

## Request for Quotation

FUELTT011

PAGE 1

JO ANN ADKINS
304-558-8802

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James River Solutions 10484 Laxerage Parkung Ashrand, Va. 2005

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## GENERAL TERMS & CONDITIONS REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

- 1. Awards will be made in the best interest of the State of West Virginia.
- 2. The State may accept or reject in part, or in whole, any bid.
- 3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
- 4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.
- 5. Payment may only be made after the delivery and acceptance of goods or services.
- 6. Interest may be paid for late payment in accordance with the West Virginia Code.
- 7. Vendor preference will be granted upon written request in accordance with the West Virginia Code.
- 8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
- 9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
- 10. The laws of the State of West Virginia and the Legislative Rules of the Purchasing Division shall govern the purchasing process.
- 11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
- 12. BANKRUPTCY: In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
- 13. HIPAA BUSINESS ASSOCIATE ADDENDUM: The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.htm and is hereby made part of the agreement. Provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
- 14. CONFIDENTIALITY: The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf.
- 15. LICENSING: Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
- 16. ANTITRUST: In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or Fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

## **INSTRUCTIONS TO BIDDERS**

- 1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
- 2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
- 3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
- 4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
- 5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).



## Request for Guotation FUELTT011

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ADDRESS CORRESPONDENCE (O'ATTENTION OF

JO ANN ADKINS 304-558-8802

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JARRES RIVER SOLVEONS Ashland, Va. 23005

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

## Request for REQNUMBER Quotation

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JO ANN ADKINS 304-558-8802

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JO ANN ADKINS 304-558-8802

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TYPE NAME/ADDRESS HERE
TARRES River Solvices
10480 Leskerice Perry
Ashland Va. 23005

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## Request for Quotation

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JO ANN ADKINS 304-558-8802

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Jernes River Solvitions

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## Request for Guotation FUELTTO1

FUELTT011

FREIGHTTERMS

ADDRESS:CORRESPONDENCE TO AUTENTION OF

JO ANN ADKINS 304-558-8802

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Ineres River Solutions Loweridge

DATE PRINT	ED TEAM	AS OF SALE	SHIPVIA		F.C	)8		FREIGHT TERM	
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## Request for REGINUMBER Quotation

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JO ANN ADKINS 304-558-8802

RFQ COPY TYPE NAME/ADDRESS HERE IDENES River SONAICEL

ALL STATE AGENCIES AND POLITICAL SUBDIVISIONS VARIOUS LOCALES AS INDICATED BY ORDER

FREIGHTTERMS TERMS OF SALE SHIP VIA DATE PRINTED 04/29/2010 BID OPENING DATE: BID OPENING TIME 01:30PM 05/19/2010 UNIT PRICE AMOUNT ITEM NUMBER LINE QUANTITY UOP THIS IS THE END OF RFQ FUELTTOIL \*\*\*\*\* TOTAL: SEE REVERSE SIDE FOR TERMS AND CONDITIONS SIGNATURE ADDRESS CHANGES TO BE NOTED ABOVE 8138010.50

