




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: 04-02-2026

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 0216 0216 FLT2600000018 1	Change Order No:	Procurement Folder:	1936633
Document Name:	4, 2026 Dodge Durangos, Class 7, Gasoline		Reason for Modification:	
Document Description:	4, 2026 Dodge Durangos, Class 7, Gasoline			
Procurement Type:	Central Delivery Order			
Buyer Name:	Mark A Atkins			
Telephone:	(304) 558-2307			
Email:	mark.a.atkins@wv.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:	Kenneth H Yoakum		
STEPHENS AUTO CENTER PO BOX 278 DANVILLE WV 25053278 US		Requestor Phone:	(304) 558-2106		
Vendor Contact Phone:	999-999-9999	Requestor Email:	kenny.h.yoakum@wv.gov		
Discount Details:					
Discount Allowed	Discount Percentage			Discount Days	
#1	No			0.0000	0
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION FLEET MANAGEMENT OFFICE 2310 KANAWHA BLVD E CHARLESTON WV 25311 US	STATE OF WEST VIRGINIA IN CARE OF SURPLUS PROPERTY 2700 CHARLES AVENUE DUNBAR WV 25064 US

Total Order Amount:	\$150,392.00
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION
 DATE: *Mark Atkins - 4/06/2026*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *Cody Yoakum - 4-21-26*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

4, 2026 Dodge Durangos, Class 7, Gasoline

3 IN01 Bright White - PW7

1 EP03 Bright White - PW7

To be financed under contract SWC #FINANCE24.
Release Order - FIN2600000003 Appendix 2024-11.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25100000	4.00000	EA	\$37,598.0000	\$150,392.00
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: MV26 - 2026 or LATEST MODEL VEHICLE

Extended Description:

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

4, 2026 Dodge Durangos, Class 7, Gasoline

3 IN01 Bright White - PW7

1 EP03 Bright White - PW7

To be financed under contract SWC #FINANCE24.
Release Order - FIN2600000003 Appendix 2024-11.

**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:	Mid Size Utility		
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		
Slush/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/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.

Approved:



West Virginia Department of Administration Fleet Management

Deputy Cabinet Secretary West Virginia Department of Administration

Vehicle Request

For the Governor's Representative Use Only

Approved Declined

Signature S. Advertiser Title 3/10/20 Date

AGENCY INFORMATION

COORDINATOR NAME Stuart E. Ellis DEPARTMENT Revenue AGENCY/BILL CODE IN01 INSURANCE COMMISSION E-MAIL Stuart.E.Ellis@wv.gov PHONE NO. (681) 341-1957 EXT DATE 11/12/2025 FUND # 7152 DEPT # 0704 UNIT # 7881

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 DATE 3-2-20

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 FINE 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, Tow Package: Installed Hitch and Wiring, Slush/All-Weather

DEALERSHIP Stephens Auto Center PURCHASE PRICE \$37,598.00

USED VEHICLE VIN# MY210C

DECOMMISSIONED VEHICLE

MAKE FORD MODEL EXPLORER YEAR 2018 MILEAGE 148,748 LICENSE # 4TH291

VIN # 1FM5K8B82JGB19724 FLT, YY

DECOMMISSIONING METHOD DTSP - Deliver to Surplus DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

APPROVED DECLINED

EXECUTIVE DIRECTOR, FMD DATE 3/10/20



West Virginia Department of Administration Fleet Management

Deputy Cabinet Secretary West Virginia Department of Administration

Vehicle Request

For the Governor's Representative Use Only

Approved Declined

Signature: [Signature] Title: [Signature] Date: 3/10/2025

AGENCY INFORMATION

COORDINATOR NAME Stuart E. Ellis DEPARTMENT Revenue
AGENCY/BILL CODE IN01 INSURANCE COMMISSION RE
E-MAIL Stuart E. Ellis@wv.gov
PHONE NO. (681) 341-1957 EXT. DATE 11/12/2025
FUND # 7152 DEPT # 0704 UNIT # 7881

VEHICLE MISSION

What type of request is this? [X] 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 [Signature]

DATE 3/10/2025

VEHICLE PURCHASE

Type of vehicle [X] New Vehicle [] Used Vehicle Used Vehicle Mileage
Who owns this vehicle? [X] Leased from Fleet [] Agency Owned DOC ID

