




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 AGR2600000007 1	Change Order No:		Procurement Folder:	1890444
Document Name:	Class 11 Vehicle Order - Agriculture			Reason for Modification:	
Document Description:	Class 11 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 MV26E 1	
Free on Board:	FOB Dest, Freight Prepaid				

VENDOR		DEPARTMENT CONTACT			
Vendor Customer Code:	VC0000057321	Requestor Name:	Laryssa D Hoskins		
MATHENY MOTOR TRUCK CO 308 3RD ST		Requestor Phone:	304-558-2221		
ST MARYS WV 26170		Requestor Email:	lhoskins@wvda.us		
US					
Vendor Contact Phone:	304-485-4418			Extension:	1619
Discount Details:					
	Discount Allowed			Discount Percentage	Discount Days
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

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

Purchasing Division's File Copy

Total Order Amount:	\$34,297.00
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PURCHASING DIVISION AUTHORIZATION
 DATE: *01/28/2026*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *01-28-2026*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Equipment Contract Release Order
SWC #MV25E
Class 11 Mid Sized Pick Up Crew Cab
Ford Ranger
Color Gray
Color Code M7
Fuel Gasoline

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25100000	1.00000	EA	\$34,297.0000	\$34,297.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
				2026-01-28	

Commodity Line Description: Class 11 Mid Sized Pick Up Crew Cab Ford Ranger M7 Gray

Extended Description:

Note: See attached Exhibit_A Pricing Pages for Contract pricing.
Equipment Contract Release Order
SWC #MV25E
Class 11 Mid Sized Pick Up Crew Cab
Ford Ranger
Color Gray
Color Code M7
Fuel Gasoline

**Class 11 - Automobile
Mid-Size Pick Up Crew Cab**

Vendor Name: MMTCO DBA MATHENY FORD
Manufacturer/Brand: FORD
Model Name & Number: RANGER R4P

Vendor Contact: FLEET DEPT
Phone No.: 304-485-4418
Email: FLEETSALES@MATHENYMOTORS.COM

Vehicle Requirements: Mid-Size Pick Up Crew Cab
Classification:

		Manufacturer's Standard Available Colors	
		Standard Color Code	Color Description
Drive:	4 Wheel/All Wheel with High & Low Range		
Passenger seating:	4 minimum (including driver)		
Doors:	4 full doors, minimum	YZ	WHITE
Wheelbase:	120 in., minimum	G1	BLACK
GVWR:	5400 lbs. min, 6250 lbs. max.	M7	GRAY
Engine:	Minimum acceptable Engines: Gas: Non-Turbo- 6 cylinder minimum Gas: Turbo - 4 cylinder minimum Diesel: 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 on driver and passenger front and second row, except where vinyl floor covering is present.		
Bed (Short):	Bed: Length 60" minimum, 65" maximum, with installed spray-in bedliner		
Sliding Rear Window:	Not Required		

Additional Requirements:

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	\$ 34,297.00
Flex-fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

***Options:**

FOB Dealership: (Deduct)

\$ 50.00

FOB Other than Metro Charleston - Per Mile

\$ 1.00

*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

Title

Date

Vehicle Request

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

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 Ford Model Ranger
YEAR 2026 COLOR Gray Fuel Type Gas

New Vehicle Class/Description Class 11

DEALERSHIP Matheny PURCHASE PRICE \$34,297.00

USED VEHICLE VIN#

DECOMMISSIONED VEHICLE

MAKE GMC MODEL CANYON
YEAR 2004 MILEAGE 195517 LICENSE # S8004715

VIN # 1GTD196948212828 A0 YW

DECOMMISSIONING METHOD ONST - Sell On-Site DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

APPROVED DECLINED

EXECUTIVE DIRECTOR, FMD

[Signature]
Approved:

DATE 1/12/26

[Signature]
Cabinet Secretary

4


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)
	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)
	Administrative Services Director or Assistant Director signs Purchase Requisition to indicate approval and forwards to Executive Division

