



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  
**FUELHD10**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**JO ANN ADKINS**  
**304-558-8802**

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

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

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
02/20/2009				

BID OPENING DATE: **03/19/2009** BID OPENING TIME: **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>REQUEST FOR QUOTATION</p> <p>BLANKET OPEN-END STATEWIDE CONTRACT TO SUPPLY DIESEL AND HEATING FUEL FOR ALL WEST VIRGINIA STATE AGENCIES AND POLITICAL SUBDIVISIONS.</p> <p>VENDORS SHALL USE THE ATTACHED "FUELHD10 PRICING PAGE" TO ENTER THEIR QUOTATION. AN ELECTRONIC VERSION OF FUELHD10 PRICING PAGE CAN BE FOUND AT:            WWW.STATE.WV.US/ADMIN/PURCHASE/NEWBUL.HTM</p> <p>BIDDERS ARE REQUESTED THAT IN ADDITION TO THE REQUIRED PAPER BID THAT AN ELECTRONIC VERSION BE SUBMITTED WITH THEIR BID. VENDORS SHALL NOT E-MAIL THE ELECTRONIC COPY. IN THE EVENT THE PAPER BID AND THE ELECTRONIC BID COPY DO NOT MATCH, THE PAPER BID SHALL PREVAIL.</p> <p>*****            A PRE-BID MEETING WILL BE HELD ON MARCH 10, 2009 AT 10:30 AM IN THE PURCHASING DIVISION CONFERENCE ROOM LOCATED AT 2019 WASHINGTON STREET, E., CHARLESTON, WV 25305.</p> <p>***** THIS IS NOT A MANDATORY MEETING *****</p> <p>QUESTIONS SHALL BE ACCEPTED THROUGH CLOSE OF BUSINESS 03/09/2009. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER AND EMAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTION WILL BE ANSWERED ORALLY. IF POSSIBLE, E-MAIL QUESTIONS ARE PREFERRED.</p> <p>ADDRESS INQUIRIES TO:            JO.A.ADKINS@WV.GOV</p>						

**RECEIVED**

2009 MAR 17 P 3:37

PURCHASING DIVISION  
 STATE OF WV

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE <i>Gayle Newton</i>	GAYLE NEWTON	TELEPHONE 800-348-3705 x1002	DATE 03/16/2009
TITLE Contract Sales Manager	FEIN 35-1462227	ADDRESS CHANGES TO BE NOTED ABOVE	

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

**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 \$125 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
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 may be deemed null and void, and 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 Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

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**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 case of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130



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02/20/2009				

BID OPENING DATE: **03/19/2009** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		405-09		
DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305 FAX: 304-558-4115 E-MAIL: JO.A.ADKINS@WV.GOV  ATTACHMENTS TO THIS REQUEST FOR QUOTATION:  1. FUELHD10 SPECIFICATIONS, 9 PAGES 2. FUELHD10 PRICING PAGES, 2 PAGES 3. WV MAP DIVIDED BY REGIONS/DISTRICTS 4. EXHIBIT 10 - RESIDENT VENDOR PREFERENCE CERTIFICATE 5. PURCHASING AFFIDAVIT  DIESEL AND HEATING FUELS  EXHIBIT 3  LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON ..... AND EXTENDS FOR A PERIOD OF SIX (6) MONTHS 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.						
					See attached pricing/information pages	

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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TITLE Contract Sales Manager	FEIN 35-1462227	ADDRESS CHANGES TO BE NOTED ABOVE

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<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 BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) SIX (6) MONTH PERIODS.</p> <p>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.</p> <p>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.)</p> <p>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.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A</p>						

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<p>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.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 04/11/2001</p> <p>EXHIBIT 6</p> <p>PRICE ADJUSTMENT PROVISION:          THE STATE OF WEST VIRGINIA WILL CONSIDER BIDS THAT CONTAIN PROVISIONS FOR PRICE ADJUSTMENTS PRIOR TO THE ORIGINAL EXPIRATION OF THE CONTRACT, PROVIDED THAT SUCH PRICE ADJUSTMENT COVERS BOTH UPWARD AND DOWNWARD MOVEMENT OF THE COMMODITY PRICE, AND THAT ADJUSTMENT IS BASED ON THE "PASS THROUGH" INCREASE OR DECREASE OF RAW MATERIALS AND/OR LABOR, WHICH MAKE UP ALL OR A SUBSTANTIAL PART OF A PRODUCT. ADJUSTMENTS ARE TO BE BASED UPON AN ACTUAL DOLLAR FIGURE, NOT A PERCENTAGE. ALL PRICE ADJUSTMENT REQUESTS MUST BE SUBSTANTIATED IN</p>						

