



**Petroleum Products Fleet Card**



**PROPOSAL PRESENTED TO  
THE STATE OF WEST VIRGINIA  
REQUEST NUMBER FLT12003**



October 25, 2011  
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(304) 993-6518  
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October 24, 2011

Krista Ferrell Department of Administration Purchasing Division Building 15 2019 Washington Street  
East PO Box 50130 Charleston, WV 25305-0130

**Request Number FLT12003**

Dear Ms. Ferrell:

On behalf of Petroleum Products, the enclosed proposal addresses your request for a complete and comprehensive fleet payment solution.

Petroleum Products has partnered with U.S. Bank's Voyager fleet program to offer a universal card. In addition to providing a comprehensive solution, we take our offering to the next level, providing the State with superior tools to effectively support your entire fleet card program. In support of your program, Petroleum Products brings distinct advantages to providing a tailored payment solution to fit your fleet needs.

The Petroleum Products fleet card, which operates on the Voyager Network, is the most widely accepted fleet card available in the marketplace today. With more than 230,000 acceptance locations, the Petroleum Products fleet card allows drivers worry-free access to fuel and maintenance locations nationwide. Petroleum Products also provides cardholders with a flexible merchant locator tool and pay-at-the-pump capabilities, instantly adding convenience for your drivers.

Petroleum Products also provides complete access to enhanced data through Voyager's online tool. Only the Voyager network captures 100% of level III data, allowing your organization a complete picture of fleet spend data. For effective program management, we provide flexible reporting capabilities and the ability to set limits and controls to minimize card misuse, further ensuring the security of your program.

In addition to providing convenience and security, your Petroleum Products fleet card program will have the support of U.S. Bank, the fifth largest commercial bank in the United States. Recognized as a financially sound top performer, our financial ratios consistently rank among the best in the banking industry.

Petroleum Products is a local company that was started in Beckley and headquarters now reside in Belle. We have warehouses in Belle, Beckley, Nitro, Logan, Pineville, Morgantown, and Bluefield; along with over 50 convenience stores across the state. If chosen the State will not just be getting a universal fleet card but also helping to bring more business to our state.

Please contact me directly to schedule a presentation of our offering for the State.

Sincerely,

A handwritten signature in black ink that reads 'Amanda Schwartz'.

Amanda Schwartz, Sales Representative  
Petroleum Products Inc.  
(304) 993-6518



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Petroleum Products invites the State of West Virginia (the State) to contact us regarding needs or desires that are not specifically covered in this proposal.

This proposal represents the basis for a proposed business relationship and is not a contract for services. Pricing features herein are valid for 90 days from the date of this proposal.

In the event U.S. Bank is awarded this bid, it respectfully proposes including in the parties' contract certain terms and conditions that reflect **(1)** Petroleum Product's card management services and **(2)** services relating to the extension of credit. Petroleum Products proposes those terms and conditions be reviewed for inclusion upon an award so that the parties can reach a mutually acceptable agreement, incorporating the requirements of both. The contact person should the State have any further questions regarding this proposal:

Amanda Schwartz  
Sales Representative  
Petroleum Products Inc.  
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Belle, WV 25015  
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### Exhibits

1. Sample Implementation Project Plan
2. Financial Proposal
3. Signed Purchasing Affidavit
4. Completed RFQ FLT12003
5. Signed Addendum 1
6. Signed Addendum 2

Petroleum Products Table of Contents



## 5.0 Required Products and Services

### 5.1 Fuel Card

- 5.1.1 Vendor must provide a secure, fuel-only credit card that must be “universal” and honored by multiple retail franchises, i.e., Exxon Mobil<sup>™</sup>, BP, 7-Eleven<sup>™</sup>, GoMart<sup>™</sup>, Sheetz<sup>®</sup>, Shell<sup>™</sup>, Marathon<sup>™</sup>, Pilot<sup>™</sup>, and Speedway<sup>™</sup> throughout the continental United States including Hawaii and Alaska.**

Petroleum Products complies with this requirement. The Petroleum Products Fleet Card, operating on U.S. Bank’s Voyager network, is the most widely accepted fleet card in the industry today. The Petroleum Products Fleet Card is accepted at more than 230,000 major and regional fuel and maintenance locations in all 50 states and Puerto Rico. Of those merchants, nearly 152,000 are fuel merchants, which represent 93% of all fuel accepting merchants in the United States. Petroleum Products Fleet cards are accepted at all major oil company stations, at all regional and super-regional oil companies, and at most independent fuel retailers nationwide.

Additionally, Voyager was the first fleet card network in the industry to pioneer maintenance location acceptance with 100% level III data capture. By expanding Voyager network acceptance to include all major maintenance providers and thousands of independent locations, Voyager continues to lead the industry in maintenance program acceptance with the added security of Voyager’s proprietary pre-authorization controls and approval mechanisms.

Voyager helped pioneer universal card acceptance by establishing strategic relationships with all of the major oil companies, regional and super-regional fueling locations across the United States. The oil companies that accept the U.S. Bank Fleet Card nationwide are as follows:

- |                        |                       |                       |
|------------------------|-----------------------|-----------------------|
| ■ AAFES                | ■ Admiral Petroleum   | ■ Aloha Petroleum     |
| ■ Ameristop            | ■ Amoco               | ■ Bigfoot             |
| ■ BP                   | ■ Caribe              | ■ Casey's             |
| ■ Cenex                | ■ Certified Oil       | ■ CF Oil              |
| ■ Chevron              | ■ Chief Petroleum     | ■ Circle K            |
| ■ Citgo                | ■ City Market         | ■ Clark               |
| ■ Coastal              | ■ Conoco              | ■ Crown               |
| ■ Dairy Mart           | ■ Dash-N              | ■ Depot               |
| ■ Diamond Shamrock     | ■ Dillons Food Stores | ■ Duke/Duchess Shoppe |
| ■ Eddins Walcher       | ■ Esso – Puerto Rico  | ■ ETNA                |
| ■ Express Stop         | ■ Exxon               | ■ EZ Mart             |
| ■ Family Express       | ■ Fas Gas             | ■ Fast Fuel           |
| ■ Fast Stop            | ■ FasTrac Markets     | ■ FFP Marketing       |
| ■ Fina                 | ■ Flying J            | ■ Food Chief          |
| ■ Freedom Value Center | ■ Fry's               | ■ Fuel Trac           |
| ■ Gas America          | ■ Gas City            | ■ Gate Petroleum      |
| ■ Getty                | ■ Giant               | ■ Git-N-Go            |
| ■ Go Mart              | ■ Gogas               | ■ Gulf Oil            |

- |                         |                           |                         |
|-------------------------|---------------------------|-------------------------|
| ■ Handy Andy            | ■ Handy Way               | ■ Hess                  |
| ■ Holiday               | ■ Hucks                   | ■ Irving Oil            |
| ■ Keystone              | ■ King Soopers            | ■ Kroger                |
| ■ Kum & Go              | ■ Kwik Mart               | ■ Kwik Star             |
| ■ Kwik Trip             | ■ Kwikfil                 | ■ Lil Champ             |
| ■ Love's Country Stores | ■ Mac's                   | ■ Mapco Express         |
| ■ Marathon              | ■ Maverik Country Stores  | ■ MFA Oil               |
| ■ Mirastar              | ■ Mobil                   | ■ Moto Mart             |
| ■ Murphy U.S.A.         | ■ Mustang                 | ■ NEXCOM                |
| ■ NOCO Express          | ■ Pacific Pride           | ■ PDQ Food Stores, Inc. |
| ■ Petro Smith           | ■ Phillips 66             | ■ Pilot Oil             |
| ■ QS                    | ■ Quick Fuel              | ■ Quick Stop            |
| ■ Quick Trip            | ■ Rich                    | ■ Rotten Robbie         |
| ■ Royal Farms           | ■ SC Fuels                | ■ Sheetz                |
| ■ Shell                 | ■ Sinclair                | ■ Smith's               |
| ■ Smoker's Express      | ■ Speedway                | ■ Sprint                |
| ■ Stewart Shops         | ■ Sunoco                  | ■ SuperAmerica          |
| ■ Tesoro                | ■ Texaco                  | ■ The Pantry            |
| ■ Thorntons             | ■ Total                   | ■ Town and Country      |
| ■ Trade Mart            | ■ TurkeyHill Minit Market | ■ Uni Marts             |
| ■ Unified Supermarkets  | ■ Union 76                | ■ US Oil                |
| ■ USA Petroleum         | ■ Valero                  | ■ WaWa                  |
| ■ Wesco                 | ■ Wilco                   |                         |

