



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: 06-23-2026

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 0216 0216 FLT2600000041 1	Change Order No:	Procurement Folder:	2000849
Document Name:	1, 2026 Jeep Compass Trailhawk, Class 6, Gasoline		Reason for Modification:	
Document Description:	1, 2026 Jeep Compass Trailhawk, Class 6, 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 MV26C 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: Kenneth H Yoakum Requestor Phone: (304) 558-2106 Requestor Email: kenny.h.yoakum@wv.gov 2026 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

Purchasing Division's File Copy

Total Order Amount: \$33,129.00

PURCHASING DIVISION AUTHORIZATION
DATE: *Mark Atkins* 6/23/2026
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: *Cody Rose*
ELECTRONIC SIGNATURE ON FILE *6-24-26*

Extended Description:

1, 2026 Jeep Compass Trailhawk, Class 6, Gasoline

1 BD03 Bright White - PW7

To be purchased with Cash.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25100000	1.00000	EA	\$33,129.0000	\$33,129.00
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: MV26 - 2026 or LATEST MODEL VEHICLE

Extended Description:

See attached Exhibit_A Pricing Page(s) for contract pricing.

1, 2026 Jeep Compass Trailhawk, Class 6, Gasoline

1 BD03 Bright White - PW7

To be purchased with Cash.

**Class 6 - Automobile
Compact Utility**

Vendor Name: STEPHENS AUTO CENTER
Manufacturer/Brand: JEEP COMPASS TRAILHAWK 4X4
Model Name & Number: MPJH74

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

Vehicle Requirements:		Compact Utility	
Classification:		Compact Utility	
Drive:	4 Wheel/All Wheel with High & Low Range	Manufacturer's Standard Available Colors	
Passenger seating:	5 (including driver)	Standard Color Code	Color Description
Doors:	4, minimum	PW7	WHITE
Wheelbase:	102 in., minimum		
GVWR:	4350 lbs. min. 5600 lbs. max.		
Engine:	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: Driver, Passenger, Cargo Areas		
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	\$ 33,129.00
Flex-fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

***Options:**

FOB Dealership: (Deduct)

FOB Other than Metro Charleston - Per Mile

N/A
\$ 2.00

*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

[Signature]
Signature
CFO

Title

6/12/26

Date

Vehicle Request

AGENCY INFORMATION

COORDINATOR NAME JASON P. GRAVES DEPARTMENT Miscellaneous
AGENCY/BILL CODE BD03 BARBER & COSMETOLOGISTS BOARD MI
E-MAIL JASON.P.GRAVES@WV.GOV
PHONE NO. (304) 558-2924 EXT DATE 6/11/2026
FUND # 5425 DEPT # 0505 UNIT # 2810

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

DATE

VEHICLE PURCHASE

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

MAKE Jeep

Model Compass Trailhawk 4X4 (MPJH7)

YEAR 2026

COLOR WHITE

Fuel Type Gasoline

New Vehicle Class/Description 6 - Compact Utility AWD/AWD with High & Low Range, Passenger Seating: 5 (Includes Driver), 4 Door Minimum, 102" Minimum Wheelbase,

DEALERSHIP Stephens Auto Center

PURCHASE PRICE \$33,129

USED VEHICLE VIN#

DECOMMISSIONED VEHICLE

MAKE CHEVROLET

MODEL TRAX

YEAR 2020

MILEAGE 121,746

LICENSE # SA005513

VIN # 3GNCJNSB1LL157122

FLT 44 Tele

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED 270 Days

JUSTIFICATION FOR DEFERRED DEFERRING UNTIL DELIVERY OF REPLACEMENT VEHICLE

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

[Signature]

DATE 6/15/26

PAGE

1 of 1

FORM

DOA-FM-059 Revised (25 June 2025)

Approved:

[Signature] 6/15/26
Cabinet Secretary
West Virginia Department of Administration

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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	
2026	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, June 4, 2026 — 11:44 AM

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"STEPHENS AUTO CENTER"

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