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<p>A MANNER ACCEPTABLE TO THE DIRECTOR PURCHASING, E.G. GOVERNMENTAL BENCH MARKS, GENERAL MARKET INCREASE, PUBLISHED PRICE LISTS. SUCH REQUESTS FOR AND INCREASE SHOULD BE RECEIVED IN WRITING BY THE DIRECTOR OF PURCHASING AT LEAST 30 DAYS IN ADVANCE OF THE EFFECTIVE DATE OF THE INCREASE. ANY TIME THE VENDOR REQUESTS A PRICE ADJUSTMENT, THE PURCHASING DIVISION MAY EITHER ACCEPT THE PRICE ADJUSTMENT AND AMEND THE CONTRACT ACCORDINGLY OR REJECT THE ADJUSTMENT IN ITS ENTIRETY AND CANCEL THE CONTRACT.</p> <p>PREFERRED TERMS:            IT IS PREFERRED THAT THE PRICES ON THIS CONTRACT ARE FIRM FOR LIFE OF THE CONTRACT, AS INDICATED IN THE LIFE OF CONTRACT CLAUSE CONTAINED HEREIN, NOT TO EXCEED SIX (6) MONTHS.</p> <p>EXHIBIT 4</p> <p>LOCAL GOVERNMENT BODIES: UNLESS THE VENDOR INDICATES IN THE BID HIS REFUSAL TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO COUNTY, SCHOOL, MUNICIPAL AND OTHER LOCAL GOVERNMENT BODIES, THE BID SHALL EXTEND TO POLITICAL SUBDIVISIONS OF THE STATE OF WEST VIRGINIA. IF THE VENDOR DOES NOT WISH TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO ALL POLITICAL SUBDIVISIONS OF THE STATE, THE VENDOR MUST CLEARLY INDICATE SUCH REFUSAL IN HIS BID. SUCH REFUSAL SHALL NOT PREJUDICE THE AWARD OF THIS CONTRACT IN ANY MANNER.</p> <p>REV. 3/88</p>						

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<p>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.</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">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: FILE 42</p> <p>RFQ. NO.: FUELHD10</p> <p>BID OPENING DATE: XX/XX/XXXX</p>						

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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
BID OPENING TIME:					1:30 PM	
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						
-----						
CONTACT PERSON (PLEASE PRINT CLEARLY):						
-----						
***** THIS IS THE END OF RFQ FUELHD10 ***** TOTAL:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

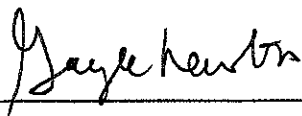
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FUELHD10 Pricing/Information Pages

Vendor: Petroleum Traders Corporation				
DISTRICT	TYPE OF FUEL:	ESTIMATED Needs: - Gallons 6 mo.	FIRM MARKUP PRICE PER GALLON: T/W	FIRM MARKUP PRICE PER GALLON: T/T
ONE	#1 Diesel/Kerosene	20,000	\$ No Bid	\$+.1674
ONE	#2 Diesel	170,000	\$ No Bid	\$+.0922
ONE	#2 Diesel/Winter Additive	0	\$ No Bid	\$+.1072
ONE	#1 Heating/Kerosene	1,000	\$ No Bid	\$ No Bid
ONE	#2 Heating	1,000	\$ No Bid	\$ No Bid
TWO	#1 Diesel/Kerosene	20,000	\$ No Bid	\$+.1674
TWO	#2 Diesel	120,000	\$ No Bid	\$ +.1086
TWO	#2 Diesel/Winter Additive	0	\$ No Bid	\$+.1236
TWO	#1 Heating/Kerosene	1,000	\$ No Bid	\$ No Bid
TWO	#2 Heating	1,000	\$ No Bid	\$No Bid
THREE	#1 Diesel/Kerosene	20,000	\$ No Bid	\$ +.2251
THREE	#2 Diesel	205,000	\$ No Bid	\$+.1288
THREE	#2 Diesel/Winter Additive	0	\$ No Bid	\$ +.1438
THREE	#1 Heating/Kerosene	1,000	\$ No Bid	\$ No Bid
THREE	#2 Heating	1,000	\$ No Bid	\$ No Bid
FOUR	#1 Diesel/Kerosene	45,000	\$ No Bid	\$ +.1674
FOUR	#2 Diesel	265,000	\$ No Bid	\$ +.1135
FOUR	#2 Diesel/Winter Additive	0	\$ No Bid	\$ +.1285
FOUR	#1 Heating/Kerosene	1,000	\$ No Bid	\$ No Bid
FOUR	#2 Heating	1,000	\$ No Bid	\$ No Bid
FIVE	#1 Diesel/Kerosene	30,000	\$ No Bid	\$ +.2674
FIVE	#2 Diesel	170,000	\$ No Bid	\$ +.1947
FIVE	#2 Diesel/Winter Additive	0	\$ No Bid	\$ +.2097
FIVE	#1 Heating/Kerosene	1,000	\$ No Bid	\$No Bid
FIVE	#2 Heating	5,000	\$ No Bid	\$ No Bid
SIX	#1 Diesel/Kerosene	40,000	\$ No Bid	\$ +.1674
SIX	#2 Diesel	130,000	\$ No Bid	\$ +.1125
SIX	#2 Diesel/Winter Additive	0	\$ No Bid	\$ +.1275
SIX	#1 Heating/Kerosene	1,000	\$ No Bid	\$ No Bid
SIX	#2 Heating	1,000	\$ No Bid	\$ No Bid
SEVEN	#1 Diesel/Kerosene	35,000	\$ No Bid	\$ +.1674
SEVEN	#2 Diesel	250,000	\$ No Bid	\$ +.1569
SEVEN	#2 Diesel/Winter Additive	0	\$ No Bid	\$ +.1819
SEVEN	#1 Heating/Kerosene	1,000	\$ No Bid	\$ No Bid
SEVEN	#2 Heating	1,000	\$ No Bid	\$ No Bid
EIGHT	#1 Diesel/Kerosene	30,000	\$ No Bid	\$ +.2251
EIGHT	#2 Diesel	195,000	\$ No Bid	\$ +.2048
EIGHT	#2 Diesel/Winter Additive	0	\$ No Bid	\$ +.2198
EIGHT	#1 Heating/Kerosene	1,000	\$ No Bid	\$ No Bid
EIGHT	#2 Heating	1,000	\$ No Bid	\$ No Bid

