

REQUEST FOR QUOTATION
ARFQ DCR2700000008
Propane fuel for Potomac Highland Regional Jail

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The WV Department of Homeland Security, Division of Administrative Services is soliciting bids on behalf of WV Division of Corrections and Rehabilitation, Potomac Highlands Regional Jail located at 355 Dolan Drive, Augusta, WV 26704 to establish an open-ended contract for propane fuel as defined below.
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 **“Contract Item”** or **“Contract Items”** means the list of items identified in Section 3.1 below and on the Pricing Page.
 - 2.2 **“Pricing Page”** means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached hereto as Exhibit A, and used to evaluate the Solicitation responses.
 - 2.3 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the WV Division of Administrative Services.
 - 2.4 **“Pricing Pages”** means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached hereto as Exhibit A and used to evaluate the Solicitation responses.
 - 2.5 **“LPG”** means liquid propane gas.
 - 2.6 **“Highest Quality Propane”** is considered propane regardless of the grade. There are three grades of propane processed or refined in the United States. Each of the three grades, HD-5, HD-10, and Commercial Propane differ in propane consistency.
 - 2.7 **“HD-5”** means grade propane is the highest-grade propane available to consumers. It is propane suitable and recommended for engine fuel use. HD-5 specifications consist of the following:
 - 2.7.1 Minimum of 90% propane
 - 2.7.2 Maximum of 5% propylene
 - 2.7.3 Other gases constitute the remainder (includes but not limited to isobutane, butane, and methane)

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2.8 "Business Hours" means Monday – Friday 8:00 AM to 5:00 PM EST excluding weekends and Federal and State holidays, which are as follows

- New Year's Day (January 1)
- Martin Luther King Day (Third Monday in January)
- President's Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Juneteenth (June 19)
- West Virginia Day (June 20)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Columbus Day (Second Monday in October)
- Veterans Day (November 11)
- Thanksgiving (Fourth Thursday in November)
- Day After Thanksgiving (Fourth Friday in November)
- Christmas Day (December 25)

3. GENERAL REQUIREMENTS:

3.1 Contract items and Mandatory Requirements: contract items must meet or exceed the mandatory requirements as shown below:

3.1.1 Contract item #1 – Propane Fuel

- 3.1.1.1** Vendor must provide an annual estimated quantity of 96,500-gallons of propane for the facility owned tanks. The facility has two (2) 18,000-gallon tanks.
- 3.1.1.2** Vendor must supply only HD-5 grade propane.
- 3.1.1.3** Vendor shall provide proof of the quality of product prior to contract award and upon request by the Agency at any time during the life of the Contract. Such proof shall be propane grade as specified by the Refinery and in these qualifications as HD-5.
- 3.1.1.4** Vendor must place the location on an "automatic fill" program. The object of the automatic fill program is to eliminate the need for Agency personnel to monitor fuel levels and place orders, while at the same time not running the risk of being without fuel.
- 3.1.1.5** If propane is needed outside of automatic fill, orders placed by the Agency personnel, must be delivered within 48 hours of the time of order.
- 3.1.1.6** Agency orders shall be placed by telephone or facsimile. It is the intent of the Agency that "manual" order of this type be the exception and shall be used in other than normal circumstances.

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- 3.1.1.7 Vendor shall replenish the fuel tank automatically without an order being placed by the Agency personnel. Automatic refill schedule will be established once the agency and vendor have determined accurate delivery timeframes.

4. VENDOR ELIGIBILITY

- 4.1 Vendor must be an established refiner, distributor, or dealer for a minimum of three (3) years and must provide the Division of Administrative Services with a list of equipment available to fulfil all the requirement of the contract. It is preferred that the required information be submitted with the vendor's submitted bid response. This information will be required before award of contract.

5. CONTRACT AWARD:

- 5.1 **Contract Award:** The Contract is intended to provide the Agency with a purchase price on all Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.
- 5.2 **Confidentiality Policies and Information Security Accountability:** Vendor agrees to adhere to the Confidentiality Policies and Information Security Accountability Requirements Which can be found at: <https://www.state.wv.us/admin/purchase/privacy/> At the Agencies discretion, the Agency can require the Vendor and its employees to execute the Confidentiality Agreement.
- 5.3 **Pricing Page:** Vendor shall complete the **EXHIBIT A** pricing page by providing the OPIS Cost of Propane as reported on **August 3rd, 2026. ALL OPIS REPORT DATA IS FOR REFERENCE PURPOSES ONLY AND MUST NOT BE INCLUDED IN THE VENDOR'S TOTAL UNIT MARKUP.**
- 5.3.1 **Vendor Markup:** The bid must consist of a single, fixed Vendor Markup per gallon for each commodity line. This markup must include all profit, transportation, labor, and overhead costs.
- 5.3.2 **Contract Award Criteria:** The contract award will be determined by the lowest total calculated cost, derived strictly from: **(Vendor Total Unit Markup) × (Estimated Annual Quantity)**
- 5.3.3 Pricing terminal shall be **Greensburg, PA**
- 5.3.4 Vendor must complete the Pricing Pages in their entirety as failure to do so will result in Vendor's bids being disqualified. The Pricing Pages contain a list of the Contract Items and estimated purchase

