



**PETROLEUM TRADERS
CORPORATION**

7120 Point Inverness Way
Fort Wayne, IN 46804-7928

Part IA - Technical Proposal for: Bulk Fuel Purchase and Delivery Service
RFQ 3064

Petroleum Traders Corporation
7120 Pointe Inverness Way
Fort Wayne, IN 46804

Proposal Opening Date: October 9, 2013
Proposal Opening Time: 2:00 PM

Proposal submitted by:

Contact: Gayle Newton
Title: Contract Sales Manager
Ph: 1-800-348-3705 extension no. 1002
Fax: 260-207-6347
E-mail: gnewton@petroleumtraders.com
Website: www.petroleumtraders.com

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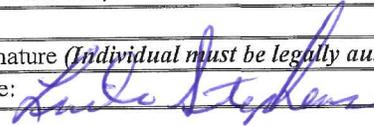
6.3.1 Business References

Tab III - Vendor Information Sheet

VENDOR INFORMATION SHEET FOR RFQ 3064

Vendor Must:

- A) Provide all requested information in the space provided next to each numbered question. The information provided in Sections V1 through V6 will be used for development of the contract;
- B) Type or print responses; and
- C) Include this Vendor Information Sheet in Tab III of the Technical Proposal.

V1	Company Name	Petroleum Traders Corporation		
V2	Street Address	7120 Pointe Inverness Way		
V3	City, State, ZIP	Fort Wayne, IN 46804		
V4	Telephone Number			
	Area Code: 260	Number: 432-6622	Extension: 1002	
V5	Facsimile Number			
	Area Code: 260	Number: 207-6347	Extension:	
V6	Toll Free Number			
	Area Code: 800	Number: 348-3705	Extension: 1002	
V7	<i>Contact Person for Questions / Contract Negotiations, including address if different than above</i>			
	Name:	Gayle Newton		
	Title:	Contract Sales Manager		
	Address:			
	Email Address:	gnewton@petroleumtraders.com		
V8	Telephone Number for Contact Person			
	Area Code: 800	Number: 348-3705	Extension: 6347	
V9	Facsimile Number for Contact Person			
	Area Code: 260	Number: 207-6347	Extension:	
V10	<i>Name of Individual Authorized to Bind the Organization</i>			
	Name:	Linda Stephens	Title:	Vice President
V11	Signature (<i>Individual must be legally authorized to bind the vendor per NRS 333.337</i>)			
	Signature:			Date:

Tab IV State Documents

State of Nevada
Department of Administration
Purchasing Division
515 E. Musser Street, Suite 300
Carson City, NV 89701



Brian Sandoval
Governor

Greg Smith
Administrator

SUBJECT: Amendment 1 to Request for Qualification 3064
RFP TITLE: Bulk Fuel Purchase and Delivery Service
DATE OF AMENDMENT: September 19, 2013
DATE OF RFP RELEASE: August 19, 2013
OPENING DATE: October 9, 2013
OPENING TIME: 2:00 PM
CONTACT: Nancy Feser, Procurement Staff Member

The following shall be a part of RFQ 3064. If a vendor has already returned a proposal and any of the information provided below changes that proposal, please submit the changes along with this amendment. You need not re-submit an entire proposal prior to the opening date and time.

Revisions to RFQ:

Section 1 of the RFQ is being revised to read:

The State does not guarantee any minimum number of bulk fuel purchases under this contract. As these contracts will affect several State agencies, the approximate number of bulk fuel purchases, using agencies, etc. is unavailable.

The State reserves the right to accept vendor proposals for qualification on an ongoing basis. Any future contract awards will be written based upon termination dates concurrent with contracts awarded as a result of the original RFQ.

Questions and Answers to RFQ:

1. Can you do better than 30 days for payment terms, i.e. Net 10 or Net 15?

Payments for invoices will be made within 10-15 days of receipt; refer to Section 8 of the RFQ.

2. Have any addendums been released for this bid?

No, this is the first amendment/addendum to this RFQ.

3. Do you currently receive a discount for prompt payment of invoices?

The State receives prompt payment discounts on various purchases and is willing to consider prompt pay discount offered.

4. Can we please have a list of bidders invited to submit a proposal?

This information is not available.

5. Will a metered bill of lading be acceptable in place of the metered truck requirement?

Yes.

6. Do you consider common carriers to be subcontractors?

Yes.

7. Is this RFQ a pre-qualification of suppliers and no pricing is due by 10/9/2013?

Correct, the purpose of this RFQ is to determine the qualifications of vendors per the Minimum Qualifications in Section 3.2 of the RFQ. As needed, agencies will then make purchases, from the qualified vendors awarded contracts with consideration of lowest cost and availability of fuel delivery, at time of purchase.

If yes to question above, when is the official RFP estimated to release?

Refer to Question 7 above.

8. Who are the current suppliers?

Below is a list of fuel vendors that have been used by individual agencies; however, these vendor's are not under contract.

Suburban Propane, Gale Oil and Tire, Sage Petroleum Products, Western Entergenix, Flyers Energy LLC, Carson Valley Oil, Al Park Petroleum, Thomas Petroleum, Turner Petroleum, Chris's Service, Rebel Oil, and Epic Aviation.

9. Is ACH payment method acceptable?

Yes.

10. What is the pricing index and terminal cities preferred?

The State is not incorporating the pricing index into this RFQ, and there is no preference regarding which terminals are used by the Vendors.

11. Metered tickets on full tanker transports is not commercial standard. Please confirm if the refiners temperature corrected bill of lading will be acceptable?

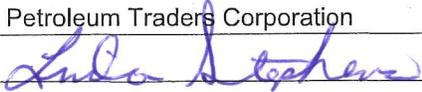
Yes, the refiners temperature corrected bill of lading is acceptable.

