services Administration