

Ordering Instructions

Statewide Contract

**CMA SWC000000021
OIL15 – Oils, Lubricants & Grease**

STATE AGENCIES: Ordering Requirements – Spending Unit (s) shall issue a wvOASIS Agency Delivery Order (ADO) to the Vendor.

Special Instructions – Minimum orders shall be \$100.00 and shipped FOB destination. Orders less than \$100.00 may be obtained by the Agency using proper purchasing procedures.

This contract covers case lots, trailer load prices and bulk delivery to any location with West Virginia. A combination of any and all products may be ordered to meet the trailer load price.

Approvals Required - None

Agency and/or Vendor Contact Information:

Apollo Oil LLC, Randy Ward
304-382-1626

Type of Delivery Order – An ADO must be created in Oasis with the appropriate documentation attached.

How to submit the completed order to the Vendor – Assemble document, print and submit the ADO to the vendor.

POLITICAL SUBDIVISIONS: Contact vendor to confirm that contract pricing is available.