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volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

Vendor should electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Pages for bid purposes by sending an email request to the following address:

wassef.maazaoui@wv.gov

- 5.4 Piggyback:** WV DCR reserves the right to extend the terms, conditions, and prices of this contract to other Agencies/Institutions who express an interest in piggybacking on this contract. Each of the piggyback Agencies/Institutions will issue their own purchasing documents for the goods/services. Vendor agrees that DCR shall bear no responsibility or liability for any agreements between vendor and the other Agency/Institutions who desire to exercise this option.
- 5.5 Consumer Price Index (CPI):** Said contract shall be for a base period of one (1) year with four (4) one (1) year renewal options. Automatic renewals are prohibited. Vendor and Agency must mutually agree in writing to the renewal of said contract. There shall be no price increases within the first twelve (12) months from the date of the award of the contract. After the expiration of the initial twelve (12) month period, the Vendor may, no less than thirty (30) days prior to the contract anniversary date, request a price adjustment in writing. Said price adjustment will be evaluated based on the prior year Consumer Price Index compared to the current year Consumer Price Index, or 3% whichever is less. All price adjustments must be approved by the Agency prior to implementation, at Agency's sole discretion. Approval of price adjustments is not guaranteed. Agency will issue a Change Order to said contract for any approved price adjustments.
- 5.6 Ordering:** Vendor shall accept orders through wvOASIS, regular mail, facsimile, email, or any other written form of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

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- 5.7 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.
- 5.7.1** Payment shall be made on the terminal that the fuel is pulled from. If the Vendor bid multiple terminal sources, the Vendor's invoice will be based on the lowest price. Vendors shall not pull fuel from terminals other than those quoted on the Vendor's submitted Exhibit A Pricing Page, without the express approval of the Director of the WV Division of Administrative Services or his/her designee.
- 5.7.2** Payment will be based on the Weekly OPIS on the Day of the Order. The OPIS Weekly Average is posted every Friday morning.
- 5.8 Taxes:** Agency shall be exempt from the Federal Excise Tax, and the State Consumer Sales Tax. Agency will not be exempt from State Excise Tax. Agency will also currently pay the flat rate component of the West Virginia Excise Tax. In Addition, Agency will be responsible for the Federal L.U.S.T. Fee which is assessed at \$0.001 cents per gallon. No other fuel taxes or fees shall be charged to the Agency.
- 5.9 Invoicing:** Vendors are encouraged to utilize a paperless invoice process, submitting the following information via email to the ordering location:
- 5.9.1** Delivery Ticket Number(s) for the fuel delivery, date and time of delivery and order location.
- 5.9.2** Fuel type, total quantities, unit price, applicable taxes, total price and the terminal source of supply for all deliveries.
- 5.9.3** Vendors shall process invoices within four (4) calendar days of the delivery date.

6. DELIVERY AND RETURN:

- 6.1 Delivery Time:** Standard order delivery shall be FOB destination to the Agency location. Vendor shall include the cost of standard order delivery charges in its bid pricing and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.
- 6.2** Unless prior arrangement has been made, deliveries shall be made during normal work hours of 7:30 am to 3:30 pm EST Monday through Friday.

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- 6.3 Delivery Tickets:** 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, date, driver and product.
- 6.4** Tank Wagons may make a delivery of a complete compartment and are permitted to substitute the allocation metered ticket from the loading point for the metered delivery ticket. West Virginia Code 47-1-11 adopts NCWM Handbook 130 part “Uniform Engine Fuels...Regulation”, Section 3 of that regulation, subparagraph 3.1.1 concerning documentation. A Bill of Lading from the terminal source location is acceptable and shall contain location, time, date, driver, and product.
- 6.5** State Agency or Political Subdivisions reserve the right to inspect bulkheads and to measure contents of tanks before, and the time of and/or after delivery. The Agency measurement of the time of delivery shall prevail.
- 6.6** A copy of the Delivery Ticket, signed by both the driver and the person from the receiving facility, must be left at the location receiving the fuel. Delivery tickets must include the location where the delivery was made, the product(s) delivered, the blend percentages, the number of gallons delivered, and the rack price or prices for blended fuels.
- 6.7** Vendors must have the capability to deliver to above ground storage tanks utilizing a remote fill system on the tank. All Tank Wagon fuel deliveries to underground storage tanks shall be made using a vapor recovery nozzle. Tank Wagon deliveries to underground storage tanks without a properly equipped vapor nozzle will be denied by the state agency.
- 6.8 Late Delivery:** The Agency placing the order under this Contract must be notified via telephone if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency could be grounds for cancellation of the delayed order.
- 6.9 Delivery Payment/ Risk of Loss:** Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not

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permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached.