The maintenance vendors that accept the U.S. Bank Fleet card nationwide are as follows:

- |                                 |                            |                            |
|---------------------------------|----------------------------|----------------------------|
| ■ A to Z Tire                   | ■ AAMCO Transmissions      | ■ Action/Gator Tire        |
| ■ America's Tire Co.            | ■ American Lube Fast       | ■ Arnie's Auto Glass       |
| ■ Arrow Oil                     | ■ Auto Truck & Glass       | ■ Auto Part's Wholesale    |
| ■ AutoNation                    | ■ CarQuest*                | ■ Car-X Auto Service       |
| ■ Champion                      | ■ Chrysler                 | ■ Cottman Transmissions    |
| ■ Diamond/Triumph Auto Glass    | ■ Discount Tire            | ■ Earl Scheib Paint & Body |
| ■ Elite AutoGlass               | ■ Express Oil Change       | ■ ExpressWay               |
| ■ EZ Lube                       | ■ Flynn's Tires            | ■ Ford Lincoln Mercury     |
| ■ Gatto's                       | ■ GlasPro                  | ■ GM Dealerships           |
| ■ GMS Auto Glass                | ■ Goodyear                 | ■ Grease Monkey            |
| ■ Great American                | ■ Harmon AutoGlass         | ■ HOP Fueling              |
| ■ Iowa Glass                    | ■ JC's Glass               | ■ Jiffy Lube               |
| ■ John Elway                    | ■ Jubitz                   | ■ Kryger Gkass             |
| ■ Les Schwab Tires              | ■ Lewis Oil Company        | ■ Maroone                  |
| ■ Meineke Car Care Centers      | ■ Merchant's Tire and Auto | ■ MIDAS                    |
| ■ Monro Muffler/Brake           | ■ Mr. Tire                 | ■ Multi Service Aviation   |
| ■ National Automobile Club      | ■ Nationwide Auto Glass    | ■ Netcost AutoGlass        |
| ■ North American Fleet Services | ■ NTB                      | ■ Oil Changers             |
| ■ On-Site Mobile Fueling        | ■ Pep Boys                 | ■ Procure                  |
| ■ Quick Fuel6                   | ■ RANPARR Oil              | ■ Safelite Auto Glass      |
| ■ Sears Auto Centers            | ■ Shell Rapid Lube         | ■ Speedy Auto Glass        |
| ■ Speedy Auto Service           | ■ Strauss Discount Auto.   | ■ Streicher Mobile Fueling |

- 
- |                               |                              |                         |
|-------------------------------|------------------------------|-------------------------|
| ■ Suburban Propane            | ■ Super-Lube.                | ■ Tire Centers Inc.     |
| ■ Texaco Xpress Lube          | ■ Tire Centers Inc           | ■ Tire Kingdon          |
| ■ Transmission Wholesale Sly5 | ■ Tuffy Auto Service Centers | ■ Valvoline Instant Oil |
| ■ Valvoline OnSite            | ■ Vespia's                   | ■ Walker Tire           |

U.S. Bank/Voyager has developed strategic partnerships with the major credit card processors that accept the Petroleum Products Fleet card electronically. In addition, U.S. Bank/Voyager developed a product that allows maintenance vendors to be set-up quickly and easily, without requiring new point-of-sale equipment. U.S. Bank/Voyager has implemented the TeleTrans program with large-scale Federal Government fleets, so there is an excellent chance that many of your current commercial repair vendors already accept the Petroleum Products fleet card. Should any of your vendors not accept the Petroleum Products Fleet Card, we will work diligently to implement those vendors quickly.

#### Acceptance Locator Tool

The U.S. Bank/Voyager Acceptance Locator is a web-based tool that provides card users with detailed merchant and service information for all locations that accept the Petroleum Products Fleet Card. In addition to pinpointing locations, U.S. Bank/Voyager's locator identifies the average fuel price in the search area as well as the lowest cost fuel providers.

This feature pinpoints the merchant's location, fuel prices and other information based on the user's search criteria. The tool generates an interactive map that offers driving directions and compares merchant locations to the average fuel price in the search area.

- 5.1.2 Vendor must provide a secure fuel-only credit card that must be “universal” and honored internationally by retail franchises, i.e., Exxon Mobil and BP. Fleet Management will provide the vendor with international requirements (itinerary) no later than five (5) days prior to the projected travel dates.**

Petroleum Products complies with this requirement. Petroleum Products partnering with Voyager can offer an International Fuel Card for fuel only purchases.

- 5.1.3 Vendor must furnish a secure fuel card for each vehicle, specialty vehicle, ancillary equipment, or in some cases as designated by FMO- established program or event(approximately 200 fuel-only credit cards); administer and assign unique, individual Personal Identification Numbers (PIN) for each driver, operator, or location as well.**

Petroleum Products complies with this requirement. The State's Fleet Administrator will have a variety of control options to ensure that your fleet card program reflects your needs. The State will be able to customize program controls across the program, for groups of cards and for individual cards.



Within a single account, the State can assign cards to individual drivers, vehicles, equipment, locations, events, or entire organizations. Each card can have different attributes, including:

- Purchase control by type (fuel-only, or fuel and other)
- Transaction limits
- Point of sale prompts

The State has the option to assign each card two prompts at the point of sale: odometer reading and a customizable numeric ID (e.g., driver ID or vehicle ID). The State can select any four to six numbers for the second prompt. This is currently what the State is using with Wright Express. To further enhance security, fleet administrators can require the use of a personal identification number (PIN), which is a one –to-one relationship. With these features a driver can use his/hers' PIN number on any vehicle card and we are still able to track the fuel consumption by person or by vehicle.

**5.1.4 Vendor must capture point of sale information at the fuel dispenser. Personal identification number (PIN) and odometer, hours, or power take off (PTO) reading must be entered and verified as an authorized entry (valid PIN [active] and valid odometer, hour, or PTO reading [no numeric value less than the last recorded odometer, hour, or PTO reading]) prior to fuel being dispensed. Reported transactional data must include: the amount of the expenditure, the identity of the driver or operator (PIN), the odometer, hour, or power take off (PTO) reading, fuel type (unleaded, diesel, ethanol [E-85], CNG, LNG, LPG, and hydrogen), grade or composition (regular unleaded, mid-grade unleaded, premium unleaded, biodiesel [B-5], and biodiesel [B-20]), quantity dispensed, and the identity of the fuel provider.**

Petroleum Products complies with this requirement. Petroleum Products not only requires a PIN/Driver ID and odometer to be entered but both prompts can be validated before pump is authorized. Following is a screen shot of the transaction limits that can be placed on a whole account, a group of cards, or a single card.

# [Hide Card & Vehicle Authorization/Exception Rules](#)

Card & Vehicle Limits

Temporary Limits

## Card & Vehicle Authorization/Exception Rules

The following rules can be used for authorizing transactions, exception reporting, or both.

Rule	Value	Usage
<b>Card &amp; Vehicle Transaction Limits</b>		
Transactions per Day	<input type="text" value="3"/> <input type="radio"/> Hard <input checked="" type="radio"/> Soft	Authorization <input type="button" value="v"/>
Transactions per Week	<input type="text"/> <input type="radio"/> Hard <input checked="" type="radio"/> Soft	Limit Not In Use <input type="button" value="v"/>
Transactions per Month	<input type="text" value="34"/> <input checked="" type="radio"/> Hard <input type="radio"/> Soft	Authorization <input type="button" value="v"/>
Transactions per Cycle	<input type="text"/> <input type="radio"/> Hard <input checked="" type="radio"/> Soft	Limit Not In Use <input type="button" value="v"/>
Dollars per Day	\$ <input type="text"/> <input type="radio"/> Hard <input checked="" type="radio"/> Soft	Limit Not In Use <input type="button" value="v"/>
Dollars per Week	\$ <input type="text"/> <input type="radio"/> Hard <input checked="" type="radio"/> Soft	Limit Not In Use <input type="button" value="v"/>
Dollars per Month	\$ <input type="text"/> <input type="radio"/> Hard <input checked="" type="radio"/> Soft	Limit Not In Use <input type="button" value="v"/>
Dollars per Cycle	\$ <input type="text" value="1000"/> <input type="radio"/> Hard <input checked="" type="radio"/> Soft	Authorization <input type="button" value="v"/>
Max. Dollars per Transaction	\$ <input type="text"/> <input type="radio"/> Hard <input checked="" type="radio"/> Soft	Limit Not In Use <input type="button" value="v"/>
<b>Hard:</b> Decline authorization when limit is reached <b>Soft:</b> Call for authorization when limit is reached		
<b>Card &amp; Vehicle Purchase Limits</b>		
Days	<input type="text"/> <input type="radio"/> Hard <input checked="" type="radio"/> Soft	Limit Not In Use <input type="button" value="v"/>
Times	<b>Time Range A (Central Time):</b> From: <input type="text" value="12"/> <input type="text" value="00"/> <input type="text" value="AM"/> To: <input type="text" value="12"/> <input type="text" value="00"/> <input type="text" value="AM"/> <b>Time Range B (Central Time):</b> From: <input type="text"/> <input type="text"/> <input type="text"/> To: <input type="text"/> <input type="text"/> <input type="text"/> <input type="radio"/> Hard <input checked="" type="radio"/> Soft	Limit Not In Use <input type="button" value="v"/>
<b>Vehicle Odometer</b>		
Authorize Odometer Entry	<input type="radio"/> Valid Odometer Entered <a href="#">View Rules</a> <input checked="" type="radio"/> Valid Odometer Mileage Odometer entered must be less than <input type="text" value="500"/> miles above last valid odometer reading. <a href="#">View Rules</a> <input type="radio"/> Hard <input checked="" type="radio"/> Soft	Authorization <input type="button" value="v"/>

