



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: 05-22-2026

CORRECT ORDER NUMBER MUST APPEAR  
 ON ALL PACKAGES, INVOICES, AND  
 SHIPPING PAPERS. QUESTIONS  
 CONCERNING THIS ORDER SHOULD BE  
 DIRECTED TO THE DEPARTMENT  
 CONTACT.

<b>Order Number:</b>	CDO 0810 0805 DMT2600000027 1	<b>Change Order No:</b>	0	<b>Procurement Folder:</b>	1979409
<b>Document Name:</b>	CDO off CMA CMA DMT25*04 to Purchase one (1) Vehicle			<b>Reason for Modification:</b>	
<b>Document Description:</b>	CDO off CMA CMA DMT25*04 to Purchase one (1) Vehicle				
<b>Procurement Type:</b>	Central Delivery Order				
<b>Buyer Name:</b>	Amber J Heath				
<b>Telephone:</b>	304-558-0408				
<b>Email:</b>	amber.j.heath@wv.gov				
<b>Shipping Method:</b>	Best Way			<b>Master Agreement Number:</b> CMA 0810 DMT2500000004 1	
<b>Free on Board:</b>	FOB Dest, Freight Prepaid				

VENDOR		DEPARTMENT CONTACT			
<b>Vendor Customer Code:</b>	000000172406	<b>Requestor Name:</b>	Jacob S Kidd		
BUS SERVICE INC 8120 HOWE INDUSTRIAL PKWY		<b>Requestor Phone:</b>	(304) 558-0428		
CANAL WINCHESTER OH 43110		<b>Requestor Email:</b>	jacob.s.kidd@wv.gov		
US		<div style="font-size: 48px; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION _____</div>			
<b>Vendor Contact Phone:</b>	614-833-0222			<b>Extension:</b>	
<b>Discount Details:</b>					
	<b>Discount Allowed</b>			<b>Discount Percentage</b>	<b>Discount Days</b>
#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

<b>Total Order Amount:</b>	\$79,603.00
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Purchasing Division's File Copy

*JE 5/28/26*

PURCHASING DIVISION AUTHORIZATION DATE: <i>5-28-26</i> ELECTRONIC SIGNATURE ON FILE
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ENCUMBRANCE CERTIFICATION DATE: <i>5-29-26</i> ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

CDO off CMA DMT 25\*04 to purchase one (1) Class D, white Ford Transit vans for \$79,603.00 each, totaling \$79,603.00

To be utilized and titled to:

Brooke County Committee On Aging  
948 Main St.  
Follansbee, WV 26037

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. They are not considered a state asset.

The one (1) vehicle is an expansion vehicle

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25101502	1.00000	EA	\$79,603.0000	\$79,603.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
				2026-12-31	

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

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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

*NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.*

### 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>Charter County</b>	<b>Capital Stock</b>	
<b>Charter State</b>	OH	<b>Control Number</b>
<b>At Will Term</b>	<b>Excess Acres</b>	
<b>At Will Term Years</b>	<b>Member Managed</b>	
<b>Authorized Shares</b>	<b>Par Value</b>	
	<b>Young Entrepreneur</b>	Not Specified

Addresses

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

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

<b>Annual Reports</b>	
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2022	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, May 28, 2026 — 11:29 AM

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