



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 FLT2600000001 2	Change Order No:	Procurement Folder:	1758157
Document Name:	1, 2025 TOYOTA TACOMA, CLASS 10, GASOLINE		Reason for Modification: Change Order No. 1 To cancel Purchase Order	
Document Description:	1, 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 2	
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: \$0.00

PURCHASING DIVISION AUTHORIZATION
DATE: *Mark A Atkins* 12/02/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: *Cody R. Rector*
ELECTRONIC SIGNATURE ON FILE 12-2-25

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	\$37,354.0000	\$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

Charles Ellis <charles.ellis@thornhillautomotive.com>
To: "Fleet Coordinator, FMD" <fmdfleetcoordinator@wv.gov>

Tue, Nov 18, 2025 at 11:09 AM

Class 16 F150 PO#25*23 will not be built because of v8 motor constraint and the Class 10 Tacoma will not be built because of buildout.

Charles Ellis
Fleet/Gov. Mgr.
Thornhill Auto Group

--- On Mon, 17 Nov 2025 14:28:00 -0500 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*23	16	FORD	F-150	4	3
FLT26*01	10	TOYOTA	TACOMA	1	0

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
304-557-8230 Office
304-568-2614 Office
Website: fleet.wv.gov



West Virginia
Department of Administration
Fleet Management

Fleet Services supplied in accordance
with WV Code §5A-12 and Rule 148-
23. Fleet.wv.gov for details.

Vehicle Request

AGENCY INFORMATION

COORDINATOR NAME STEVE BRIGHTWELL DEPARTMENT Environmental
AGENCY/BILL CODE EP19 DEP SPECIAL RECLAMATION EN
E-MAIL MICHAELS.BRIGHTWELL@WV.GOV
PHONE NO. (304) 543-2737 EXT 41138 DATE 7/29/2025
FUND # 3321 DEPT # 0313 UNIT # 9195 - 1300

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 TOTAL LOSS ACCIDENT

Est. # of days per week used 5

Est. # of miles per month used 2000

CABINET SECRETARY APPROVAL

DATE 7-29-2025

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...AWD 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 CHEVROLET

MODEL 1500

YEAR 2019

MILEAGE 109081

LICENSE # SA003595

VIN # 1GCRYAEF9KZ330267 RLT

DECOMMISSIONING METHOD DEST - Destroyed

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED

☒ DECLINED

EXECUTIVE DIRECTOR, FMD

DATE 7/31/25

Approved:

Chris Hanzelich 8/4/25
Cabinet Secretary
West Virginia Department of Administration



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 FLT26*01

This memo is to indicate that the State of West Virginia Fleet Management Division is requesting to cancel CDO FLT26*01. The vendor, Formula Motor Car, Inc. dba Thornhill Toyota, informed FMD that the manufacturer has cancelled the order due to the model year build-out date. If there are any questions, please contact me by email at fmdfleetcoordinator@wv.gov or by phone at (304) 558-2614.

Respectfully,

Hannah Elgin

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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 3036 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 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

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"FORMULA MOTOR CAR, INC"



Entity



Location



Status



- ☒ Active
- ☐ Inactive

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