U.S. Bank/Voyager does not enter into a card acceptance agreement with a merchant unless they are able to provide level III data. Furthermore, U.S. Bank/Voyager has worked closely with oil companies and independent merchant processors to continue to enhance the merchants' ability to provide level III data.



Following is a list of all data elements that can be captured and tied to a single transaction within the Petroleum Products system:

- |                             |                           |                                       |
|-----------------------------|---------------------------|---------------------------------------|
| ■ Account Number            | ■ Cost per unit           | ■ Vehicle Organization Level 2 Name   |
| ■ Account Name              | ■ Net Purchase Amount     | ■ Vehicle Organization Level 3 Name   |
| ■ Card ID                   | ■ Prompt Type Code        | ■ Vehicle Organization Level 4 Name   |
| ■ Transaction Occurred Date | ■ Driver/Vehicle Type     | ■ Vehicle Organization Level 5 Name   |
| ■ Transaction Time          | ■ Card Code 1             | ■ Vehicle Organization Level 6 Name   |
| ■ Invoice Number            | ■ Card Code 2             | ■ Vehicle Organization Level 7 Name   |
| ■ Product Description       | ■ Card Code 3             | ■ Driver Organization Level 2 Name    |
| ■ Units                     | ■ Card Code 4             | ■ Driver Organization Level 3 Name    |
| ■ Transaction Line Amount   | ■ Card Code 5             | ■ Driver Organization Level 4 Name    |
| ■ Participant Name          | ■ Driver Last Name        | ■ Driver Organization Level 5 Name    |
| ■ Merchant Name             | ■ Driver First Name       | ■ Driver Organization Level 6 Name    |
| ■ Merchant Address          | ■ Driver Middle Initial   | ■ Driver Organization Level 7 Name    |
| ■ Merchant City             | ■ Driver Code 1           | ■ Card Organization Level 2 Name      |
| ■ Merchant State            | ■ Driver Code 2           | ■ Card Organization Level 3 Name      |
| ■ Merchant Zip              | ■ Driver Code 3           | ■ Card Organization Level 4 Name      |
| ■ Prompt Type               | ■ Driver Code 4           | ■ Card Organization Level 5 Name      |
| ■ Vehicle ID                | ■ Driver Code 5           | ■ Card Organization Level 6 Name      |
| ■ Driver ID                 | ■ Vehicle Description     | ■ Card Organization Level 7 Name      |
| ■ Actual Odometer           | ■ VIN                     | ■ Transaction Exception Description 1 |
| ■ Type of Sale Description  | ■ Vehicle License         | ■ Transaction Exception Description 2 |
| ■ Account Org Level 1 ID    | ■ Vehicle License State   | ■ Transaction Exception Description 3 |
| ■ Location Number           | ■ Estimated Odometer      | ■ Transaction Exception Code 1        |
| ■ Participant Code          | ■ Estimated Odometer Code | ■ Transaction Exception Code 2        |
| ■ Product Code              | ■ Miles Driven            | ■ Transaction Exception Code 3        |
| ■ Product Type Description  | ■ Cost Per Mile           | ■ Federal Tax Exempted Amount         |
| ■ Product Source Code       | ■ Miles Per Gallon        | ■ State Motor Fuel Tax Exempt Amount  |
| ■ Purchase Order Number     | ■ Vehicle User Code 1     | ■ States Sales Tax Exempted Amount    |
| ■ Service Type              | ■ Vehicle User Code 2     | ■ Local Sales Tax Exempted Amount     |
| ■ Type of Sale              | ■ Vehicle User Code 3     | ■ Miscellaneous Tax Exempted Amount   |
| ■ Service Type Description  | ■ Vehicle User Code 4     | ■ Primary Motor Fuel Tax Exempt       |
| ■ Transaction ID            | ■ Vehicle User Code 5     |                                       |
| ■ Transaction Day of Week   | ■ Total Exempted Taxes    |                                       |
| ■ Transaction Posting Date  |                           |                                       |

**5.1.5 Vendor must create master, central, separate account, subordinate division, subdivision, or location-specific hierarchical organization (chart of accounts) for viewing, reporting, and administration as designated by FMO.**

Petroleum Products complies with this requirement. U.S. Bank/Voyager's online tools allow up to 6 hierarchical organizations for viewing and maintaining per account. Here with proper authorizations each division can change limits, order cards, cancel cards, and receive reporting. Each hierarchical group can be customized to what they are and are not allowed to do.

**5.1.6 Vendor must create dynamic application filtering between hierarchical organizations and robust user administration to ensure user roles or application permissions can be adjusted by FMO or hierarchical designees.**

Petroleum Products complies with this requirement. Within Fleet Commander Online, the State's Program Administrator will have the ability to move users within the reporting hierarchy, as well as alter their access rights within the system.

Using Fleet Commander Online, the Program Administrator can change or add the following limits within the overall program limits. These changes are real time.

- **Limits**—Number of transactions allowed daily, weekly, monthly and cycle, dollars allowed daily, weekly, monthly and cycle, valid purchase days and valid purchase times are available on program
- **Demographic information**—Five alternate fields allowed on each card, driver and vehicle
- **Reporting hierarchy/access rights**—Program Administrators can move users within the reporting hierarchy as well as alter their access rights in the system
- **Account Setup/Cancel and Card Order**—Program Administrators can cancel and order cards, enter desired embossing text

**Real-time updates**

All of the changes listed above are made in real time. Other controls can be changed upon request through our Account Coordinator team and typically will take effect the next day.

**5.1.7 Vendor must integrate with existing FMO maintenance, repair, and garage management systems/programs (currently Automotive Rentals International).**

Petroleum Products complies with this requirement. The proper files and reports can be easily generated for the information ARI will need. These files or reports can be automatically generated as needed.

**5.1.8 Vendor must time-phased initial secure fuel- only credit card issue as designated by FMO (estimated number 3,100 per fiscal year).**

Petroleum Products complies with this requirement. U.S. Bank has extensive experience implementing programs equal to the size of the State's proposed program and larger. U.S. Bank Fleet Systems has implemented approximately 1,445 corporate and commercial clients; 1,000 Government and Federal Government relationships; and 100 co-brand and private label partner relationships. With U.S. Bank/Voyager help Petroleum Products has planned for a smooth transition with the State.

Petroleum Products takes a consultative approach from the outset of your fleet card implementation. Each step in the sales process enhances our understanding of your organization, allowing us to suggest solutions that will add significant value to the State's fleet card program.



When the State chooses Petroleum Products as your fleet card program provider, Petroleum Products personnel will meet with your designated Fleet Administrator to review policies and procedures, develop a communication plan, and discuss plans for account set-up and training.

Once the basic program parameters have been determined, Petroleum Products will meet with your representatives to begin more specific implementation planning. The following tasks are part of the implementation kickoff meeting:

- Discussion of program goals and objectives
- Identification of key participants
- Definition of program roles and responsibilities
- Confirmation of program specifics
- Completion of an account enrollment spreadsheet
- Establishment of implementation timeframe

After this initial meeting, your Petroleum Products relationship management team will conduct regular meetings with your Fleet Administrator and other appropriate representatives until your implementation is complete.

