



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:  
**FUELTT011**

PAGE:  
**2**

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

VENDOR

**RFQ COPY  
 TYPE NAME/ADDRESS HERE**  
 \*709043738 304-291-6980  
 BRUCETON PETROLEUM CO INC  
 1768 Mileground Road  
 MORGANTOWN WV 26505

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
04/29/2010				

BID OPENING DATE: **05/19/2010** BID OPENING TIME: **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p><b>EXHIBIT 3</b></p> <p><b>LIFE OF CONTRACT:</b> 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.</p> <p><b>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.</b></p> <p><b>RENEWAL:</b> 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><b>CANCELLATION:</b> 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><b>OPEN MARKET CLAUSE:</b> 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</p>						

*Bid Opening Delayed  
 Rescheduled to Open on  
 5-21-10*

**RECEIVED**

2010 MAY 18 AM 10:19

WV PURCHASING  
 DIVISION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE <i>Margaret Bush</i>	TELEPHONE <i>304-291-6980</i>	DATE <i>5/17/10</i>	
TITLE <i>PURCHASER</i>	FEIN <i>55-0686395</i>	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. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. 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.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.htm](http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) and 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.
14. **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>.
15. **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, and the West Virginia Insurance Commission. 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.
16. **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 material, 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.

### INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. 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. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. 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
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).



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**3**

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PURCHASING

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**\*709043738 304-291-6980  
 BRUCETON PETROLEUM CO INC  
 1768 MILEGROUND RD**

SHIP TO

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**MORGANTOWN WV 26505**

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<b>04/29/2010</b>				

**BID OPENING DATE: 05/19/2010 BID OPENING TIME 01:30PM**

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<p><b>CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</b></p> <p><b>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.</b></p> <p><b>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.</b></p> <p><b>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</b></p> <p><b>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.</b></p> <p><b>REV. 05/26/2009</b></p> <p><b>EXHIBIT 4</b></p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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<p>LOCAL GOVERNMENT BODIES: UNLESS THE VENDOR INDICATES 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> <p>EXHIBIT 10</p> <p>REQUISITION NO.: .....</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO.'S:</p> <p>NO. 1 .....</p> <p>NO. 2 .....</p> <p>NO. 3 .....</p> <p>NO. 4 .....</p> <p>NO. 5 .....</p>						

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 1768 MILEGROUND ROAD

RFQ COPY

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<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>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.</p> <p style="text-align: center;">             SIGNATURE              COMPANY            5/17/10            DATE         </p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID.</p> <p>REV. 09/21/2009            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>						

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**6**

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<p><b>NOTICE</b></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: FILE 42</p> <p>RFQ. NO.: FUELTT011</p> <p>BID OPENING DATE: 05/19/2010</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 style="text-align: center;">----- 304 291 6984 -----</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY): Mike Groves</p>						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
-----						
***** THIS IS THE END OF RFQ FUELTT011 ***** TOTAL: _____						

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

**FUELTT011- Truck Transport Delivery of:  
Gasoline, E-10, Diesel, Winterized Diesel, Biodiesel B5, Winterized Biodiesel B5 & Heating  
Fuels  
Specifications**

**This is a request for quotation to supply unleaded gasoline, E-10, unleaded diesel, winterized diesel, B5 biodiesel, winterized B5 biodiesel, and heating fuels to all West Virginia State Agencies and Political Subdivisions by Truck Transport delivery.**

The State has been divided geographically into ten regions (which are the same as the ten DOH Districts) as follows:

Region I: Mason, Putnam, Kanawha, Clay and Boone counties.

Region II: Cabell, Wayne, Lincoln, Logan and Mingo counties.

Region III: Pleasants, Wood, Ritchie, Wirt, Calhoun, Roane, and Jackson counties.

Region IV: Doddridge, Harrison, Marion, Taylor, Monongalia, and Preston counties.

Region V: Grant, Hardy, Mineral, Hampshire, Morgan, Berkeley and Jefferson counties.

Region VI: Tyler, Wetzel, Marshall, Ohio, Brooke and Hancock counties.

Region VII: Gilmer, Barbour, Lewis, Braxton, Upshur and Webster counties.

Region VIII: Tucker, Randolph, Pendleton and Pocahontas counties.

Region IX: Nicholas, Fayette, Greenbrier, Summers and Monroe counties.

Region X: Raleigh, Wyoming, McDowell and Mercer counties.

