

# Ordering Instructions

## Statewide Contract – FUEL

CMA FUEL TW17B  
CMA FUEL TW17C  
CMA FUEL TW17D  
CMA FUEL TW17E

CMA FUEL TT17A  
CMA FUEL TT17B  
CMA FUEL TT17C

**Ordering Requirements** – All West Virginia Agencies utilizing this contract will place their own orders within the approved contract vendor for the specific District. Please see FUEL17 SYNOPSIS. Agencies shall issue an agency delivery order (ADO) to the vendor. The Agency should attach the Vendor's Exhibit A pricing page to the ADO for payment purposes. The Agency should also attach the Vendor's delivery receipt for verification purposes.

**Special Instructions** – Orders shall be placed Monday through Friday. Pricing of orders will be based on the Weekly OPIS Average Rack Price as the DAY of ORDER. West Virginia State Agencies utilizing this contract must purchase an OPIS license allowing the Agency to access OPIS Weekly Rack Prices. Contact OPIS at 888-301-2645.

Since the commodities listed on this contract are subject to weekly price changes, State Agencies utilizing this contract must be able to verify product pricing using the OPIS Weekly Average Price (as of the day of order).

Average rack/terminal price from OPIS	+
State Excise Tax (motor fuels only)	+
Federal L.U.S.T. Fee	+
Vender's mark up as quoted in the contract	+

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**EQUALS** Price per Gallon delivered

**Approvals Required** – N/A

### Agency and/or Vendor Contact Information –

Woodford Oil Company	Darroll Talbott	304-636-2688	<a href="mailto:dtalbott@woodfordoil.com">dtalbott@woodfordoil.com</a>
Bruceton Petroleum Co., Inc.	Mike Collins	304-291-6980	<a href="mailto:mcollins@bfscompanies.com">mcollins@bfscompanies.com</a>
Tri-State Petroleum Corporation	John Berry	304-277-3232	<a href="mailto:sales@fueledbytristate.com">sales@fueledbytristate.com</a>
RT Rogers Oil Co., Inc.	Matt Burdette	304-466-1733	<a href="mailto:mburdette@rtrogers.com">mburdette@rtrogers.com</a>
Harris Oil Company Inc.	Wayne Harris	304-927-2470	<a href="mailto:mail@harrisoil.com">mail@harrisoil.com</a>

\*See the **List of Buyer Assignments** located at the Purchasing Division website (Agency Resource Center) for the centralized buyer assigned to this contract.

**Type of Delivery Order** – Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written form of communication. State Agencies should create an ADO in wvOASIS with the appropriate documentation attached.

**How to submit the completed order to the Vendor** – Submit ADO to the vendor. Vendor is then to issue a receipt of order for confirmation and tentative delivery information.

**POLITICAL SUBDIVISIONS:** Contact vendor to confirm that contract pricing is available as well as required delivery quantities. Vendors may also be required to describe the unloading facilities so that the Vendor can confirm equipment requirements.