Before card issuance, Petroleum Products will confer with your Fleet Administrator to review progress against an implementation task list and discuss any remaining open tasks. If all elements meet the satisfaction of your organization, the implementation will close, and all account servicing will be conducted through your Petroleum Products Relationship Manager and our team of Account Coordinators.

Please refer to **Exhibit 1** for a **Sample Implementation Project Plan**.

**5.1.9 Vendor must provide client-defined data fields to accommodate a combination of vehicle/equipment type, location, assigned spending unit, etc. as designated by FMO.**

Petroleum Products complies with this requirement. In addition to the typical fleet data fields such as vehicle and driver information, Petroleum Products provides 15 additional user defined fields that are captured on every transaction and are fully reportable with Fleet Commander Online.

**5.1.10 Vendor must provide color-differentiated plastic card stocks to easily separate:**

**5.1.10.1 Vehicle**

**5.1.10.2 Equipment**

**5.1.10.3 FMO-established program or event cards**

Petroleum Products complies with this requirement. Petroleum Products will supply the state with color-differentiated plastic cards for the purpose of distinguishing between vehicle, equipment, and FMO events.

## 5.2 Reporting

### 5.2 Vendor must provide a browser client-server application for real-time exception reporting based on user-selected criteria such as odometer, transactional, fuel quantity, fuel expenditure, and fuel type or grade thresholds or selections.

Petroleum Products complies with this requirement.

#### *Real-time Purchase Alerts*

Real-time Purchase Alerts provide Fleet Commander Online users immediate notification when a card, driver or vehicle match specific purchase parameters. Fleet Managers who utilize this functionality will have the ability to proactively update spend limits or prevent excessive and improper usage. This feature provides extreme flexibility and control with the option to select one or multiple parameters and have them applied to one or multiple cards, drivers or vehicles. All alerts automatically post in the Fleet Commander Online Message Center. Users gain added convenience with the option of also receiving the notifications by text message, e-mail or both. Cell phone provider text message fees apply. Real-time Purchase Alerts parameter options include:

- Dollar Amount
- Number of Transactions
- Purchase Time
- Purchase Days
- Product, State
- Quantity
- Invalid Fuel Type

In addition to purchase alerts, Fleet Commander Online's reporting suite will help the State identify exceptions and monitor cardholder spending. Exception reports highlight card use that falls outside of the State's policies. Using these reports, Fleet Administrators can quickly identify and address potential employee misuse. Possible exceptions include:

- Vehicle fuel capacity variances
- Purchase pattern discrepancies
- Product variances

Standard exception reports include:

- *Cards with High Dollars for Non-maintenance Transactions*
- *Cards with High Gallons*
- *Cards with Non-fuel Purchases*
- *Cards with Highest Number of Transactions*
- *Cards by Purchase Method*
- *Cards by Percent of Limit*

Authorized Fleet Commander Online users can also customize exception reports based on relevant parameters. In addition to creating a report in real time, the State can schedule daily, weekly, monthly or quarterly report generation.

**5.2.1 Vendor must provide standardized and customizable reports that will be available through a browser-client application to state agencies without additional charge. Reports must be exportable in comma-separated-value or “.csv” format.**

Petroleum Products complies with this requirement. Comprehensive reporting contributes to effective program management. With U.S. Bank’s/Petroleum Products industry-leading reporting tools, the State can transform raw transaction data into business intelligence for compliance management, cost reduction efforts and strategic planning. Users can export reports in convenient file formats including CSV, Excel, HTML, PDF and tab-delimited text files. Report categories include:

- **Inventory Reports**—Inventory reports allow Fleet Administrators to assemble real-time inventory information to manage all aspects of your fleet. This series of reports includes detailed individual card, vehicle and driver profiles.
- **Transaction Reports**—Users can customize transaction reconciliation and vehicle management reports. Voyager Fleet Commander Online allows users to drill down into transactional data and create customized reports that include user-specified data elements. Users can also define the column appearance, naming, sort order, date range and specific account or organizational level.
- **Management Reports**—Management reports help Fleet Administrators spot misuse and evaluate transaction trends, including: non-fuel purchases, high number of gallons, highest number of transactions, multiple purchases per day, and purchase methods. Fleet Administrators can also create summary reports to identify overall spending trends.
- **Exception Reports**—The State can designate alerts to monitor program compliance. Exception reports highlight card use that falls outside of the State’s requirements. Using these reports, Fleet Administrators can quickly identify and address potential employee misuse.
- **User Activity Reports**—This group of reports generates a log of changes made to the State’s program. Fleet Administrators can view changes to cards, drivers, vehicles and purchase orders. Reports include the item changed, what was changed, when and by whom.

Fleet Commander Online users can save reports based on specified criteria and schedule daily, weekly, monthly or quarterly report generation. Petroleum Products sends e-mail notifications to the user when a report has been generated. The user controls what information goes into a report and how the system sorts the information using report-specific parameters and sorting options. Users can share established reports within the State’s program.

Fleet Commander Online’s ad hoc reporting functionality allows the State to create a convenient collection of customized reports. Using this feature, the State can compile the data you need in a format that best suits your organization and share customized reports with other users. Ad hoc reporting functionality also provides access to report output from scheduled reports and shared reports.



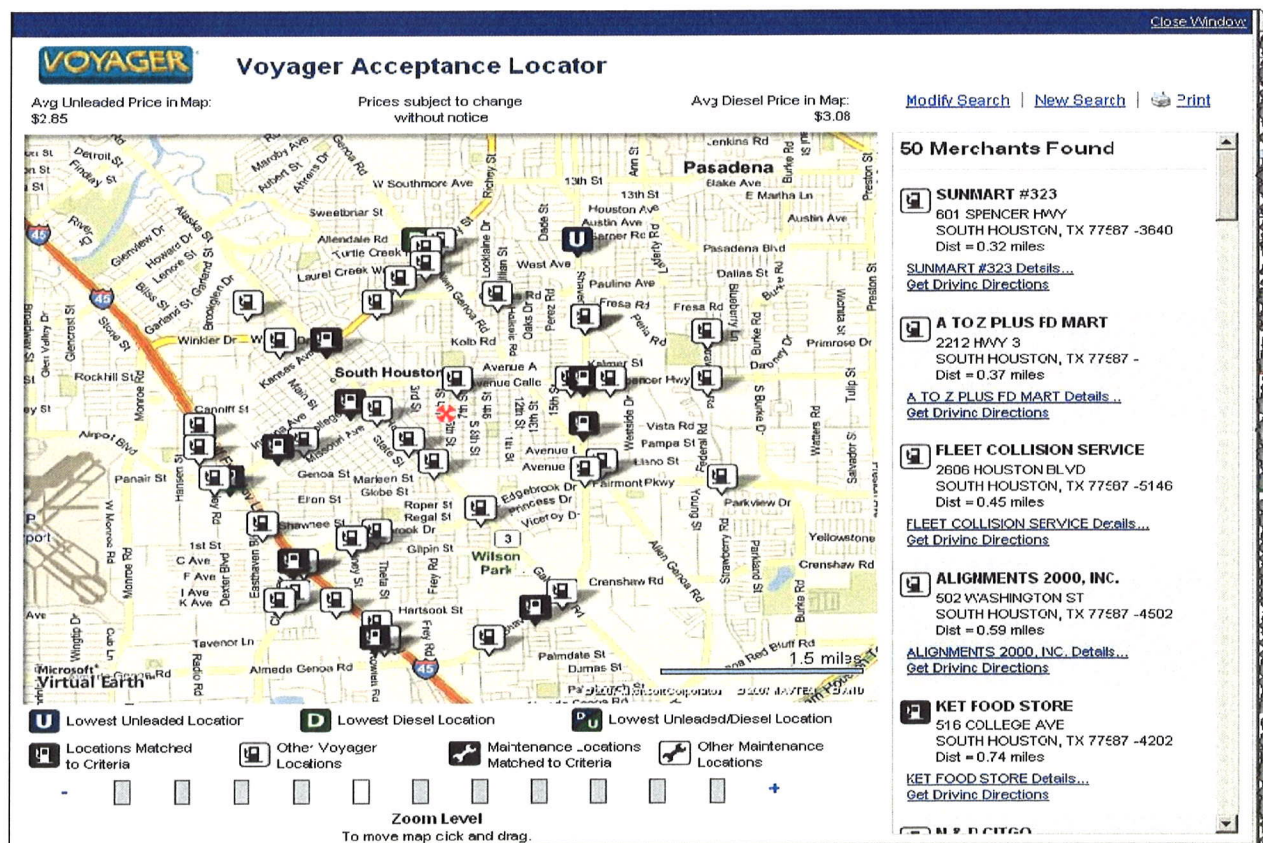
## 5.2.2 Reports must be mathematically correct. Rounding individual costs and /or other totals are not acceptable.