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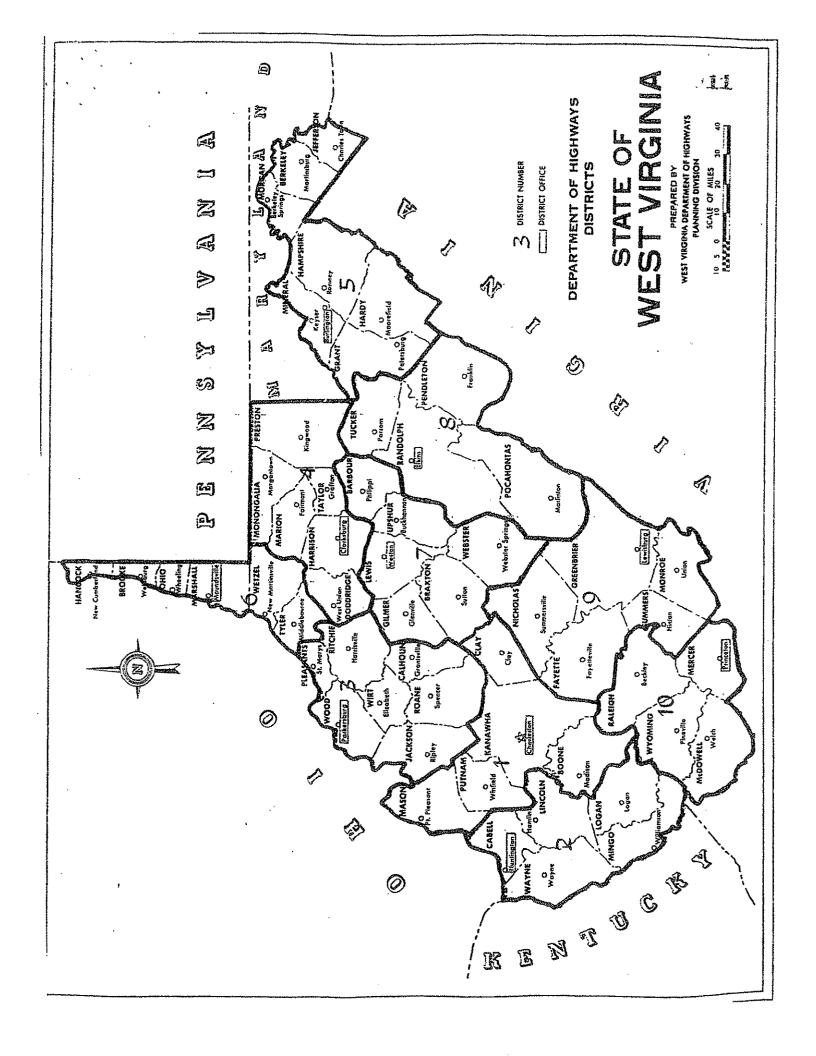
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Addition of Plances for T/T delivery: 0.55 = 80	500 DIESO = 11500 QN	^~
Minimum gallonage for T/T delivery:	200 prese = 11200 = 80	$\omega$
Able to split deliveries between multiple locations? YES	NO	
Minimum Qty: T/T delivery for 2 locations within 20 mile proximi	The Box of Galganons	
Fee Amount For: T/T delivery for 4 locations within 30 mile proxi	imity (upcharge): \$100 is per bocation	
Emergency Delivery Fee (upcharge): \$ 500.00		
	al Abbreviations:	
Altogna, PA - APA	Fairfax, VA - FVA	

Altoona, PA - APA
Ashland, KY - AKY
Charleston, WV - CWV

Ashland, KY - AKY
Charleston, WV - CWV

Ashland, KY - AKY
Arietta, OH - MOH
Pittsburgh, PA - PPA

Roanoke, VA - RVA



2009

## WEST VIRGINIA STATE TAX DEPARTMENT

2011

## BUSINESS REGISTRATION CERTIFICATE

ISSUED TO:

JAMES RIVER PETROLEUM INC 1901 ROSENEATH RD RICHMOND, VA 23230-4311

BUSINESS REGISTRATION ACCOUNT NUMBER:

1032-8112

This certificate is issued for the registration period beginning

July 1, 2009

This certificate is valid until

June 30, 2011

This business registration certificate is issued by the West Virginia State Tax Commissioner in accordance with Chapter 11, Article 12 of the West Virginia Code.

The person of organization identified on this certificate is registered to conduct business in the State of West Virginia at the location above.

This certificate is not transferrable and must be displayed at the location for which issued ENGAGING IN BUSINESS WITHOUT CONSPICUOUSLY POSTING A WEST VIRGINIA BUSINESS REGISTRATION CERTIFICATE IN THE PLACE OF BUSINESS IS A CRIME AND MAY SUBJECT YOU TO FINES PER W. VA. CODE § 11-9.

