




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 FLT2600000026 1	Change Order No:	Procurement Folder:	1942134
Document Name:	6, 2026 Jeep Compass Trailhawk, Class 6, Gasoline		Reason for Modification:	
Document Description:	6, 2026 Jeep Compass Trailhawk, Class 6, 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		Requestor Phone:	(304) 558-2106	
DANVILLE WV 25053278		Requestor Email:	kenny.h.yoakum@wv.gov	
US				
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
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:	\$198,774.00
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Purchasing Division's File Copy

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

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

Extended Description:

6, 2026 Jeep Compass Trailhawk, Class 6, Gasoline

- 2 AI01 Bright White - PW7
- 3 EP03 Bright White - PW7
- 1 EP08 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	6.00000	EA	\$33,129.0000	\$198,774.00
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.

6, 2026 Jeep Compass Trailhawk, Class 6, Gasoline

- 2 AI01 Bright White - PW7
- 3 EP03 Bright White - PW7
- 1 EP08 Bright White - PW7

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

**Class 6 - Automobile
Compact Utility**

Vendor Name: STEPHENS AUTO CENTER
Manufacturer/Brand: JEEP COMPASS TRAILHAWK 4X4
Model Name & Number: MPJH74

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

Vehicle Requirements:		Compact Utility	
Classification:	Compact Utility		
Drive:	4 Wheel/All Wheel with High & Low Range	Manufacturer's Standard Available Colors	
Passenger seating:	5 (including driver)	Standard Color Code	Color Description
Doors:	4, minimum	PW7	WHITE
Wheelbase:	102 in., minimum		
GVWR:	4350 lbs. min, 5600 lbs. max.		
Engine:	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: Driver, Passenger, Cargo Areas		
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	\$ 33,129.00
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:

Eric Fournisher 3/31/26

Cabinet Secretary

For the Governor's Representative Use Only

West Virginia Department of Administration

Approved

Declined

Department of Administration
Fleet Management

Signature

Title

Dept. COS
[Signature]

Date

Vehicle Request

AGENCY INFORMATION

COORDINATOR NAME STEVE BRIGHTWELL

DEPARTMENT Environmental

AGENCY/BILL CODE A101 DEP AIR QUALITY

EN

E-MAIL MICHAEL.S.BRIGHTWELL@WV.GOV

PHONE NO. (304) 926-0499 EXT 41138

DATE 1/6/2026

FUND # 3336-000

DEPT # 0313

UNIT # 9320

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 POOL VEHICLE

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 GMC Jeep

Bright PN7

Model Terrain Compass Trailhawk

YEAR 2025

COLOR WHITE

Fuel Type Gasoline

New Vehicle Class/Description 6 - Compact Utility...4WD/AWD, Passenger Seating: 5 (Includes Driver), 4 Door Minimum, 100" Minimum Wheelbase, 4 Cylinder Engine Minimum

DEALERSHIP Matheny Motor Truck Co. Stephens

PURCHASE PRICE \$28,496.33, 129.-

USED VEHICLE VIN#

DECOMMISSIONED VEHICLE

MAKE CHEVROLET

MODEL EQUINOX

YEAR 2014

MILEAGE 165471

LICENSE # SA003723

VIN # 2GNFLEEK6E6336556 FLT, YY

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

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APPROVED DECLINED

EXECUTIVE DIRECTOR, FMD

[Signature] Agent of FMD

DATE 3/30/26

3/31/26

2



Approved:

Eric Fourshold 3/31/26

Cabinet Secretary

For the Governor's Representative Use Only

Approved

Declined

West Virginia Department of Administration
Department of Administration
Fleet Management