Vendor: Petroleum Traders Corporation				
DISTRICT	TYPE OF FUEL:	ESTIMATED Needs: - Gallons 6 mo.	FIRM MARKUP PRICE PER GALLON: T/W	FIRM MARKUP PRICE PER GALLON: T/T
NINE	#1 Diesel/Kerosene	30,000	\$ No Bid	\$ +.1674
NINE	#2 Diesel	215,000	\$ No Bid	\$ +.1569
NINE	#2 Diesel/Winter Additive	0	\$ No Bid	\$ +.1719
NINE	#1 Heating/Kerosene	1,000	\$ No Bid	\$ No Bid
NINE	#2 Heating	1,000	\$ No Bid	\$ No Bid
TEN	#1 Diesel/Kerosene	2,000	\$ No Bid	\$ +.1674
TEN	#2 Diesel	170,000	\$ No Bid	\$ +.1326
TEN	#2 Diesel/Winter Additive	0	\$ No Bid	\$ +.1476
TEN	#1 Heating/Kerosene	1,000	\$ No Bid	\$ No Bid
TEN	#2 Heating	1,000	\$ No Bid	\$ No Bid
Minimum Gallonage for T/T Diesel & Heating Oil:			5,000 Gallons	
Deliver gasoline and distillates on the same T/T Load?			X Yes	
Able to split deliveries between multiple locations?			X * Yes	
Minimum Qty: T/T delivery for 2 locations within 20 mile proximity:			* \$40.00 For each split load.	
Minimum Qty: T/T delivery for 4 locations within 30 mile proximity: (upcharge) \$			*	
Emergency Fee (Upcharge): +.10 Per Gallon				
Contract Coordinator:	Gayle Newton, Contract Sales Manager		Fax Number: 260-207-6347	
Phone Number:	800-348-3705 X1002		Email Address: gnewton@petroleumtraders.com	
Signature:				
Date:	03/16/2009			
Submit (below) potential Terminals where vendor will be obtaining fuel:				
<del>Various to include, but not limited to:</del>				
<del>Charleston: Marathon</del>				
Pittsburgh: BP, COP, Marathon, Pet Products, Petron, S.R.&M., Shell, Valero				
Roanoke: BP, Colonial, COP, Flint Hills, Marathon, Murphy, Placid, Shell, Valero, & Citgo				
Page 2 of 2				

## State of West Virginia **VENDOR PREFERENCE CERTIFICATE**

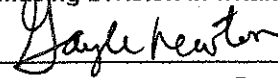
Certification and application\* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status.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

1. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,  
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,  
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. **Application is made for 2.5% resident vendor preference for the reason checked:**  
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4. **Application is made for 5% resident vendor preference for the reason checked:**  
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**  
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**  
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

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 Traders Corporation      Signed:   
 Date: 03/16/2009      Title: Contract Sales Manager      Gayle Newton