TRAVELING/STREET VENDORS: Must carry a copy of this certificate in every vehicle operated by them. CONTRACTORS, DRILLING OPERATORS, TIMBER/LOGGING OPERATIONS: Must have a copy of this certificate displayed at every job site within West Virginia.

atL007 v.59 L0426041600

## WEST VIRGINIA STATE TAX DEPARTMENT

## MOTOR FUEL EXCISE TAX LICENSE

Effective: August 21, 2009

In accordance with West Virginia State Code §11-14C

JAMES RIVER PETROLEUM INC

Is hereby licensed as:

License Type(s)

License Number(s)

Importer

1600-5191

Distributor

1600-5188

This license is <u>non-transferable</u> and shall remain in effect until surrendered, canceled or revoked.

Vicki R. Kidd, Unit Supervisor Fuel Tax Administration Unit

Internal Auditing Division

atL301 v.4 - cnv L0054806784

# WEST VIRGINIA STATE TAX DEPARTMENT MOTOR FUEL EXCISE TAX LICENSE

In accordance with West Virginia State Code §11-14C

# JAMES RIVER PETROLEUM, INC.

is hereby licensed as:

## Importer, Distributor

License Number:

## WV00400700438

effective January 17, 2006

and will remain in effect until it is revoked or surrendered.

This license is NON-TRANSFERABLE.

Vicki R. Kidd, Unit Supervisor Internal Auditing Division Fuel Tax Administration Unit



I, Betty Ireland, Secretary of State of the State of West Virginia, hereby certify that

JAMES RIVER PETROLEUM, INC.

Control Number: 81350

a corporation formed under the laws of Virginia

has filed its "Application for Certificate of Authority" to transact business in West Virginia as required by the provisions of the West Virginia Code. I hereby declare the organization to be registered as a foreign corporation from its effective date of December 13, 2005

Therefore, I issue this

## CERTIFICATE OF AUTHORITY

to the corporation authorizing it to transact business in West Virginia



Given under my hand and the Great Seal of the State of West Virginia on this day of December 13, 2005

Secretary of State

Rev. 09/08

## State of West Virginia

## VENDOR PREFERENCE CERTIFICATE

Certification and application\* is hereby made for Preference in accordance with **West Virginia Code**, §5A-3-37. (Does not apply to construction contracts). **West Virginia Code**, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the West Virginia Code. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1.	Application is made for 2.5% resident vendor preference for the reason checked:  Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,  Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,  Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2.	Application is made for 2.5% resident vendor preference for the reason checked:  Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3.	Application is made for 2.5% resident vendor preference for the reason checked:  Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4.	Application is made for 5% resident vendor preference for the reason checked:  Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5.	Application is made for 3.5% resident vendor preference who is a veteran for the reason checked: Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6.	Application is made for 3.5% resident vendor preference who is a veteran for the reason checked: Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.
require against or dedu	understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the ments for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency loted from any unpaid balance on the contract or purchase order.
authorize the required deeme	mission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and ses the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid uired business taxes, provided that such information does not contain the amounts of taxes paid nor any other information d by the Tax Commissioner to be confidential.
and ac	penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true curate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate so during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.
Bidder	James Diver Solutions Signed: 2. Starlings 5.14.2010 Title: Inside Soles Coodinate
Date:	5.14.200 Title: 105,00 Botes Cood, 2010

<sup>\*</sup>Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

RFQ No. FUELTTON

## STATE OF WEST VIRGINIA Purchasing Division

## **PURCHASING AFFIDAVIT**

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

### **DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (West Virginia Code §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

## WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: James Livec	Salvicas
Authorized Signature: 4.4 Stall	Date: 515.2018
State of VA	
County of Haravek, to-wit:	$\mathcal{N}_{-}$
Taken, subscribed, and sworn to before me this 3 day	of 1 (ay , 2010)
My Commission expires	20_13
AFFIX SEAL HERE	NOTARY PUBLIC Dalu Haw







10487 Lakeridge Parkway Suite100 Ashland, Va 23005 Ph 804-358-9000 Fax 804-550-2880

## FAX

□ Urge	nt XFor Røvlew	□ Please Comment	□ Please Reply	☐ Please Recycle
Re:	Addendum #1 signed	ÇCI		
Phone:		Date:	May 18, 2010	
Fax:	304-558-3970	Phone	804-955-1151	
To:	Jo Ann Adkins	Frons	Kitty Stallings, ks	tallings@jrpetro.com

Jo Ann,

Please accept our signed copy of Addendum #1 for FUELTT011.

