



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: 09-09-2025

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 FLT2600000003 1	Change Order No:	Procurement Folder:	1785230
Document Name:	2, 2025 Volkswagen Jetta S, Class 1, Gasoline		Reason for Modification:	
Document Description:	2, 2025 Volkswagen Jetta S, Class 1, 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 MV25F 1	
Free on Board:	FOB Dest, Freight Prepaid			

VENDOR	DEPARTMENT CONTACT																				
<b>Vendor Customer Code:</b> 000000200051 MATHENY MOTOR TRUCK CO PO BOX 1304  PARKERSBURG WV 261021304 US <b>Vendor Contact Phone:</b> 999-999-9999 <b>Extension:</b>  <b>Discount Details:</b> <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			<b>Requestor Name:</b> Kenneth H Yoakum <b>Requestor Phone:</b> (304) 558-2106 <b>Requestor Email:</b> kenny.h.yoakum@wv.gov  <b>2026</b> <b>FILE LOCATION</b>
	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: \$44,680.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION  
DATE: *9/9/2025*  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
DATE: *9-9-25*  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**  
2, 2025 Volkswagen Jetta S, Class 1, Gasoline  
2 2947 White - 0Q0Q

To be purchased via CASH.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25100000	2.00000	EA	\$22,340.0000	\$44,680.00
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.

2, 2025 Volkswagen Jetta S, Class 1, Gasoline  
2 2947 White - 0Q0Q

To be purchased via CASH.

**Class 1 - Automobile  
Compact Sedan or Hatchback**

**Vendor Name:** MATHENY MOTOR TRUCK COMPANY  
**Manufacturer/Brand:** Volkswagen  
**Model Name & Number:** JETTA S

**Vendor Contact:** STEVE SKINNER  
**Phone No.:** 304-485-4418  
**Email:** sskinner@mathenymotors.com

**Vehicle Requirements:**

**Classification:** Compact Sedan or Hatchback

		Manufacturer's Standard Available Colors	
		Standard Color Code	Color Description
<b>Drive:</b>	Front Wheel	000Q	PURE WHITE
<b>Passenger seating:</b>	5 (including driver)		
<b>Doors:</b>	4, minimum - 5 maximum		
<b>Wheelbase:</b>	104 in., minimum		
<b>GVWR:</b>	3,800 lbs. min, 4,000 lbs. max		
<b>Engine:</b>	4 cylinder minimum		
<b>Additional Requirements:</b>			
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	\$ 22,340.00
Flex-fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

**\*Options:**

FOB Dealership: (Deduct)

FOB Other than Metro Charleston - Per Mile

\$	25.00
\$	0.25

\* Note - The above delivery "options" above are not evaluated as part of the award.



West Virginia  
Department of Administration  
Fleet Management

For the Governor's Representative Use Only

☒ Approved ☐ Declined  
Curtis R. Capshaw  
Signature  
Dir. of Policy 8/28/2025  
Title Date

AGENCY INFORMATION

COORDINATOR NAME CANDICE CANTRELL DEPARTMENT DHHR  
AGENCY/BILL CODE 2947 DHHR OFFICE OF EPIDEMIOLOGY DH  
E-MAIL CANDICE.B.CANTRELL@WV.GOV  
PHONE NO. (304) 352-3918 EXT 23918 DATE 8/15/2025  
FUND # 0407 DEPT # 0506 UNIT # 2947

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 MEETS CRITERIA TO REPLACE

Est. # of days per week used

Est. # of miles per month used

CABINET SECRETARY APPROVAL

DATE 8/15/25

VEHICLE PURCHASE

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

MAKE VOLKSWAGON MODEL JETTA S  
YEAR 2025 COLOR PURE WHITE (0000) FUEL TYPE GASOLINE

NEW VEHICLE CLASS/DESCRIPTION Compact Sedan or Hatchback - FWD, 5 seats/Includes driver, 4 Doors Minimum / 5 Max, 124" Wd, 4.0 minimum

DEALERSHIP Matherly Motor Truck Company dba PURCHASE PRICE \$22,340.00

USED VEHICLE VIN#

DECOMMISSIONED VEHICLE

MAKE FORD MODEL FUSION  
YEAR 2013 MILEAGE 163154 LICENSE # SA001569  
VIN # 3FA6POG7XDR364740 FLT 44

DECOMMISSIONING METHOD DTSP - Deliver to Surplus DEFERRED

JUSTIFICATION FOR DEFERRED

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☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

DATE 8/22/25

Approved:  
Eric L. Farnsworth 8/21/25  
Cabinet Secretary  
West Virginia Department of Administration



West Virginia  
Department of Administration  
Fleet Management

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☒ Approved ☐ Declined

*Cecilia R. Capehart*  
Signature

*Dir. of Policy* *8/20/2025*  
Title Date

AGENCY INFORMATION

COORDINATOR NAME CANDICE CANTRELL DEPARTMENT DHHR  
AGENCY/BILL CODE 2947 DHHR OFFICE OF EPIDEMIOLOGY DH  
E-MAIL CANDICE.B.CANTRELL@WV.GOV  
PHONE NO. (304) 352-3918 EXT 23918 DATE 8/15/2025  
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JUSTIFICATION/PURPOSE MEETS CRITERIA TO REPLACE

Est. # of days per week used

CABINET SECRETARY APPROVAL

Est. # of miles per month used

DATE 8/20/25

VEHICLE PURCHASE

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

MAKE VOLKSWAGON MODEL JETTA S  
YEAR 2025 COLOR PURE WHITE (0000) FUEL TYPE GASOLINE

NEW VEHICLE CLASS/DESCRIPTION Compact Sedan or Hatchback...FWD, 5 seats/Includes driver, 4 doors Minimum / 5 Mps, 104" WB, 4 cyl minimum

