



Transportation charges will apply to orders less than 500 gallons, the charges will be prepaid and added to the invoice. Agencies are authorized to purchase from available sources for orders less than 500 gallons.

[View Pricing Information](#) (updated weekly)

## Order Placement

### Orders may be placed through:

1. [E-Procurement](#)
2. Non E-Procurement Users can purchase fuel by completing the following steps:
  - Review the **Vendor Contact Information section** above to select a Vendor on the 405B - Diesel Contract
  - Select the **View Pricing Information link** under the **Minimum Order section** above to obtain the updated weekly fuel prices
  - Using the Vendor and pricing information, please contact the selected Vendor via **phone** or **fax** to place your purchase order

### Vendors

1. **Great Lakes Petroleum**
  - a. Ordering & Service
    - [Robyn Gregel](#) – (704) 357-0946 or (800) 686-3455
2. **James River Solutions**
  - a. Ordering & Service
    - [Tracy Little](#) – (804) 358-9000 or (800) 825-5599
    - [Bridget Bailey](#) – (757) 375-1525 or (804) 358-9000 Ext 308 or (800) 825-5599
    - [Darlene Harris](#) – (804) 955-1148 or (804) 358-9000 Ext 318 or (800) 825-5599
    - [Allyn Cook](#) – (809) 955-1133 or (804) 358-9000 Ext 303 or (800) 825-5599
3. **Jernigan Oil Company, Inc.**
  - a. Ordering & Service
    - [Michael Harrell](#) – (252) 332-2131 or (888) 384-2131
    - [Miles Harrell](#) – (252) 332-2131 or (888) 384-2131
4. **Mansfield Oil Company**
  - a. Ordering
    - [Customer Service](#) – (800) 255-6699
    - [Orders](#)
  - b. Service
    - [Kim Bennett](#) – (678) 450-2092 or (800) 255-6699
5. **Oliver's Oil Co.**
  - a. Ordering & Service
    - [Christopher Oliver](#) – (910) 738-1401 or (800) 789-8459
6. **Petroleum Traders Corp.**
  - a. Ordering
    - [Gayle Newton](#) – (800) 348-3705 Ext. 4
  - b. Service
    - [Gayle Newton](#) – (800) 348-3705 Ext. 4
    - [Rick Hauschild](#) – (800) 348-3705 Ext. 1
    - Contract Bids Staff – (800) 348-3705 Ext. 4
7. **Potter Oil & Tire Co., Inc.**
  - a. Ordering
    - [Brian Potter](#) – (252) 322-4031 or (800) 962-8473

- b. Service
    - [Robbie Martin](#)– Office Manager – (252) 322-4031 or (800) 962-8473
    - [Karen Midyette](#) – AP/AR – (252) 322-4031 or (800) 962-8473
    - [Kay Smith](#) – Invoices – (252) 322-4031 or (800) 962-8473
8. **Red Star Oil Company, Inc.**
- a. Ordering & Service
    - [Brenda Weaver](#)– (919) 772-1944 or (800) 774-6033
    - [William Ball](#)– (919) 772-1944 or (800) 774-6033
  - b. Service
    - [Lynn Walker](#)– (919) 772-1944 or (800) 774-6033
9. **Sampson Bladen Oil Co., Inc.**
- a. Ordering
    - [Alan Erquitt](#) – (704) 592-0430
  - b. Service
    - [Alan Erquitt](#) – (704) 592-0430
    - [Dave Daniel](#) – (877) 797-7104
    - [Craig Morehead](#) – (800) 849-1304
10. **Southeastern Fuels, Inc.**
- a. Ordering & Service
    - [Richard Bunn, Jr.](#) – (252) 453-3100
11. **Yam City Oil & Gas**
- a. Ordering & Service
    - [Ray Lupo](#)– (910) 653-2053