12. During the pre-proposal conference, it was brought to the States attention that the following propane tanks are owned by Suburban Propane:

<i>Tonopah Conservation Camp</i>	<i>6 – 1,150 gallon tanks</i>
<i>Glendale NDOT</i>	<i>1- 500 gallon tank</i>
<i>Indian Springs NDOT</i>	<i>1 – size of tank unspecified</i>
<i>Mt. Charles NDOT</i>	<i>1 – 1,000 gallon tank</i>
<i>Searchlight NDOT</i>	<i>1 – 500 gallon tank</i>

ALL ELSE REMAINS THE SAME FOR RFO 3064.

Vendor must sign and return this amendment with proposal submitted.

Vendor Name: Petroleum Traders Corporation
Authorized Signature: 
Title: Linda Stephens, Vice President Date: 10/07/2013

This document must be submitted in the "State Documents" section/tab of vendors' technical proposal.

10/07/2013 10:00:00 AM

ATTACHMENT A – CONFIDENTIALITY AND CERTIFICATION OF INDEMNIFICATION

Submitted proposals, which are marked “confidential” in their entirety, or those in which a significant portion of the submitted proposal is marked “confidential” will not be accepted by the State of Nevada. Pursuant to NRS 333.333, only specific parts of the proposal may be labeled a “trade secret” as defined in NRS 600A.030(5). All proposals are confidential until the contract is awarded; at which time, both successful and unsuccessful vendors’ technical and cost proposals become public information.

In accordance with the Submittal Instructions of this RFQ, vendors are requested to submit confidential information in separate binders marked “Part I B Confidential Technical” and “Part II Confidential Financial”.

The State will not be responsible for any information contained within the proposal. Should vendors not comply with the labeling and packing requirements, proposals will be released as submitted. In the event a governing board acts as the final authority, there may be public discussion regarding the submitted proposals that will be in an open meeting format, the proposals will remain confidential.

By signing below, I understand it is my responsibility as the vendor to act in protection of the labeled information and agree to defend and indemnify the State of Nevada for honoring such designation. I duly realize failure to so act will constitute a complete waiver and all submitted information will become public information; additionally, failure to label any information that is released by the State shall constitute a complete waiver of any and all claims for damages caused by the release of the information.

This proposal contains Confidential Information, Trade Secrets and/or Proprietary information as defined in Section 2 “ACRONYMS/DEFINITIONS.”

Please initial the appropriate response in the boxes below and provide the justification for confidential status.

Part I B – Confidential Technical Information			
YES		NO	X
Justification for Confidential Status			

A Public Records CD has been included for the Technical and Cost Proposal			
YES		NO	X

Part II – Confidential Financial Information			
YES		NO	X
Justification for Confidential Status			

Petroleum Traders Corporation

Company Name

Signature *Linda Stephens*

Linda Stephens, Vice President

Print Name

10/07/2013

Date

This document must be submitted in Tab IV of vendor’s technical proposal

ATTACHMENT C – VENDOR CERTIFICATIONS

Vendor agrees and will comply with the following:

- (1) Any and all prices that may be charged under the terms of the contract do not and will not violate any existing federal, State or municipal laws or regulations concerning discrimination and/or price fixing. The vendor agrees to indemnify, exonerate and hold the State harmless from liability for any such violation now and throughout the term of the contract.
- (2) All proposed capabilities can be demonstrated by the vendor.
- (3) The price(s) and amount of proposal will be arrived independently and without consultation, communication, agreement or disclosure with or to any other contractor, vendor or potential vendor.
- (4) All proposal terms, will remain in effect for a minimum of 180 days after the proposal due date. In the case of the awarded vendor, all proposal terms, will remain in effect throughout the contract negotiation process.
- (5) No attempt has been made at any time to induce any firm or person to refrain from proposing or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal. All proposals must be made in good faith and without collusion.
- (6) All conditions and provisions of this RFQ are deemed to be accepted by the vendor and incorporated by reference in the proposal, except such conditions and provisions that the vendor expressly excludes in the proposal. Any exclusion must be in writing and included in the proposal at the time of submission.
- (7) Each vendor must disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFQ. Any such relationship that might be perceived or represented as a conflict should be disclosed. By submitting a proposal in response to this RFQ, vendors affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of a vendor's proposal. An award will not be made where a conflict of interest exists. The State will determine whether a conflict of interest exists and whether it may reflect negatively on the State's selection of a vendor. The State reserves the right to disqualify any vendor on the grounds of actual or apparent conflict of interest.
- (8) All employees assigned to the project are authorized to work in this country.
- (9) The company has a written equal opportunity policy that does not discriminate in employment practices with regard to race, color, national origin, physical condition, creed, religion, age, sex, marital status, sexual orientation, developmental disability or handicap.
- (10) The company has a written policy regarding compliance for maintaining a drug-free workplace.
- (11) Vendor understands and acknowledges that the representations within their proposal are material and important, and will be relied on by the State in evaluation of the proposal. Any vendor misrepresentations shall be treated as fraudulent concealment from the State of the true facts relating to the proposal.
- (12) Vendor must certify that any and all subcontractors comply with Sections 7, 8, 9, and 10, above.
- (13) The proposal must be signed by the individual(s) legally authorized to bind the vendor per NRS 333.337.

