



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  
**FUELHD09**

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
09/17/2008				

BID OPENING DATE: **09/23/2008**      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UCP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
*****ADDENDUM NO. 3***** 1. FUELHD09 SPECIFICATIONS, REVISED, DATED 09/15/2008. 2. FUELHD09 PRICING/INFORMATION PAGES, REVISED. 3. FUEL09/FUELHD09 QUESTIONS AND ANSWERS. 4. MANDATORY PRE-BID SIGN-IN SHEETS ATTACHED. 5. REMOVING EXHIBIT 6 - PRICE ADJUSTMENT PROVISION. LOCATED ON PAGE 4 OF THE ORIGINAL REQUEST FOR QUOTATION. *****END OF ADDENDUM NO. 3*****						
0001	1	LS		405-09		
DIESEL AND HEATING FUELS						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	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



**FUEL09 – Gasoline  
Specifications –Revised**

**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 by the Division of Highways 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.

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**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.

**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 two pricing categories:**  
Tank-wagon (T/W) and Truck Transport (T/T). Vendor must indicate the minimum delivery quantity for truck transport (T/T) delivery pricing.

Irrespective of method of transport, the minimum delivery quantity shall be 800 gallons. The bid prices for one Region shall not be conditioned on the award of any other Region.

**FUEL09 – Gasoline  
Specifications –Revised**

If more than one terminal is bid, payment shall be the lowest price and proof of terminal shall be provided.

**PAYMENT:** Shall be made based on the terminal fuel is pulled from.

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**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.

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

**AGENCY ORDERING PROCEDURE: All State Agencies and DOH districts shall be responsible for placing orders with awarded vendors.**

The Division of Highways, district locations shall place their orders with vendor via e-mail or telephone, when computers are unavailable.

**West Virginia State Agencies utilizing this contract must purchase an OPIS license allowing the agency access to OPIS weekly pricing. Contact OPIS at 888-301-2654.**

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:

**FUEL09 – Gasoline  
Specifications –Revised**

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

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

**FUEL09 – Gasoline  
Specifications –Revised**

**VENDOR ACKNOWLEDGEMENT PROCEDURE:** The vendor must e-mail ordering agency upon receipt of order showing order received, and giving tentative delivery information.

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:

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**NORMAL:** Average rack price from OPIS report + State Excise Tax for Motor Fuel (if applicable).  
+ 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) working day period of order placement. 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. Unless prior arrangements have been made, deliveries shall be made during normal work hours (7:30 am to 3:30 pm), Monday through Friday. 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, shall be left, (on delivery date) at the location receiving the fuel. Emergency requirements or situations which cannot be scheduled in advance will require 24 hour delivery.

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.

**FUEL09 – Gasoline  
Specifications –Revised**

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

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: 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.



**FUEL09 – Gasoline  
Specifications –Revised**

**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.

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

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**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 of each product and the location (district) or agency to which it was delivered, and a total of each product for each quarter. This report **SHALL** also be sent to [jo.a.adkins@wv.gov](mailto:jo.a.adkins@wv.gov).

**AWARD:**

The award will be a single award per Region (1 through 10)/ per delivery method. Each Region will be split into tank transport and tank wagon pricing. Pricing will be from the source fuel was pulled from (terminal location).



## FUEL09/FUELHD09 QUESTIONS & ANSWERS

1.	Q	For both contracts, will the pricing be based on a weekly OPIS or daily OPIS?
	A	See revised specifications.
2.	Q	If pricing is based on a daily OPIS, will we be paid based on the day it was ordered or the day it was delivered?
	A	See revised specifications.
3.	Q	On FUELHD09, to what locations or regions are the gallons assigned to on the quote sheet?
	A	See revised specifications.
4.	Q	What will be the qualifier on whether unleaded regular or E-10 will be delivered once it available at a terminal and possibly the only product?
	A	If absolutely necessarily required, a change order will be issued.
5.	Q	Could a bill of lading replace a metered delivery ticket on transport deliveries?
	A	Yes
6.	Q	What day of the week are orders to be placed?
	A	Order will be placed Monday through Friday.
7.	Q	With a three day delivery window, are orders to be placed before Tuesday so that deliveries will be made in same week as opis publication?
	A	See question 6.
8.	Q	What criteria will be used to determine whether the method of delivery will be tankwagon or transport?
	A	Order volume.
9.	Q	Are gas and diesel going to be ordered at the same time?
	A	Depends on need.
10.	Q	Is our minimum transport quantity of 7200 gallons acceptable?
	A	Based on vendor information provided on pricing pages.
11.	Q	How will quality issues be handled? Example; two companies are delivering and fuel related equipment problems arise. Who will be held responsible?
	A	See revised specifications.
12.	Q	Are we required to bid more than one terminal per district?
	A	Specifications have been revised, vendor is to list potential terminals.
13.	Q	May we process the purchasing card as an ACH transaction? May we confirm directly with banks representatives purchasing card acceptance features?

