



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: 04-24-2026

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 0810 0805 DMT2600000019 1	Change Order No:	0	Procurement Folder:	1957857
Document Name:	CDO off CMA CMA DMT25*04 to Purchase ten (10) Vehicles			Reason for Modification:	
Document Description:	CDO off CMA CMA DMT25*04 to Purchase ten (10) Vehicles				
Procurement Type:	Central Delivery Order				
Buyer Name:	Amber J Heath				
Telephone:	304-558-0408				
Email:	amber.j.heath@wv.gov				
Shipping Method:	Best Way			Master Agreement Number: CMA 0810 DMT2500000004 1	
Free on Board:	FOB Dest, Freight Prepaid				

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	000000172406	Requestor Name:	Lisa M Smith	
BUS SERVICE INC 8120 HOWE INDUSTRIAL PKWY		Requestor Phone:	(304) 558-0428	
CANAL WINCHESTER OH 43110		Requestor Email:	lisa.m.smith@wv.gov	
US		<div style="font-size: 48px; font-weight: bold; margin: 0;">2026</div> <div style="margin: 5px 0;">FILE LOCATION _____</div>		
Vendor Contact Phone:	614-833-0222			Extension:
Discount Details:				
	Discount Allowed	Discount Percentage	Discount Days	
#1	No	0.0000	0	
#2	No			
#3	No			
#4	No			

INVOICE TO	SHIP TO
ACCOUNTS PAYABLE PUBLIC TRANSIT DIVISION OF BLDG 5 RM 663 1900 KANAWHA BLVD E CHARLESTON WV 25305-0432 US	GENERAL MANAGER PUBLIC TRANSIT DIVISION OF KANAWHA VALLEY REGIONAL TRANSPORTATION AUTHORITY 1550 FOURTH AVE CHARLESTON WV 25324 US

Total Order Amount:	\$862,970.00
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Purchasing Division's File Copy

JE 5/5/26

PURCHASING DIVISION AUTHORIZATION
 DATE: *5-5-26*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *Eddy Vance 5-6-26*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

CDO off CMA DMT 25*04 to purchase ten (10) Class F, white Ford Transit vans for \$86,297.00 each, totaling \$862,970.00

To be utilized and titled to:

Little Kanawha Transit Authority
PO Box 387
Grantsville, WV 26147

These vehicles are being purchased to provide transportation services to the elderly and disabled citizens in its area of service.

These vehicles are being purchased under the Federal Transit Administration's Section 5311 Program. They are not considered a state asset.

The ten (10) vehicles are all expansion vehicles

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25101502	10.00000	EA	\$86,297.0000	\$862,970.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
				2024-09-06	

Commodity Line Description: Ten (10) Expansion Transit Vans

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February 3rd, 2026

Lisa Smith (Executive Administrator – Transit Division)
Division of Multimodal Transportation Facilities-Transit
1900 Kanawha Blvd. East
Building 5, Room 663
Charleston, WV 25305

Dear Lisa Smith and WVDOT Purchasing Team,

BSI, LLC is requesting to renew contract #CMA-0810-0805-DMT2500000004-1 for an additional year, extending its term until June 10, 2027.

We are prepared to maintain the body price for the upcoming contract year. However, in accordance with the contract terms, this letter serves as an official request for a chassis model year price adjustment for the contract.

To support this request, we are providing the 2025 chassis pricing sheet used to calculate our original bid costs by model, along with a copy of the 2026 chassis model year pricing. Since there are two chassis (X2C BLDR and X9C BLDR) used to construct these units, which vary based on the Class, the pricing sheet for both has been provided. As shown, we are requesting a price increase of \$4,526 for each vehicle class included in the contract, as detailed below:

- Class A: \$82,891
- Class B: \$79,053
- Class C: \$81,855
- Class D: \$79,603
- Class E: \$74,150
- * Class F: \$86,297
- Class G: \$83,364

When 2026 chassis models are no longer available for order, BSI, LLC will also seek to adjust the contract pricing to account for any additional chassis costs.

Please let us know if any additional documentation is required to support this request.

Thank you,



Josh Whitt
CEO | josh@buyabus.net c: 614.203.7156
BSI, LLC



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West Virginia Secretary of State — Online Data Services

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Business Organization Detail

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BUS SERVICE, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	11/15/2016		11/15/2016	Foreign	Profit			

Organization Information		
Business Purpose	4411 - Retail Trade - Motor Vehicle and Parts Dealers - Automobile Dealers (new, used)	Capital Stock
Charter County		Control Number
Charter State	OH	Excess Acres
At Will Term		Member Managed
At Will Term Years		Par Value
Authorized Shares		Young Entrepreneur Not Specified

Addresses

Type	Address
Designated Office Address	3153 LAMB AVE COLUMBUS, OH, 43219
Notice of Process Address	BUS SERVICE INC. 3153 LAMB AVE COLUMBUS, OH, 43219
Principal Office Address	3153 LAMB AVE COLUMBUS, OH, 43219 USA
Principal Office Mailing Address	3153 LAMB AVE COLUMBUS, OH, 43219 USA
Type	Address

Officers	
Type	Name/Address
Director	DAVE KENT 3153 LAMB AVE COLUMBUS, OH, 43219
Treasurer	DAVE KENT 3153 LAMB AVE COLUMBUS, OH, 43219
Type	Name/Address

Annual Reports	
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2023	
2022	
2021	
2020	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Tuesday, May 5, 2026 — 12:08 PM

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