Vendors submitting Truck Transport (T/T) delivery quotes for any Region as listed above, shall be required to provide Truck Transport (T/T) deliveries to the entire Region as listed.

**VENDOR ELIGIBILITY:** Vendors must be an established refiner, distributor or dealer for a minimum of three (3) years and must provide to the Purchasing Division the locations of all facilities that will be delivering to any of the ten regions within West Virginia and a list of equipment available to perform all the requirements of the contract. It is preferred the required information be submitted with the bid. Failure to provide the required information at the request of the Purchasing Division shall result in disqualification of the bid.

**UNLEADED GASOLINE** shall comply with the most recent ASTM D 4814-07a or the most current edition of the Standard Specifications for Automotive Gasoline. The minimum anti-knock octane for Unleaded Gasoline is 87. E-10, Ethanol Blend (87 Octane minimum) shall be an acceptable substitute fuel for unleaded gasoline. Whenever E-10 is delivered, it must be noted as E-10 Blended Fuel on the vendor's invoice.



**FUELTT011- Truck Transport Delivery of:  
Gasoline, E-10, Diesel, Winterized Diesel, Biodiesel B5, Winterized Biodiesel B5 & Heating  
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Specifications**

**DIESEL** Fuel Oil shall comply with ASTM D 975-09 or the latest edition except the Minimum Cetane Rating shall be 40. The cloud points are as follows:

**TYPE II    +10F  
TYPE II    ULTRA LOW SULFUR**

Diesel Fuel Oil shall be an ultra low sulfur all-purpose diesel fuel oil intended for the use in all automotive type diesel engines under all normal conditions of service. Fuel shall be free from water, grit, acid, and fibrous or other foreign matter likely to clog or injure pumps, nozzles, or valves.

**SPECIAL REQUIREMENT OF THE DIVISION OF HIGHWAYS:** During the period of November 1 to February 28, diesel motor fuels shall be blended with a permissible diesel additive to reduce operability parameters (cloud point, cold filter plug point) and to increase winter operability, maintaining state/federal mandated regulatory specifications for on-road diesel fuel.

**Biodiesel B5**

Biodiesel blend shall be B5 composed of a vegetable-based 5% (B100) biodiesel fuel blend stock and 95% Ultra-Low Sulfur Fuel Oil (ULSD) or winter blend fuel oil for the time period of November 1 to February 28. The biodiesel (B100) fuel blend stock shall meet the requirements for B100 in ASTM D6751 Standard Specification for Biodiesel. The Biodiesel Blend (B5) shall conform to the requirements of ASTM D975 Standard Specification for Biodiesel Blend B5.

Biodiesel fuel blending, mixing, or addition of additives shall be done at the vendor's location and/ or the refinery. Manifold or tank blending at time of delivery shall not be acceptable. Vendors shall provide biodiesel B5 quotes for those terminal sources (vendor pulls from to supply West Virginia) listed on the OPIS Weekly pricing publication at the time quotes are submitted. Deliveries of biodiesel shall be clearly marked as such on vendor's invoice and delivery ticket.

**HEATING OIL:** These specifications cover the grades #1, #2, #4, and #5 fuel oils for various types of fuel burning equipment. Must meet specifications of ASTM Heating Oil D396-09 or the latest edition.

The fuel oils herein specified shall be hydrogen oils free from grit, acid and fibrous or other foreign matter likely to clog or injure the burner or valves. If required, the oil shall be strained by being drawn through filter or wire of 16 mesh to the inch.

**FUELTT011- Truck Transport Delivery of:  
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Fuels  
Specifications**

(U.S. Standard sieve 16, ASTM 1, 190 microns). The clearance area through the strainers shall be at least twice the area of the suction pipe and strainers shall be in duplicate.

The various grades of fuel oil shall conform to the detailed requirements for Fuel Oils "National Bureau of Standards" CS-12-48, dated September 25, 1948, or the latest edition: It is the intent of these specifications that failure to meet any requirements of a given grade does not automatically place an oil in the next grade unless in fact it meets all requirements of the lower grade.

The technical requirements of the National Bureau of Standards Commercial Standard CS-12-48 are identical in substance with tentative specifications for fuel oil, American Society of Testing Materials D396-48T latest edition.

All fuel oil not meeting specifications is not acceptable to any of the localities and must be removed from tank at vendor's expense. No additional product may be added to change the grade of the product.

**NOTE:** Any alternative fuel that becomes available may be added to contract at the discretion of West Virginia Division of Highways.

