



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

# Purchase Order

**PURCHASE ORDER NO.**  
 OIL05

**PAGE**  
 1

**BLANKET RELEASE**  
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CORRECT PURCHASE ORDER NUMBER  
 MUST APPEAR ON ALL PACKAGES,  
 INVOICES, AND SHIPPING PAPERS.  
 QUESTIONS CONCERNING THIS PUR-  
 CHASE ORDER SHOULD BE DIRECTED  
 TO THE BUYER AS NOTED BELOW.

**CHANGE ORDER**  
 6

**SEE REVERSE SIDE FOR  
 TERMS AND CONDITIONS**

**INVOICE TO**

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

**VENDOR**

\*426142524                      304-927-2470  
 HARRIS OIL COMPANY INC  
 PO BOX 685  
 330 OAK DRIVE  
 SPENCER WV 25276

**SHIP TO**

## AGENCY COPY

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

| DATE PRINTED   |               | TERMS OF SALE |                  | FEIN/SSN      |            | FUND           |  |
|--|---------------|---------------|------------------|---------------|------------|----------------|--|
| 06/01/2006   |               | NET 30        |                  | 550480256     |            |                |  |
| SHIP VIA   |               | F.O.B         |                  | FREIGHT TERMS |            | ACCOUNT NUMBER |  |
| BEST WAY   |               | DESTINATION   |                  | PREPAID       |            | MUL-MUL        |  |
| LINE   | QUANTITY      | UOP           | VENDOR ITEM NO.  |               | UNIT PRICE | AMOUNT         |  |
|  | DELIVERY DATE | CAT. NO.      | ITEM NUMBER      |               |            |                |  |
|  |               |               | CHANGE ORDER #06 |               |            |                |  |
| TO RENEW THE ORIGINAL CONTRACT ACCORDING TO ALL TERMS,<br>CONDITIONS, PRICES AND SPECIFICATIONS CONTAINED IN THE<br>ORIGINAL CONTRACT INCLUDING ALL AUTHORIZED CHANGE<br>ORDERS.<br><br>EFFECTIVE DATE OF RENEWAL: 01/01/2006<br>THROUGH 12/31/2006<br><br>RENEWALS REMAINING: 1 |               |               |                  |               |            |                |  |
| *****NO ADDITIONAL CHANGES*****  |               |               |                  |               |            |                |  |
| PREVIOUS PO TOTAL==>      OPEN END<br>PO NET CHANGE (+)==>   |               |               |                  |               |            |                |  |

WV STATE PURCHASING DIVISION  
 ADMINISTRATION UNIT  
 CERTIFIED ENCUMBERED

JUN 8 2006

*Beverly Toler*

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE

OPEN END

**TOTAL**

APPROVED FOR  
 ONE FISCAL YEAR  
*Daune Wayfield*  
 APPROVED AS TO FORM BY  
 ASSISTANT ATTORNEY GENERAL

BY *Betty Francisco* 304-558-0468  
 PURCHASING DIVISION AUTHORIZED SIGNATURE

**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. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required registration fee. (Effective June 8, 2006, the fee will change from \$45.00 to \$125.00 pursuant to House Bill 4031.)
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, 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.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum** - The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

**INSTRUCTIONS TO BIDDERS**


1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** 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. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **DUPLICATE BIDS:** All quotations must be delivered by the bidder to the respective offices 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.

**ORIGINAL SIGNED BID TO:**

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

~~**DUPLICATE BID TO:**~~

~~State Auditor's Office  
Bid Observer  
Building 1 Room W114  
1900 Kanawha Boulevard, East  
Charleston, WV 25305-0230~~

 NOTICE: Beginning June 8, 2006, there is no need to submit a duplicate bid to the State Auditor's Office pursuant to House Bill 4031.



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|              | DELIVERY DATE | CAT. NO.      | ITEM NUMBER                        |                             |            |                |        |
|              |               |               | RECEIPT TICKET FOR PURCHASE ORDER: |                             |            |                | OIL05  |
| LINE         | CATNO         | ITEM          | NUMBER                             | DESCRIPTION                 |            | QTY            | DATE   |
| 0001         |               | 405-39        |                                    | LUBRICANTS, OIL AND GREASES |            |                |        |
|              |               |               | SIGNATURE _____                    |                             | DATE _____ |                |        |

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE

**TOTAL**

APPROVED AS TO FORM BY  
 ASSISTANT ATTORNEY GENERAL

BY \_\_\_\_\_  
 PURCHASING DIVISION AUTHORIZED SIGNATURE