



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.

<b>Order Number:</b>	CMA 0212 0212 FUELW21C 5	<b>Procurement Folder:</b>	861982
<b>Document Name:</b>	FUELW21C- Statewide Contract -Miscellaneous Fuels	<b>Reason for Modification:</b>	CO#04: 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.
<b>Document Description:</b>	Awarded Districts - 3, 4, & 6		
<b>Procurement Type:</b>	Statewide MA (Open End)		
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2021-04-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2025-03-31

VENDOR	DEPARTMENT CONTACT																				
<b>Vendor Customer Code:</b> 000000206416 BRUCETON PETROLEUM CO INC 116 SHANNON DR  MORGANTOWN WV 26508 US <b>Vendor Contact Phone:</b> 999-999-9999 <b>Extension:</b>	<b>Requestor Name:</b> Mark A Atkins <b>Requestor Phone:</b> (304) 558-2307 <b>Requestor Email:</b> mark.a.atkins@wv.gov																				
<b>Discount Details:</b> <table border="1"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>
	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

1-16-24 GC

<b>Total Order Amount:</b>	Open End
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Purchasing Division's File Copy

MA 1/10/2024  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *[Signature]*  
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM  
 DATE: *[Signature]*  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *[Signature]*  
 ELECTRONIC SIGNATURE ON FILE

1/23/2024

**Extended Description:**

Statewide Fuel Contract - Open-End

CHANGE ORDER No. 04: 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 3, District 4, District 6.

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
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2021-04-01	2025-03-31		0.00	

**Commodity Line Description:** Miscellaneous Fuels - Districts: 3,4, 6

**Extended Description:**

See attached Exhibit A Pricing Page for Fuel Pricing.

Awarded: District 3, District 4, District 6



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. Mike Collins  
Bruceton Petroleum Company, Inc.  
1768 Mileground Road  
Morgantown, WV 26505

Subject: WV Statewide Contract No.: CMA 0212 FUELW21C

Dear Mr. Collins:

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](mailto: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.*

Michael Collins  
Print Name

*Mark A. Atkins*  
Signature

Director of Operations  
Title

1-8-24  
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](mailto: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](http://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#4</u>	Agency: WV Purchasing Division  Procurement Officer Submitting Requisition: Mark Atkins  Requisition No. CO#4 CMA FUELW21C  PF No.: 861982
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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 <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a>	<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
<b>10</b>	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"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

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

