



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: 01-12-2026

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 1200 A100 AUD2600000001 1	Change Order No:	Procurement Folder:	1874931
Document Name:	MV26C MOTOR VEHICLES CLASSES		Reason for Modification:	
Document Description:	DODGE DURANGO			
Procurement Type:	Central Delivery Order			
Buyer Name:	Julie A Myers			
Telephone:	(304) 558-2251			
Email:	julie.myers@wvsao.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	Requestor Name:	Michael T Cook	
STEPHENS AUTO CENTER PO BOX 278		Requestor Phone:	304-444-9244	
DANVILLE WV 25053278		Requestor Email:	michael.cook@wvsao.gov	
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
STATE AUDITOR'S OFFICE 1900 KANAWHA BLVD E 1900 KANAWHA BLVD E CHARLESTON WV 25305-0230 US	STATE AUDITORS OFFICE 1900 KANAWHA BLVD E CHARLESTON WV 25305-0230 US

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

PURCHASING DIVISION AUTHORIZATION
 DATE: *1/12/2026*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *1-12-26*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

2026 DODGE DURANGO
COLOR WHITE
GASOLINE
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	
				2026-01-08	

Commodity Line Description: 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	
Classification:			
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		
Slash/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/BBuel	\$ -
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 Administration
Fleet Management

For Governors Office Use Only
 Approved Declined

Signature

Title

Date

Vehicle Request

AGENCY INFORMATION

COORDINATOR NAME Thomas Kasey DEPARTMENT Electoral Functions
AGENCY/BILL CODE AO01 Auditor's Office EL
E-MAIL thomas.kasey@wvsao.gov
PHONE NO. (304)558-2251 EXT. _____ DATE 01/05/2026
FUND # 1234 DEPT # 1200 UNIT # 1200

VEHICLE MISSION

What type of request is this? Replacement vehicle Increase to fleet
 Reassignment

JUSTIFICATION Travel for statutory training sessions and land sales

Est. # of days per week used 2 Est. # of miles per month used <1,000

CABINET SECRETARY APPROVAL

DATE 01/05/2026

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 2026 COLOR White FUEL TYPE Gasoline

NEW VEHICLE CLASS/DESCRIPTION

DEALERSHIP Stephen's Auto PURCHASE PRICE \$37,598.00

VEHICLE PURPOSE:

Travel for statutory training sessions and land sales

USED VEHICLE VIN#

DECOMMISSIONED VEHICLE

MAKE _____ MODEL _____
YEAR _____ MILEAGE _____ LICENSE # _____
VIN # _____
DECOMMISSIONING METHOD DEFERRED
JUSTIFICATION FOR DEFERRED

For FMD Office Use Only

Agency requested to proceed with original request

APPROVED DECLINED

EXECUTIVE DIRECTOR, FMD

DATE 1/7/26

Approved:

Eric Hauschultz 1/7/26

Cabinet Secretary
West Virginia Department of Administration

Julie Myers

From: mballard@stephensauto.com
Sent: Thursday, January 8, 2026 1:57 PM
To: Michael Cook
Cc: Julie Myers
Subject: RE: 2026 Dodge Durango

You don't often get email from mballard@stephensauto.com. [Learn why this is important](#)

External Email: Please use caution when clicking embedded hyperlinks or opening attachments. If you suspect this email of containing malicious links or attachments immediately report this email with the report phishing button.

Thanks, I'll get this ordered today and let you know as soon as it arrives.

From: Michael Cook <michael.cook@wvsao.gov>
Sent: Thursday, January 8, 2026 1:54 PM
To: mballard@stephensauto.com
Cc: Julie Myers <julie.myers@wvsao.gov>
Subject: 2026 Dodge Durango

You and I have emailed back and forth a few times.

Since the last time, I have moved forward with getting an approval for the Auditor's Office to purchase a fleet vehicle; a 2026 White Dodge Durango at \$37,598.00. I have attached the approval from both Fleet Management and the Secretary of Administration.

What is the next step I need to fulfill to complete this purchase?

Thank you!

Michael Cook
Deputy State Auditor and Chief of Staff
Office Phone: (304) 558-2251



**Honorable Mark A. Hunt
West Virginia State Auditor
1900 Kanawha Blvd. East, Building 1, Room W-100
Charleston, WV 25305**

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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 JINGERSOLL 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	8/12/1990	
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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"STEPHENS AUTO CENTER" x

Entity

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