



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: 08-13-2025

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 1400 4902 AGR2600000001 1	Change Order No:	Procurement Folder:	1752575
Document Name:	Class 11 Vehicle Order - Agriculture			Reason for Modification:
Document Description:	Class 11 Vehicle Order - Agriculture			
Procurement Type:	Central Delivery Order			
Buyer Name:	Christopher J Martin			
Telephone:	(304) 558-2204			
Email:	cmartin@wvca.us			
Shipping Method:	Best Way			Master Agreement Number: CMA 0212 MV25C 1
Free on Board:	FOB Dest, Freight Prepaid			

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000199714 STEPHENS AUTO CENTER PO BOX 278 DANVILLE WV 25053278 US Vendor Contact Phone: 999-999-9999 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: Christopher J Martin Requestor Phone: (304) 558-2204 Requestor Email: cmartin@wvca.us 2026 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
FISCAL SERVICES MANAGER 304-558-2204 WEST VIRGINIA CONSERVATION AGENCY 1900 KANAWHA BLVD E CHARLESTON WV 25305 US	ADMINISTRATIVE SERVICES 304-558-2204 WEST VIRGINIA CONSERVATION AGENCY WEST VIRGINIA CONSERVATION AGENCY 255 GUS R DOUGLASS LN CHARLESTON WV 25305-0193 US

Total Order Amount: \$383,779.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION
DATE: *Mundt Aug 13/2025*
ELECTRONIC SIGNATURE ON FILE

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

Extended Description:

Equipment Contract Release Order
SWC #MV25C
Class 11 Mid-Size Pick up Crew Cab
Ford Ranger R4P
Color: Carbonized Gray
Color Code: M7
Fuel: Gasoline

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25100000	11.00000	EA	\$34,889.0000	\$383,779.00
Service From	Service To	Manufacturer		Model No	Delivery Date
					2025-07-29

Commodity Line Description: R4P Ford Ranger Crew 4x4 (Class 11) M7 Carbonized Gray

Extended Description:

Equipment Contract Release Order
SWC #MV25C
Class 11 Mid-Size Pick up Crew Cab
Ford Ranger R4P
Color: Carbonized Gray
Color Code: M7
Fuel: Gasoline

**Class 11 - Automobile
Mid-Size Pick Up Crew Cab**

Vendor Name: Stephens Auto Center
Manufacturer/Brand: Ford Ranger Crew 4x4
Model Name & Number: R4P

Vendor Contact: Mike Ballard
Phone No.: 304-369-2411 ext33
Email: mballard@stephensauto.com

Vehicle Requirements: Mid-Size Pick Up Crew Cab
Classification:

Drive:	4 Wheel/All Wheel with High & Low Range	Manufacturer's Standard Available Colors	
Passenger seating:	4 minimum (including driver)	Standard Color Code	Color Description
Doors:	4 full doors, minimum	YZ	White
Wheelbase:	120 in., minimum	E7	Velocity Blue
GVMR:	5400 lbs. min, 6250 lbs. max.	G1	Black
Engine:	Minimum acceptable Engines: Gas: Non-Turbo- 6 cylinder minimum Gas: Turbo - 4 cylinder minimum Diesel: 4 cylinder minimum	JS	Silver
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.	M7	Carbonized Gray
Tow Package:	Installed Hitch & Wiring	NE	Cactus Gray
Slush/ all-Weather mats	Installed on driver and passenger front and second row, except where vinyl floor covering is present.		
Bed (Short):	Bed: Length 60" minimum, 65" maximum, with installed spray-in bedliner		

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	\$34,689.00
Flex-fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

***Options:**

FOB Dealership: (Deduct)

N/A

FOB Other than Metro Charleston - Per Mile

\$2.25

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

STATE CONTRACT RELEASE ORDER

	Req. Date 07/01/2025
Fiscal Year 2026	State Account No.
WVOasis 000000199714	
Agency/Invoice To:	WV CONSERVATION AGENCY Christopher Martin 1900 Kanawha Blvd. East Charleston, WV 25305
558-2204	
Ship To:	WV CONSERVATION AGENCY 255 GUS R DOUGLASS LANE Charleston, WV 25312 304-558-2204
This Section Only For: State Contract Release Orders Vendor Name & Address: Stephens Auto Center PO Box 278 Danville WV 25053	

Terms	Net 30	F.O.B.	Destination
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APPROVALS

DIVISION Judith Lyons

FISCAL Alan Clemans (Jul 24, 2025 14:36:09 EDT)

EXECUTIVE Norman Bailey (Jul 25, 2025 10:50:00 EDT)

Item No.	Quantity	Description	Unit Price	Amount
1	11	MV25 Vehicle Purchase Type of Purchase Ford Ranger Crew 4x4 Truck 0132-2025-8671-12000-5206-5327 C:25100000	\$ 34,889.00	\$383,779.00

Authorized Haleigh Moses
Signature Haleigh Moses (Jul 24, 2025 13:47:11 EDT)
Title Fiscal Services Manager / WVCA
Telephone 304-558-2204

\$383,779.00

Subject: TRE: MV25C - Stephens Auto Center- Vendor Reg



mballard@stephensauto.com <mballard@stephensauto.com>
to Martin, Christopher

Yes, I'll order these today because they can cut the order bank off at any time without notice.