## FUEL09/FUELHD09 QUESTIONS & ANSWERS

	A	Yes. Vendors are welcome to contact Amy Lewis or Jim Smith with the WV Auditor's Office Purchasing Card Division to discuss card acceptance features. Amy Lewis – 304-558-2261 ext-2105 Jim Smith – 304-558-2261 ext-2239
14.	Q	What bank issues the purchasing card and may we contact acquiring bank?
	A	Citi Bank. All inquiries must be directed through the Purchasing Card Division, please contact Amy Lewis or Jim Smith.
15.	Q	Is the \$250.00 flat fee due to an agency error negotiable? This fee will not cover diverting the load to an alternate location. Will alternate delivery locations be provided?
	A	No change to specifications.
16.	Q	How can we forecast volume requirements when we do not know if we will have the business from week to week?
	A	See revised specifications.
17.	Q	If awarded on a weekly basis and OPIS report does not come out until Monday (sometimes not until Tuesday) and it takes time to calculate low bidder for the week, that may only leave Weds, Thurs, and Fri. for deliveries. Some locations are closed on Fridays. Who delivers to locations that are out of fuel on Mondays and Tuesdays?
	A	See revised specifications.
18.	Q	What happens when somebody on the district level miscalculates who low bidder is for the week and award is given to wrong vendor?
	A	See revised specifications.
19.	Q	What happens in the event of a tie bid???
	A	The Purchasing Division will request the "Best of Final Offer" which is mandated by West Virginia Law.
20.	Q	Who is to blame for product integrity issues if different vendors are awarded and service the same district?
	A	See revised specifications.
21.	Q	Why are there no specifications or considerations for E-10 gasoline? At some point that may be the only product available out of some terminal ling areas. Any E-10 deliveries need to be based off of an E-10 OPIS index.
	A	If absolutely necessarily required, a change order will be issued from the ordering agency.
22.	Q	What happens when allocation problems prevent product from being pulled from certain terminals specified to the bid?
	A	State requires proof of allocation.

## FUEL09/FUELHD09 QUESTIONS & ANSWERS

23.	Q	What happens to a vendor who is unable to make all deliveries during a week in which he is low bidder and awarded contract for the week? Because this bid is awarded on a weekly basis it will be impossible for a vendor to gauge manpower needed during any given week to service the contract (particularly if there are only a couple of days in which to make the deliveries).
	A	See revised specifications.
24.	Q	Delivery method ordering procedure "tank truck or tankwagon" is going to be variable based on delivery sizes and accessibility to the location with tank trucks. Also, with the bid being separated specifically by product (one vendor may have the gasoline, another may have the diesel fuel), a lot of deliveries may turn out to be tankwagon deliveries by default. Won't this cost the State of WV a lot more in freight and product cost?
	A	No change in specifications.
25.	Q	On page six of the specifications it says: <b>PAYMENT:</b> Shall be made from terminal fuel is pulled from. What happens in the event of allocations when we have to pull fuel from terminal other than where it was intentionally bid from? In most cases, tankwagon deliveries are not made from a terminal but from a vendors "bulk plant". Fuel from our bulk plant may have been sourced from various terminals. How is payment determined in this event??? Why would the State care where the fuel comes from as long as it is billed at the proper cost and meets specifications??
	A	See revised specifications.
26.	Q	Could you provide the information about how the large transaction fee works so it could be communicated with the vendors?
	A	There are several steps and variables involved in the determination of a merchant's overall discount rate with their acquirer. However, in order for them to have applicable transactions qualify for large ticket interchange, there are certain steps they need to take. First, they need to notify their acquirer they wish to participate in the Visa Purchasing Large Ticket fee program for eligible credit card transactions. They will need to communicate if they wish to become CPS qualified with VISA and be set up with software that passes level 3 data for card transactions to their financial institution. I understand there is a fee for this process however, the exact amount may vary based on the merchants banking relationship with their acquirer. Once set up, the interchange reimbursement fee along with any other processing service fees the merchant has bought from their acquirer may be included in their overall merchant discount rate, which is typically a percentage rate per transaction. This information should be obtainable by financial institutions offering acquiring services to the merchant.
27.	Q	Additionally more than one vendor asked that the state educate the vendors about the fees associated with p-cards. If there is training on the horizon we would like to communicate that to the vendors.
	A	We don't have any places or dates set at this time, however, the Auditor has spoken with the Banker's Association regarding a joint effort to educate vendors on issues including fees associated with credit card transactions. We will notify agencies once these meetings have been set so they may in turn notify their vendors.

