




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 FLT2600000024 1	Change Order No:	Procurement Folder:	1942120
Document Name:	1, 2026 Chevrolet Silverado 2500 HD, Class 25, Gasoline		Reason for Modification:	
Document Description:	1, 2026 Chevrolet Silverado 2500 HD, Class 25, 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 MVTRUCK26D 1		
Free on Board:	FOB Dest, Freight Prepaid			

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	VC0000136962	Requestor Name:	Kenneth H Yoakum	
STEPHENS MOTOR COMPANY LLC 1508 MAIN STREET E		Requestor Phone:	(304) 558-2106	
OAK HILL WV 25901		Requestor Email:	kenny.h.yoakum@wv.gov	
US				
Vendor Contact Phone:	3043692411			Extension:
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	STATE OF WEST VIRGINIA
FLEET MANAGEMENT OFFICE	IN CARE OF SURPLUS PROPERTY
2310 KANAWHA BLVD E	2700 CHARLES AVENUE
CHARLESTON WV 25311	DUNBAR WV 25064
US	US

Total Order Amount:	\$47,075.00
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>Mark Atkins - 4/07/2026</i> ELECTRONIC SIGNATURE ON FILE
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ENCUMBRANCE CERTIFICATION DATE: <i>Cody K... 4-21-26</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

1, 2026 Chevrolet Silverado 2500 HD, Class 25, Gasoline

1 EP08 Summit White - GAZ

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

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25100000	1.00000	EA	\$47,075.0000	\$47,075.00
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: MVTRUCK26

Extended Description:

MVTRUCK26 - 2026 or LATEST MODEL VEHICLE

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

1, 2026 Chevrolet Silverado 2500 HD, Class 25, Gasoline

1 EP08 Summit White - GAZ

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

**Class 25 - Automobile
Large Pick Up Extended Cab**

Vendor Name: STEPHENS MOTOR COMPANY
Manufacturer/Brand: CHEVY 2500HD
Model Name & Number: CK20753

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

Vehicle Requirements:

Classification: Large Pick Up Extended Cab
Drive: 4 Wheel/All wheel with High/Low Range

Passenger seating: 4 minimum (including driver)
Doors: 4, minimum
Wheelbase: 141 in., minimum
GVWR: 8600 lbs. min, 10,000 lbs. max

Engine: 8 cylinder minimum for gasoline engines, 6 cylinder minimum for diesel engines

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.

Slush/All Weather Mats: Installed on driver and passenger front and second row, except where vinyl floor covering is present.

Bed Length: Short

Bedliner: Installed Spray-In Liner

Sliding rear window: Not Required

Additional Requirements: Factory Running Boards/Step Bars, cab length

Manufacturer's Standard Available Colors	
Standard Color Code	Color Description
G7C	RED
GAZ	WHITE
GBA	BLACK
GXD	GRAY
GXP	BLUE

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	\$ 47,075.00
Flex Fuel	\$ -
Diesel	\$ 55,998.00
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.

Approved:

Eric Henschel 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 _____
Deputy Com. 03/26/26
Title _____ Date

Vehicle Request

AGENCY INFORMATION

COORDINATOR NAME STEVE BRIGHTWELL DEPARTMENT Environmental
AGENCY/BILL CODE EPOB DEP WATER RESOURCES EN
E-MAIL MICHAEL.S.BRIGHTWELL@WV.GOV
PHONE NO. (304) 926-0499 EXT 41138 DATE 1/20/2026
FUND # 3327 DEPT # 0313 UNIT # 9481

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 Chevrolet Model 2500 HD (CK20753)
YEAR 2026 COLOR WHITE Fuel Type Gasoline

New Vehicle Class/Description 25 - Large Pick Up Extended Cab..4WD/AWD with High and Low Range, Passenger Seating: 4 Minimum (Includes Driver), 4 Doors Minimum, 141" Minimum Wheelbase, 8 Cylinder Engine Minimum for Gasoline and 6 Cylinder

DEALERSHIP Stephens Motor Company LLC. PURCHASE PRICE \$47,075.

USED VEHICLE VIN# _____

DECOMMISSIONED VEHICLE

MAKE FORD MODEL F250 PICK UP
YEAR 2016 MILEAGE 178989 LICENSE # SA004423
VIN # 1FT7X2B64GEC86231 FLT, YV
DECOMMISSIONING METHOD DTSP - Deliver to Surplus DEFERRED _____
JUSTIFICATION FOR DEFERRED _____

For FMO Office Use Only

APPROVED DECLINED

EXECUTIVE DIRECTOR, FMD

[Signature] Agent of FMD DATE 3/30/26

3-31-26

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Business Organization Detail

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STEPHENS MOTOR COMPANY, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	2/1/2023		2/1/2023	Domestic	Profit			

Organization Information			
Business Purpose	4411 - Retail Trade - Motor Vehicle and Parts Dealers - Automobile Dealers (new, used)	Capital Stock	
Charter County	Fayette	Control Number	
Charter State	WV	Excess Acres	
At Will Term	A	Member Managed	MBR
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	No

Addresses	
Type	Address
Designated Office Address	1508 E MAIN ST OAK HILL, WV, 25901
Notice of Process Address	CHASE BARTON 1508 E MAIN ST OAK HILL, WV, 25901
Principal Office Address	1508 E MAIN ST OAK HILL, WV, 25901 USA
Principal Office Mailing Address	1508 E MAIN ST OAK HILL, WV, 25901 USA
Type	Address

Officers		
Type	Name/Address	
Member	RICHARD STEPHENS 115 POTTERFIELD DRIVE CHARLESTON, WV, 25314	
Member	ASHLEY BARTON 140 INGERSOLL DRIVE OAK HILL, WV, 25901	
Member	CHASE BARTON 140 INGERSOLL DRIVE OAK HILL, WV, 25901	
Organizer	RICHARD STEPHENS 115 POTTERFIELD DRIVE CHARLESTON, WV, 25314	
Type	Name/Address	

DBA			
DBA Name	Description	Effective Date	Termination Date
AUTO BUYERS OF WEST VIRGINIA	TRADENAME	2/5/2024	
STEPHENS CHEVROLET	TRADENAME	2/1/2023	
STEPHENS OF LEWISBURG	TRADENAME	2/20/2026	
STEPHENS PRE-OWNED OF SUMMERSVILLE	TRADENAME	7/5/2023	
DBA Name	Description	Effective Date	Termination Date

Annual Reports	
Filed For	Date filed
2026	
2025	
2024	

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

Tuesday, April 7, 2026 — 8:06 AM

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10/10/2021

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"STEPHENS MOTOR COMPANY, LLC"

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