Petroleum Traders Corporation

Vendor Company Name

Vendor Signature
Linda Stephens, Vice President

Print Name

10/07/2013

Date

This document must be submitted in Tab IV of vendor's technical proposal



CERTIFICATE OF LIABILITY INSURANCE

PETRTRA-01 STACYC

DATE (MM/DD/YYYY)
5/22/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lupke Rice Insurance & Financial Services P.O. Box 11309 Fort Wayne, IN 46857	CONTACT NAME: Stacy D Christlieb, CIC	
	PHONE (A/C, No, Ext): (260) 424-4150	FAX (A/C, No): (260) 424-4187
	E-MAIL ADDRESS: stacys@lupkerice.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED Petroleum Traders Corporation 7120 Pointe Inverness Way Fort Wayne, IN 46804	INSURER A: Companion Property and Casualty Group	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSUR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/PROP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	BNA71088830201	6/1/2013	6/1/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER Sample Certificate	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---



**PETROLEUM TRADERS
CORPORATION**

7110 Pointe Inverness Way
Fort Wayne, IN 46804-7928
(260) 432-6622

October 7, 2013

State of Nevada
515 East Musser Street, Suite 300
Carson City, NV 89701

Re: Certificate of Insurance

To Whom It May Concern:

In RFQ 3064, it asks for a certificate of insurance with the State of Nevada and entities named as additional insured from each vendor. It is Petroleum Traders Corporation's practice to only have a company listed as "additional insured" if we are awarded their bid. Therefore, if we are notified that we are awarded RFQ 3064 and the additional insured is required, we will be more than happy to provide a certificate naming you as additional insured.

Thank you for your understanding,

A handwritten signature in blue ink that reads "Linda Stephens". The signature is fluid and cursive.

Thank you,
Linda Stephens

Motor Carrier Division
555 Wright Way
Carson City, Nevada 89711-0600
Phone (775) 684-4711
Fax (775) 684-4619
www.dmvnv.com

Pursuant to the application filed, the below named is hereby licensed subject to the provision of the laws of the State of Nevada, to engage in business as a Supplier in the distribution of Motor Vehicle and Special Fuels. This license is valid until 12-31-2013 unless revoked, suspended or canceled.

FUEL SUPPLIER LICENSE
(AS DEFINED BY NRS 360A, 365, 366, 373, 590.120 and 590.840)

FEIN: 351462227

NV Account #: MCSU00040075
Expiration Date: 12/31/2013

Issued to: **PETROLEUM TRADERS CORPORATION**
7120 POINTE INVERNESS WAY
FORT WAYNE IN 468047928

DEPARTMENT OF MOTOR VEHICLES

By: Carmen Thipman

Title: Tax Program Supervisor II

Date: January 1, 2013

THIS LICENSE IS NOT TRANSFERABLE



IMPORTANT TAX NOTICE & NOTICE OF NEW REQUIREMENT

January 17, 2013

LINDA STEPHENS
PETROLEUM TRADERS CORPORATION
7120 POINTE INVERNESS WAY
FORT WAYNE, IN, 46804

RE: PETROLEUM TRADERS CORPORATION State I.D.#: NV20111218523
2013 Nevada Annual List of Officers, Directors and Agent &
Annual Business License Renewal

Enclosed herewith is the Nevada Annual List of Officers, Directors and Registered Agent & State Business License Renewal for the above captioned company. Your Annual List, License Renewal, & remittance *must be received on or before the last day of the Anniversary month of incorporation or qualification* and should be submitted to the Secretary of State address listed on the enclosed form. You may file the form online at: www.nvsos.gov.

New Requirement: Effective August 2011, corporations claiming an exemption from the annual state business license requirements must complete and attach a Declaration of Eligibility for State Business License Exemption form to its annual List of Officers. The form is available at www.nvsos.gov.

All corporations incorporated or registered to transact business in the State of Nevada, which have not been dissolved, merged or withdrawn from the State must file the enclosed *Annual List and pay a filing fee* based on the value of the total authorized stock (\$75,000 or less - \$125; Over \$75,000 up to \$200,000 - \$175; Over \$200,000 up to \$500,000 - \$275; Over \$500,000 up to \$1,000,000 - \$375; Over \$1,000,000 - \$375 plus \$275 for each additional \$500,000 or fraction thereof with a *maximum rate of \$11,000*.). The penalty for late filing is \$75.00. All corporations required to file an Annual List must also file for the State Business License at the time their list is due, unless specifically exempt. *Business License Filing Fee* - \$200. The penalty for late filing is \$100.00. All filings must be accompanied by appropriate fees or the filing will be rejected and additional fees and penalties may apply. A corporation whose business license expires before the Annual List is due must file a State Business License application and pay the full application fee upon the expiration of its current license. The entity will be required to pay a prorated business license fee when it files its Annual List, and the State Business License expiration date will be adjusted to coincide with the Annual List due date. A State Business License that expires AFTER the Annual List is due may receive a credit for the unused portion of its existing State Business License fee when it files its next Annual List.

All publicly traded corporations (applies to all corporations required to file with the Securities and Exchange Commission) *must indicate* on their annual list that *they are publicly traded* and must include *Central Key Index number* (SEC #). Please review the instructions carefully prior to completing the List.

National Registered Agents, Inc. acts as your representative in the State of Nevada for receiving Service of Process served upon your company and other legal notices, or official government communications presented to the company while conducting business in Nevada.

Our commitment to you is that we will provide the most professional service available for the best value. Since Registered Agent Services are our only business, we ensure the receipt and delivery of your Service of Process and official government communications. Please accept this as our pledge to you.

Thank you for selecting National Registered Agents, Inc. as your Statutory Representative.