**SAMPLING, INSPECTION, AND TESTS:** Sampling, inspection and testing shall be in accordance with Federal Specifications to obtain a fuel which meets the detailed requirements as specified and determined in the Department of Highway Laboratory. No allowances shall be made for any reproducibility factors in the prescribed test methods. The supplier will allow samples to be taken prior to discharging of product into localities tanks. Samples will be taken without prior notices.

**PRICING:** The State of West Virginia will accept bids only by Region locations. Vendors must bid a firm fixed mark-up price per gallon on fuel delivery with product price tied to the OIL PRICE INFORMATION SERVICE (OPIS) publication. All prices quoted shall be the delivered price to any location within the ten regions.

**Pricing will be based on the Weekly OPIS on the DAY OF ORDER. The OPIS Weekly Average is posted every Friday morning.**

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Gasoline, E-10, Diesel, Winterized Diesel, Biodiesel B5, Winterized Biodiesel B5 & Heating  
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Specifications**

**FIRM FIXED MARK-UP PER GALLON:** Vendors shall bid only a firm fixed mark-up (percentages not acceptable) for business profit and expenses in supplying the product to the State Agencies and Political Subdivisions. Product cost shall be the average rack price of the products as published (for the preceding week) for the vendor supply terminal location in the OIL PRICE INFORMATION SERVICE as published by United Communications Group 11300 Rockville Pike, Suite 1100, Rockville, MD. 20852. Telephone number (800)929-4824.

**Bids are requested for ALL products – Truck Transport (T/T) delivery.**

Vendors must indicate the minimum delivery quantity for two (2) locations within 20 miles proximity delivered via Truck Transport (T/T). Additionally, vendors shall bid a fixed up-charge fee (see Vendor Quote Sheet) for Truck Transport delivery to a maximum of four (4) locations within 30 miles proximity.

Irrespective of method of transport, the minimum delivery quantity shall be 800 gallons. Vendors should remind ordering agencies that orders less than 800 gallons can be delivered as 'off contract' purchases.

The bid prices for one Region shall not be conditioned on the award of any other Region.

**PAYMENT:** Shall be made based on the terminal fuel is pulled from. If vendors bid multiple terminal sources, the invoice will be based on the lowest price, or vendor shall provide proof of terminal product is pulled from on the invoice.

**TAXES:** The State of West Virginia agencies are exempt from the Federal Excise Tax, and the State Consumers Sales Tax. State of West Virginia agencies are not exempt from State Excise Tax. West Virginia State agencies currently pay a variable rate component of the motor fuel excise tax on motor fuel sold or used of 11.7/cents per gallon. State agencies also currently pay 20.50/cents per gallon for the flat rate component of the West Virginia Excise Tax. In addition, state agencies are responsible for the Federal UGT Fee which is accessed at 0.001/cents per gallon.

Any Superfund Tax must be included in the bidder's mark-up price. The State will not accept bids from bidders who cannot meet the above conditions regarding taxes.

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**AGENCY ORDERING PROCEDURE:** The Division of Highways, district locations – one (1) point of contact for orders, per district, shall place their order with vendor via e-mail or phone if computers are down.

All West Virginia State Agencies will place their own order with the approved vendor.

**West Virginia State Agencies utilizing this contract must purchase an OPIS license allowing the agency access to OPIS weekly pricing. Please contact OPIS at 888-301-2645.**

Orders shall be placed Monday through Friday and utilize the published preceding week OPIS average rack price. Pricing will be based on the Weekly OPIS on the DAY OF ORDER.

Refer to the attached map of West Virginia Division of Highway's District areas. The listing for Division of Highways District Office locations is as follows:

WVDOH/DISTRICT 1  
1334 Smith St.  
Charleston, WV 25301

WVDOH/DISTRICT 2  
801 Madison Ave.  
Huntington, WV 25712

WVDOH/DISTRICT 3  
624 Depot St.  
Parkersburg, WV 26102

WVDOH/DISTRICT 4  
PO Box 4220  
Clarksburg, WV 26301

WVDOH/DISTRICT 5  
PO Box 99  
Burlington, WV 26710

**FUELTT011- Truck Transport Delivery of:  
Gasoline, E-10, Diesel, Winterized Diesel, Biodiesel B5, Winterized Biodiesel B5 & Heating  
Fuels  
Specifications**