Signature

Title

Deputy Chief of Staff 03/26/26
Date

Vehicle Request

AGENCY INFORMATION

COORDINATOR NAME STEVE BRIGHTWELL

DEPARTMENT Environmental

AGENCY/BILL CODE A101 DEP AIR QUALITY

EN

E-MAIL MICHAELS.BRIGHTWELL@WV.GOV

PHONE NO. (304) 926-0499

EXT 41138

DATE 1/6/2026

FUND # 3336-000

DEPT # 0313

UNIT # 9320

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 POOL VEHICLE

Est. # of days per week used 5

Est. # of miles per month used 1100

CABINET SECRETARY APPROVAL *Harold D. Ward*

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 GMC Jeep

Model Terrain Compass Trailhawk

YEAR 2026

COLOR WHITE

Fuel Type Gasoline

New Vehicle Class/Description 5 - Compact Utility...AWD/AWD, Passenger Seating: 5 (Includes Driver), 4 Door Minimum, 100" Minimum Wheelbase, 4 Cylinder Engine Minimum

DEALERSHIP Matheny Motor Truck Co. Stephens

PURCHASE PRICE \$28,496 #33,199

USED VEHICLE VIN#

DECOMMISSIONED VEHICLE

MAKE JEEP

MODEL GRAND CHEROKEE

YEAR 2014

MILEAGE 150448

LICENSE # SA004487

VIN # 1C4RJFAG8EC178702 FLT, NN

DECOMMISSIONING METHOD DTSP - Deliver to Surplus - DEST

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

APPROVED DECLINED

EXECUTIVE DIRECTOR, FMD

Harriet Ely, Agent of FMD

DATE

3/30/26

Approved:

Eric Fausch 3/31/26
Cabinet Secretary

For The Governor's Representative Use Only

Approved

Declined



West Virginia Department of Administration
Department of Administration
Fleet Management

Signature: *Eric Fausch* 3/31/26
Title: _____ Date: _____

Vehicle Request

AGENCY INFORMATION

COORDINATOR NAME STEVE BRIGHTWELL DEPARTMENT Environmental
AGENCY/BILL CODE EPO3 DEP ABANDONED MINE LANDS EN
E-MAIL MICHAELS.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 *Hansel Elger* 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 Jeep Model Compass Trailhawk 4X4 (MPJH7)
YEAR 2026 COLOR WHITE Fuel Type Gasoline

New Vehicle Class/Description 6- Compact Utility, 4WD/AWD with High & Low Range, Passenger Seating: 5 (Includes Driver), 4 Door Minimum, 102" Minimum Wheelbase

DEALERSHIP Stephens Auto Center PURCHASE PRICE \$33,129

USED VEHICLE VIN# _____

DECOMMISSIONED VEHICLE

MAKE RAM MODEL 1500
YEAR 2016 MILEAGE 200416 LICENSE # SA000267
VIN # 1C6RR7FT5GS343951 FLT, WV
DECOMMISSIONING METHOD DTSP - Deliver to Surplus DEFERRED _____
JUSTIFICATION FOR DEFERRED _____

For FMO Office Use Only

APPROVED DECLINED

EXECUTIVE DIRECTOR, FMD

Hansel Elger, Agent of FMD

DATE 3/30/26

3-31-26

Approved:

Eric Hunsfelder 3/31/26

Cabinet Secretary
West Virginia Department of Administration

For the Governor's Representative Use Only

Approved Declined



West Virginia
Department of Administration
Fleet Management

Signature [Signature]
Title _____ Date 03/24/26

Vehicle Request

AGENCY INFORMATION

COORDINATOR NAME STEVE BRIGHTWELL DEPARTMENT Environmental
AGENCY/BILL CODE EP03 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 Jeep

Model Compass Trailhawk 4X4 (MPJH7)

YEAR 2026

COLOR WHITE Bright PN7

Fuel Type Gasoline

New Vehicle Class/Description 6 - Compact Utility...4WD/AWD with High & Low Range, Passenger Seating: 5 (Includes Driver), 4 Door Minimum, 102" Minimum Wheelbase

