



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: 09-05-2025

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 1400 1400 AGR2600000003 1	Change Order No:	0	Procurement Folder:	1781800
Document Name:	Class 11 Vehicle Order - Agriculture			Reason for Modification:	
Document Description:	Class 11 Vehicle Order - Agriculture				
Procurement Type:	Central Delivery Order				
Buyer Name:	Stacy A Straight				
Telephone:	(304) 558-2221				
Email:	ssstraight@wvda.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: Laryssa D Hoskins Requestor Phone: 304-558-2221 Requestor Email: lhoskins@wvda.us  <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
PROCUREMENT OFFICER 304-558-2221 AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON WV 25305-0173 US	AUTHORIZED RECEIVER 304-558-3200 AGRICULTURE DEPARTMENT OF EXECUTIVE DIVISION 217 GUS R DOUGLAS LN, BLDG 1 RM 100 CHARLESTON WV 25312 US

Purchasing Division's File Copy

Total Order Amount: \$34,889.00

PURCHASING DIVISION AUTHORIZATION  
DATE: *9/8/2025*  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
DATE: *9-8-25*  
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	1.00000	EA	\$34,889.0000	\$34,889.00
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	Y2	White
Wheelbase:	120 in., minimum	E7	Velocity Blue
GVM:	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	J5	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 9.1.1.1 of the specification.

**Vendor Bid Response:**

Vehicle fuel type	UNIT PRICE
Gasoline	\$34,885.00
Flex-fuel	\$ -
Diesel	\$ -
CNG/Liquid	\$ -
Hybrid	\$ -

\*Options:

FOS Dealership: (Deduct)

N/A

FOS Other than Metro Charleston - Per Mile

\$2.25

\*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 Jessica Simcoe

DEPARTMENT Miscellaneous

AGENCY/BILL CODE AG01 AGRICULTURE

EL

E-MAIL jsimcoe@wvda.us

PHONE NO. (304) 558-2221

EXT

DATE 6/26/2025

FUND # 8736

DEPT # 1400

UNIT # 8500

### 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

Est. # of days per week used

Est. # of miles per month used

CABINET SECRETARY APPROVAL [Signature]  
By: Cabinet (AG), 202510-01-001

DATE Jul 1, 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 TBD

Model TBD

YEAR TBD

COLOR TBD

Fuel Type TBD

New Vehicle Class/Description 2025 or newer 1/2 Ton Crew Cab, Short-Bed Truck

DEALERSHIP

PURCHASE PRICE Not to exceed \$75,000

USED VEHICLE VIN#

### DECOMMISSIONED VEHICLE

MAKE FORD

MODEL F150 PICK UP

YEAR 2012

MILEAGE 207296

LICENSE # SB004706

VIN # 1FTFW1EF3CFB16130 A0 NY

DECOMMISSIONING METHOD ONST - Sell On-Site

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD [Signature]

DATE 7/8/25

CDO AGR 26\*3

Admin - Ford Roney

**WVDA Purchasing Checklist  
Statewide Contracts  
Vehicles**

Division: **ASD / Executive**


Date: 9/3/2025

Initial or "N/A"	Action Item
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**DIVISION**

SS	<b>Purchase Requisition</b> (formerly WV-35) summarizing procurement description, itemized and total cost, and complete fund and detail accounting sources, <b>located on X:\Public\Administrative Services\Documents\</b>
SS	Copy of current version cover page of <b>Statewide Contract</b> to be used located at <a href="http://www.state.wv.us/admin/purchase/swc/default.html">http://www.state.wv.us/admin/purchase/swc/default.html</a>
NA	<b>WV-103 Surplus Property Retirement</b> showing vehicle(s) to be retired
NA	<b>Justification letter</b> describing the vehicle needs of the Division, planned location, usage, and employee assignments for the proposed vehicle(s)
LH	Director or Assistant Director signs <b>Purchase Requisition</b> and <b>Surplus Property Retirement</b> form to indicate approval and forwards to Administrative Services Division

