



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: 08-05-2025

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 1	Change Order No:	Procurement Folder:	1758157
Document Name:	1, 2025 TOYOTA TACOMA, CLASS 10, GASOLINE		Reason for Modification:	
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 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  <b>2026</b> 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: \$37,354.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION  
DATE: *Mark A Atkins* 8/13/2025  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
DATE: *Cathy Reed*  
ELECTRONIC SIGNATURE ON FILE 8-13-25

**Extended Description:**

1, 2025 TOYOTA TACOMA, CLASS 10, GASOLINE

1 EP19 ICE CAP - 040

Purchasing with CASH.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25100000	1.00000	EA	\$37,354.0000	\$37,354.00
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.

1, 2025 TOYOTA TACOMA, CLASS 10, GASOLINE

1 EP19 ICE CAP - 040

Purchasing with CASH.

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

Vendor Name: Thornhill Toyota  
 Manufacturer/Brand: Toyota  
 Model Name & Number: Tacoma 7514A

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

**Vehicle Requirements:**  
**Classification:** Mid-Size Pick Up Extended Cab

		Manufacturer's Standard Available Colors	
		Standard Color Code	Color Description
Drive:	4 Wheel/All wheel with Hi/Lo Range		
Passenger seating:	4 minimum (including driver)		
Doors:	4, minimum	<u>FR20</u>	<u>100 CAP</u>
Wheelbase:	120in., minimum		
GVWR:	5400 lbs. min, 6250 lbs. max.		
Engine:	Minimum acceptable Engines: Gas: Non-Turbo- 6 cylinder minimum Gas: Turbo - 4 cylinder minimum Diesel: 4 cylinder minimum		
Off Road Package:	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.		
Tow Package:	Installed Hitch & Wiring		
Slush/All weather Mats	Installed on driver and passenger front and second row, except where vinyl floor covering is present.		
Bed:	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.</u> <u>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

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...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 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:

Cari Foxschulte 8/4/25  
Cabinet Secretary  
West Virginia Department of Administration



Atkins, Mark A <mark.a.atkins@wv.gov>

## Cash CDO's Ready for Approval

1 message

**Fleet Coordinator, FMD** <fmdfleetcoordinator@wv.gov>

Tue, Aug 12, 2025 at 8:56 AM

To: Mark A Atkins <mark.a.atkins@wv.gov>, Cody E Rose <cody.e.rose@wv.gov>

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

Good morning Cody & Mark,

I have submitted two cash CDO's, FLT26\*01 and FLT26\*02, for approval. They can be fully approved and released to the vendors. If either of you have any questions or need more information, please let me know.

Thank you!

Hannah Elgin

Procurement Specialist

WV Dept. of Administration

Fleet Management Division

2310 Kanawha Blvd E

Charleston, WV 25311

**304-352-6079 Office**

**304-558-2614 Office**

**Website: [fleet.wv.gov](http://fleet.wv.gov)**

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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 304-558-8000.

Tuesday, August 5, 2025 — 2:15 PM

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\*FORMULA MOTOR CAR, INC\*



Entity

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