(PROFIT) ANNUAL LIST OF OFFICERS, DIRECTORS AND REGISTERED AGENT AND STATE BUSINESS LICENSE APPLICATION OF:

PETROLEUM TRADERS CORPORATION

NAME OF CORPORATION

E0181712011-0

FILE NUMBER

FOR THE FILING PERIOD OF 2013 TO 2014. DUE BY 3/31/2013
File list with the NEVADA SECRETARY OF STATE



***** YOU MAY FILE THIS FORM ONLINE AT www.nvsos.gov *****

110101

The entity's duly appointed agent in the state of NEVADA upon whom process can be served is:

NATIONAL REGISTERED AGENTS, INC. OF NV
1000 EAST WILLIAM STREET SUITE 204
CARSON CITY NV 89701

ABOVE SPACE IS FOR OFFICE USE ONLY

Return one file stamped copy. (If filing not accompanied by order instructions, file stamped copy will be sent to registered agent.)

IMPORTANT: Read instructions before completing and returning this form

1. Print or type names and addresses, either residence or business, for all officers and directors. A President, Secretary, Treasurer, or equivalent of and all Directors must be named. There must be at least one director. An Officer must sign the form. FORM WILL BE RETURNED IF UNSIGNED. USE BLACK INK ONLY - DO NOT HIGHLIGHT
2. If there are additional officers, attach a list of them to this form.
3. Return the complete form with the filing fee. Annual list fee is based upon the current total authorized stock as explained in the Annual List Fee Schedule For Profit Corporations. A \$75.00 penalty must be added for failure to file this form by the deadline. An annual list received more than 90 days before its due date shall be deemed an amended list for the previous year.
4. State Business License fee is \$200.00. Effective 2/1/2010, \$100.00 must be added for failure for file form by deadline.
5. Make your check payable to the Secretary of State.
6. Ordering Copies: If requested above, one file stamped copy will be returned at no additional charge. To receive a certified copy, enclose an additional \$30.00 per certification. A copy fee of \$2.00 per page is required for each additional copy generated when ordering 2 or more file stamped or certified copies. Appropriate instructions must accompany your order.
7. Return the completed form to: Secretary of State, 202 North Carson Street, Carson City, Nevada 89701-4201, (775) 684-5708.
8. Form must be in the possession of the Secretary of State on or before the last day of the month in which it is due. (Postmark date is not accepted as receipt date.) Forms received after due date will be returned for additional fees and penalties. Failure to include annual list and business license fees will result in rejection of filing.

CHECK ONLY IF APPLICABLE AND ENTER EXEMPTION CODE	NRS 76.020 Exemption Codes
<input type="checkbox"/> Pursuant to NRS, this entity is exempt from the business license fee. Exemption Code: _____	001 - Governmental Entity
NOTE: If claiming an exemption, a notarized Declaration of Eligibility form must be attached. Failure to attach the required form will result in rejection, which could result in late fees.	005 - Motion Picture Company
	006 - NRS 680B.020 Insurance Co.
<input type="checkbox"/> This corporation is a publicly traded corporation. The Central Index Key number is: _____	
<input type="checkbox"/> This publicly traded corporation is not required to have a Central Index Key number.	

ANNUAL LIST FILING FEE: \$175.00 LATE PENALTY: \$75.00 BUSINESS LICENSE FEE: \$200.00 LATE PENALTY: \$100.00

MICHAEL B HIMES NAME:	TITLE(S) PRESIDENT (OR EQUIVALENT OF)
7120 POINTE INVERNESS WAY ADDRESS:	FORT WAYNE IN 46804 CITY: ST: ZIP:
LINDA S STEPHENS NAME:	TITLE(S) SECRETARY (OR EQUIVALENT OF)
7120 POINTE INVERNESS WAY ADDRESS:	FORT WAYNE IN 46804 CITY: ST: ZIP:
MICHAEL B HIMES NAME:	TITLE(S) TREASURER (OR EQUIVALENT OF)
7120 POINTE INVERNESS WAY ADDRESS:	FORT WAYNE IN 46804 CITY: ST: ZIP:
VICKI L HIMES NAME:	TITLE(S) DIRECTOR
7120 POINTE INVERNESS WAY ADDRESS:	FORT WAYNE IN 46804 CITY: ST: ZIP:

I declare, to the best of my knowledge under penalty of perjury, that the above mentioned entity has complied with the provisions of sections 6 to 18 of AB 146 of the 2009 session of the Nevada Legislature and acknowledge that pursuant to NRS 239.330, it is a category C felony to knowingly offer any false or forged instrument for filing in the Office of the Secretary of State.

X

 Signature of Officer

Title

Date

Online Receipt

Confirmation number: AU6HT



Billed To:

Petroleum Traders Corp

7120 POINTE INVERNESS WAY, FORT WAYNE, IN 46804

Agency	Job Number	Item	Qty	Unit Price	Subtotal	Details	Payment Status
NV Secretary of State's Office	C20130128-0328	Annual List for 'PETROLEUM TRADERS CORPORATION'			\$375.00	The service you paid for has been processed. Your documents may be downloaded at the following link: My Documents	SUCCESS
		Annual List	1	\$175.00			
		Business License 3/2013-3/2014	1	\$200.00			
					Total:	\$375.00	

(PROFIT) ANNUAL LIST OF OFFICERS, DIRECTORS AND REGISTERED AGENT AND STATE BUSINESS LICENSE APPLICATION OF:

PETROLEUM TRADERS CORPORATION

NAME OF CORPORATION

E0181712011-0

FILE NUMBER

**FOR THE FILING PERIOD OF 2013 TO 2014. DUE BY 3/31/2013
File list with the NEVADA SECRETARY OF STATE**



110101

***** YOU MAY FILE THIS FORM ONLINE AT www.nvsos.gov *****

The entity's duly appointed agent in the state of NEVADA upon whom process can be served is:

**NATIONAL REGISTERED AGENTS, INC. OF NV
1000 EAST WILLIAM STREET SUITE 204
CARSON CITY NV 89701**

ABOVE SPACE IS FOR OFFICE USE ONLY

Return one file stamped copy. (If filing not accompanied by order instructions, file stamped copy will be sent to registered agent.)

