



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: 01-20-2026

CORRECT ORDER NUMBER MUST APPEAR  
 ON ALL PACKAGES, INVOICES, AND  
 SHIPPING PAPERS. QUESTIONS  
 CONCERNING THIS ORDER SHOULD BE  
 DIRECTED TO THE DEPARTMENT  
 CONTACT.

<b>Order Number:</b>	CDO 0810 0805 DMT260000011 1	<b>Change Order No:</b>	0	<b>Procurement Folder:</b>	1881002
<b>Document Name:</b>	CDO off CMA MV26C to Purchase (1) Vehicle	<b>Reason for Modification:</b>			
<b>Document Description:</b>	CDO off CMA MV26C to Purchase (1) Vehicle				
<b>Procurement Type:</b>	Central Delivery Order				
<b>Buyer Name:</b>	Amber J Heath				
<b>Telephone:</b>	304-558-0408				
<b>Email:</b>	amber.j.heath@wv.gov				
<b>Shipping Method:</b>	Best Way	<b>Master Agreement Number:</b> CMA 0212 MV26C 1			
<b>Free on Board:</b>	FOB Dest, Freight Prepaid				

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000199714	<b>Requestor Name:</b>	Erik S Hall
STEPHENS AUTO CENTER PO BOX 278		<b>Requestor Phone:</b>	304-414-6473
DANVILLE WV 25053278		<b>Requestor Email:</b>	erik.s.hall@wv.gov
US		<h1>2026</h1> <p>FILE LOCATION _____</p>	
<b>Vendor Contact Phone:</b>	999-999-9999 Extension:		
<b>Discount Details:</b>			
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

INVOICE TO	SHIP TO
ACCOUNTS PAYABLE PUBLIC TRANSIT DIVISION OF BLDG 5 RM 663 1900 KANAWHA BLVD E CHARLESTON WV 25305-0432 US	GENERAL MANAGER PUBLIC TRANSIT DIVISION OF KANAWHA VALLEY REGIONAL TRANSPORTATION AUTHORITY 1550 FOURTH AVE CHARLESTON WV 25324 US

Purchasing Division's File Copy

<b>Total Order Amount:</b>	\$37,598.00
----------------------------	-------------

JE 1/20/26

<b>PURCHASING DIVISION AUTHORIZATION</b>
<b>DATE:</b> 1-21-26
<b>ELECTRONIC SIGNATURE ON FILE</b>

<b>ENCUMBRANCE CERTIFICATION</b>
<b>DATE:</b> 1-22-26
<b>ELECTRONIC SIGNATURE ON FILE</b>

**Extended Description:**

CDO off CMA MV26C to purchase one One Class 7, AWD Dodge Durango 2026 for \$ 37,598.00

The color code is PW7 (White).

To be utilized and titled to:

Country Roads Transit  
1 5th St, Elkins, WV 26241

This vehicle is being purchased to provide transportation services to the elderly and disabled citizens in its area of service.

This vehicle is being purchased under the Federal Transit Administration's Section 5311 Program. It is not considered a state asset.

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	
				2024-09-06	

**Commodity Line Description:** AWD Dodge Durango

**Extended Description:**

CDO off CMA MV26C to purchase one One Class 7, AWD Dodge Durango 2026 for \$ 38,598.00

The color code is PW7 (White).

To be utilized and titled to:

Potomac Valley Transit Authority  
185 Providence Ln, Petersburg, WV 26847

This vehicle is being purchased to provide transportation services to the elderly and disabled citizens in its area of service.

This vehicle is being purchased under the Federal Transit Administration's Section 5311 Program. It is not considered a state asset.

**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

<b>Vehicle Requirements:</b>	Mid Size Utility		
<b>Classification:</b>	Mid Size Utility		
<b>Drive:</b>	4 Wheel/All Wheel	<b>Manufacturer's Standard Available Colors</b>	
<b>Passenger seating:</b>	5 minimum (including driver)	<b>Standard Color Code</b>	<b>Color Description</b>
<b>Doors:</b>	4, minimum	PW7	WHITE
<b>Wheelbase:</b>	109 in., minimum		
<b>GWR:</b>	6100 lbs. min, 7300 lbs. max.		
<b>Engine:</b>	6 cylinder minimum		
<b>Additional Requirements:</b>			
<b>Tow Package:</b>	Installed Hitch and Wiring		
<b>Slush/All-Weather Mats:</b>	Installed: Driver, Passenger, Cargo area		
The vehicle bid shall include the standard equipment requirements as required in section 3.1.3.1 of the specification.			

<b>Vendor Bid Response:</b>	
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.