WVDOH/DISTRICT 6  
1 DOT Drive  
Moundsville, WV 26041

WVDOH/DISTRICT 7  
PO Box 1728  
Weston, WV 26452

WVDOH/DISTRICT 8  
PO Box 1516  
Elkins, WV 26241

WVDOH/DISTRICT 9  
HC 82, Box 3-A  
Lewisburg, WV 24901

WVDOH/DISTRICT 10  
270 Hardwood Lane  
Princeton, WV 24740

**VENDOR ACKNOWLEDGEMENT PROCEDURE:** The vendor must e-mail agency upon receipt of order showing order received, and giving tentative delivery information. **Receipt of the vendor's acknowledgement showing the vendor's scheduled delivery date/time is important, as this allows the agency to insure staff will be available for the scheduled delivery.**

Since the product pricing is subject to weekly changes, the state agency is to verify pricing information provided by OPIS. The actual price is computed as follows:

Average rack price from OPIS report + State Excise Tax for Motor  
Fuel (if applicable) + Federal UGT Fee.  
+ Vendors mark-up as quoted in contract  
= price per gallon delivered.

**DELIVERIES:** The State has sole discretion to determine Method of Delivery, by tanker truck or tank wagon. Such Method of Delivery shall be specified at the time of order based on the order volume. Normal use requirements will be ordered three (3) working days in advance of the required delivery date. Vendors SHALL complete fuel deliveries within the three (3)

**FUELTT011- Truck Transport Delivery of:  
Gasoline, E-10, Diesel, Winterized Diesel, Biodiesel B5, Winterized Biodiesel B5 & Heating  
Fuels  
Specifications**

working day period of order placement. The three (3) working day period shall start the next business day after receipt of order. Unless prior arrangements have been made, deliveries shall be made during normal work hours (7:30 am to 3:30 pm), Monday through Friday.

Emergency requirements or situations which cannot be scheduled in advance will necessitate 24 hour delivery. Cost for 24 hour emergency delivery shall be at a fixed up-charge fee. Vendors should enter the fixed up-charge fee on the pricing page and submit with bid.

Deliveries shall include a legible metered delivery ticket which has been processed through a meter certified and sealed by the State of West Virginia, Division of Weights and Measures, and stamped with quantities, location, time (a.m./p.m.) date, driver and product. When bulk deliveries are made the driver shall stick the tank before and after product is delivered and enter the readings onto the delivery ticket.

A copy of the delivery ticket, signed by both the driver and a person from the receiving facility, should be left at the location receiving the fuel.

Delivery tickets must include the location where delivery was made, the product(s) delivered, the blended percentages, the number of gallons delivered, and the rack price or prices for blended fuels.

Vendors must have the capability to deliver to above ground storage tanks utilizing a remote fill system on the tank.

Delivery errors by the vendor's delivery personnel or agents/sub contractors shall be the responsibility of the vendor and must be corrected to the agency's satisfaction.

A penalty fee of \$250 (reduction of invoice), can be imposed for failure to provide delivery of fuel within the three (3) working day period of order placement, unless such delay is attributable to terminal allocations. Vendors can submit documentation related to allocation issues to avoid the penalty.

NOTE: All fuel deliveries shall be metered at the point of delivery and shall issue a printed ticket, to meet the Division of Labor requirements:

**FUELTT011- Truck Transport Delivery of:  
Gasoline, E-10, Diesel, Winterized Diesel, Biodiesel B5, Winterized Biodiesel B5 & Heating  
Fuels  
Specifications**

Tanker trucks may make a delivery of a complete compartment and are permitted to use the allocation metered ticket from the loading point for this printed ticket. West Virginia Code 47-1-11 adopts NCWM Hand Book 130 part "Uniform Engine Fuels...Regulation". Section 3 of that Regulation, subparagraph 3.1.1 concerns documentation. A Bill of Lading from the terminal source locations is acceptable and shall contain quantities, location, time (a.m./p.m.) date, driver, and product.

**DELAY OR FAILURE TO DELIVER:** The vendor shall not be liable in damages for the delay of shipment or failure to deliver caused by fire, flood, Acts of God, Acts of Government, Act of an alien enemy, or by any other circumstances which in the opinion of the state agency is beyond the control of the contractor. The state agency may, in its discretion purchase the product on the market until such time product becomes available by the supplier.

In the event the vendor is unable to drop fuel due to an error by the ordering agency a flat fee of \$250.00 may be charged.