IMPORTANT: Read instructions before completing and returning this form

1. Print or type names and addresses, either residence or business, for all officers and directors. A President, Secretary, Treasurer, or equivalent of and all Directors must be named. There must be at least one director. An Officer must sign the form. FORM WILL BE RETURNED IF UNSIGNED. USE BLACK INK ONLY - DO NOT HIGHLIGHT
2. If there are additional officers, attach a list of them to this form.
3. Return the complete form with the filing fee. Annual list fee is based upon the current total authorized stock as explained in the Annual List Fee Schedule For Profit Corporations. A \$75.00 penalty must be added for failure to file this form by the deadline. An annual list received more than 90 days before its due date shall be deemed an amended list for the previous year.
4. State Business License fee is \$200.00. Effective 2/1/2010, \$100.00 must be added for failure for file form by deadline.
5. Make your check payable to the Secretary of State.
6. Ordering Copies: If requested above, one file stamped copy will be returned at no additional charge. To receive a certified copy, enclose an additional \$30.00 per certification. A copy fee of \$2.00 per page is required for each additional copy generated when ordering 2 or more file stamped or certified copies. Appropriate instructions must accompany your order.
7. Return the completed form to: Secretary of State, 202 North Carson Street, Carson City, Nevada 89701-4201, (775) 684-5708.
8. Form must be in the possession of the Secretary of State on or before the last day of the month in which it is due. (Postmark date is not accepted as receipt date.) Forms received after due date will be returned for additional fees and penalties. Failure to include annual list and business license fees will result in rejection of filing.

CHECK ONLY IF APPLICABLE AND ENTER EXEMPTION CODE

NRS 76.020 Exemption Codes

- Pursuant to NRS, this entity is exempt from the business license fee. Exemption Code: _____
- NOTE: If claiming an exemption, a notarized Declaration of Eligibility form must be attached. Failure to attach the required form will result in rejection, which could result in late fees.**
- This corporation is a publicly traded corporation. The Central Index Key number is: _____
- This publicly traded corporation is not required to have a Central Index Key number.

- 001 - Governmental Entity
- 005 - Motion Picture Company
- 006 - NRS 680B.020 Insurance Co.

ANNUAL LIST FILING FEE: \$175.00 LATE PENALTY: \$75.00 BUSINESS LICENSE FEE: \$200.00 LATE PENALTY: \$100.00

MICHAEL B HIMES NAME:	TITLE(S) PRESIDENT (OR EQUIVALENT OF)
7120 POINTE INVERNESS WAY ADDRESS:	FORT WAYNE IN 46804 CITY: ST: ZIP:
LINDA S STEPHENS NAME:	TITLE(S) SECRETARY (OR EQUIVALENT OF)
7120 POINTE INVERNESS WAY ADDRESS:	FORT WAYNE IN 46804 CITY: ST: ZIP:
MICHAEL B HIMES NAME:	TITLE(S) TREASURER (OR EQUIVALENT OF)
7120 POINTE INVERNESS WAY ADDRESS:	FORT WAYNE IN 46804 CITY: ST: ZIP:
VICKI L HIMES NAME:	TITLE(S) DIRECTOR
7120 POINTE INVERNESS WAY ADDRESS:	FORT WAYNE IN 46804 CITY: ST: ZIP:

I declare, to the best of my knowledge under penalty of perjury, that the above mentioned entity has complied with the provisions of sections 6 to 18 of AB 146 of the 2009 session of the Nevada Legislature and acknowledge that pursuant to NRS 239.330, it is a category C felony to knowingly offer any false or forged instrument for filing in the Office of the Secretary of State.

X

Signature of Officer

Title

Date

Nevada Legal Press

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Pahrump, NV 89048

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www.NevadaLegalPress.com

¹ CERT

Glen A Moonen
PETROLEUM TRADERS CORPORATION
7120 POINTE INVERNESS WAY
FORT WAYNE, IN 46804-7928

8/13/2012

Greetings,

Thank you for choosing the Nevada Legal Press newspaper in which to publish your Annual Statement per Nevada Revised Statute 80.190.

Please retain this document with your company records.

Certification of Publication

This is to confirm that on the below mentioned dates, the following *Annual Statement* was published in the Nevada Legal Press, a newspaper of general & subscription circulation in the State of Nevada.

Annual Statement
PETROLEUM TRADERS CORPORATION
name of Officer submitting statement
GLEN A MOONEN
title of Officer submitting statement
SECRETARY
principal office
7120 POINTE INVERNESS WAY
FT WAYNE, IN 46804
Nevada Office
1000 E WILLIAM ST STE 204
CARSON CITY NV 89701
DATES OF PUBLICATION
8/6/2012 & 8/13/2012

Certified and attested to on 8/13/2012 by;

Jeremiah J. Donovan

Jeremiah J. Donovan, Editor

Tab V - Attachment B

**ATTACHMENT B – TECHNICAL PROPOSAL CERTIFICATION OF COMPLIANCE
WITH TERMS AND CONDITIONS OF RFQ**

I have read, understand and agree to comply with the terms and conditions specified in this Request for Qualifications.

YES X I agree to comply with the terms and conditions specified in this RFQ.

NO _____ I do not agree to comply with the terms and conditions specified in this RFQ.

In order for any exceptions and/or assumptions to be considered they **MUST** be documented in detail in the tables below. The State will not accept additional exceptions and/or assumptions if submitted after the proposal submission deadline. Vendors must be specific. Nonspecific exceptions or assumptions may not be considered. If the exception or assumption requires a change in the terms or wording of the contract, the scope of work, or any incorporated documents, vendors must provide the specific language that is being proposed in the tables below.