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

\*Please see attached



## **PETROLEUM TRADERS CORPORATION**

7120 Pointe Inverness Way  
Fort Wayne, IN 46804-7928  
(260) 432-6622

### **Distributor Qualifications**

Petroleum Traders Corporation  
7120 Pointe Inverness Way  
Fort Wayne, IN 46804  
800-348-3705 x1002  
Fax: 260-207-6347  
Website: [www.petroleumtraders.com](http://www.petroleumtraders.com)

Founded in 1979, Petroleum Traders Corporation is a large wholesale fuel marketer incorporated in the state of Indiana. Our supply spans the United States from coast to coast. We use a host of nationally recognized and local common carriers to facilitate delivery. Our supply sources include 90% of the major oil companies and large independent suppliers. Since its inception in 1979, our company has built its strength on a singular purpose: to meet and exceed the expectations of our customers in every aspect possible, including accountable service, quality products and customized pricing programs. Petroleum Traders Corporation is proud to be the largest pure wholesale fuel distributor in the country.

Petroleum Traders Corporation makes every effort to provide consistent quality of service to its customers in times of national and local emergency and weather related natural disasters. Our resources include a host of large and small local and nationally recognized carriers to complete fuel deliveries. We have accounts with 90% of the large and independent fuel refiners in the United States to better ensure availability of product in the event of difficulties within a region of the country. Petroleum Traders Corporation continues to strive to expand our resources to ensure quality and timely deliveries and meet the needs of our customers

Generally 24 hours is all that is required to complete a delivery. Our carriers strive to fulfill all delivery requested, provided that their drivers are not put into danger or required by local authorities to stay off the roads. In that event, they will complete emergency orders as soon as possible.

### **Ordering:**

For our customers convenience, Petroleum Traders Corporation may be reached 24 hours per day, 7 days per week, 365 days per year. During normal business hours of 7AM to 9PM please call 1-800-348-3705 and select option #4. After hours, weekends, or holidays call the same number but dial option #1 for the on call member of dispatch. If you must leave a message, all calls will be returned within one hour.

**Project Management and Special Services pertinent to this solicitation**

All contact regarding question about the current bid, ordering, invoicing or pricing should be directed to the Contract Bid staff by calling 800-348-3705 ext 1002.

The current Bid staff includes the following members:

<b>Gayle Newton</b>	<b>Ethel Betz</b>	<b>Tam Parrish</b>
<b>Tonya Houchin</b>	<b>Amanda Durnell</b>	<b>Sarah Landis</b>
<b>Adam Denning</b>	<b>Mandy Tennant</b>	

Gayle Newton is the Contract Sales/Bids Manager. Her email is [gnewton@petroleumtraders.com](mailto:gnewton@petroleumtraders.com)  
Ethel Betz is the Assistant Manager. Her email is [ebet@petroleumtraders.com](mailto:ebet@petroleumtraders.com)

**Carriers**

Petroleum Trades uses a host of local and nationally recognized common carriers to include, but not limited to:

Advantage	SOCI	Eagle Transport	Usher
Lewis Transport	BRT	Mansfield Oil	Reed Oil
Glassmere			

No more than 24 hours is typically needed to complete delivery.

STATE OF WEST VIRGINIA  
Purchasing Division**PURCHASING AFFIDAVIT****VENDOR OWING A DEBT TO THE STATE:**

*West Virginia Code* §5A-3-10a provides that: 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.

**PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:**

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code*. The vendor **must** make said affirmation with its bid submission. Further, public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the *West Virginia Code* and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the *West Virginia Code* may take place before their work on the public improvement is begun.

**ANTITRUST:**

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

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

**LICENSING:**

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

**CONFIDENTIALITY:**

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.

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.

Vendor's Name: Petroleum Traders CorporationAuthorized Signature:  Date: 03/16/2009

Purchasing Affidavit (Revised 01/01/09) Gayle Newton  
Contract Sales Manager



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
FUELHD10

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
JO ANN ADKINS 304-558-8802

RFQ COPY

TYPE NAME/ADDRESS HERE

SHIP TO

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

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B	FREIGHT TERMS
03/13/2009				

BID OPENING DATE: 03/19/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO. 1 *****						
1. FUELHD10 SPECIFICATIONS REVISED 03/13/09, 9 PAGE						
2. FUELHD10 PRICING PAGES						
3. QUESTION AND ANSWERS (1PAGE)						
4. SIGN-IN SHEET FROM PRE-BID MEETING (2 PAGES)						
5. DISTRICT 2 LOCATIONS AND TANK SIZE.						
***** END OF ADDENDUM NO. 1 *****						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE <i>Gayle Newton</i>	Gayle Newton	TELEPHONE 800-348-3705 X1002	DATE 03/17/2009
TITLE Contract Sales Manager	FEIN 35-1462227	ADDRESS CHANGES TO BE NOTED ABOVE	

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