DEALERSHIP Mattieny Motor Truck Company dba PURCHASE PRICE \$22,340.00

USED VEHICLE VIN#

DECOMMISSIONED VEHICLE

MAKE FORD MODEL FUSION  
YEAR 2014 MILEAGE 151794 LICENSE # 5A001531

VIN # 3FA6POG79ER104346 FL7 YY

DECOMMISSIONING METHOD DYSP - Deliver to Surplus DEFERRED

JUSTIFICATION FOR DEFERRED

For FMD Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

DATE 8/28/25

Approved:

*Eve Hasselballe*

9/2/25

Cabinet Secretary  
West Virginia Department of Administration



Fleet Coordinator, FMD <[fmdfleetcoordinator@wv.gov](mailto:fmdfleetcoordinator@wv.gov)>

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## RE: Class 1 Availability

1 message

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**Stephen Skinner** <[sskinner@mathenymotors.com](mailto:sskinner@mathenymotors.com)>  
To: "Fleet Coordinator, FMD" <[fmdfleetcoordinator@wv.gov](mailto:fmdfleetcoordinator@wv.gov)>

Wed, Sep 3, 2025 at 9:02 AM

Yes they are available 2-3 weeks

**From:** Fleet Coordinator, FMD <[fmdfleetcoordinator@wv.gov](mailto:fmdfleetcoordinator@wv.gov)>  
**Sent:** Wednesday, September 3, 2025 8:55 AM  
**To:** Jacob Wade <[jwade@mathenymotors.com](mailto:jwade@mathenymotors.com)>; Stephen Skinner <[sskinner@mathenymotors.com](mailto:sskinner@mathenymotors.com)>  
**Subject:** Re: Class 1 Availability

Good morning Jacob and Steve,

Just following up on this inquiry. Are there two of the Class 1, 2025 Volkswagen Jetta S models still available to be ordered off of the MV25 Statewide Contract? Please let me know at your earliest convenience.

Thank you!

On Fri, Aug 29, 2025 at 9:27 AM Fleet Coordinator, FMD <[fmdfleetcoordinator@wv.gov](mailto:fmdfleetcoordinator@wv.gov)> wrote:

Good morning Jacob and Steve,

I have an agency requesting two of the Class 1, 2025 Volkswagen Jetta S vehicles off of the MV25 Statewide Contract. Please let me know if these are still available to be ordered and delivered to Surplus Property.

Thank you,

Hannah Elgin

Procurement Specialist

WV Dept. of Administration

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MATHENY MOTOR TRUCK COMPANY

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	1/7/1999		1/7/1999	Domestic	Profit			

Organization Information			
Business Purpose	4411 - Retail Trade - Motor Vehicle and Parts Dealers - Automobile Dealers (new, used)	Capital Stock	5000.0000
Charter County	Wood	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	1.000000
Authorized Shares	5000	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	3RD & ANN ST PARKERSBURG, WV, 26101
Mailing Address	PO BOX 1304 PARKERSBURG, WV, 26102-1304 USA
Notice of Process Address	TIMOTHY L MATHENY PO BOX 1304 315 ANN STREET PARKERSBURG, WV, 26101
Principal Office Address	3RD & ANN STREET PARKERSBURG, WV, 26101 USA
Type	Address

Officers	
Type	Name/Address
Incorporator	L. G. MATHENY 1717 TWENTYETH ST. PARKERSBURG, WV, 26101
Incorporator	HESSIE MATHENY 1717 TWENTYETH ST. PARKERSBURG, WV, 26101
President	TIMOTHY L MATHENY THIRD & ANN STREETS PARKERSBURG, WV, 26101
Secretary	MONICA C. MATHENY 3RD & ANN ST. PARKERSBURG, WV, 26101
Treasurer	TIMOTHY L MATHENY 3RD & ANN ST. PARKERSBURG, WV, 26101
Vice-President	MONICA C. MATHENY 315 ANN ST. PARKERSBURG, WV, 26101
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
HIND TRUCKS OF WILLIAMSTOWN	TRADENAME	9/17/2010	
MATHENY FIRE & EMERGENCY	TRADENAME	7/18/2014	
MATHENY HEAVY DUTY TRUCK PARTS	TRADENAME	11/5/1987	5/14/2027
MATHENY SUZUKI	TRADENAME	10/14/2005	11/15/2012
MATHENY VOLKSWAGEN OF PARKERSBURG	TRADENAME	5/22/2024	
MATHENY WHITE GMC VOLVO TRUCKS	TRADENAME	11/5/1987	5/14/2007
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
1/18/2007	RESTATED ARTICLES OF INCORPORATION FILED.
1/11/2007	AMENDMENT FILED THAT EFFECTIVE JANUARY 2, 2007, PRESIDENT IS TIMOTHY L. MATHENY AND MICHAEL J. MATHENY WILL BE CEO.
1/4/1986	AMENDMENT FILED CHANGING PAR VALUE OF SHARES FROM 100.00 TO 5000 SHARES AT 1.00 PAR VALUE
Date	Amendment

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	
2020	
2019	
2018	
2017x	
2017	
2016	
2015	
2014	
2013	
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2009	
2007	
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2005	
2003	
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2000	
1999	
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Monday, April 7, 2025 — 1:30 PM

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\*MATHENY MOTOR TRUCK CO\*



Entity

Location

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