Thank You
Kitty Stallings
James River Petroleum
804-955-1151
Fax 804-550-2880
kstallings@jrpetro.com

NOISIAIU DHIEVE

MAY. 17. 2010 4:49PM

WV DIV OF PURCH State of West Virginia
Department of Administration
Quotation

NO. 8814

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

STEEDER VALUE I FREI GUNDER GUNDEN GOVERNING DE LE CONTROP LE CONT TO ANN ADKINS 104-558-8802

804-358-9000 **\*810140548** JAMES RIVER SOLUTIONS". 10487 LAKERIDGE PKWY ASHTAND VA 23005

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BID OPENING DATE: 05/21/2010 CAT I HEMNOWIER WINTPRICE AND AUGUST	332
*********** ADDENDUM NO. 1 **********	
QUESTIONS AND ANSWERS ATTACHED.	
2. BID OPENING DATE HAS BEEN MOVED TO 05/21/2010	
本T 1:30 PM.	
******** END OF ADDENDUM NO. ********	
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SIGNATURE TO SOME SERVICE SIDE FOR TERMS AND COMPUTATION DATE 5-18-2010	
ADDRESS CHANGES TO BE NOTED ABOVE	
ADDRESS CHARGE TO BE TO STATE AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'	
WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'	

NO. 8814 P. 2/3

MAY. 17. 2010 4:49PM WV DIV OF PURCH

FUELTT11 and FUELTW11 are multiple awards and can be viewed at:  www.state.wv.us/admin/purchase/swc_click on FUEL  Must we bid all locations & Items to be considered responsive?  No, only bid the regions/districts that you can supply.  What is the anticipated contract start date?  What is the anticipated award date?		A STATE OF THE STA
Must we bid all locations & items to be considered responsive?  2A No, only bid the regions/districts that you can supply.  3A June 1, 2010  4Q What is the anticipated contract start date?  3A June 1, 2010  4Q What is the anticipated award date?  4A June 1, 2010  5Q On pg. 6 of TW011 & pg. 7 of TT014, it states; "the vendor must have capability to deliver to above ground storage tanks utilizing a a remote fill system on the tank." Does this mean all of the tanks are above ground? If not, which tanks are underground?  5A We have a mixture of both above and below ground tanks.  6Q Are the Spill and LUST fees(these are not taxes) to be included in the differential or be shown as a separate line item?  6A The State of West Virginia does not pay the Spill Fee. However, the Lust Fee and taxes mentioned within the specifications should be listed as separate line items on invoices.  70 The West Virginia Division of Highway's District area locations are listed in the bid for ordering information. Should we use these cities listed for each district WVDOH as the main location of delivery of fuel?  7A No, the utilization of DOH districts breaks the State up into manageable regions, allowing the bidding vendor to determine the regions/districts they can service.	1Q	Who is your current vendor for final?
Must we bid all locations & items to be considered responsive?  2A No, only bid the regions/districts that you can supply.  3A June 1, 2010  4Q What is the anticipated contract start date?  3A June 1, 2010  4Q What is the anticipated award date?  4A June 1, 2010  5Q On pg. 6 of TW011 & pg. 7 of TT014, it states; "the vendor must have capability to deliver to above ground storage tanks utilizing a a remote fill system on the tank." Does this mean all of the tanks are above ground? If not, which tenks are underground?  5A We have a mixture of both above and below ground tanks.  6Q Are the Spill and LUST fees(these are not taxes) to be included in the differential or be shown as a separate line item?  6A The State of West Virginia does not pay the Spill Fee. However, the Lust Fee and taxes mentioned within the specifications should be listed as separate line items on invoices.  70 The West Virginia Division of Highway's District area locations are listed in the bid for ordering information. Should we use these cities listed for each district WVDOH as the main location of delivery of fuel?  7A No, the utilization of DOH districts breaks the State up into manageable regions, allowing the bidding vendor to determine the regions/districts they can service.		True or 11 - 4 WITCH TW/11 are multiple awards and can be viewed at:
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