Petroleum Traders Corporation

Company Name

Linda Stephens

Signature

Linda Stephens, Vice President

10/07/2013

Print Name

Date

Vendors MUST use the following format. Attach additional sheets if necessary.

EXCEPTION SUMMARY FORM

RFQ SECTION NUMBER	RFQ PAGE NUMBER	EXCEPTION (Complete detail regarding exceptions must be identified)

ASSUMPTION SUMMARY FORM

RFQ SECTION NUMBER	RFQ PAGE NUMBER	ASSUMPTION (Complete detail regarding assumptions must be identified)

This document must be submitted in Tab V of vendor's technical proposal

Tab VI - Section 3.2 - Minimum Qualifications



**PETROLEUM TRADERS
CORPORATION**

7120 Point Inverness Way
Fort Wayne, IN 46804-7928

Minimum Requirement Answers

3.2.1

All fuel supplied through this contract will comply with applicable governmental and industry standards and specifications in accordance with NRS and NAC Chapter 590.

3.2.2

Petroleum Traders Corporation will utilize fully licensed common carriers in the supply and delivery of fuel.

3.2.3

Petroleum Traders will submit a Bill of Lading and Material Safety Data Sheets (MSDS), as defined and prescribed in 29 C.F.R., Section 1910.1200 to each using agency at the time of delivery.

3.2.4

Petroleum Traders Corporation would like to participate in all regions as provided by Attachment H, Bulk Fuel Tank Delivery Locations.

3.2.5

Petroleum Traders would like to provide the following fuels to the State of Nevada...

All grades of gasoline (and with up to 10% ethanol)

RFG Gasoline

Bio-Diesel

Diesel #2

Diesel (blended for winterizing)

Heating Oil

Red-Dyed Diesel

Tab VII - Section 6 - Company Background and References

6. COMPANY BACKGROUND AND REFERENCES

6.1 VENDOR INFORMATION

6.1.1 Vendors must provide a company profile in the table format below.

Question	Response
Company name:	See attached Responses for
Ownership (sole proprietor, partnership, etc.):	6.1.1 attached.
State of incorporation:	
Date of incorporation:	
# of years in business:	
List of top officers:	
Location of company headquarters:	
Location(s) of the company offices:	
Location(s) of the office that will provide the services described in this RFQ:	
Number of employees locally with the expertise to support the requirements identified in this RFQ:	
Number of employees nationally with the expertise to support the requirements in this RFQ:	
Location(s) from which employees will be assigned for this project:	

6.1.2 **Please be advised**, pursuant to NRS 80.010, a corporation organized pursuant to the laws of another state must register with the State of Nevada, Secretary of State's Office as a foreign corporation before a contract can be executed between the State of Nevada and the awarded vendor, unless specifically exempted by NRS 80.015.

6.1.3 The selected vendor, prior to doing business in the State of Nevada, must be appropriately licensed by the State of Nevada, Secretary of State's Office pursuant to NRS76. Information regarding the Nevada Business License can be located at <http://sos.state.nv.us>.

Question	Response
Nevada Business License Number:	NV20111218523
Legal Entity Name:	Petroleum Traders Corporation

Is "Legal Entity Name" the same name as vendor is doing business as?

Yes	X	No	
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If "No", provide explanation.

6.1.4 Vendors are cautioned that some services may contain licensing requirement(s). Vendors shall be proactive in verification of these requirements prior to proposal

submittal. Proposals that do not contain the requisite licensure may be deemed non-responsive.

6.1.5 Has the vendor ever been engaged under contract by any State of Nevada agency?

Yes		No	X
-----	--	----	---

If "Yes", complete the following table for each State agency for whom the work was performed. Table can be duplicated for each contract being identified.

Question	Response
Name of State agency:	N/A
State agency contact name:	N/A
Dates when services were performed:	N/A
Type of duties performed:	N/A
Total dollar value of the contract:	N/A

6.1.6 Are you now or have you been within the last two (2) years an employee of the State of Nevada, or any of its agencies, departments, or divisions?

Yes		No	X
-----	--	----	---

If "Yes", please explain when the employee is planning to render services, while on annual leave, compensatory time, or on their own time?

If you employ (a) any person who is a current employee of an agency of the State of Nevada, or (b) any person who has been an employee of an agency of the State of Nevada within the past two (2) years, and if such person will be performing or producing the services which you will be contracted to provide under this contract, you must disclose the identity of each such person in your response to this RFQ, and specify the services that each person will be expected to perform.

6.1.7 Disclosure of any significant prior or ongoing contract failures, contract breaches, civil or criminal litigation in which the vendor has been alleged to be liable or held liable in a matter involving a contract with the State of Nevada or any other governmental entity. Any pending claim or litigation occurring within the past six (6) years which may adversely affect the vendor's ability to perform or fulfill its obligations if a contract is awarded as a result of this RFQ must also be disclosed. Does any of the above apply to your company?

Yes		No	X
-----	--	----	---

If "Yes", please provide the following information. Table can be duplicated for each issue being identified.

Question	Response
Date of alleged contract failure or	N/A

6.2 SUBCONTRACTOR INFORMATION

6.2.1 Does this proposal include the use of subcontractors, excluding the use of common carriers registered with a valid SCAC?

