



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: 05-04-2026

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 DMT2600000021 1                    | Change Order No: | 0 | Procurement Folder:                               | 1961897 |
| Document Name:        | CDO off CMA DMT25*04 to Purchase one (1) Vehicle |                  |   | Reason for Modification:                          |         |
| Document Description: | CDO off CMA DMT25*04 to Purchase one (1) Vehicle |                  |   |   |         |
| 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<br>8120 HOWE INDUSTRIAL PKWY |                  |                     | Requestor Phone:  | (304) 558-0428      |               |
| CANAL WINCHESTER OH 43110                    |                  |                     | Requestor Email:  | lisa.m.smith@wv.gov |               |
| US   |                  |                     | <div style="text-align: center;"> <h1>2026</h1> <p>FILE LOCATION _____</p> </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<br>PUBLIC TRANSIT DIVISION OF<br>BLDG 5 RM 663<br>1900 KANAWHA BLVD E<br>CHARLESTON WV 25305-0432<br>US | GENERAL MANAGER<br>PUBLIC TRANSIT DIVISION OF<br>KANAWHA VALLEY REGIONAL TRANSPORTATION AUTHORITY<br>1550 FOURTH AVE<br>CHARLESTON WV 25324<br>US |

|                     |             |
|---------------------|-------------|
| Total Order Amount: | \$86,297.00 |
|---------------------|-------------|

Purchasing Division's File Copy

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

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

**Extended Description:**

CDO off CMA DMT 25\*04 to purchase one (1) Class F, white Ford Transit van for \$86,297.  
86,297

To be utilized and titled to:

Marion Co. Sr. Citizens, Inc  
105 Maplewood Dr  
Fairmont, WV 26554  
304-366-8779

This vehicle is being purchased to provide transportation services to the elderly and disabled citizens in its area of service.

This vehicle is being purchased under the Federal Transit Administration's Section 5310 Program. It is not considered a state asset.

The vehicle is an expansion vehicle.

vendor email : josh@buyabus.net

| Line         | Commodity Code | Quantity     | Unit | Unit Price    | Total Price   |
|--------------|----------------|--------------|------|---------------|---------------|
| 1            | 25101502       | 1.00000      | EA   | \$86,297.0000 | \$86,297.00   |
| Service From | Service To     | Manufacturer |      | Model No      | Delivery Date |
|              |                |              |      |               | 2024-09-06    |

**Commodity Line Description:** One (1) Expansion Transit Van

**Extended Description:**

CDO off CMA DMT 25\*04 to purchase one (1) Class F, white Ford Transit van for \$86,297.

To be utilized and titled to:

Marion Co. Sr. Citizens, Inc  
105 Maplewood Dr  
Fairmont, WV 26554  
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This vehicle is being purchased to provide transportation services to the elderly and disabled citizens in its area of service.

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vendor email : josh@buyabus.net

February 3<sup>rd</sup>, 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](mailto:josh@buyabus.net) c: 614.203.7156  
BSI, LLC



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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

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

| Addresses |
|-----------|
|           |

| Type                                    | Address  |
|---|--|
| <b>Designated Office Address</b>        | 3153 LAMB AVE<br>COLUMBUS, OH, 43219                     |
| <b>Notice of Process Address</b>        | BUS SERVICE INC.<br>3153 LAMB AVE<br>COLUMBUS, OH, 43219 |
| <b>Principal Office Address</b>         | 3153 LAMB AVE<br>COLUMBUS, OH, 43219<br>USA              |
| <b>Principal Office Mailing Address</b> | 3153 LAMB AVE<br>COLUMBUS, OH, 43219<br>USA              |
| Type                                    | Address  |

| <b>Officers</b>  |   |
|------------------|---|
| Type             | Name/Address                                      |
| <b>Director</b>  | DAVE KENT<br>3153 LAMB AVE<br>COLUMBUS, OH, 43219 |
| <b>Treasurer</b> | DAVE KENT<br>3153 LAMB AVE<br>COLUMBUS, OH, 43219 |
| Type             | Name/Address                                      |

| <b>Annual Reports</b> |  |
|-----------------------|--|
| Filed For             |  |
| 2025                  |  |
| 2024                  |  |
| 2023                  |  |
| 2022                  |  |
| 2021                  |  |
| 2020                  |  |
| 2019                  |  |
| 2018                  |  |
| 2017                  |  |
| Date filed            |  |

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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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