

# Ordering Instructions

## Statewide Contract – FUEL25

CMA FUEL25A

CMA FUEL25B

CMA FUEL25C

**Ordering Requirements** – All West Virginia Agencies utilizing this contract will place their own orders within the approved contract vendor for the specific District. Please see FUEL25 SYNOPSIS. Agencies should issue an agency delivery order (ADO) to the vendor. The Agency should attach the Vendor’s Exhibit A pricing page to the ADO for payment purposes. The Agency should also attach the Vendor’s delivery receipt for verification purposes.

***NOTE: Agency must submit certification of tax-exempt status to the vendor upon request. Failure to provide proof of tax-exempt status may result in the agency being excluded from future use the Contract.***

**Special Instructions** – Orders shall be placed Monday through Friday. Pricing of orders will be based on the Weekly OPIS Average Rack Price as the DAY of ORDER. West Virginia State Agencies utilizing this contract must purchase an OPIS license allowing the Agency to access OPIS Weekly Rack Prices. Contact OPIS at 888-301-2645.

Since the commodities listed on this contract are subject to weekly price changes, State Agencies utilizing this contract must be able to verify product pricing using the OPIS Weekly Average Price (as of the day of order).

Average rack/terminal price from OPIS	+
State Excise Tax (motor fuels only)	+
Federal L.U.S.T. Fee	+
Vender’s mark up as quoted in the contract	+
<b>EQUALS Price per Gallon delivered</b>	<hr/> \$

**Approvals Required** – N/A

**Vendor Contact Information** –

R.T. Rogers Oil Co. Inc.	Matt Burdette	304-466-1733	<a href="mailto:mburdette@rtrogers.com">mburdette@rtrogers.com</a>
Bruceston Petroleum Co. Inc.	Raymond Cole	304-291-6983	<a href="mailto:rcole@bfscompanies.com">rcole@bfscompanies.com</a>
Belmont Petroleum Corp.	Kevin Duffin	740-635-1920	<a href="mailto:kpd@bcpoil.com">kpd@bcpoil.com</a>

**Type of Delivery Order** – Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written form of communication. State Agencies should create an ADO in wvOASIS with the appropriate documentation attached.

**How to submit the completed order to the Vendor** – Submit ADO/Order Request to the vendor. Vendor is then to issue a receipt of order for confirmation and tentative delivery information.

**POLITICAL SUBDIVISIONS:** Contact the vendor to confirm that contract pricing is available as well as required delivery quantities. Vendors may also be required to describe the unloading facilities so that the Vendor can confirm equipment requirements.