## FUEL09/FUELHD09 QUESTIONS & ANSWERS

28.	Q	Petroleum Traders Corporation sent a "No Bid Statement" in 2005 in regards to the local preference given. It stated that the bid invitation as written rendered the bid as a restriction for award to local vendors only due to the 5% preference; therefore, until the State of West Virginia withdrew the \$.07 to \$.08 liability to its taxpayers, we could not make a competitive bid on your fuel. The estimated aggregate amount of this preference is \$240,408.
	A	Vendor Preference is required by law.
29.	Q	I noticed that this clause to give a 5% local preference was still in both bids this year. Will it be enforced?
	A	Required by law
30.	Q	In regards to the Open Records Requests for each bid, do you know when we might be able to receive that information?
	A	Previously Provided
31.	Q	Are the contract terms for these bids only 6 months?
	A	Yes, with the option to renew.
32.	Q	What are your actual payment terms? (Net 5 days, Net 10 days, etc)
	A	N30
33.	Q	Do we have to bid both Transport Truck and Tank Wagon, or can we just bid mark ups for Transport Truck delivery?
	A	Either/Or
34.	Q	On the pricing page, are we supposed to just bid one markup for both Ultra Low Sulfur and Heating Fuel, or are we supposed to differentiate two markups (one for Ultra Low and one for Heating Fuel). --If we are supposed to differentiate markups between products, how do we know which product is which? The pricing pages don't label two different diesels.
	A	See revised pricing page.

**SIGN IN SHEET**

**Request for Proposal No. FUEL(HD)09**

**PLEASE PRINT**

**\* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD**

Date: \_\_\_\_\_

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Petroleum Products, Inc.</u> Rep: <u>David Martin</u> Email Address: <u>dmartin@petroleumproductsinc.com</u>	<u>PO Box 455</u> <u>Altoona, WV 25143</u>	PHONE (304) 715-9112 X1014 TOLL FREE (800) 774-4645 FAX (304) 715-3792
Company: <u>Tri State Petroleum</u> Rep: <u>Kevin OLSON</u> Email Address: <u>KOLSON@TSFuel.com</u>	<u>PO Box 4006</u> <u>Wheeling WV 26003</u>	PHONE 304 277 3030 TOLL FREE 800 541 3835 FAX 304 277-1437
Company: <u>R.T. Rogers O.I. Co.</u> Rep: <u>Greg Rogers</u> Email Address: <u>grogers@rtrogers.com</u>	<u>P.O. Box 100</u> <u>Albion, NY 25951</u>	PHONE 304 441 1733 TOLL FREE FAX 304 441 1735
Company: <u>Brucecoils Petroleum</u> Rep: <u>Mike Groves</u> Email Address: <u>mgroves@bfscompanies.com</u>	<u>1768 Milegarden Road</u> <u>Morgantown WV 26525</u>	PHONE 304-291-6980 TOLL FREE FAX 304-291-6984
Company: <u>Harris Oil Co.</u> Rep: <u>Wayne Harris</u> Email Address: <u>wharris@harrisoi.com</u>	<u>Harris Oil Co.</u> <u>P.O. Box 685</u> <u>Spencer, W.V. 25826</u>	PHONE 304-927-2470 TOLL FREE FAX 304-927-4972

SIGN IN SHEET

Request for Proposal No. FUEL(HD)09

PLEASE PRINT

Date: \_\_\_\_\_

\* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
Company: <u>Fred Petersburg Inc</u> Rep: <u>Thad Dues</u> Email Address: _____	<u>12 S Grace ST</u> <u>Petersburg WI 26847</u>	PHONE <u>304 - 257 - 4440</u> TOLL FREE FAX <u>304 - 257 - 2252</u>
Company: <u>GUTTMAN Oil Company</u> Rep: <u>MAURIE ALBERT</u> Email Address: <u>albert@guttmanoil.com</u>	<u>PO Box 1728</u> <u>ELKINS, WV 26241</u>	PHONE <u>304-636-2600</u> TOLL FREE <u>800-296-5823</u> FAX <u>304-636-8133</u>
Company: <u>Bandy Inc</u> Rep: <u>DEBandy</u> Email Address: <u>Kent-Bandy@bandy.com</u>	<u>31618 midland Trail</u> <u>LOOKOUT WV</u>	PHONE <u>304 574 2509</u> TOLL FREE FAX <u>304 574-2587</u>
Company: _____ Rep: _____ Email Address: _____	_____ _____ _____	PHONE _____ TOLL FREE FAX _____
Company: _____ Rep: _____ Email Address: _____	_____ _____ _____	PHONE _____ TOLL FREE FAX _____