



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: 03-09-2026

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 AGR2600000008 1	Change Order No:		Procurement Folder:	1922709
Document Name:	Class 7 Vehicle Order - Agriculture			Reason for Modification:	
Document Description:	Class 7 Vehicle Order - Agriculture				
Procurement Type:	Central Delivery Order				
Buyer Name:	Stacy A Straight				
Telephone:	(304) 558-2221				
Email:	sstraight@wvda.us				
Shipping Method:	Best Way			Master Agreement Number: CMA 0212 MV26C 1	
Free on Board:	FOB Dest, Freight Prepaid				

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	000000199714	Requestor Name:	Laryssa D Hoskins	
STEPHENS AUTO CENTER PO BOX 278		Requestor Phone:	304-558-2221	
DANVILLE WV 25053278		Requestor Email:	lhoskins@wvda.us	
US		<div style="font-size: 48px; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION _____</div>		
Vendor Contact Phone:	999-999-9999			Extension:
Discount Details:				
	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

Total Order Amount:	\$37,598.00
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION
 DATE: *March 11, 2026*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *03-11-26*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Equipment Contract Release Order
SWC #MV26C
Class 7 Mid Sized Utility
Dodge Durango
Color White
Color Code PW7
Fuel Gasoline

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25100000	1.00000	EA	\$37,598.0000	\$37,598.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
				2026-03-09	

Commodity Line Description: Clas 7 - Midsized Utility - Dodge Durango (PW7 White)

Extended Description:

See attached Exhibit_A Pricing Page(s) for contract pricing.
SWC #MV26C
Class 7 Mid Sized Utility
Dodge Durango
Color White
Color Code PW7
Fuel Gasoline

**Class 7 - Automobile
Mid Size Utility**

Vendor Name: STEPHENS AUTO CENTER
Manufacturer/Brand: DODGE DURANGO GT AWD
Model Name & Number: WDEH75

Vendor Contact: MIKE BALLARD
Phone No.: 304-369-2411
Email: mballard@stephensauto.com

Vehicle Requirements:	Mid Size Utility		
Classification:	Mid Size Utility		
Drive:	4 Wheel/All Wheel	Manufacturer's Standard Available Colors	
Passenger seating:	5 minimum (including driver)	Standard Color Code	Color Description
Doors:	4, minimum	PW7	WHITE
Wheelbase:	109 in., minimum		
GVWR:	6100 lbs. min, 7300 lbs. max.		
Engine:	6 cylinder minimum		
Additional Requirements:			
Tow Package:	Installed Hitch and Wiring		
Slush/All-Weather Mats:	Installed: Driver, Passenger, Cargo area		

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	\$ 37,598.00
Flex-fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

***Options:**

FOB Dealership: (Deduct)

N/A
\$ 2.00

FOB Other than Metro Charleston - Per Mile

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

WVDA Purchasing Checklist Statewide Contracts Vehicles

Division: **Executive / Admin**

Date: 3/5/2026

Initial or "N/A"	Action Item
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DIVISION

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

ADMINISTRATIVE SERVICES

LH	Procurement Coordinator reviews Division items above to make sure all items are attached and completed properly; return to Division if necessary
LH	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 Fleet Management Office request form to summarize the procurement and retirement, and forwards to the Fleet Management Director for approval.
NA Until delivery	Fixed Asset Coordinator prepares online OASIS retirement based on information on WV-103 Surplus Property Retirement
NA	Grants (to verify availability of funds being used)
	Administrative Services Director or Assistant Director signs Purchase Requisition to indicate approval and forwards to Executive Division

EXECUTIVE

	Executive Division staff signs Purchase Requisition 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 #	Req. Date		Agency Approvals:  <small>Larissa Hoskins, CFO / Director</small> Administrative Services	
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			 <small>Alan Clements, WVRS0025, 14:00:32 EST</small> Executive	
This Section Only For: <i>State Contract Release Orders</i> Vendor Name & Address: Sephens Auto Center PO Box 278 Danville, WV 25053278				
SWC No.	Terms	Net 30	F.O.B.	Destination