**ADMINISTRATIVE SERVICES**

SS	Procurement Coordinator reviews Division items above to make sure all items are attached and completed properly; return to Division if necessary
NA	Transfer all documentation to Administrative Services Division Director review of proposed vehicle procurement information and justification. Upon approval, documentation is returned to Procurement Coordinator.
JS	Procurement Coordinator prepares <b>Fleet Management Office</b> request form to summarize the procurement and retirement, and forwards to the Fleet Management Director for approval.
NA	Fixed Asset Coordinator prepares online OASIS retirement based on information on <b>WV-103 Surplus Property Retirement</b>
NA	<b>Grants</b> ( to verify availability of funds being used)
	Administrative Services Director or Assistant Director signs <b>Purchase Requisition</b> to indicate approval and forwards to Executive Division

**EXECUTIVE**

	Executive Division staff signs <b>Purchase Requisition</b> to indicate administrative approval of procurement and returns to Administrative Services Division for submission to Purchasing Division
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# STATE CONTRACT RELEASE ORDER

REQ #	CDO AGR25*03	Req. Date	
Fiscal Year	2026	State Account No.	8736-8500-07000
FIMS No.			
Agency/Invoice To: 1400 Department of Agriculture 1900 Kanawha Blvd E Rm E28 Charleston WV 25302			
Ship To: Department of Agriculture 217 Gus R Douglass Lane Charleston WV 25312			
<b>This Section Only For: State Contract Release Orders</b> Vendor Name & Address: Sephens Auto Center PO Box 278 Danville, WV 25053278			
SWC No.	Terms	Net 30	F.O.B. Destination

Agency Approvals:

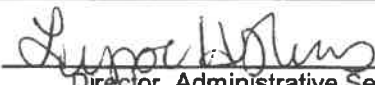


Administrative Services



Executive

Item No.	Quantity	Description	Unit Price	Amount
		<b>SWC- MV25C</b> <i>Type of Purchase</i>		
R4P	1	Class 11 - Mid-sized Pickup Crew Cab: Ford Ranger Crew 4x4 (M7 Carbonized Gray)	\$34,889.00	\$34,889.00

Authorized  
Signature   
Title Director, Administrative Services  
Telephone (304)-558-2222

Total Amount **\$34,889.00**

# Subject: FW: Order cutoff date for R4P Ford Rangers for MV25C?



**Hoskins, Laryssa** <lhoskins@wvda.us> Thu, Sep 4, 3:42 PM (4 days ago)  
to Straight, Stacy

**From:** [mballard@stephensauto.com](mailto:mballard@stephensauto.com) <[mballard@stephensauto.com](mailto:mballard@stephensauto.com)>

**Sent:** Friday, August 29, 2025 9:16 AM

**To:** Hoskins, Laryssa <[lhoskins@wvda.us](mailto:lhoskins@wvda.us)>

**Subject:** RE: Order cutoff date for R4P Ford Rangers for MV25C?

**[NOTICE: This email came from a sender outside of the WVDA organization. Please be careful when opening attachments and/or clicking links in this email.]**

I don't have a cutoff date yet, Carbonized Gray is correct.

**From:** Hoskins, Laryssa <[lhoskins@wvda.us](mailto:lhoskins@wvda.us)>

**Sent:** Friday, August 29, 2025 9:13 AM

**To:** [mballard@stephensauto.com](mailto:mballard@stephensauto.com)

**Subject:** Order cutoff date for R4P Ford Rangers for MV25C?

Good morning Mr. Ballard,

The Department of Agriculture is considering ordering an additional Ford Ranger from the MV25C state contract. Do you have an order cutoff date for these models? I believe our sister agency, WV Conservation Agency, told me that the only available color is carbonized gray. Is this correct?

Thanks,  
Laryssa



**Laryssa Hoskins, Comptroller /  
Assistant Administrative Services Director**

ADMINISTRATIVE SERVICES DIVISION

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### Business Organization Detail

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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				Per 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	C. 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 66 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	4/10/2023	
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	4/9/2022	
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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