



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: 12-22-2025

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 0404 0099 SBA2600000001 1	Change Order No:	Procurement Folder:	1865518
Document Name:	MV26C Motor Vehicles Classes	Reason for Modification:		
Document Description:	DODGE DURANGO GTAWD			
Procurement Type:	Central Delivery Order			
Buyer Name:	Jordan L Kirk			
Telephone:	(304) 558-2541			
Email:	jordan.l.kirk@wv.gov	Master Agreement Number: CMA 0212 MV26C 1		
Shipping Method:	Best Way			
Free on Board:	FOB Dest, Freight Prepaid			

VENDOR		DEPARTMENT CONTACT																
Vendor Customer Code:	000000199714	Requestor Name:	Tamela A Brewer															
STEPHENS AUTO CENTER PO BOX 278		Requestor Phone:	(304) 558-2541															
DANVILLE WV 25053278		Requestor Email:	tamela.a.brewer@wv.gov															
US		<h1>2026</h1> <p>FILE LOCATION _____</p>																
Vendor Contact Phone:	999-999-9999 Extension:																	
Discount Details:																		
	<table border="1"> <thead> <tr> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1 No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2 No</td> <td></td> <td></td> </tr> <tr> <td>#3 No</td> <td></td> <td></td> </tr> <tr> <td>#4 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		
Discount Allowed	Discount Percentage			Discount Days														
#1 No	0.0000	0																
#2 No																		
#3 No																		
#4 No																		

INVOICE TO	SHIP TO
SCHOOL BUILDING AUTHORITY 2300 KANAWHA BLVD E CHARLESTON WV 25311 US	SCHOOL BUILDING AUTHORITY 2300 KANAWHA BLVD E CHARLESTON WV 25311 US

Total Order Amount: \$37,598.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION
 DATE: *Murphy - 12/30/2025*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *Cody Row*
 ELECTRONIC SIGNATURE ON FILE *1-5-26*

Extended Description:

2026 DODGE DURANGO GT AWD (WDEH75)
COLOR WHITE
STEPHENS AUTO CENTER

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	

Commodity Line Description: 2026 DODGE DURANGO
MV26 - 2026 or LATEST MODEL VEHICLE

Extended Description:

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

**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	Manufacturer's Standard Available Colors	
Classification:		Standard Color Code	Color Description
Drive:	4 Wheel/All Wheel		
Passenger seating:	5 minimum (including driver)		
Doors:	4, minimum	PW7	WHITE
Wheelbase:	109 in., minimum		
GVW/G:	6100 lbs. min, 7300 lbs. max.		
Engine:	6 cylinder minimum		
Additional Requirements:			
Tow Package:	Installed Hitch and Wiring		
Snaf/All-Weather Mats:	Installed: Driver, Passenger, Cargo area		
The vehicle bid shall include the standard equipment requirements as required in section 3.3.3.1 of the specification.			

Vendor Bid Response:	
Vehicle fuel type	UNIT PRICE
Gasoline	\$ 37,598.00
Flex-fuel	\$ -
Diesel	\$ -
CNG/Propane	\$ -
Hybrid	\$ -

***Options:**

FOB Dealership (Deduct)

N/A

FOB Other than Metro Charleston - Per Mile

\$ 2.00

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

STEPHENS AUTO CENTER



P.O. Box 278 • Danville, WV 25053

MIKE BALLARD
Area Sales

mballard@stephensauto.com
 (304) 369-2411 Ext. 33
 Fax (304) 369-2090
 MH (304) 687-1315



BUILT
Chrysler
F-150
Chrysler
TOUGH



West Virginia
Department of Administration
Fleet Management

For the Governor's Representative Use Only

Approved Declined

Signature _____

Title _____

Date _____

Vehicle Request

AGENCY INFORMATION

COORDINATOR NAME Lisa M Wilkinson DEPARTMENT Education
 AGENCY/BILL CODE AU05 SCHOOL BUILDING AUTHORITY ED
 E-MAIL lisa.m.wilkinson@wv.gov
 PHONE NO. (304) 558-2541 EXT _____ DATE 12/9/2025
 FUND # 3959 DEPT # 0404 UNIT # 0099

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 Agency personnel site visits

Est. # of days per week used 3

Est. # of miles per month used 1,500

CABINET SECRETARY APPROVAL _____

DATE 12-9-25

VEHICLE PURCHASE

Type of vehicle New Vehicle Used Vehicle Used Vehicle Mileage _____
 Who owns this vehicle? Leased from Fleet Agency Owned DOC ID CDO - SBA2600000001

MAKE Dodge Model Durango GT AWD (WDEH75)
 YEAR 2026 COLOR WHITE Fuel Type Gasoline

New Vehicle Class/Description 7 - Mid Size Utility...4WD/AWD, Passenger Seating: 5 Minimum (Includes Driver), 4 Door Minimum, 109" Minimum Wheelbase, 6 Cylinder Engine Minimum

DEALERSHIP Stephens Auto Center

PURCHASE PRICE \$37,598.

USED VEHICLE VIN# _____

DECOMMISSIONED VEHICLE

MAKE DODGE MODEL CARAVAN
 YEAR 2019 MILEAGE 120,130 LICENSE # SA002899

VIN # 2C4RDGBGXKR568442

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED _____

JUSTIFICATION FOR DEFERRED _____

For FMO Office Use Only

APPROVED DECLINED

EXECUTIVE DIRECTOR, FMD _____

DATE 12/11/25

Approved:

Eric Hunschler

12/11/25

Cabinet Secretary

West Virginia Department of Administration

12/22/25, 1:41 PM

State of West Virginia Mail - Emailing: Class 7 Dodge Durango AWD



Kirk, Jordan L <jordan.l.kirk@wv.gov>

Emailing: Class 7 Dodge Durango AWD

1 message

mballard@stephensauto.com <mballard@stephensauto.com>
To: jordan.l.kirk@wv.gov

Mon, Dec 22, 2025 at 1:39 PM

Please see attachment.
Your message is ready to be sent with the following file or link
attachments:

Class 7 Dodge Durango AWD

Note: To protect against computer viruses, e-mail programs may prevent
sending or receiving certain types of file attachments. Check your e-mail
security settings to determine how attachments are handled.

 **Class 7 Dodge Durango AWD.pdf**
442K

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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
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 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 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	
2025	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Tuesday, December 30, 2025 — 9:08 AM

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