<b>Loaded in to E-Procurement</b>	Yes
<b>E-Procurement Help Desk</b>	(888) 211-7440
<b>Shipping and Delivery (FOB-Destination)</b>	<ol style="list-style-type: none"> <li>1. Vendors shall make deliveries within <b>two (2) days</b> after a receipt of a purchase order. Deliveries can only be made <b>Monday through Friday</b> from the hours of <b>8 a.m. to 4 p.m.</b>, unless an emergency warrants otherwise.</li> <li>2. A dual meter slip shall accompany each delivery.</li> <li>3. Stopping in transit for partial unloading shall be charged a maximum fee of \$30.00 for each stop. The agency shall designate the required number of stops.</li> </ol>
<b>Taxes</b>	<p>Taxes shall not be included in fuel prices unless applicable.</p> <ol style="list-style-type: none"> <li>1. <b>Federal</b> Generally, states and political subdivisions are exempt from excise and transportation tax. Exemption is claimed under Chapter 32 of the Internal Revenue Code. Appropriate exemption certificates will be executed by the using agencies upon contractor's submittal of the same.</li> <li>2. <b>Other</b> Any tax will be provided as a line item on an invoice. Prices shall not include.           <ol style="list-style-type: none"> <li>a. <b>Sales Tax</b></li> <li>b. <b>Import Tax</b></li> <li>c. <b>Personal Property Tax</b></li> <li>d. <b>Inspection Tax</b></li> <li>e. <b>State Road Use Tax</b></li> <li>f. <b>State Sales or Use Tax</b></li> </ol> </li> </ol>

<b>Fees</b>	<ol style="list-style-type: none"> <li>1. <b>Superfund Charge:</b> "Superfund Charges" are not to be included in the price, but should be listed on the invoice as a separate line item.</li> <li>2. <b>Fuel Surcharges:</b> Surcharges are not allowed.</li> <li>3. <b>Additional Fees:</b> There are additional fees that the Vendor can pass along; they include the LUST fee, the NORA fee and the Oil Spill Liability Trust Fund. Any fee shall be itemized separately on an invoice.</li> <li>4. <b>Pumping Service:</b> When requested by the Agency, pumping equipment is to be furnished by the carrier for unloading fuel, at a charge of no more than <b>\$30.00 per load.</b></li> </ol>
<b>Contract Manager</b>	<a href="#">Austin Kiziah</a> (984) 236-0237
<b>Contract Addenda</b>	6/10/2015: Updated Non E-Procurement Users Ordering Instructions
	10/19/2015: Mansfield Oil Company Contact Information Update
	1/20/2016: Sampson Bladen Oil Co., Inc. Toll Free Number Update
	3/7/2016: Contract Administrator Change to Grant Braley
	4/3/2017: Contact Update for Mansfield Oil Company
	7/27/2017: Mansfield Oil Company E-mail Correction
	10/1/2017: Pumping Service Language Added
	5/2/2018: Contract Extended to June 1, 2019 and Mansfield Oil Contact Change to Nicole Kundla.
	7/30/2018: B20 Transport County Re-Award to Petroleum Traders Corporation, Potter Oil & Tire Co., & Red Star Oil Company
	5/7/2019: Option, Extended to June 1, 2020
	9/20/2019: Mansfield Oil Contact Change to April Cox
	4/20/2020: Contract Extension to September 30, 2020
	7/6/2020: Contract Administrator Changed to Steve Hussey
	9/10/2020: Contract Extension to September 30, 2021
	7/21/2021: Contract Extension to January 31, 2023. Petroleum Traders Corporation price increase per gallon of \$0.0125 across all counties under the State Term Contract beginning October 1, 2021.
	1/18/2023: Contract Extension to May 31, 2023.
	3/17/2023: Contract Administrator Changed to Contract Manager Kayla Glenn
	4/12/2023: Contract Manager changed to Pamela Case
	4/21/2023: Contract Manager updated to Kayla Glenn
	5/18/2023: Contract Extension to October 31, 2023.
	8/21/2023: Contract Manager changed to Melissa Pressley
	11/27/2023: Contract Manager updated to Austin Kiziah.
	4/30/2024: Contract Extension to August 30, 2024
	8/30/2024: Contract Extension to October 30, 2024
	10/30/2024: Contract Extension to December 31, 2024