From: Martin, Christopher <cmartin@wvca.us>

Sent: Tuesday, August 12, 2025 12:51 PM

To: mballard@stephensauto.com

Subject: FW: MV25C - Stephens Auto Center- Vendor Registration Issue

Importance: High

Mike,

Please confirm that the vehicle attached can be ordered.

I will be ordering a quantity of 11 in Iconic Silver, Color Code: JS.

Please let me know at your earliest convenience.

Thank you,

Chris Martin

Procurement Officer/WVCA

Phone: 304-957-1405

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

Sent: Tuesday, August 12, 2025 11:52 AM

To: Martin, Christopher <cmartin@wvca.us>

Subject: Re: MV25C - Stephens Auto Center- Vendor Registration Issue

I sent Mike Ballard an email request.

Make sure you check with him before completing the delivery order that he can still

Regards,

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BOONE MOTOR SALES, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	4/17/1934		4/17/1934	Domestic	Profit			

Organization Information			
Business Purpose	4411 - Retail Trade - Motor Vehicle and Parts Dealers - Automobile Dealers (new, used)	Capital Stock	5000.0000
Charter County	Boone	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	0.200000
Authorized Shares	25000	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Mailing Address	P.O. BOX 278 DANVILLE, WV, 25053 USA
Notice of Process Address	RICHARD STEPHENS PO BOX 278 DANVILLE, WV, 25053
Principal Office Address	104 STEPHENS DRIVE DANVILLE, WV, 25053 USA
Type	Address

Officers	
Type	Name/Address
Incorporator	HARRY HATFIELD MADISON, WV, 25130 USA
Incorporator	O. L. MULLINS MADISON, WV, 25130 USA
President	RICHARD STEPHENS 115 POTTERFIELD DR CHARLESTON, WV, 25314
Secretary	PAULA BALLARD 141 FRANKLIN AVENUE MADISON, WV, 25130
Treasurer	CHASE BARTON 140 INGERSOLL DR OAK HILL, WV, 25901
Vice-President	MIKE W BALLARD 65 MOUNTAINVIEW DRIVE MADISON, WV, 25130
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
AUTO BUYERS	TRADENAME	4/10/2023	
AUTO BUYERS OF BECKLEY	TRADENAME	4/10/2023	
AUTO BUYERS OF SOUTHERN WEST VIRGINIA	TRADENAME	4/10/2023	
AUTO BUYERS OF SOUTHERN WV	TRADENAME	4/10/2023	
AUTO BUYERS OF WEST VIRGINIA	TRADENAME	9/9/2020	
AUTO BUYERS OF WV	TRADENAME	4/10/2023	
BECKLEY AUTO BUYERS	TRADENAME	4/19/2023	
BECKLEY BUYERS AUTO	TRADENAME	4/10/2023	
BUYERS AUTO	TRADENAME	4/10/2023	
BUYERS AUTO OF BECKLEY	TRADENAME	4/10/2023	
BUYERS AUTO OF SOUTHERN WEST VIRGINIA	TRADENAME	4/10/2023	
BUYERS AUTO OF SOUTHERN WV	TRADENAME	4/10/2023	
BUYERS AUTO OF WEST VIRGINIA	TRADENAME	4/10/2023	
BUYERS AUTO OF WV	TRADENAME	4/10/2023	
BUYERS OF BECKLEY	TRADENAME	4/10/2023	
BUYERS OF SOUTHERN WV	TRADENAME	4/10/2023	
STEPHENS AUTO CENTER	TRADENAME	6/12/1990	
STEPHENS AUTOMOTIVE GROUP	TRADENAME	4/6/2022	
STEPHENS PRE-OWNED OF NITRO	TRADENAME	2/5/2024	
WEST VIRGINIA AUTO BUYERS	TRADENAME	4/10/2023	
WV AUTO BUYERS	TRADENAME	4/10/2023	
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
6/23/2020	UPDATED CAPITAL STOCK.
Date	Amendment

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

Wednesday, August 13, 2025 — 11:49 AM

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