Petroleum Products complies with this requirement.

## 5.2.3 Vendor must provide a browser client-server application for drivers or operators that identify the name, physical address, telephone number, and hours of operations for each participating fuel-only fuel card program authorized retailer. The browser client-server application must be searchable by single or multiple data points, e.g., city and state, zip code, or distance from an inputted zip code.

Petroleum Products complies with this requirement. The Voyager/Petroleum Products Acceptance Locator is a web-based tool that provides card users with detailed merchant and service information for all locations that accept the Petroleum Products Fleet Card. In addition to pinpointing locations, Voyager/Petroleum Products' locator identifies the average fuel price in the search area as well as the lowest cost fuel providers.

This feature pinpoints the merchant's location, fuel prices and other information based on the user's search criteria. The tool generates an interactive map that offers driving directions and compares merchant locations to the average fuel price in the search area.



**5.2.4 Vendor must include initial set-up fees, software licensing, and annual software maintenance fees in the monthly, fixed price fee per card.**

Petroleum Products complies with this requirement. Petroleum Products understands the State's need for a low-cost fleet program that allows you to realize the greatest benefit of cost saving opportunities. Petroleum Products is proud to offer the State a fleet card program without the hidden costs that are often associated with other programs. The Petroleum Products Fleet Card program has no annual card fee, and we do not charge for program implementation, training, reporting or technology.

We believe our success is dependent upon the success of our clients. Rather than cutting corners in our service offering to make up for the low cost of our program, we are dedicated to providing the best combination of unparalleled service, support, technology and innovation at the best possible price for our clients.

Feature	Fee
<b>Standard Features</b>	
Annual Fee Per Card/Account	No fee
Late Fees	No fee
Finance Charges <i>Charged on the Average Daily Balance if balance is not paid in full by the due date shown on the statement.</i>	No fee
Fee per Transaction	No fee
Card Fee	No fee
Replacement Card Fee	No fee
Implementation and Training Costs	No fee
<b>Optional Features</b>	
Custom Card Design <i>Minimum order: 10,000 cards</i>	Total Fee: \$3,500 per design ■ Design Fee: \$1,000 ■ Printing Fee: \$2,500
Logo Card	\$200
Card Holder Key Chains	No fee
Overnight Fee (for card delivery)	\$20.00 per shipment
<b>Technology</b>	
Fleet Commander Online <i>The Fleet Commander Online web enabled system offers authorized personnel direct access to edit account data and reporting.</i>	No fee



### **5.3 Management/Administration**

- 5.3.1 Vendor shall provide on-site user training in West Virginia as required to demonstrate a functional understanding of the browser client-server application by the user; utilization of reports; analysis of operating costs; and cost trends at no additional cost. No more than four (4) half-day visits will be required during annual contract periods.**

Petroleum Products complies with this requirement. One of the benefits of working with an in-state company is that we are close by whenever needed. Your Petroleum Products Sales Representative, Amanda Schwartz, will work with the State and departments to set up a training schedule that suit

Petroleum Products will provide all necessary training to the State, including:

- The training of all authorized the State personnel on the proper, accurate, and efficient operation of all aspects of the Petroleum Products Fleet system and the Voyager network.
- Collaboration with the State on materials that will be utilized for training purposes at the management and driver level.
- The initial training sessions at locations specified by the State are usually one to two hours or however long is needed.

In addition, for the first twelve months of the new contract term, Petroleum Products commits to providing comprehensive weekly conference calls and monthly status update meetings.. Once the State feels comfortable that its new fleet card program has been successfully optimized, Petroleum Products will provide quarterly training and product update meetings to Fleet Administrators in order to maintain effective communication of new developments and innovations. All of this will provided to the State at no cost.

#### **Training Materials**

Your Petroleum Products Sales Representative, will provide the following training materials for each training class:

- Training Class Agenda and Notes Document
- Fleet Commander Online Enrollment Form
- Fleet Commander Training Manual

Petroleum Products will provide customized Implementation Action Plans and Software Tools manuals in Online (CMH), PDF, Microsoft Word, and paper formats.

#### **Web-based Training (WBT)**

The Fleet Commander Online WBT delivers a comprehensive and interactive customer training environment. Our self-paced, web-based training program allows users to work through Fleet Commander Online training at their own convenience.

The system provides clear, screen-by-screen, step-by-step instruction on how to use the system. Overall, the training system is colorful and engaging. And since the WBT is structured into small, topical lessons, learners can pace their training (or review a lesson

when necessary). Each lesson has a set of self-evaluation questions that allow the user to validate their understanding before moving on to the next lesson.

### **Training Classes**

Petroleum Products will work with the State to provide a comprehensive training class that can be presented to the State in approximately three hours. A full training class agenda on Petroleum Products/Voyager Fleet program software tools would include:

- Fleet Commander Online Account Maintenance Training (1 Hour)
  - User ID/Password Creation and Site Overview (10 Minutes)
  - Card Maintenance (20 Minutes)
  - Driver Maintenance (10 Minutes)
  - Vehicle Maintenance (10 Minutes)
  - Exception and Custom Data Parameters (10 Minutes)
- Fleet Commander Online Reporting Tools (1 Hour)
  - Inventory Reports (10 minutes)
  - Transaction Reports (10 Minutes)
  - Management Reports (15 Minutes)
  - Exception Reports (10 Minutes)
  - Billing Reports (10 Minutes)
  - Report Saving and Scheduling (5 Minutes)
- Open Forum (30 Minutes)

Training can be broken down into specific sections. For example, certain administrators would require training on all fleet systems; however, managers would only need training on the reporting systems. Petroleum Products will work closely with the State to arrange customized training classes per user roles.

### **Annual Program Reviews**

A complete set of account review tools provide the State with an assessment of program performance and areas for optimization. During annual account reviews, the State's Relationship Manager will discuss program performance, provide benchmarking statistics for evaluation of your program, and provide consultation regarding opportunities to improve the program.

Petroleum Products addresses the entire fleet supply chain by providing ongoing consultation and collaboration with clients. Petroleum Products helps clients identify cost saving initiatives, discount opportunities and diverse transaction consolidation. Account reviews can improve fleet management in the following areas:

- Accounting
- Settlement
- Data exchange
- Transaction integration
- Compliance

- Discount merchant networks
- Aviation fuels
- Maintenance and parts services
- Bulk fueling and wet-hosing
- Additional CPS payment solutions

**5.3.2 Vendor shall participate, at FMO's request, (with 30-day advance notice) at seminars in West Virginia to educate drivers or operators on program requirements at no additional cost to the state. No more than two (2) full-day visits will be required per annual contract period.**

Petroleum Products will comply with this requirement. Your Petroleum Products dedicated Sales Representative, Amanda Schwartzwill work with the State to accommodate your request.

**5.3.3 Vendor shall provide a browser client-server application for FMO and designees (approximately 100) to interact online for credit card ordering; reporting lost or stolen credit card; information updating and reporting; and requesting personal identification number (PIN).**

Petroleum Products will comply with this requirement. Petroleum Products can set up an unlimited number of users within fleet commander online. These user profiles can be customized the States preference on what can be done and seen within Fleet Commander Online.

**5.3.4 PIN's will be no less than six numeric digits and unique for each fuel-only credit card. No duplicate PIN numbers are authorized either within client code, business unit, or billing code-no blanket PIN's.**

Petroleum Products will comply with this requirement. PIN numbers can be randomly generated or specifically chosen based on the State preference.

**5.3.5 PIN's will not be made available to or maintained by client, business unit, or billing code designees unless approved by FMO.**

Petroleum Products will comply with this requirement.

**5.3.6 Vendor must provide at no additional cost to the state, ongoing functional integration with all currently awarded browser client-server applications that support FMO fleet management, maintenance, repair, and garage management systems (currently Automotive Rental International (ARI)).**

Petroleum Products will comply with this requirement. U.S. Bank/Voyager has developed strategic partnerships with the major credit card processors that accept the Petroleum Products Fleet card electronically. In addition, U.S. Bank/Voyager developed a product that allows maintenance vendors to be set-up quickly and easily, without requiring new point-of-sale equipment. U.S. Bank/Voyager has implemented the TeleTrans program with large-scale Federal Government fleets, so there is an



excellent chance that many of your current commercial repair vendors already accept the Petroleum Products fleet card. Should any of your vendors not accept the Petroleum Products Fleet Card, we will work diligently to implement those vendors quickly.

