




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: 06-11-2025

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 1	Change Order No:	Procurement Folder:	1717342	
Document Name:	3, 2025 TOYOTA TACOMA, CLASS 10, GASOLINE			Reason for Modification:	
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 1
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  
	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: \$112,062.00

PURCHASING DIVISION AUTHORIZATION  
DATE: *6/19/2025*  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
DATE: *6-26-25*  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**  
3, 2025 TOYOTA TACOMA, CLASS 10, GASOLINE  
3 EP04 ICE CAP - 040

TO BE FINANCED UNDER CONTRACT SWC # FINANCE24.  
RELEASE ORDER - FIN2500000005 APPENDIX 2024-06.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25100000	3.00000	EA	\$37,354.0000	\$112,062.00
Service From	Service To	Manufacturer	Model No	Delivery Date	

**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.

3, 2025 TOYOTA TACOMA, CLASS 10, GASOLINE  
3 EP04 ICE CAP - 040

TO BE FINANCED UNDER CONTRACT SWC # FINANCE24.  
RELEASE ORDER - FIN2500000005 APPENDIX 2024-06.

2025  
RELEASE ORDER

**Class 10 - Automobile  
Mid-Size Pick Up Extended Cab**

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

Thornhill Toyota  
Toyota  
Tacoma 7514A

Vendor Contact: Charles Ellis  
Phone No.: 304-855-1289  
Email: charles.ellis@thornhillautomotive.com

<b>Vehicle Requirements:</b>		Mid-Size Pick Up Extended Cab	
<b>Classification:</b>		Mid-Size Pick Up Extended Cab	
<b>Drive:</b>	4 Wheel/All wheel with Hi/Lo Range	<b>Manufacturer's Standard Available Colors</b>	
<b>Passenger seating:</b>	4 minimum (including driver)	<b>Standard Color Code</b>	<b>Color Description</b>
<b>Doors:</b>	4, minimum	<u>FR 8D</u>	<u>100 CAP</u>
<b>Wheelbase:</b>	120in., minimum		
<b>GVWR:</b>	5400 lbs. min, 6250 lbs. max.		
<b>Engine:</b>	Minimum acceptable Engines: Gas: Non-Turbo- 6 cylinder minimum Gas: Turbo - 4 cylinder minimum Diesel: 4 cylinder minimum		
<b>Off Road Package:</b>	Includes but not limited to: Limited Slip rear axle, traction lock differential, heavy duty engine cooling, skid plates, heavy duty suspension with gas shocks, tow hooks and all terrain tires.		
<b>Tow Package:</b>	Installed Hitch & Wiring		
<b>Slush/All weather Mats</b>	Installed on driver and passenger front and second row, except where vinyl floor covering is present.		
<b>Bed:</b>	Short, with installed spray-in liner.		

**Sliding rear window:** Not required.

**Additional Requirements:**

The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.

**Vendor Bid Response:**

Vehicle fuel type	UNIT PRICE
Gasoline	\$ <u>37354.00</u>
Flex-fuel	\$ -
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

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☒ 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 30 - 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

Thornhill To

Approved:

Eric Housholder

5/29/25

Cabinet Secretary

West Virginia Department of Administration

DATE 5/28/25



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☒ Approved ☐ Declined

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DATE 5/28/25

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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#

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LICENSE #

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DECOMMISSIONING METHOD

DEFERRED

JUSTIFICATION FOR DEFERRED

Approved:

Erin Houscholtz 5/29/25

Cabinet Secretary

West Virginia Department of Administration

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☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

DATE 5/28/25



West Virginia  
Department of Administration  
Fleet Management

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☒ Approved

☐ Declined

Signature

Title

Date

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME Michael S. Brightwell

DEPARTMENT Environmental

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EN

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

PHONE NO. (304) 543-0499

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Harold D. Ward

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MODEL

YEAR

MILEAGE

LICENSE #

VIN #

DECOMMISSIONING METHOD

DEFERRED

JUSTIFICATION FOR DEFERRED

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☒ APPROVED

☐ DECLINED

EXECUTIVE DIRECTOR, FMD

Theresa Zuber

Approved:

Eric Hunsbolder 5/29/25

Cabinet Secretary

West Virginia Department of Administration

DATE 5/28/25



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west virginia department of environmental protection

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Office of Oil and Gas  
601 57<sup>th</sup> Street, SE  
Charleston, WV 25304  
Phone (304) 826-0450

Harold D. Ward, Cabinet Secretary  
dep.wv.gov

To: Kenny Yoakum  
DOA Fleet Management Director

From: Harold Ward  
Cabinet Secretary *[Signature]*

James Martin  
Chief, Office of Oil & Gas *[Signature]*

Date: May 19, 2025

Subject: Fleet Increase

The Office of Oil and Gas (OOG) has been positioned to increase staff, allowing us to better ensure administration of our regulatory responsibilities. This includes the field-based staff that require assigned vehicles to perform division duties and meet our agency's mission.

We are requesting authorization to add three (3) state vehicles to our fleet. As with all of our vehicles, these will need to have adequate room for file and equipment storage and be equipped for off-road travel. They will be permanently assigned to OOG field staff.

I appreciate your consideration of and favorable response to this request. If you have questions or require additional information, please contact:

OOG - Renae Whitlock at 304-926-0450  
[renae.d.whitlock@wv.gov](mailto:renae.d.whitlock@wv.gov)

BTO - Steve Brightwell at 304-926-0499 ext. 41138  
[michael.s.brightwell@wv.gov](mailto:michael.s.brightwell@wv.gov)

Promoting a healthy environment.

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**To: All State Agencies Under Purchasing Division**  
**From: Samantha Willis, Director & General Counsel**  
**WV Purchasing**  
**Date: January 22, 2025**  
**Re: \$100,000 Spending Requests**

# MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrissey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

3 vehicles for DEP

**The Accompanying Request has been reviewed and approved by the following:**

**Agency Head**

Date \_\_\_\_\_

**Cabinet Secretary/Department Head**

Date \_\_\_\_\_

**Governor's Office Representative**

Date: \_\_\_\_\_



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### Business Organization Detail

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#### 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 3038 MICHAEL AVENUE BELLE, WV, 25015
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 3038 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 804-558-8000.

Monday, May 12, 2025 — 8:01 AM

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"FORMULA MOTOR CAR, INC"



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