**INVOICING:** Vendors of DOH fuel deliveries are encouraged to utilize a paperless invoice process, submitting the following information via e-mail to the DOH ordering locations:

- A. Delivery ticket number(s) for fuel delivery, date and time of delivery and DOH location of the delivery.
- B. Fuel types, total quantities, unit prices, applicable taxes, total prices, and the terminal source of supply for all deliveries.
- C. It is the intent of the Division of Highways to utilize the State Purchasing Card for all vendor reimbursement of fuels purchased.

**NOTES:** Under no circumstances will the West Virginia Division of Highways accept, or pay for, quantities of fuel in excess of the quantity requested via the telephone or electronic order.

Should fuel products become unavailable from a quoted terminal location, (in the event of an Emergency Declaration by the Governor) the wholesale fuel vendor

**FUELTT011- Truck Transport Delivery of:  
Gasoline, E-10, Diesel, Winterized Diesel, Biodiesel B5, Winterized Biodiesel B5 & Heating  
Fuels  
Specifications**

shall have the option to pull fuel products from the next closest terminal location. If that fuel terminal location was not quoted as a potential source of supply, the agency shall reimburse the wholesale vendor the OPIS price for that terminal location as well as the additional transport expenses associated with the deliveries and documented by the vendor.

Government entities other than the WVDOH, utilizing this contract, must have the option of formulating their invoicing procedures with the successful vendors.

**REPORTING REQUIREMENTS:** Winning bidders **shall** be required to submit quarterly reports to the Equipment Division in a format which shall be supplied. This report shall show the quantity and cost of each product and the location (district/non-DOH deliveries separated and combined by location) to which it was delivered, and a total of each product for each quarter. This report **SHALL** also be sent to the Purchasing Division, Attention: jo.a.adkins@wv.gov.

**AWARD:** The award will be a single award per Region/District (1 through 10). Pricing will be from the source fuel was pulled from (terminal location).





BRUCETON FARM SERVICE, INC.  
BRUCETON PETROLEUM CO., INC.  
BFS FOODS, INC.  
BRUCETON AG SERVICES, INC.  
BFS PETROLEUM PRODUCTS, INC.

1768 MILEGROUND  
MORGANTOWN, WV 26505  
PHONE (304) 291-6980  
FAX (304) 291-6984

May 17, 2010

**Equipment List required for bid FUELTW011 and FUELTT011**

Bruceton Petroleum Co / BFS Petroleum Products operates multiple bulk plants throughout the state of West Virginia (List attached) in order to meet all contract requirements.

Each of our bulk plants have one or more short trucks ranging from 3,500 to 4,500 gallons of capacity that will enable our company to fulfill all of the contract requirement. In addition, we have a fleet of 10 tanker trucks ranging from 8,200 to 9,000 gallons of capacity for loads that exceed our short truck capacities.

Bruceton Petroleum Co. / BFS Petroleum Products looks forward to a quality relationship during the contract period.

Regards,

A handwritten signature in black ink, appearing to read 'Mike Groves', written in a cursive style.

Mike A. Groves  
Director Of Operations  
Bruceton Petroleum Co, Inc.

