



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: 01-28-2026

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 AGR2600000006 1	Change Order No:		Procurement Folder:	1890439
Document Name:	Class 28 Vehicle Order - Agriculture			Reason for Modification:	
Document Description:	Class 28 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 MVTRUCK26A 1	
Free on Board:	FOB Dest, Freight Prepaid				

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000199714			Requestor Name:	Laryssa D Hoskins
STEPHENS AUTO CENTER				Requestor Phone:	304-558-2221
PO BOX 278				Requestor Email:	lhoskins@wvda.us
DANVILLE WV 25053278					
US					
Vendor Contact Phone:	3043692411	Extension:	1112		
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

2026
 FILE LOCATION _____

INVOICE TO	SHIP TO
PROCUREMENT OFFICER 304-558-2221	PROCUREMENT OFFICER 304-558-2221
AGRICULTURE DEPARTMENT OF	AGRICULTURE DEPARTMENT OF
ADMINISTRATIVE SERVICES	ADMINISTRATIVE SERVICES
1900 KANAWHA BLVD E	217 GUS R DOUGLAS LN, BLDG 2 RM 106
CHARLESTON WV 25305-0173	CHARLESTON WV 25312
US	US

Total Order Amount: \$46,369.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION
 DATE: *Manly 2/10/2026*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *2/10/26*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Equipment Contract Release Order
SWC #MVTRUCK26A
Class 28 Large Pick Up Crew Cab
Dodge Ram Crew 4x4
Color White
Color Code PW7
Fuel Gasoline

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25100000	1.00000	EA	\$46,369.0000	\$46,369.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
				2026-01-28	

Commodity Line Description: Class 28 Large Pick Up Crew Cab Dodge Ram Crew 4x4 PW White

Extended Description:

MVTRUCK26 - 2026 or LATEST MODEL VEHICLE

See attached Exhibit_A Pricing Page(s) for Contract Pricing.

Equipment Contract Release Order
SWC #MVTRUCK26A
Class 28 Large Pick Up Crew Cab
Dodge Ram Crew 4x4
Color White
Color Code PW7
Fuel Gasoline

**Class 28 - Automobile
Large Pick Up Crew Cab**

Vendor Name: STEPHENS AUTO CENTER
Manufacturer/Brand: RAM 2500 CREW 4X4
Model Name & Number: DJ7L91

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

Vehicle Requirements:

Classification:	Large Pick Up Crew Cab
Drive:	4 Wheel/All Wheel with High and Low Range
Passenger seating:	5 minimum (including driver)
Doors:	4 full doors, minimum
Wheelbase:	148 in., minimum
GVWR:	8,800 lbs. min, 10,000. lbs. max
Engine:	8 cylinder minimum for gasoline engines, 6 cylinder minimum for diesel
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:	Factory Complete: Includes integrated electric trailer brake controller, hitch, and wiring
Switches:	Minimum of three (3) Factory Up-Fitter Switches.
Bed:	Short bed
Bedliner:	Installed Spray-In Liner
Slush/All-weather mats	Installed on driver and passenger front and second row, except where vinyl floor covering is present.
Sliding Rear Window:	Not Required
Additional Requirements:	Factory Running Boards/Step Bars, cab length

Manufacturer's Standard Available Colors	
Standard Color Code	Color Description
PW7	WHITE

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	\$ 46,369.00
Flex-fuel	\$ -
Diesel	\$ 57,778.00
CNG/Bifuel	\$ -
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.



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 1/8/2026
 FUND # 8736 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 Vehicle needs a new transmission.

Est. # of days per week used _____ Est. # of miles per month used _____

CABINET SECRETARY APPROVAL Laryssa Hoskins DATE 01/09/2026

Laryssa Hoskins, CFO / Director

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 Ram 2500
 YEAR 2026 COLOR White Fuel Type Gas

New Vehicle Class/Description Class 28

DEALERSHIP Stephens PURCHASE PRICE \$46,369.00

USED VEHICLE VIN# _____

DECOMMISSIONED VEHICLE

MAKE GMC MODEL Sierra
 YEAR 2005 MILEAGE 114494 LICENSE # SB004719
 VIN # 1GTHK29GX5E315455 A044

DECOMMISSIONING METHOD DTSP - Deliver to Surplus DEFERRED
 JUSTIFICATION FOR DEFERRED Transmission needs replaced and other engine issues exceeding vehicle value