MAKE DODGE YEAR 2026

MODEL DURANGO

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, Tow Package: Installed Hitch and Wiring, Slush/All-Weather

DEALERSHIP Stephens Auto Center

PURCHASE PRICE \$37,598.00

USED VEHICLE VIN# MV216C

DECOMMISSIONED VEHICLE

MAKE JEEP

MODEL GRAND CHEROKEE

YEAR 2013

MILEAGE 140,156

LICENSE # 4XE876

VIN # 1C4RJFAG8DC544060

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

[X] APPROVED [] DECLINED

EXECUTIVE DIRECTOR, FMD [Signature]

DATE 3/10/2025

Approved: *[Signature]*



West Virginia Department of Administration Fleet Management Vehicle Request

For the Governor's Representative Use Only

Approved Declined
Signature: *[Signature]*
Title: *[Signature]* Date: *3/10/26*

Deputy Cabinet Secretary
West Virginia Department of Administration

AGENCY INFORMATION

COORDINATOR NAME Stuart E. Ellis DEPARTMENT Revenue
AGENCY/BILL CODE IN01 INSURANCE COMMISSION RE _____
E-MAIL Stuart.E.Ellis@wv.gov
PHONE NO. (681) 341-1957 EXT _____ DATE 11/12/2025
FUND # 7152 DEPT # 0704 UNIT # 7881

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 *[Signature]* DATE 3-2-26

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 7 Mid Size Utility...4WD/AWD, Passenger Seating: 5 Minimum (Includes Driver), 4 Door Minimum, 109" Minimum Wheelbase, 6 Cylinder Engine Minimum, Tow Package: Installed Hitch and Wiring, Slush/All-Weather

DEALERSHIP Stephens Auto Center PURCHASE PRICE \$37,598.00

USED VEHICLE VIN# MV26C

DECOMMISSIONED VEHICLE

MAKE JEEP MODEL GRAND CHEROKEE
YEAR 2020 MILEAGE 144,862 LICENSE # 4XV919

VIN # 1C4RJFAG8LC350336 *FLT, YY*

DECOMMISSIONING METHOD DTSP - Deliver to Surplus DEFERRED _____

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

APPROVED DECLINED

EXECUTIVE DIRECTOR, FMD *[Signature]* DATE 3/10/26

Approved:

Eric Handbold 3/31/26



Cabinet Secretary
West Virginia Department of Administration
West Virginia

For the Governor's Representative Use Only
 Approved Declined

Department of Administration
Fleet Management

Signature *[Signature]*
Title _____ Date *03/26/26*

Vehicle Request

AGENCY INFORMATION

COORDINATOR NAME STEVE BRIGHTWELL DEPARTMENT Environmental
AGENCY/BILL CODE EPO3 DEP ABANDONED MINE LANDS EN
E-MAIL MICHAEL.S.BRIGHTWELL@WV.GOV
PHONE NO. (304) 926-0499 EXT 41138 DATE 1/20/2026
FUND # 8708 DEPT # 0313 UNIT # 9165

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 REPLACING DUE TO AGE AND LOV COST

Est. # of days per week used 5 Est. # of miles per month used 1100

CABINET SECRETARY APPROVAL *[Signature]* DATE 1/21/26

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 GT AWD (WDEH75)
YEAR 2026 COLOR WHITE PN? 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 JEEP MODEL GRAND CHEROKEE
YEAR 2015 MILEAGE 182000 LICENSE # SA000232

VIN # 1C4RJFBT6FC910290 FLT, YV

DECOMMISSIONING METHOD DTSP - Deliver to Surplus DEFERRED _____

JUSTIFICATION FOR DEFERRED _____

For FMO Office Use Only

APPROVED DECLINED

EXECUTIVE DIRECTOR, FMD *[Signature]* DATE 3/30/26

3-31-26

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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 BECKLEY	TRADENAME	2/11/2026	
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	Date filed
2026	
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Date filed	

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

Monday, April 6, 2026 — 1:31 PM

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Entity Information



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

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Filter By



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All Words [?]

Exact Phrase [?]

e.g. 123456789, Smith Corp
"STEPHENS AUTO CENTER" x

Entity



Location



Status



Active

Inactive

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