DEALERSHIP Stephens Auto Center

PURCHASE PRICE \$33,129

USED VEHICLE VIN# _____

DECOMMISSIONED VEHICLE

MAKE JEEP

MODEL GRAND CHEROKEE

YEAR 2014

MILEAGE 209976

LICENSE # SA004498

VIN # 1C4RJFBGXEC556811 FLT, YY

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED _____

JUSTIFICATION FOR DEFERRED app. for 15 in 23' but vehicle never purchased

For FMO Office Use Only

APPROVED DECLINED

EXECUTIVE DIRECTOR, FMD

Hansal G. D. Agent - DEFMD DATE 3/30/26

3-31-26

Approved:

Eric Handwerker 3/21/26

Cabinet Secretary

For the Governor's Representative Use Only

West Virginia Department of Administration

Approved

Declined



Department of Administration
Fleet Management

Signature

Title

Eric Handwerker 03/26/26
Date

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

Eric Handwerker

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 Jeep

Model Compass Trailhawk 4X4 (MPJH7)

YEAR 2026

COLOR WHITE

Fuel Type Gasoline

New Vehicle Class/Description 6 - Compact Utility...AWD/AWD with High & Low Range, Passenger Seating: 5 (Includes Driver), 4 Door Minimum, 102" Minimum Wheelbase.

DEALERSHIP Stephens Auto Center

PURCHASE PRICE \$33,129.

USED VEHICLE VIN# _____

DECOMMISSIONED VEHICLE

MAKE JEEP

MODEL GRAND CHEROKEE

YEAR 2014

MILEAGE 134689

LICENSE # SA000267

VIN # 1C4RJFBG9EC545802 FLT.YY

SA0041651

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED _____

JUSTIFICATION FOR DEFERRED _____

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APPROVED DECLINED

EXECUTIVE DIRECTOR, FMD

Hannah Ugo Agent of FMD DATE 3/30/26
3-31-26



Approved:

Eric Hunsaker 3/31/26

Cabinet Secretary

West Virginia Department of Administration

Department of Administration

Fleet Management

For the Governor's Representative Use Only

Approved

Declined

Signature

Eric Hunsaker

Title

3/31/26
Date

Vehicle Request

AGENCY INFORMATION

COORDINATOR NAME STEVE BRIGHTWELL DEPARTMENT Environmental
 AGENCY/BILL CODE EPO8 DEP WATER RESOURCES EN
 E-MAIL MICHAEL.S.BRIGHTWELL@WV.GOV
 PHONE NO. (304) 926-0499 EXT 41138 DATE 1/20/2026
 FUND # 8708 DEPT # 0313 UNIT # 9465

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 DUE TO STAFFING INCREASE

Est. # of days per week used 5

Est. # of miles per month used 1100

CABINET SECRETARY APPROVAL *Eric Hunsaker* 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 Jeep Model Terrain Compass Trailhawk
 YEAR 2026 COLOR WHITE Fuel Type Gasoline

New Vehicle Class/Description 5 - Compact Utility, AWD/AWD, Passenger Seating: 5 (Includes Driver), 4 Door Minimum, 100" Minimum Wheelbase, 4 Cylinder Engine Minimum

DEALERSHIP Matheny Motor Truck Co. Stephens PURCHASE PRICE \$28,496.00 \$33,129.00

USED VEHICLE VIN# _____

DECOMMISSIONED VEHICLE

MAKE _____ MODEL _____
 YEAR _____ MILEAGE _____ LICENSE # _____
 VIN # _____

DECOMMISSIONING METHOD _____

JUSTIFICATION FOR DEFERRED _____

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APPROVED DECLINED

EXECUTIVE DIRECTOR, FMD

Hansal Elgert, Agent of FMD DATE 3/31/26

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Business and Licensing

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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
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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All Words

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Select Domain
Entity Information



All Entity Information

Entities

Disaster Response Registry

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Exclusions

Filter By



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Simple Search

Search Editor

- Any Words ¹
- All Words ²
- Exact Phrase ¹

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

Entity



Location



Status



- Active
- Inactive

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