7. VENDOR DEFAULT:

- 7.1 The following shall be considered a vendor default under this Contract.
 - 7.1.1 Failure to provide Contract Items in accordance with the requirements contained herein.
 - 7.1.2 Failure to comply with other specifications and requirements contained herein.
 - 7.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
 - 7.1.4 Failure to remedy deficient performance upon request.
- 7.2 The following remedies shall be available to Agency upon default.
 - 7.2.1 Immediate cancellation of the Contract.
 - 7.2.2 Immediate cancellation of one or more release orders issued under this Contract.
 - 7.2.3 Any other remedies available in law or equity.

8. MISCELLANEOUS:

- 8.1 **No Substitutions:** Vendor shall supply only Contract Items submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract.
- 8.2 **Vendor Supply:** By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.
- 8.3 **Reports:** Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.

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8.4 Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager:	Andrew Fedynyshyn
Telephone Number:	610-768-7608
Fax Number:	610-768-7620
Email Address:	andrew.fedynyshyn@amerigas.com

EXHIBIT A – Pricing Page
ARFO 0608 DCR2700000008
Propane Fuel for Potomac Highland Regional Jail

Section	Description	Fuel Type	Unit of Measure	Estimated Annual Usage ^a	OPIS Pricing for Week of 08/03/2026 Greensburg, PA terminal	Markup Per Gallon	Total Pricing Per Gallon	Extended Total Price
3.1.1	Contract Item #1: Propane Fuel	Propane	Gallon	96,500	\$0.86	\$0.325	\$1.185	\$ 114,342.85
Overall Total Cost							\$	114,342.85

OPIS pricing for week of 08/03/2026 is for bidding purposes only! Weekly OPIS pricing will vary!

Please note: This information is being captured for auditing purposes.
Vendor must complete the Pricing Pages in their entirety as failure to do so will result in Vendor's bids being disqualified. A no bid entered on the Pricing Page will result in Vendor's bid being disqualified.
Any product or service not on the Agency provided Pricing Pages will not be allowable. The state cannot accept alternate pricing pages, failure to use Exhibit A Pricing Pages will lead to disqualification of vendors bid.
The Pricing Pages contain a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.
Vendor should type or electronically enter the information into the Pricing Page to prevent errors in the evaluation.

BIDDER /VENDOR INFORMATION:	
Vendor Name:	AmeriGas Propane, L.P.
Address:	500 NORTH GLPH ROAD
City, St, Zip:	KING OF PRUSSIA, PA 19406
Phone No.:	610-768-7608
Email Address:	ANDREW.FEDYNISZYN@AMERGAS.COM



Vendor Signature:

8/17/2026

Date:



State of West Virginia
Agency Request for Quote
Miscellaneous

Proc Folder: 2038108

Doc Description: PHRJ - Propane

Reason for Modification:

Proc Type: Agency Master Agreement

Date Issued

Solicitation Closes

Solicitation No

Version

2026-08-11

2026-08-18 10:30

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BID RECEIVING LOCATION

WV DIVISION OF ADMINISTRATIVE SERVICES
1124 SMITH STREET
SECOND FLOOR
CHARLESTON WV 25301
US

VENDOR

Vendor Customer Code:

Vendor Name : AmeriGas Propane, L.P.

Address : 500 NORTH GULPH ROAD

Street :

City : KING OF PRUSSIA

State : PA

Country : UNITED STATES

Zip : 19406

Principal Contact : Andrew Fedynyshyn

Vendor Contact Phone: 610-768-7608

Extension:

FOR INFORMATION CONTACT THE BUYER

Wassef Maazaoui

304-558-9093

wassef.maazaoui@wv.gov

**Vendor
Signature X**

FEIN# 23-2787917

DATE 8/17/2026

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

The WV Department of Homeland Security, Division of Administrative Services is soliciting bids on behalf of WV Division of Corrections and Rehabilitation, Potomac Highlands Regional Jail located at 355 Dolan Drive, Augusta, WV 26704 to establish an open-ended contract for propane fuel as defined in the attached specifications.

INVOICE TO				SHIP TO			
POTOMAC HIGHLANDS REGIONAL JAIL 355 DOLAN DR				POTOMAC HIGHLANDS REGIONAL JAIL 355 DOLAN DR			
AUGUSTA		WV		AUGUSTA		WV	
US				US			

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Contract Item #1: Propane Fuel	96500.00000	GL		

Comm Code	Manufacturer	Specification	Model #
15111501			

Extended Description:

3.1.1 Contract Item #1: Propane Fuel

3.1.1.1 Vendor must provide an annual estimated quantity of 96,500-gallons of propane for the facility owned tanks. The facility has two (2) 18,000-gallon tanks.

See attached specifications for complete details.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Questions Due by 2:00pm EST	2026-08-13

	Document Phase	Document Description	Page 3
DCR2700000008	Final	PHRJ - Propane	