Yes		No	X
-----	--	----	---

If "Yes", vendor must:

- 6.2.1.1 Identify specific subcontractors and the specific requirements of this RFQ for which each proposed subcontractor will perform services.
- 6.2.1.2 If any tasks are to be completed by subcontractor(s), vendors must:
 - A. Describe the relevant contractual arrangements;
 - B. Describe how the work of any subcontractor(s) will be supervised, channels of communication will be maintained and compliance with contract terms assured; and
 - C. Describe your previous experience with subcontractor(s).
- 6.2.1.3 Vendors must describe the methodology, processes and tools utilized for:
 - A. Selecting and qualifying appropriate subcontractors for the project/contract;
 - B. Ensuring subcontractor compliance with the overall performance objectives for the project;
 - C. Ensuring that subcontractor deliverables meet the quality objectives of the project/contract; and
 - D. Providing proof of payment to any subcontractor(s) used for this project/contract, if requested by the State. Proposal should include a plan by which, at the State's request, the State will be notified of such payments.
- 6.2.1.4 Provide the same information for any proposed subcontractors as requested in *Section 6.1, Vendor Information*.
- 6.2.1.5 Business references as specified in *Section 6.3, Business References* must be provided for any proposed subcontractors.
- 6.2.1.6 Vendor shall not allow any subcontractor to commence work until all insurance required of the subcontractor is provided to the vendor.
- 6.2.1.7 Vendor must notify the using agency of the intended use of any subcontractors not identified within their original proposal and provide

the information originally requested in the RFQ in *Section 6.2, Subcontractor Information*. The vendor must receive agency approval prior to subcontractor commencing work.

6.3 BUSINESS REFERENCES

6.3.1 Vendors should provide a minimum of three (3) business references from similar projects performed for private, state and/or large local government clients within the last three (3) years.

6.3.2 Vendors must provide the following information for every business reference provided by the vendor and/or subcontractor:

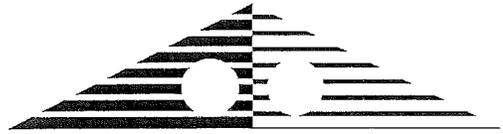
The “Company Name” must be the name of the proposing vendor or the vendor’s proposed subcontractor.

Reference #:	3064		
Company Name:	Petroleum Traders Corporation		
<i>Identify role company will have for this RFQ project (check one):</i>			
X	<i>VENDOR</i>		<i>SUBCONTRACTOR</i>
Project Name:	Bulk Fuel Purchase and Delivery Service		
Primary Contact Information			
Name:	See attached reference contacts.		
Street Address:			
City, State, Zip			
Phone, including area code:			
Facsimile, including area code:			
Email address:			
Alternate Contact Information			
Name:	See attached reference contacts.		
Street Address:			
City, State, Zip			
Phone, including area code:			
Facsimile, including area code:			
Email address:			

6.3.3 Vendors must also submit Attachment F, Reference Questionnaire to the business references that are identified in *Section 6.3.2*.

6.3.4 The company identified as the business references must submit the Reference Questionnaire directly to the Purchasing Division.

- 6.3.5 It is the vendor's responsibility to ensure that completed forms are received by the Purchasing Division on or before the deadline as specified in *Section 11, RFQ Timeline* for inclusion in the evaluation process. Reference Questionnaires not received, or not complete, may adversely affect the vendor's score in the evaluation process.
- 6.3.6 The State reserves the right to contact and verify any and all references listed regarding the quality and degree of satisfaction for such performance.



**PETROLEUM TRADERS
CORPORATION**

7120 Point Inverness Way
Fort Wayne, IN 46804-7928

Company Information

Years of Experience

Petroleum Traders Corporation was established in 1979 and has been a pure wholesaler of fuels for 34 years. We supply fuel to a large number of entities across 45 states including federal agencies, state governments, county governments, local and city governments, school districts, transportation systems, and private companies.

Qualifications

Petroleum Traders Corporation has been a pure wholesaler of fuels since 1979. We are an experienced supplier of wholesale gasoline, premium and winter blend diesel, heating oil, as well as renewable fuels such as biodiesel and ethanol to government agencies across the country.

Our resources include a host of large and small local and nationally recognized carriers to complete fuel deliveries. We have accounts with 90% of the large and independent fuel refiners in the United States to better ensure availability of product in the event of difficulties within a region of the country.

Petroleum Traders maintains one of America's largest fuel distribution networks with supply points in 39 states nationwide. As a coast-to-coast pipeline shipper, we can satisfy your supply requirements through either delivery or direct terminal access throughout the continental US. Our supply spans the United States from coast to coast. We use a host of nationally recognized and local common carriers to facilitate delivery. Our supply sources include 90% of the major oil companies and large independent suppliers. Since its inception in 1979, our company has built its strength on a singular purpose: to meet and exceed the expectations of our customers in every aspect possible, including accountable service, quality products and customized pricing

programs. Petroleum Traders Corporation is proud to be the largest pure wholesale fuel distributor in the country.

Petroleum Traders is an experienced supplier of wholesale gasoline, diesel fuel, heating oil, as well as renewable fuels such as biodiesel and E85 ethanol to government agencies. Working as either a contract or spot supplier, we work alongside city, county, state, federal, and township government agencies to provide significant fuel cost savings and assist in budgeting with fuel price management. Petroleum Traders is familiar with and regularly participates in gasoline, diesel, and heating oil Request for Proposals (RFPs), Requests for Quotations (RFQs), and Invitation for Proposals (IFPs).

With Petroleum Traders, you're not only buying from a price leader, you're also getting the best proactive service in the business. Our prompt, responsive, and proactive customer service offers 24/7 communication to give you the attention you deserve. Emergency service is available as well to make sure you get the fuel you need when you need it the most.

Petroleum Traders Corporation consists of a staff of 119 employees divided into various departments to ensure the satisfaction of our customers. The Contract Sales/Bid Department currently consists of (12) employees ranging in experience from 2 to 16 years. The combined experience of the departments paired with the guidance of our upper management team will ensure accurate and responsible service is provided.