FUELTT011 Pricing Page

Vendor: Bruceton Petroleum Company, Inc. / BFS Petroleum Products, Inc.				
DISTRICT	FUEL TYPE	Six Month's ESTIMATED NEEDS (gals.)	T/W Markup Bid Per Gallon	Potential Terminal Locations fuel will be pulled from
ONE	Unleaded Gasoline/E10	201,000		
	No. 2 Diesel	50,000		
	No. 2 Diesel w/Winter add.	170,000		
	BioDiesel B5			
	BioDiesel B5 w/Winter add.			
TWO	Unleaded Gasoline/E10	220,000		
	No. 2 Diesel	33,000		
	No. 2 Diesel w/Winter add.	120,000		
	BioDiesel B5			
	BioDiesel B5 w/Winter add.			
THREE	Unleaded Gasoline/E10	166,000	0.13750	CWV
	No. 2 Diesel	181,000	0.14150	MOH
	No. 2 Diesel w/Winter add.	63,000	0.14650	PPA
	BioDiesel B5	31,000	0.18700	
	BioDiesel B5 w/Winter add.	31,000	0.19700	
FOUR	Unleaded Gasoline/E10	243,000	0.14770	APA
	No. 2 Diesel	245,000	0.15907	PPA
	No. 2 Diesel w/Winter add.	87,000	0.16407	CWV
	BioDiesel B5	43,000	0.16180	MOH
	BioDiesel B5 w/Winter add.	43,000	0.17180	
FIVE	Unleaded Gasoline/E10	167,000		
	No. 2 Diesel	55,000		
	No. 2 Diesel w/Winter add.	143,000		
	BioDiesel B5			
	BioDiesel B5 w/Winter add.	13,000		
SIX	Unleaded Gasoline/E10	127,000	0.13520	MOH
	No. 2 Diesel	110,000	0.13820	PPA
	No. 2 Diesel w/Winter add.	52,000	0.14320	APA
	BioDiesel B5	26,000	0.14090	
	BioDiesel B5 w/Winter add.	26,000	0.15090	
SEVEN	Unleaded Gasoline/E10	207,000		
	No. 2 Diesel	98,000		
	No. 2 Diesel w/Winter add.	184,000		
	BioDiesel B5			
	BioDiesel B5 w/Winter add.			
EIGHT	Unleaded Gasoline/E10	126,000		
	No. 2 Diesel	58,000		
	No. 2 Diesel w/Winter add.	170,000		
	BioDiesel B5	7,000		
	BioDiesel B5 w/Winter add.			
NINE	Unleaded Gasoline/E10	176,000		
	No. 2 Diesel	75,000		
	No. 2 Diesel w/Winter add.	210,000		
	BioDiesel B5			
	BioDiesel B5 w/Winter add.			

TEN	Unleaded Gasoline/E10	214,000	
	No. 2 Diesel	68,000	
	No. 2 Diesel w/Winter add.	145,000	
	BioDiesel B5		
	BioDiesel B5 w/Winter add.		

Minimum Gallonage for T/T: 7,500

Able to split deliveries between multiple locations? Yes  No

Minimum Qty: T/T delivery for 2 locations within 20 Mile Proximity: 7,500 (2,000 Min. to One Location)

T/T delivery for 4 locations within 30 Mile Proximity (Upcharge): \$90.00

Emergency Fee (Upcharge) \$250.00

**Terminal Abbreviations:**

Altoona, PA - APA	Fairfax, VA - FVA
Ashland, KY - AKY	Marietta, OH - MOH
Charleston, WV - CWV	Pittsburgh, PA - PPA

Contract Coordinator: Mike Groves

Phone Number: Cell: (304) 276-7005  
Home: (304) 329-2278  
Office: (304) 291-6980 Ext. 103

Signature: 

Date: 5/17/10

## BFS PETROLEUM PRODUCTS, INC. LOCATIONS

**Moundsville, West Virginia 800-350**  
201 South Park Street  
Glen Dale, WV 26038  
or P.O. Box 575  
Moundsville, WV 26041  
304-845-5601  
304-845-5625 fax  
Employees: Carl and Paul Yoho

**Athens, Ohio 800-315**  
P.O. Box 722  
10530 State Rt. 550  
Athens, OH 45701  
740-593-7340  
740-594-9141 fax  
Manager: Dave Hummel

**Parkersburg, West Virginia 800-330**  
1209 Broadway Avenue  
Parkersburg, WV 26101  
304-428-5781  
Manager: Bob Turner

**Crooksville, Ohio 800-325**  
506 China Street  
Crooksville, OH 43731  
740-982-4036  
740-982-4037 fax

**Pennsboro, West Virginia 800-340**  
302-A W. Myles Avenue  
Pennsboro, WV 26415  
304-659-2021  
Manager: Joe Michels

**Marietta, Ohio 800-360**  
State Route 7 & Township Rd 464, Hanna Rd.  
18088 St. Rt. 7  
Marietta, OH 45750  
740-373-2583  
Agent: Lester "Doc" Grucy or Bonnie

**Pennsboro, West Virginia 800-340**  
410 W. Myles Avenue  
Pennsboro, WV 26415  
304-659-2641  
304-659-3195 fax  
Manager: Joe Michels

**McConnellsville, Ohio**  
Riverside Ashland  
383 West Riverside Drive  
McConnellsville, OH 43756  
740-962-2579  
Lessor: Gary Fluharty