For FMO Office Use Only

APPROVED DECLINED

EXECUTIVE DIRECTOR, FMD Heather Yunker Approved: _____ DATE 1/12/26

Erin Haushulch 1/12/26
 Cabinet Secretary
 West Virginia Department of Administration

**WVDA Purchasing Checklist
Statewide Contracts
Vehicles**

Division: **Executive / Admin**

Date: 1/26/2026

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)
<i>Let</i>	Director or Assistant Director signs Purchase Requisition and Surplus Property Retirement form to indicate approval and forwards to Administrative Services Division

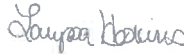

ADMINISTRATIVE SERVICES

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)
<i>Let</i>	Administrative Services Director or Assistant Director signs Purchase Requisition to indicate approval and forwards to Executive Division


EXECUTIVE

<i>Let</i> Alan Clemans	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:	
Fiscal Year 2026	State Account No. 8736-8500-07000	 Administrative Services	
FIMS No.			
Agency/Invoice To: 1400 Department of Agriculture 1900 Kanawha Blvd E Rm E28 Charleston WV 25302		 Alan Clemans (07/26/2026 14:45:11 EST) Executive	
Ship To: Department of Agriculture 217 Gus R Douglass Lane Charleston WV 25312			
This Section Only For: State Contract Release Orders 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- MVTRUCK26A <i>Type of Purchase</i>		
DJ7L91	1	Class 28 Large Pick Up Crew Cab: Dodge Ram Crew 4 x 4 (PW7 White)	\$46,369.00	\$46,369.00

Authorized Signature 
 Title Director, Administrative Services
 Telephone (304)-558-2221

Total Amount \$46,369.00



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia Master Agreement

Order Date: 10-27-2025

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:	CMA 0212 0212 MVTRUCK26A 1	Procurement Folder:	1823702
Document Name:	CMA MVTRUCK26A	Reason for Modification:	
Document Description:	MVTRUCK26 - 2026 OR LATEST MODEL VEHICLE	AWARD OF CRFQ 0212 SWC260000002	
Procurement Type:	Statewide MA (Open End)		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2025-11-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-11-14

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000199714	Requestor Name:	Mark A Atkins
STEPHENS AUTO CENTER PO BOX 278		Requestor Phone:	(304) 558-2307
DANVILLE WV 25053278		Requestor Email:	mark.a.atkins@wv.gov
US			
Vendor Contact Phone:	3043692411 Extension: 1112		
Discount Details:			
#	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

2026
 FILE LOCATION _____

INVOICE TO	SHIP TO
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER
No City WV 99999	No City WV 99999
US	US

CR 11-10-25

Total Order Amount: Open End

Purchasing Division's File Copy

MA 10/28/2025

PURCHASING DIVISION AUTHORIZATION
 DATE: *11/10/25*
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *11/13/2025*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *11-13-25*
 ELECTRONIC SIGNATURE ON FILE









CDO AGR 26 Stephens Ram 2500

Final Audit Report

2026-01-26

Created:	2026-01-26
By:	Stacy Straight (sstraight@wvda.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAtMIStgXxfFr5GT4m6z74uzQ32Tr2xTmW

"CDO AGR 26 Stephens Ram 2500" History

-  Document created by Stacy Straight (sstraight@wvda.us)
2026-01-26 - 7:31:04 PM GMT- IP address: 66.207.76.214
-  Document emailed to Laryssa Hoskins (lhoskins@wvda.us) for signature
2026-01-26 - 7:32:03 PM GMT
-  Email viewed by Laryssa Hoskins (lhoskins@wvda.us)
2026-01-26 - 7:33:00 PM GMT- IP address: 76.111.181.171
-  Document e-signed by Laryssa Hoskins (lhoskins@wvda.us)
Signature Date: 2026-01-26 - 7:33:25 PM GMT - Time Source: server- IP address: 76.111.181.171
-  Document emailed to Alan Clemans (aclemans@wvda.us) for signature
2026-01-26 - 7:33:51 PM GMT
-  Email viewed by Alan Clemans (aclemans@wvda.us)
2026-01-26 - 7:40:37 PM GMT- IP address: 172.59.136.7
-  Document e-signed by Alan Clemans (aclemans@wvda.us)
Signature Date: 2026-01-26 - 7:45:11 PM GMT - Time Source: server- IP address: 172.59.136.7
-  Agreement completed.
2026-01-26 - 7:45:11 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 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	
2028	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Monday, February 2, 2026 — 9:31 AM

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Entity Information



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Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

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"STEPHENS AUTO CENTER"

Entity

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Status

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