Generally, 24 hours is all that is required to complete a delivery. Petroleum Traders Corporation makes every effort to provide consistent quality of service to its customers in times of national or local emergency and weather related natural disasters. Our resources include a stable of large and small local and nationally recognized carriers to complete fuel deliveries. Our carriers strive to fulfill all delivery requests as promptly as possible.

Corporate Staff Information

All business is conducted at our Corporate Headquarters located in Fort Wayne, IN.

President- Michael Himes

July 1979-present

Founded Petroleum Traders Corporation in 1979 leading us to now be the largest pure wholesale fuel distributor in the nation.

Vice President/Controller -Linda Stephens

March 1982- present

Oversees all aspects of accounting for Petroleum Traders and their customers.

Supervises the accounting staff and keeps track of all incoming and outgoing payments.

Vice President of Sales- Joe Jurczak

August 2001- present

Oversees day to day operations for the entire company. Plays a key role in the Sales Department, but does offer assistance in all departments when needed. Acts as the eyes and ears for upper management.

Contract Sales Manager- Gayle Newton

December 1993- present

Manages the Contract Sales Department. This department is responsible for researching and maintaining thousands of bids per year throughout the county. At Petroleum Traders Corporation we pride ourselves on our excellent customer service and continue to improve our methods that will ensure our customers level of satisfaction.

Dispatch Manager- Rick Hauschild

January 1991- present

Responsible to oversee, coordinate, and assist in the scheduling of deliveries of gas and distillates ensuring customer satisfaction in the most efficient, cost effective way possible.

Supply Manager- Mayleen Brinker

March 1998- present

Performs purchasing of petroleum products and trading of Futures Contracts or Future Options for hedging and inventory purposes. Often handles special assignments and projects for profit analysis. Supervises tasks performed by Supply Specialists and Purchases/Futures Analysts.

Tax Manager- Kathy Thayer

March 1992- present

Maintains all current tax information for Petroleum Traders as well as their customers. Continually researching and updating ever changing tax requirements. Keeps all departments informed of all tax information as it becomes available.

Contract Sales Bid Department

All contact regarding bids or awarded contracts are handled by the Contract Sales Bid Department.

This will include all requests for fuel delivery as well as any questions about contract specifications, invoicing, pricing, taxes, or product information.

The Contract Sales Bid Department may be reached by calling 1-800-348-3705 x 1002.

Any staff member who answers will be able to assist you.

Company Representatives that will be servicing your fuel contract if awarded, include, but are not limited to, the following Contract Sales Specialists.

The current Bid staff includes the following members:

Jason Strong	Amanda Durnell	Renee Boyd
Matt Cochran	Andy Busch	Joseph Vanderpool
Stephan Reuille	Jace Craft	Austin Girardot
Branden Haitt	Tricia Alonzo	Heather Moore

Gayle Newton is the Contract Sales/Bids Manager. Her email is gnewton@petroleumtraders.com.

Adam Denning is the Assistant Manager. His email is adenning@petroleumtraders.com.

For our customer's convenience, Petroleum Traders Corporation may be reached 24 hours a day, 7 days a week, 365 days a year. During normal business hours of 7AM to 5PM we may be reached at 800-348-3705 ext. 1002. For after hours, weekends, or holidays dial the same number, but choose option #1 for the on call member of our dispatch staff and leave a message. All calls are returned within one hour.

Government Spot Bid Department

All contact regarding spot or open market bids are handled by the Government Spot Bid Department.

This will include all requests for fuel quotes and delivery as well as any questions about specifications, invoicing, pricing, taxes, or product information.

The Government Spot Bid Department may be reached by calling 1-800-348-3705 x 5899; by fax at 260-469-5899; or by email at govbids@petroleumtraders.com.

Any staff member who answers will be able to assist you.

Company Representatives that will be servicing your fuel contract if awarded, include, but are not limited to, the following Government Spot Specialists.

The current Bid staff includes the following members:

Amanda Durnell	Jace Craft	Austin Girardot
Heather Moore	Branden Hiatt	

Gayle Newton is the Contract Sales/Bids Manager. Her email is gnewton@petroleumtraders.com.

Adam Denning is the Assistant Manager. His email is adenning@petroleumtraders.com.

- Classification of Bidder
 - Petroleum Traders Corporation is a wholesaler of gasoline and diesel products. We pull from our own supply and deliver using our common carriers to deliver fuel to our customers.
- Maximum Delivery Time
 - Petroleum Traders Corporation commits to making deliveries within 24 hours placing an order.
- Delivery
 - The common carriers that Petroleum Traders Corporation utilizes in the fulfillment of our contracts are all properly equipped to safely and accurately deliver fuel. They also carry all required licenses and certificates needed in the delivery of petroleum products. Deliveries and invoices will be based on Net gallons delivered.
- First Responder
 - Petroleum Traders Corporation makes every effort to provide consistent quality of service to its customers in times of national or local emergency and weather related natural disasters. Our resources include a stable of large and small local and nationally recognized carriers to complete fuel deliveries. Our carriers strive to fulfill all delivery requests as promptly as possible provided that their drivers are not put in danger or required by local authorities to stay off the roads. In that event, they will complete emergency orders.
- Invoicing
 - Petroleum Traders Corporation will provide invoices as required with the information as outlined in the RFP.
- Quality Control
 - From the pipelines the fuel is dispersed into various terminals along the route of the pipeline. The fuel is again tested by the terminal to make sure that it meets the minimum EPA standards. Before the fuel is released by the terminal for pick up by our common carriers it has been tested twice.
- Warranties
 - The fuel delivered by Petroleum Traders Corporation will meet specifications. If it does not, then we agree to the terms expressed under warranties in the RFP.