#### **5.4 Delivery**

**Post award, discovery, and implementation plan approved by FMO, the Vendor must agree to deliver secure, fuel-only credit cards on contract within five (5) business days after receipt of a viable procurement document. If the Vendor believes that delivery will be longer than five (5) days, the Vendor must contact the FMO or designee within two (2) business days after receipt of the order to discuss the reason for the delay and a new projected delivery date.**

After implementation, Fleet Managers can establish new cards, drivers and vehicles using Fleet Commander Online, send the request via fax or e-mail, or have the appropriate manager contact your sales representative by phone. Card requests using Fleet Commander Online are processed the next business day. All other card requests are processed within 48 hours. Rush issuance can be completed within 48 hours.

#### **5.5 Payment and Invoicing**

##### **5.5.1 The costs quoted must match the invoice to insure timely payment.**

Petroleum Products Inc. will comply with this request.

##### **5.5.2 The Vendor must invoice clients, business unit, billing code, etc. as designated by FMO monthly for fuel-only charges made by assigned drivers or operators.**

Petroleum Products Inc. will comply with this request.

##### **5.5.3 The Vendor will pay directly to fuel suppliers:**

**5.5.3.1 All charges except Federal Excise Tax and State Tax as an “ultimate vendor” or**

**5.5.3.2 Credit (preferred method) or reimburse the Federal Excise Tax and State Tax collected to the invoiced agencies monthly. Invoices for transactions originating outside the continental United States, Alaska, and Hawaii must be in U.S. dollars.**

Petroleum Products Inc. will comply with this request. Any tax exempt that the state qualifies for does not even show up on the bill, it is taking out before billing is complete.

- 5.5.4 Any vendor rebates, incentives, and discounts must be itemized and contained on client, business unit, billing code, etc. monthly invoice or on the monthly invoice following the period which the rebate, incentive, or discount is offered by the vendor.**

Petroleum Products Inc. will comply with this request.

### **5.5 Uninterrupted Fuel Service**

**The Vendor must provide secure, fuel-only credit cards for temporary use during card replacement cycles to FMO or designee to ensure uninterrupted fuel service for drivers or operators. The vendor must describe the procedure on how and when the inventory of temporary-use, secure, fuel-only cards will be restocked.**

Petroleum Products complies with this request. Petroleum Products can provide inactive cards at the time of issuance by disabling the PIN/ID function. To activate the card, the State's Fleet Manager can use the online system to update the PIN or change the prompt to a driver/vehicle ID. This will allow the card to be used immediately at a retail location.

Your Sales Representative can assist the State in determining how many emergency cards you should keep on hand, as well as how to manage inventory of your temporary cards.

### **5.5 Reporting<sup>2</sup>**

**The Vendor must provide the Contract Administrator with usage reports including a summary of all secure, fuel-only credit cards (regardless of dollar amount) sold under this contract including FMO or designee name, model/part number, item description, WV-39 number, date received, order ship-date, and total amount. These reports must be provided using a browser client server application.**

Petroleum Products can provide these reports to the Contract Administration. As described in section 5.2.1 our Fleet Commander Online can be used to generate reports along with manage your card count all online.

### **5.10 Support**

**The Vendor shall maintain a toll-free technical support telephone number, staffed for eight consecutive hours, between the hours of 8:00 a.m. and 5:00 p.m., EST, during business days for the State, and accessible to all agencies who have received secure, fuel-only credit cards from the vendor under this contract. Personnel staffing the Vendor's support line shall be able to give technical assistance to agencies for all products or service purchased from or provided by the Vendor.**

Petroleum Products Customer Service Representatives are available to personally assist the State with any account issues 24/7. Petroleum Products is locally staffed right here in West Virginia and will personally be taking calls Monday through Friday from 8:00 am

to 5:00pm after hours you will still be able to talk to a non-animated person through the Voyager call center. Both of these numbers are listed on the back of the card, so the State can take comfort in knowing that your drivers have 24/7 access to live Customer Service Representatives for all emergency authorization and roadside assistance needs.

Other services available by dialing our toll-free number are:

- 24/7 fuel and maintenance authorization
- 24/7 emergency roadside assistance (out of gas, lock outs, tire repair, towing, etc.)
- 24/7 assistance for locating fuel and maintenance locations
- 24/7 driver support (how to use the card, assistance with over-the-limit transactions, fuel and maintenance rules, etc.)

Additionally, between the hours of 8 a.m. and 5 p.m. EST, Petroleum Products Customer Service provides:

- Full account maintenance (card, vehicle, driver, billing, limit requests, etc.)
- Transaction dispute resolution assistance
- Technical support

Fleet Commander Online also provides 24/7 access and support for online account maintenance, reporting and billing information.

### ***Support Structure***

Petroleum Products provides several additional layers of support to the State.

- The Sales Representative facilitates implementation of your fleet card program and provides ongoing consultation to the State for program updates, product enhancements and account performance.
- The dedicated Account Coordinator provides ongoing daily servicing support to the State including card processing and changes.
- The Fleet Commander Online technical group provides a live representative to assist with setup, training and questions regarding Fleet Commander Online.

### ***Escalation Point of Contact Sheet***

The State will be given an Escalation Point of Contact sheet for any issues that our 24/7 Customer Service team or our Account Coordinator team cannot resolve. Any problem or complaint can be escalated to the upper management of Petroleum Products, and from top to bottom, we pledge to work quickly and diligently to resolve any problems that may arise.

### ***Authorization Procedures***

Petroleum Products adheres to standard authorization procedures. All electronic sales will be authorized online (real-time) against Petroleum Products' positive file; and transactions that violate the restrictions established by the authorization controls will be denied at the point-of-sale. Authorization assistance is available 24/7 through our toll-free customer service hotline.



## **6.0 Cost**

- 6.2** Petroleum Products does not impose any monthly fees per card for the State of West Virginia.

Example:

\$0.00 per card per month X 10,000 cards/month = \$0.00/month X 12 months = \$0.00 total cost

### **6.3.1 Volume Rebate**

## **6.0 Additional Requirements**

**The Vendor is solely responsible for all work performed under the contract and shall assume prime contractor responsibility for all services offered and products to be delivered under the terms of this contract. The State shall consider the Vendor to be the sole point of contact with regard to all contractual matters. The Vendor may, with prior written consent of the State, enter into written subcontracts for performance of work under this contract; however, the Vendor is totally responsible for the payment of subcontractors.**

Petroleum Products Inc. will comply with this request.

## **7.0 Local Government Bodies**

**The Vendor agrees to extend the prices, terms, and conditions of the bid to county, school, municipal and other government bodies, and the bid shall extend to political subdivisions of the State of West Virginia.**

Petroleum Products Inc. will comply with this request.

## Conclusion

Thank you once again for the opportunity to provide this overview of the solution offered by Petroleum Products Fleet Fueling. Please contact your Sales Representative, Amanda Schwartz, if you require additional information on any of the outlined services.

In addition to further descriptions, Amanda can provide web demonstrations, training materials, customized sample reports and even direct discussions with operations personnel.

We welcome the opportunity to provide the information most critical to the State. Beginning with this proposal and following through its subsequent discussions, we hope to demonstrate that we have a deep commitment to earning your business and building a long-term relationship between the State and Petroleum Products.



## **Additional Documentation**

Following is a list of additional documentation requested by the State of West Virginia, included as exhibits to this proposal:

Exhibit 3 – Signed Purchasing Affidavit

Exhibit 4 – Completed RFQ FLT12003

Exhibit 5 – Signed Addendum 1

Exhibit 6 – Signed Addendum 2



## Petroleum Products Voyager Fleet Card Program

### Implementation Process for New Clients

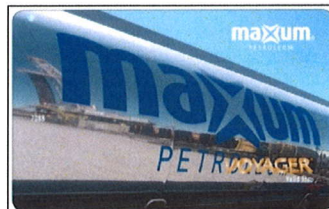
The following outlines the step-by-step process for implementing Petroleum Products Voyager Fleet Card program. Implementation can be completed within 15 business days after receipt of credit approval and client deliverables, providing that there is no custom card design.