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
**Division of Multimodal Transportation Facilities**

1900 Kanawha Boulevard East • Building Five • Room 132  
Charleston, West Virginia 25305-0432 • (304) 414-4645  
FAX: (304) 558-3326 • TDD: (800) 742-6991

Stephen Connolly  
Acting Commissioner of Multimodal Transportation

Stephen T. Rumbaugh, P.E.  
Secretary of Transportation  
Commissioner of Highways

January 9, 2026

**MEMORANDUM**

**TO: Kristy James, DOT Director of Procurement  
DOT Procurement Office**

**FROM: Erik Hall, Community Planner  
WV DMTF-Public Transit**

**SUBJECT: Vehicle Not Added to Fleet**

The vehicle listed on Purchase Order CDO DMT26-11, One AWD Dodge Durango, will be titled and utilized to:

Country Roads Transit  
1 5th St, Elkins, WV 26241

~~This vehicle is being purchased to provide transportation services to the elderly and disabled citizens in its area of service.~~

This vehicle is being purchased under the Federal Transit Administration's Section 5311 Program. It is not considered a state asset.

If you have any questions, or requires addition information, please contact me 304-558-0428 or at [erik.s.hall@wv.gov](mailto:erik.s.hall@wv.gov).

Thank you,

A handwritten signature in black ink that reads "Erik S. Hall".

Erik S. Hall, Community Planner



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
**Division of Multimodal Transportation Facilities**

1900 Kanawha Boulevard East • Building Five • Room 132  
Charleston, West Virginia 25305-0432 • (304) 414-4645  
FAX: (304) 558-3326 • TDD: (800) 742-6991

Lucinda K. Butler  
Commissioner

Stephen T. Rumbaugh, P.E.  
Secretary of Transportation  
Commissioner of Highways

January 9, 2026

MEMORANDUM

**TO: Kristy James, DOT Director of Procurement  
DOT Procurement Office**

**FROM: Erik Hall, Community Planner  
WV DMTF-Public Transit**

**SUBJECT: Justification to Order of MV26C**

The vehicle listed on Purchase Order CDO DMT26-11, AWD White Dodge Durango, will be titled and utilized to:

Country Roads Transit  
1 5th St, Elkins, WV 26241

This vehicle is being purchased to provide transportation services to the elderly and disabled citizens in its area of service.

The vehicle will be used for the 5311 Program.

If you have any questions, or requires addition information, please contact me 304-558-0428 or at [erik.s.hall@wv.gov](mailto:erik.s.hall@wv.gov).

Thank you,

A handwritten signature in cursive script that reads "Erik S. Hall".

Erik S. Hall, Community Planner

You are viewing this page over a secure connection. Click here for more information.

## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

*NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.*

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

Addresses

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

<b>Officers</b>	
Type	Name/Address
<b>Incorporator</b>	HARRY HATFIELD MADISON, WV, 25130 USA
<b>Incorporator</b>	O. L. MULLINS MADISON, WV, 25130 USA
<b>President</b>	RICHARD STEPHENS 115 POTTERFIELD DR CHARLESTON, WV, 25314
<b>Secretary</b>	PAULA BALLARD 141 FRANKLIN AVENUE MADISON, WV, 25130
<b>Treasurer</b>	CHASE BARTON 140 INGERSOLL DR OAK HILL, WV, 25901
<b>Vice-President</b>	MIKE W BALLARD 85 MOUNTAINVIEW DRIVE MADISON, WV, 25130
Type	Name/Address

<b>DBA</b>			
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	
<b>DBA Name</b>	<b>Description</b>	<b>Effective Date</b>	<b>Termination Date</b>

<b>Date</b>	<b>Amendment</b>
<b>6/23/2020</b>	UPDATED CAPITAL STOCK.
<b>Date</b>	<b>Amendment</b>

<b>Annual Reports</b>
<b>Filed For</b>
2025
2024
2023
2022
2021
2020

2019
2018
2017x
2017
2016
2015
2014
2013
2012
2011
2010
2009
2008
2007
2006
2005
2004
2002
2001
2000
1999
1998
1997
1996
1995
1994
1993
1992
1991
1990
1989
<b>Date filed</b>

[File Your Current Year Annual Report Online Here](#)

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

Tuesday, January 20, 2026 — 1:05 PM

© 2026 State of West Virginia

Search All Words ▼ e.g. 1G06N020Q02



Filter By

Entity Information



All Entity Information

Entities

Disaster Response Registry

Responsibility

### Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

- Any Words
- All Words
- Exact Phrase

e.g. 123456789, Smith Corp

Stephens Auto Center

Entity ▼

Location ▼

Status ▲

- Active
- Inactive

Reset

## No matches found

We couldn't find a match for your search criteria.

Please try another search or go back to previous results.

Go Back