



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: 06-04-2024

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 6	<b>Procurement Folder:</b>	861982
<b>Document Name:</b>	FUELW21C- Statewide Contract -Miscellaneous Fuels	<b>Reason for Modification:</b>	CO#05 is an Administrative Change Order to add commodity lines. No Other Changes
<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	<b>Requestor Name:</b>	Mark A Atkins
BRUCETON PETROLEUM CO INC 116 SHANNON DR		<b>Requestor Phone:</b>	(304) 558-2307
MORGANTOWN WV 26508 US		<b>Requestor Email:</b>	mark.a.atkins@wv.gov
<b>Vendor Contact Phone:</b>	999-999-9999	<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		

**24**  
 FILE LOCATION \_\_\_\_\_

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

*6-10-24 6L*

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

*MA 06/05/2024*  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *6/6/24*  
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM  
 DATE: *6/18/2024*  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *6-18-24*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Statewide Fuel Contract - Open-End

Change Order No. 05 ADMINISTRATIVE CHANGE ORDER

CO#05 is issued as an Administrative Change Order to add the following Commodity Lines and their Descriptions to further assist agencies in their ordering processes:

- Commodity Line 2: Diesel Fuel
- Commodity Line 3: Gasoline Fuel
- Commodity Line 4: Kerosene/Heating Fuel

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

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	15101505			GL	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:** Diesel Fuels - Districts: 3,4, 6

**Extended Description:**

See attached Exhibit A Pricing Page for Diesel Fuel Pricing.

Awarded: District 3, District 4, District 6

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	15101506			GL	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:** Gasoline Fuels - Districts: 3,4, 6

**Extended Description:**

See attached Exhibit A Pricing Page for Gasoline Fuel Pricing.

Awarded: District 3, District 4, District 6

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	15101502			GL	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:** Kerosene/Heating Fuels - Districts: 3,4, 6

**Extended Description:**

See attached Exhibit A Pricing Page for Kerosene/HeatingFuel Pricing.

Awarded: District 3, District 4, District 6

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>02</u> Date: <u>6/05/2024</u> Solicitation No. <u>6045</u>	Agency: WV Purchasing Division Procurement Officer Submitting Requisition: Mark Atkins Requisition No. CO#5 CMA FUEL2W21C 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 type="checkbox"/>	<input checked="" 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: Mark Abbott

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Business Organization Detail

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BRUCETON PETROLEUM CO., INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	12/19/1988		12/19/1988	Domestic	Profit			

Organization Information			
<b>Business Purpose</b>	4247 - Wholesale Trade - Wholesale Trade, Nondurable Goods - Petroleum and Petroleum Products Merchant Wholesalers	<b>Capital Stock</b>	5000.0000
<b>Charter County</b>	Monongalia	<b>Control Number</b>	0
<b>Charter State</b>	WV	<b>Excess Acres</b>	5
<b>At Will Term</b>		<b>Member Managed</b>	
<b>At Will Term Years</b>		<b>Par Value</b>	100.000000
<b>Authorized Shares</b>	50	<b>Young Entrepreneur</b>	Not Specified

Addresses	
Type	Address
<b>Local Office Address</b>	116 SHANNON DR MORGANTOWN, WV, 26508
<b>Mailing Address</b>	116 SHANNON DR MORGANTOWN, WV, 26508 USA
<b>Notice of Process Address</b>	MARSHALL F. BISHOP 116 SHANNON DR MORGANTOWN, WV, 26508
<b>Principal Office Address</b>	116 SHANNON DR MORGANTOWN, WV, 26508 USA
Type	Address

Officers	
Type	Name/Address
<b>Incorporator</b>	DAVID G. CLOVIS P.O. BOX 2190 CLARKSBURG, WV, 26302
<b>President</b>	MARSHALL F. BISHOP 1768 MILEGROUND MORGANTOWN, WV, 26505
<b>Secretary</b>	HOWARD GOODSTEIN 1768 MILEGROUND MORGANTOWN, WV, 26505
Type	Name/Address

Date	Amendment
11/1/1995	AMENDMENT & RESTATED ARTICLES OF INCORPORATION
Date	Amendment

Annual Reports	
Filed For	Date filed
2024	
2023	
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Date filed	

For more information, please contact the Secretary of State's Office at 304-558-8000.

Wednesday, June 5, 2024 — 11:41 AM

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"Bucatan Petroleum co"



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