Step	Responsibility	Task	Timeline
1	Client	Complete and Return the Following items: <ul style="list-style-type: none"> <li>• Custom Card Form to sales representative (if applicable)</li> <li>• Data Transmission Questionnaire (if applicable)</li> </ul>	Prior to Implementation
2	Petroleum Products	Once the contract is signed, and All Contingencies Satisfied (ACS) Notice has been received from the Petroleum Products Credit Department, an Implementation Project Manager (IPM) will be assigned. The IPM will contact client to schedule a kick off meeting to identify program goals and requirements.	1 day
3	PPI and Client	Kick-off meeting will encompass the following areas: <ul style="list-style-type: none"> <li>• Fleet Commander Online (web-based fleet management solution)</li> <li>• Program Structure (Hierarchy, Spending Controls, Transmission Files, etc.)</li> <li>• Client Logo and card design (if applicable)</li> <li>• Initial Cardholder enrollment process</li> </ul>	TBD (dependent on Client availability)
4	Client	Complete and return any deliverables indicated by IPM in follow-up email. Generally this would include items such as a cardholder enrollment file, autopay form, etc.  <i>Custom logos will take approximately 3 weeks to process</i>	TBD (Client dependent)
5	Petroleum Products	Full Program Solution is implemented, including cards and Fleet Commander	15 business days
6	Petroleum Products	IPM will provide Fleet Administrator with user id and log in information for Fleet Commander Online, as well as training information (either in person or Web-based training, which includes opportunities for instructor led courses).	1-3 business days
7	Petroleum Products	Relationship Managers will provide consultation and training regarding program updates, products enhancements, account performance and program best practices. <ul style="list-style-type: none"> <li>• Understand company's goals and objectives</li> <li>• Promote the fleet and commercial card concept throughout the client's organization</li> <li>• Designate ways in which Petroleum Products and Voyager can best help the State</li> <li>• Introduce value-added products and services</li> </ul> Voyager Account Servicing will assist with general day-to-day needs such as; <ul style="list-style-type: none"> <li>• Daily servicing for the Petroleum Products Fleet Card</li> <li>• Research authorization declines</li> <li>• Help resolve delinquency issues and questions</li> </ul>	Ongoing



**Exhibit 2**

**Financial Proposal**



**PROPOSAL PRESENTED TO  
THE STATE OF WEST VIRGINIA  
REQUEST NUMBER FLT12003**

October 25, 2011  
Amanda Schwartz  
(304) 993-6518  
[aschwartz@maxumpetroleum.com](mailto:aschwartz@maxumpetroleum.com)

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## Financial Proposal

### Purchasing Card Acceptance

The state of West Virginia currently utilizes a Visa Purchasing Card program which is issued through a bank. The successful vendor must accept the state of West Virginia Visa Purchasing card for payment of all orders placed by any state agency as a condition of award.

Petroleum Products complies with this request. In addition we are able to offer better pricing if paid by check.

Petroleum Products Financial Proposal is as follows:

<b>2010</b>	
Total Spend (\$\$\$)	\$ 7,155,865
# of Transactions	171,740
Avg. Gallon Price	\$ 2.810
Avg. Transaction (Gallons)	14.83
Avg. Transaction (\$\$\$)	\$ 41.67
Total Gallons Purchased	2,546,571
<b><u>Purchasing with Credit Card 2011</u></b>	
Based on 2010 Volumes (Gallons)	2,546,571
Current Street Price (less all Federal and State Taxes)	\$ 2.850
Quoted Price	\$ 2.910
Free small cup of coffee at all One Stop Convenient Stores	
Total Spend \$\$\$	\$ 7,410,522.12
<b><u>Purchasing with Check 2011</u></b>	
Based on 2010 Volumes (Gallons)	2,546,571
Current Street Price (less all Federal and State Taxes)	\$ 2.850
Quoted Price	\$ 2.825
Free small cup of coffee at all One Stop Convenient Stores	
Total Spend \$\$\$	\$ 7,194,063.57



RFQ No. **FLT12003**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 exceeds 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: Petrochem Products Inc.Authorized Signature: [Signature] Date: 10/24/2011State of West VirginiaCounty of Kanawha, to-wit:Taken, subscribed, and sworn to before me this 24th day of October, 2011.My Commission expires November 25, 2012.

AFFIX SEAL HERE



OFFICIAL SEAL  
NOTARY PUBLIC  
STATE OF WEST VIRGINIA  
KIMBERLY K. DUNLAP  
21806 COAL RIVER ROAD  
BLOOMINGROSE, WV 25024  
My Commission Expires Nov. 25, 2012

NOTARY PUBLIC

[Signature]

#### Exhibit 4 – Completed RFQ FLT12003

In the event Petroleum Products is awarded this bid, it respectfully proposes including the parties' contract certain terms and conditions that reflect **(1)** Petroleum Products' card management services and **(2)** services relating to the extension of credit. Petroleum Products proposes those terms and conditions be reviewed for inclusion upon an award so that the parties can reach a mutually acceptable agreement, incorporation both requirements.

The contact person should the State have any further questions regarding this proposal:

Amanda Schwartz  
Sales Representative  
Petroleum Products Inc.  
500 River East Dr.  
Belle, WV 25015  
(304) 993-6518  
aschwartz@maxumpetroleum.com





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

# Request for Quotation

RFQ NUMBER

FLT12003

PAGE

1

ADDRESS CORRESPONDENCE TO ATTENTION OF:

KRISTA FERRELL  
304-558-2596

## RFQ COPY

TYPE NAME/ADDRESS HERE

Petroleum Products Inc.  
500 River East Dr.  
Belle, WV 25015  
(304) 993-6518 (phone)  
(304) 755-3792 (fax)

DEPARTMENT OF ADMINISTRATION  
FLEET MANAGEMENT OFFICE  
2101 WASHINGTON STREET, EAST  
BUILDING 17  
CHARLESTON, WV  
25305 304-558-0086

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/21/2011				

BID OPENING DATE:

10/27/2011

BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		946-35	\$ 0.00	\$ 0.00
FUEL ONLY CARDS						
REQUEST FOR QUOTATION (RFQ) OPEN END CONTRACT						
THE WEST VIRGINIA STATE PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA FLEET MANAGEMENT OFFICE, IS SOLICITING BIDS FOR AN OPEN END CONTRACT TO PROVIDE THE AGENCY WITH FUEL ONLY CARDS PER THE ATTACHED SPECIFICATIONS.						
A MANDATORY PRE-BID WILL BE HELD ON OCTOBER 07, 2011 AT 1:00 PM AT THE AGENCY'S LOCATION AT 2101 WASHINGTON STREET, EAST IN CHARLESTON, WEST VIRGINIA. ALL INTERESTED PARTIES ARE REQUIRED TO ATTEND THIS MEETING. FAILURE TO ATTEND THE MANDATORY PRE-BID SHALL RESULT IN DISQUALIFICATION OF THE BID. NO ONE PERSON MAY REPRESENT MORE THAN ONE BIDDER.						
AN ATTENDANCE SHEET WILL BE MADE AVAILABLE FOR ALL POTENTIAL BIDDERS TO COMPLETE. THIS WILL SERVE AS THE OFFICIAL DOCUMENT VERIFYING ATTENDANCE AT THE MANDATORY PRE-BID. FAILURE TO PROVIDE YOUR COMPANY AND REPRESENTATIVE NAME ON THE ATTENDANCE SHEET WILL RESULT IN DISQUALIFICATION OF THE BID. THE STATE WILL NOT ACCEPT ANY OTHER DOCUMENTATION TO VERIFY ATTENDANCE. THE BIDDER IS RESPONSIBLE FOR ENSURING THEY HAVE COMPLETED THE INFORMATION REQUIRED ON THE ATTENDANCE SHEET. THE PURCHASING DIVISION AND THE STATE AGENCY						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>[Signature]</i>	304-993-6518	10/24/11
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
President	55-0253577	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'





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

# Request for Quotation

RFQ NUMBER
FLT12003

PAGE
2

ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL 304-558-2596

RFQ COPY  
TYPE NAME/ADDRESS HERE

Petroleum Products Inc.  
500 River East Dr.  
Belle, WV 25015  
(304) 993-6518 (phone)  
(304) 755-3792 (fax)

DEPARTMENT OF ADMINISTRATION  
FLEET MANAGEMENT OFFICE  
2101 WASHINGTON STREET, EAST  
BUILDING 17  
CHARLESTON, WV  
25305 304-558-0086

DATE PRINTED 09/21/2011	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 10/27/2011 BID OPENING TIME 01:30PM				

