



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia Master Agreement

Order Date: 01-10-2024

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:	CMA 0212 0212 FUELW21A 4	Procurement Folder:	861979
Document Name:	FUELW21A- Statewide Contract -Miscellaneous Fuels	Reason for Modification:	CO#03: Issued To renew contract under the same terms, conditions and pricing and update the Variable Tax Rate for the Motor Fuel Excise Tax per the attached documents.
Document Description:	Awarded Districts - 1		
Procurement Type:	Statewide MA (Open End)		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2021-04-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-03-31

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000201213			Requestor Name:	Mark A Atkins
HARRIS OIL CO INC 330 OAK DR				Requestor Phone:	(304) 558-2307
SPENCER WV 252760685 US				Requestor Email:	mark.a.atkins@wv.gov
Vendor Contact Phone:	999-999-9999	Extension:		<div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION</div>	
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

1-10-24 6C

Purchasing Division's File Copy

Total Order Amount:	Open End
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MA 1/10/2024
 PURCHASING DIVISION AUTHORIZATION
 DATE: 1/12/24
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: 1/23/2024
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: 1-23-24
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Statewide Fuel Contract - Open-End

CHANGE ORDER No. 03: issued for the following:

1. To renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.
2. To update the Variable Tax Rate for the 2024 Motor Fuel Excise Tax (effective 01/01/2024 through 12/31/2024) per the attachment.

Effective date of renewal 04/01/2024 through 03/31/2025.

Renewal Years Remaining: (0)

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

NO OTHER CHANGES

The vendor is awarded the following Districts: District 1

The attached Vendor's pricing shows a firm markup per gallon.

West Virginia State Agencies utilizing this contract must purchase an OPIS license allowing the agency to OPIS weekly pricing> Contact OPIS at 888-301-2645.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	15100000				0.000000
	Service From	Service To		Service Contract Amount	
	2021-04-01	2025-03-31		0.00	

Commodity Line Description: Miscellaneous Fuels - District One (1)

Extended Description:

See attached Exhibit A Pricing Page for Fuel Pricing.

Awarded: District 1

MARK D. SCOTT
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON STREET, EAST
CHARLESTON, WEST VIRGINIA 25305-0130

DIRECTOR

January 02, 2024

Mr. Wayne Harris, President
Harris Oil Company, Inc.
330 Oak Drive
Spencer, WV 25276

Subject: WV Statewide Contract No.: CMA 0212 FUELW21A

Dear Mr. Harris:

The State of West Virginia is offering to renew the subject contract under the same terms, conditions and pricing. The renewal dates are April 01, 2024 through March 31, 2025. If your company agrees to this renewal, please sign below and return via email to Mark.A.Atkins@wv.gov.

We agree to renew the contract for the period as stated above under the same terms and conditions in the original purchase order and any change orders thereto.

Wayne Harris
Print Name

Wayne Harris
Signature

President
Title

1/8/2024
Date

Please call if you have any questions.

Regards,

Mark A. Atkins, CPPB

Buyer Supervisor, Statewide Contracts
West Virginia Department of Administration
Purchasing Division
2019 Washington Street, East
POB 50130
Charleston, WV 25305-0130

Phone: 304.558.2307

Email: Mark.A.Atkins@wv.gov

2024 Motor Fuel Rates

Effective January 1, 2024 to December 31, 2024

Fuel Type	Flat Rate	Variable Rate	Combined Rate
GA - Gasoline	\$0.2050	\$0.1520	\$0.3570
DI - Diesel	\$0.2050	\$0.1520	\$0.3570
GH - Gasohol	\$0.2050	\$0.1520	\$0.3570
LP - Liquid Propane	\$0.1500	\$0.0450	\$0.1950
NG - Liquid Natural Gas	\$0.1320	\$0.0270	\$0.1590
CN - Compressed Natural Gas	\$0.2050	\$0.0430	\$0.2480
ET - Ethanol	\$0.2050	\$0.1520	\$0.3570
E8 - E-85	\$0.2050	\$0.1520	\$0.3570
M8 - M-85	\$0.2050	\$0.1520	\$0.3570
A5 - A55	\$0.2050	\$0.1520	\$0.3570
BD - Biodiesel	\$0.2050	\$0.1520	\$0.3570

See Administrative Notice 2023-08 regarding the revised 2024 Motor Fuel Rate Changes at www.tax.wv.gov.

VARIABLE RATE ONLY

Fuel Type	Variable Rate
Dyed Diesel	\$0.1520
Aviation Gas	\$0.1520
Aviation Jet Fuel	\$0.1520
#1 Fuel Oil	\$0.1520
Heating Oil	\$0.1520
Dyed Biodiesel	\$0.1520
Dyed Kerosene	\$0.1520

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>02</u> Date: <u>1/10/2024</u> Solicitation No. <u>CO# 3</u>	Agency: WV Purchasing Division Procurement Officer Submitting Requisition: Mark Atkins Requisition No. CO#3 CMA FUELW21A PF No.: 861979
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

#	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions www.state.wv.us/admin/purchase/TCP.pdf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: _____