EXECUTIVE

 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	
FIMS No.			<div style="text-align: center;">  <hr/> Administrative Services </div> <div style="text-align: center; margin-top: 20px;">  <hr/> Executive </div>	
Agency/Invoice To:				
1400 Department of Agriculture 1900 Kanawha Blvd E Rm E28 Charleston WV 25302				
Ship To:				
Department of Agriculture 217 Gus R Douglass Lane Charleston WV 25312				
This Section Only For: State Contract Release Orders				
Vendor Name & Address:				
Matheny Motor Truck Co PO Box 1304 Parkersburg WV 26102 1304				
SWC No.	MV26E	Terms	Net 30	F.O.B. Destination

Item No.	Quantity	Description	Unit Price	Amount
		SWC- MV25E <i>Type of Purchase</i>		
R4P	1	Class 11 Mid-sized Pick Up Crew Cab: Ford Ranger (M7 Gray)	\$ 34,297.00	\$34,297.00

Authorized Signature 
 Title Director, Administrative Services
 Telephone (304)-558-2222

Total Amount \$34,297.00



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: 10-01-2025

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 MV26E 1	Procurement Folder:	1787571
Document Name:	CMA MV26E	Reason for Modification:	AWARD OF CRFQ 0212 SWC2600000001
Document Description:	MV26 - 2026 OR LATEST MODEL VEHICLE		
Procurement Type:	Statewide MA (Open End)		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2025-10-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-09-30

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VC0000057321 MATHENY MOTOR TRUCK CO dba Matheny Ford LLC 308 3RD ST ST MARYS WV 26170 US Vendor Contact Phone: 304-485-4418 Extension: 1619 Discount Details: <table border="1"> <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: Mark A Atkins Requestor Phone: (304) 558-2307 Requestor Email: mark.a.atkins@wv.gov <div style="text-align: center; font-size: 2em; font-weight: bold;">2026</div> <p>FILE LOCATION _____</p>
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

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

10/15/25 bc

Total Order Amount: Open End

Purchasing Division's File Copy

MA 10/01/2025
 PURCHASING DIVISION AUTHORIZATION
 DATE: 10/24/25
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: 10/20/2025
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: 10-20-25
 ELECTRONIC SIGNATURE ON FILE









CDO AGR 26 Matheny Ranger WV26E

Final Audit Report

2026-01-26

Created:	2026-01-26
By:	Stacy Straight (sstraight@wvda.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAANsGglzPg3dON09oQ6UOWtzJ3KwV9Z-rq

"CDO AGR 26 Matheny Ranger WV26E" History

-  Document created by Stacy Straight (sstraight@wvda.us)
2026-01-26 - 7:20:29 PM GMT- IP address: 66.207.76.214
-  Document emailed to Laryssa Hoskins (lhoskins@wvda.us) for signature
2026-01-26 - 7:23:12 PM GMT
-  Email viewed by Laryssa Hoskins (lhoskins@wvda.us)
2026-01-26 - 7:24:55 PM GMT- IP address: 66.207.76.214
-  Document e-signed by Laryssa Hoskins (lhoskins@wvda.us)
Signature Date: 2026-01-26 - 7:33:51 PM GMT - Time Source: server- IP address: 76.111.181.171
-  Document emailed to Alan Clemans (aclemans@wvda.us) for signature
2026-01-26 - 7:33:53 PM GMT
-  Email viewed by Alan Clemans (aclemans@wvda.us)
2026-01-26 - 7:40:38 PM GMT- IP address: 172.59.136.7
-  Document e-signed by Alan Clemans (aclemans@wvda.us)
Signature Date: 2026-01-26 - 7:45:33 PM GMT - Time Source: server- IP address: 172.59.136.7
-  Agreement completed.
2026-01-26 - 7:45:33 PM GMT



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e.g. 1C06N020Q02

Select Domain
Entity Information



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualifications

Exclusions

Filter By



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Simple Search

Search Editor

- Any Words ¹
- All Words ¹
- Exact Phrase ¹

e.g. 123456789, Smith Corp
"MATHENY FORD LLC" ✕

Entity



Location



Status



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- Inactive

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