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
WILL NOT ASSUME ANY RESPONSIBILITY FOR A BIDDER-S FAILURE TO COMPLETE THE PRE-BID ATTENDANCE SHEET. IN ADDITION, WE REQUEST THAT ALL POTENTIAL BIDDERS INCLUDE THEIR E-MAIL ADDRESS AND FAX NUMBER.						
ALL POTENTIAL BIDDERS ARE REQUESTED TO ARRIVE PRIOR TO THE STARTING TIME FOR THE PRE-BID. BIDDERS WHO ARRIVE LATE, BUT PRIOR TO THE DISMISSAL OF THE TECHNICAL PORTION OF THE PRE-BID WILL BE PERMITTED TO SIGN IN. BIDDERS WHO ARRIVE AFTER CONCLUSION OF THE TECHNICAL PORTION OF THE PRE-BID, BUT DURING ANY SUBSEQUENT PART OF THE PRE-BID WILL NOT BE PERMITTED TO SIGN THE ATTENDANCE SHEET.						
TECHNICAL QUESTIONS CONCERNING THIS SOLICITATION MUST BE SUBMITTED IN WRITING TO KRISTA FERRELL IN THE WEST VIRGINIA STATE PURCHASING DIVISION VIA FAX AT 304-558-4115 OR VIA EMAIL AT KRISTA.S.FERRELL@WV.GOV.						
DEADLINE FOR ALL TECHNICAL QUESTIONS IS OCTOBER 12, 2011 AT THE CLOSE OF BUSINESS.						
ANY TECHNICAL QUESTIONS RECEIVED WILL BE ANSWERED BY FORMAL WRITTEN ADDENDUM TO BE ISSUED AFTER THE DEADLINE HAS LAPSED.						
VERBAL COMMUNICATION: ANY VERBAL COMMUNICATION BETWEEN THE VENDOR AND ANY STATE PERSONNEL IS NOT BINDING, INCLUDING THAT MADE AT THE MANDATORY PRE-BID MEETING. ONLY INFORMATION ISSUED IN WRITING AND ADDED TO THE RF SPECIFICATIONS BY FORMAL WRITTEN ADDENDUM IS BINDING.						
NO CONTACT BETWEEN THE VENDOR AND THE AGENCY IS PERMITTED WITHOUT THE EXPRESS WRITTEN CONSENT OF THE STATE BUYER. VIOLATION MAY RESULT IN THE REJECTION OF THE BID. THE STATE BUYER NAMED ABOVE IS THE SOLE						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 304-993-6518	DATE 10/24/11
TITLE President	FEIN 55-0253577	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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

# Request for Quotation

RFQ NUMBER
FLT12003

PAGE
3

ADDRESS CORRESPONDENCE TO ATTENTION OF:
KRISTA FERRELL 304-558-2596

RFQ COPY  
TYPE NAME/ADDRESS HERE

Petroleum Products Inc.  
500 River East Dr.  
Belle, WV 25015  
(304) 993-6518 (phone)  
(304) 755-3792 (fax)

DEPARTMENT OF ADMINISTRATION  
FLEET MANAGEMENT OFFICE  
2101 WASHINGTON STREET, EAST  
BUILDING 17  
CHARLESTON, WV  
25305 304-558-0086

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/21/2011				

BID OPENING DATE:

10/27/2011

BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
CONTACT FOR ANY AND ALL INQUIRIES AFTER THIS RFQ HAS BEEN RELEASED.						
EXHIBIT 10						
REQUISITION NO.: FLT.12003						
ADDENDUM ACKNOWLEDGEMENT						
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.						
ADDENDUM NO.'S:						
NO. 1 ..... ✓						
NO. 2 ..... ✓						
NO. 3 .....						
NO. 4 .....						
NO. 5 .....						
I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.						
VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
	304-993-0518	10/24/11
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
President	55-0253577	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'





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25305 304-558-0086

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/21/2011				

BID OPENING DATE: 10/27/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>..... SIGNATURE Petroleum Products Inc. COMPANY ...October 24, 2011... DATE</p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
	304-993-6518	10/24/11
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
President	55-0253577	

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FLT12003

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ADDRESS CORRESPONDENCE TO ATTENTION OF:
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Petroleum Products Inc.  
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DEPARTMENT OF ADMINISTRATION  
FLEET MANAGEMENT OFFICE  
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25305 304-558-0086

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/21/2011				

BID OPENING DATE: 10/27/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.						
CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.						
OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)						
QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.						
ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.						
BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>[Signature]</i>	204-993-6518	10/24/11
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
President	55-0253577	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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RFQ NUMBER

FLT12003

PAGE

7

ADDRESS CORRESPONDENCE TO ATTENTION OF:

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304-558-2596

## RFQ COPY

## TYPE NAME/ADDRESS HERE

VENDOR

Petroleum Products Inc.  
500 River East Dr.  
Belle, WV 25015  
(304) 993-6518 (phone)  
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SHIP TO

DEPARTMENT OF ADMINISTRATION  
FLEET MANAGEMENT OFFICE  
2101 WASHINGTON STREET, EAST  
BUILDING 17  
CHARLESTON, WV  
25305 304-558-0086

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
09/21/2011				

BID OPENING DATE:

10/27/2011

BID OPENING TIME

01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: KRISTA FERRELL-FILE 21</p> <p>RFQ. NO.: FLT12003</p> <p>BID OPENING DATE: 10/27/2011</p> <p>BID OPENING TIME: 1:30 PM</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p> <p>----- 304-755-3792 -----</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY):</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 304-993-6518	DATE 10/27/11
TITLE President	FEIN 55-0253577	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

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# 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.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (**West Virginia Code**, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Petroleum Products Inc. Signed: [Signature]  
 Date: 10/24/2011 Title: President

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



## Exhibit 5 – Signed Addendum 1

We are submitting our acknowledgement of the receipt of Addendum 1, provided to us by the State.



State of West Virginia  
Department of Administration  
Purchasing Division  
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# Request for Quotation

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FLT12003

PAGE

1

ADDRESS CORRESPONDENCE TO ATTENTION OF:

KRISTA FERRELL  
304-558-2596

RFQ COPY

TYPE NAME/ADDRESS HERE

V  
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Petroleum Products Inc.  
500 River East Dr.  
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(304) 755-3792 (fax)

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DEPARTMENT OF ADMINISTRATION  
FLEET MANAGEMENT OFFICE  
2101 WASHINGTON STREET, EAST  
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CHARLESTON, WV  
25305 304-558-0086

DATE PRINTED

09/29/2011

TERMS OF SALE

SHIP VIA

F.O.B.

FREIGHT TERMS

BID OPENING DATE:

10/27/2011

BID OPENING TIME 01:30PM

LINE

QUANTITY

UOP

CAT.  
NO.

ITEM NUMBER

UNIT PRICE

AMOUNT

## ADDENDUM NO. 1

THIS ADDENDUM IS ISSUED TO CLARIFY THE MANDATORY  
PRE-BID DATE

THE MANDATORY PRE-BID MEETING WILL BE HELD ON OCTOBER  
7, 2011 AT THE AGENCY'S LOCATION AT 2101 WASHINGTON  
STREET, EAST IN CHARLESTON, WEST VIRGINIA. THE  
MEETING SHALL BEGIN AT 1:00 PM.

0001

EA

946-35

1

FUEL ONLY CARDS

\$0.00

\$0.00

\*\*\*\*\* THIS IS THE END OF RFQ FLT12003 \*\*\*\*\* TOTAL:

\$0.00

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE

TELEPHONE

304-993-6518

DATE

10/27/2011

TITLE

President

FEIN

55-0253577

ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

## Exhibit 6 – Signed Addendum 2

We are submitting our acknowledgement of the receipt of Addendum 2, provided to us by the State.





State of West Virginia  
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DEPARTMENT OF ADMINISTRATION  
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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/20/2011				

BID OPENING DATE: 10/27/2011

BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 2						
THIS ADDENDUM IS ISSUED TO:						
1.) PROVIDE A COPY OF THE MANDATORY PRE-BID ATTENDEE LIST AND						
2.) PROVIDE ANSWERS TO ALL TECHNICAL QUESTIONS SUBMITTED IN ACCORDANCE WITH THE PROVISIONS OF THE ORIGINAL REQUEST FOR QUOTATION (FLT12003)						
BID OPENING DATE REMAINS: 10/27/2011						
BID OPENING TIME REMAINS: 1:30 PM						
***** END ADDENDUM NO. 2 *****						
0001	1	EA		946-35	\$0.00	\$0.00
FUEL ONLY CARDS						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE

TELEPHONE

DATE

TITLE

FEIN

ADDRESS CHANGES TO BE NOTED ABOVE

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