Item No.	Quantity	Description	Unit Price	Amount
		SWC- MV25C <i>Type of Purchase</i>		
WDEH75	1	Class 7 - Midsized Utility - Dodge Durango (PW7 White)	\$37,598.00	\$37,598.00

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

Total Amount \$37,598.00



West Virginia
Department of Administration
Fleet Management

Vehicle Request

For the Governor's Representative Use Only

Approved Declined

Signature _____

Title _____ Date _____

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 _____

FUND # 1401 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 Stephanie Hopkins DATE 02/27/2026

VEHICLE PURCHASE

Type of vehicle New Vehicle Used Vehicle Used Vehicle Mileage _____

Who owns this vehicle? Leased from Fleet Agency Owned DOC ID _____

MAKE Dodge Model Durango

YEAR _____ COLOR _____ Fuel Type Gas

New Vehicle Class/Description Class 7

DEALERSHIP Stephens Auto Center PURCHASE PRICE \$37,598.00

USED VEHICLE VIN# _____

DECOMMISSIONED VEHICLE

MAKE FORD MODEL ESCAPE

YEAR 2012 MILEAGE 155100 LICENSE # SA004607

VIN # 1FMCU9C7XCKC27604 AD YN

DECOMMISSIONING METHOD DTSP - Deliver to Surplus DEFERRED _____

JUSTIFICATION FOR DEFERRED _____

For FMO Office Use Only

APPROVED DECLINED

EXECUTIVE DIRECTOR, FMD Shirley Fisher DATE 3/2/26

Approved:
Eri Hanchel
Cabinet Secretary
West Virginia Department of Administration

CDO AGR26 MV26C Durango EXE

Final Audit Report

2026-03-05

Created:	2026-03-05
By:	Stacy Straight (sstraight@wvda.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAPFLUaznNBS_Dw4ETQyLnPuHXIf3wOEgt

"CDO AGR26 MV26C Durango EXE" History

-  Document created by Stacy Straight (sstraight@wvda.us)
2026-03-05 - 5:44:34 PM GMT - IP address: 66.207.76.214
-  Document emailed to Laryssa Hoskins (lhoskins@wvda.us) for signature
2026-03-05 - 5:45:20 PM GMT
-  Email viewed by Laryssa Hoskins (lhoskins@wvda.us)
2026-03-05 - 6:57:03 PM GMT - IP address: 24.206.214.130
-  Document e-signed by Laryssa Hoskins (lhoskins@wvda.us)
Signature Date: 2026-03-05 - 6:57:39 PM GMT - Time Source: server- IP address: 24.206.214.130
-  Document emailed to Alan Clemans (aclemans@wvda.us) for signature
2026-03-05 - 6:57:46 PM GMT
-  Email viewed by Alan Clemans (aclemans@wvda.us)
2026-03-05 - 7:05:13 PM GMT - IP address: 24.206.214.130
-  Document e-signed by Alan Clemans (aclemans@wvda.us)
Signature Date: 2026-03-05 - 7:05:32 PM GMT - Time Source: server- IP address: 24.206.214.130
-  Agreement completed.
2026-03-05 - 7:05:32 PM GMT

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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		Par Value	0.200000
Authorized Shares	25000	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Notice of Process Address	RICHARD STEPHENS PO BOX 278 DANVILLE, WV, 25053
Principal Office Address	104 STEPHENS DRIVE DANVILLE, WV, 25053 USA
Principal Office Mailing Address	P.O. BOX 278 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 85 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	4/8/2022	
STEPHENS PRE-OWNED OF BECKLEY	TRADENAME	2/11/2026	
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

Annual Reports	
Filed For	Date filed
2026	
2025	
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Date filed	

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

Wednesday, March 11, 2026 — 7:39 AM

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"STEPHENS AUTO CENTER"

Entity

Location

Status

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- Inactive

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