**Pennsboro Pac Pride 800-341**  
Rt 50  
Ellensboro, WV 26346  
304-659-2621 or  
304-659-2641  
Manager: Joe Michels

**Newark, Ohio 800-450**  
Cedar Street Ashland  
221 North Cedar Street  
Newark, OH 43055  
740-345-9178

**Pennsboro, West Virginia 800-470**  
201 W. Myles Avenue  
Pennsboro, WV 26415  
304-659-3996

**St. Clairsville, Ohio 800-420**  
67721 Warnock Street  
St. Clairsville, OH 43950  
740-526-0653

**Spencer, West Virginia 800-320**  
Rt. 33 and 119  
P.O. Box 430  
Spencer, WV 25276  
304-927-3700  
304-927-2950 fax  
Agent: Bryan DePuc

**Wellsville, Ohio 800-421**  
218 Lisbon Street  
Wellsville, OH 43968  
330-532-2180  
Manager: David Meadows

**Vandergriff, Pennsylvania 800-335**  
10 Ashland Way  
Vandergriff, PA 15699  
724-845-7120  
724-568-2784 fax  
Agent: William Roman

**Woodsfield, Ohio 800-310**  
P.O. Box 259  
224 Center Street  
Woodsfield, OH 43793  
740-472-1636  
Agent: Joseph Reed

BRUCETON PETROLEUM CO., INC. LOCATIONS

<b>Bruceston Petroleum Co., Inc.</b>	<b>51-10</b>	
Office - Sales and Dispatching 1768 Mileground Road Morgantown, WV 26505 304-291-6980 and 1-800-371-9360 toll free 304-291-6984 fax Blake Graham: 304-291-6980		
<b>Bruceston Petroleum Co., Inc./WV Division</b>	<b>51-10</b>	<b>#150</b>
Bulk Plant, Rt. 26 Bruceston Mills, WV 26525 304-379-2641 Supervisor: Charlie Moyers 304-379-6731 home Manager: Patty Wolfe		
<b>Bruceston Petroleum Co., Inc./MD Division (Fratz)</b>	<b>51-11</b>	<b>#170</b>
Bulk Plant Office (Keysers Ridge) P.O. Box 193 4168 National Pike Accident, MD 21520 Grantsville, MD 21536 301-746-8121 and 1-800-437-6947 toll free 301-746-6117 fax Manager: Mike Collins 304-379-9017 home Secretary: Janet White		
<b>Bruceston Petroleum Co., Inc./PA Division (Greenwood)</b>	<b>51-12</b>	<b>#130</b>
Bulk Plant Office 1446 Smith Creek Rd Waynesburg, PA 15370 724-852-2605 and 1-800-542-0389 toll free 724-627-3513 fax Manager: Steve Kiger 724-627-4969 home Secretary: Minnie Kiger Shop Mailing Address 120 East 1 <sup>st</sup> Street Waynesburg, PA 15370 Maintenance Supervisor: George Lawrence Shop #724-627-5586		
<b>Bruceston Petroleum Co., Inc./WV Division (Ashland)</b>	<b>51-13</b>	<b>#190</b>
Bulk Plant Office P.O. Box 239 I-79 & Saltwell Exit Bridgeport, WV 26330 304-592-0418 and 1-800-398-0319 304-592-3216 fax Manager: Darlene Prunty 304-592-3357		
<b>Bruceston Petroleum Co., Inc./WV Division (Kingwood)</b>	<b>51-14</b>	<b>#160</b>
Bulk Plant Office Dmkenberger Rd., P.O. Box 4 Kingwood, WV 26537 304-329-1494 304-329-3357 fax Manager: Bruce Motry		
<b>Bruceston Petroleum Co., Inc./WV Division (Tyrone Rd.)</b>	<b>51-15</b>	<b>#165</b>
1529 Tyrone Rd Morgantown, WV 26508 304-296-2372		

**FUELTT011 VENDOR QUOTE SHEET**

VENDOR:				
DISTRICT	FUEL TYPE	Six Month's ESTIMATED NEEDS (gals.)	T/T Markup Bid per Gallon	Potential Terminal Locations fuel will be pulled from
ONE	Unleaded Gasoline/E 10	201,000		
	No. 2 Diesel	170,000		
	No. 2 Diesel w/ Winter add.	50,000		
	BioDiesel B5	25,000		
	BioDiesel B5 w/Winter add.	25,000		
TWO	Unleaded Gasoline/E 10	214,000		
	No. 2 Diesel	120,000		
	No. 2 Diesel w/ Winter add.	33,000		
	BioDiesel B5	16,000		
	BioDiesel B5 w/Winter add.	16,000		
THREE	Unleaded Gasoline/E 10	166,000		
	No. 2 Diesel	181,000		
	No. 2 Diesel w/ Winter add.	63,000		
	BioDiesel B5	31,000		
	BioDiesel B5 w/Winter add.	31,000		
FOUR	Unleaded Gasoline/E 10	243,000		
	No. 2 Diesel	245,000		
	No. 2 Diesel w/ Winter add.	87,000		
	BioDiesel B5	43,000		
	BioDiesel B5 w/Winter add.	43,000		
FIVE	Unleaded Gasoline/E 10	167,000		
	No. 2 Diesel	143,000		
	No. 2 Diesel w/ Winter add.	55,000		
	BioDiesel B5	27,000		
	BioDiesel B5 w/Winter add.	27,000		
SIX	No. 2 Heating**	25,500		
	Unleaded Gasoline/E 10	127,000		
	No. 2 Diesel	110,000		
	No. 2 Diesel w/ Winter add.	52,000		
	BioDiesel B5	26,000		
SEVEN	BioDiesel B5 w/Winter add.	26,000		
	Unleaded Gasoline/E 10	207,000		
	No. 2 Diesel	184,000		
	No. 2 Diesel w/ Winter add.	98,000		
	BioDiesel B5	49,000		
EIGHT	BioDiesel B5 w/Winter add.	49,000		
	Unleaded Gasoline/E 10	126,000		
	No. 2 Diesel	170,000		
	No. 2 Diesel w/ Winter add.	58,000		
	BioDiesel B5	29,000		
NINE	BioDiesel B5 w/Winter add.	29,000		
	No. 1 Heating/Kerosene**	12,000		
	No. 2 Heating**	440,000		
	Unleaded Gasoline/E 10	173,000		
	No. 2 Diesel	210,000		
TEN	No. 2 Diesel w/ Winter add.	75,000		
	BioDiesel B5	37,000		
	BioDiesel B5 w/Winter add.	37,000		
	No. 2 Heating**	20,000		
	Unleaded Gasoline/E 10	214,000		
TEN	No. 2 Diesel	145,000		
	No. 2 Diesel w/ Winter add.	68,000		
	BioDiesel B5	34,000		
	BioDiesel B5 w/Winter add.	34,000		

Minimum gallonage for T/T delivery: \_\_\_\_\_

Able to split deliveries between multiple locations? YES \_\_\_\_\_ NO \_\_\_\_\_

Minimum Qty: T/T delivery for 2 locations within 20 mile proximity: \_\_\_\_\_ Gals.

Fee Amount For: T/T delivery for 4 locations within 30 mile proximity (upcharge): \$ \_\_\_\_\_

Emergency Delivery Fee (upcharge): \$ \_\_\_\_\_

Terminal Abbreviations:

Altoona, PA - APA	Fairfax, VA - FVA
Ashland, KY - AKY	Marietta, OH - MOH
Charleston, WV - CWV	Pittsburgh, PA - PPA
Roanoke, VA - RVA	





BRUCETON FARM SERVICE, INC.  
BRUCETON PETROLEUM CO., INC.  
BFS FOODS, INC.  
BRUCETON AG SERVICES, INC.  
BFS PETROLEUM PRODUCTS, INC.

1768 Mileground Rd.  
Morgantown, WV 26505  
Phone: (304)291-6980  
Fax: (304) 291-6984

Fax Transmission Cover Sheet

Date: 5/18/10

Company Name: WV Purchasing

To: Jo Ann Adkins

Fax#: 304 558 3970

Subject: FUEL T2011 & FUEL T2011

Sender: Mike Graves

RECEIVED  
2010 MAY 21 P 12:02  
FACSIMILE DIVISION  
STATE OF WV

YOU SHOULD RECEIVE 2 PAGES INCLUDING THIS COVER SHEET.  
IF YOU DO NOT RECEIVE ALL THE PAGES, PLEASE CALL (304)291-6980.

Please add this Vendor Preference Certificate  
to my original bid.

Thank you

Mike Graves



Rev. 09/08

# 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: Bruceston Petrokam

Signed: Michael G. Brown

Date: 5/18/10

Title: Director of Operations

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

# 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:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Title:** \_\_\_\_\_

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

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: Bruceton Petroleum

Authorized Signature: [Signature] Date: 5/17/10

State of WV

County of Morgan, to-wit:

Taken, subscribed, and sworn to before me this 17<sup>th</sup> day of May, 2010.

My Commission expires Oct. 14, 2013, 2013.

**AFFIX SEAL HERE**

NOTARY PUBLIC [Signature]

