Term Contract No. 405M

STATE OF NORTH CAROLINA, DEPARTMENT OF ADMINISTRATION		
DIVISION OF PURCHASE AND CONTRACT		
116 West Jones Street, Raleigh, NC 27603-8002		
Term Contract	**405M**	**E-10 Transport**
Effective Dates	January 18, 2011 through June 1, 2015	
Bid Number	201001705	
Administrator	Grant Braley	
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Last Updated	April 30, 2015	

1. General Information:

The State of North Carolina uses 9.0 RVP throughout the state year round with the exception of **two (2) counties that have a low 7.8 RVP program during the summer months**. Those counties include: **Gaston and Mecklenburg.**

For questions regarding the tank permitting program, contact Annette Parker at the North Carolina Department of Environment and Natural Resources, Division of Waste Management, Underground Storage Tank at (919) 733-8486.

2. Scope of Contract:

The scope of this contract is limited to E-10 Transport. This contract is for use by all state agencies, departments, institutions, universities, community colleges, public school units, as well as cities and municipalities. We are proud to offer this cleaner burning, alternate fuel source.

3. Minimum Orders:

This contract will be for a minimum order of **6000 gallons** for any single order. Agencies are authorized to purchase from best available sources on orders less than this minimum order value. This provision shall not be used by an agency to circumvent the intent of the contract. If an agency elects to place an order for less than the minimum order value, and the contractor elects to accept such order, then transportation charges will be prepaid and added to the invoice as a separate item.

4. Placement of Orders:

Orders will be placed throughout the contract period on an as-needed basis for the quantity required at the time, and will be issued directly to the respective contractor(s) or their designated suppliers. Contract changes, if any, over the life of the contract are implemented by contract addenda released by the Contract Administrator to the contractor. If the contractor is accepting orders and/or delivering through other parties, for example a manufacturer accepting orders and delivering through a dealer network or dealers receiving orders through a network of other dealers, then it is the responsibility of the contractor to apprise such parties of all such contract addenda.

When ordering E-10 Transport from this contract, please be aware pricing is updated weekly. The price will be that in effect at the **time of delivery, not the date the order is released**.

Optional Order Placement Via E-Procurement Steps:

1. All orders will be "Blanket Orders" on this contract. The quantity (line 7) x price (line 9) equals the $ amount of the blanket order.

2. Open the Ariba Buyer window. Click on the following link: **E-Procurement Users**

3. Click on the tab marked, "Non-Catalog".

4. In the field titled, "Full Description", type the following "E-10 Transport per Term Contract 405M".

5. In the field titled, “Commodity Code”, find and select the following code “405-14: Gasohol”.

6. In the field titled, “Supplier”, select the supplier.

7. In the field titled, “Quantity”, type in the total dollar amount of this blanket order.

8. In the field titled, “Unit of Measure”, find and select the following unit of measure “dollars”.

9. In the field titled, “Price”, type $1.00.

10. Set the “Blanket Order” tag to “YES”.

11. Complete all other appropriate information on this page and click “Add Item”.

12. On the View Line Items page click “Edit” to access the Edit Line Item page. On the drop down box next to “Contract?” select “Statewide”. When you select "Statewide", the "Contract ID" field appears. Enter your Term Contract ID Number into the "Contract ID" field. Do not use spaces or dashes in the Term Contract ID Number. Your Term Contract Number should be entered as follows "405M”. Click “OK”.

***** Note: All applicable taxes shall be included in the Tax Amount Field referenced on the requisition. *****

Steps for “Blanket Order” Release for delivery and receiving of goods:

1. **All releases for transport loads will be initiated by the customer.** Place your release requirements by telephone with the designated supplier for a particular location.

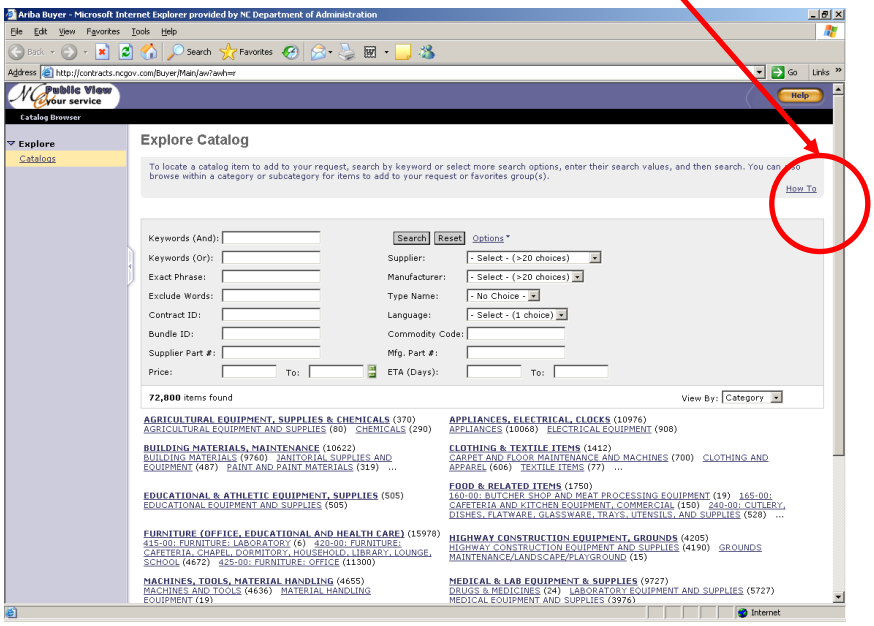
2. When invoice is received from the vendor, validate the pricing charged (Price/at delivery date) with the data downloaded from the P&C website. If invoice is approved go to the Ariba Buyer window and receive/approve the goods.

Non E-Procurement Users

The E-Procurement Public View will be the only place for Non E-Procurement Users to view the item/pricing information.

a. Click on the following link: **E-Procurement Public View**

b. **For online assistance regarding item searching; click on the “How to” underlined link located near the upper-right hand corner.**



5. Transportation Charges:

All goods shall be delivered FOB DESTINATION when the "order value" is **6000 gallons or more**, when shipped to a single destination.

6. Delivery:

Vendor will complete the delivery within **two (2) consecutive business days**, unless delayed delivery is requested, to prevent any undue hardship or price disadvantage to the using agency.

Partial Unloading: ONLY IN EMERGENCY SITUATIONS & DISCRETION OF THE VENDOR shall shipments moving from one user be stopped in transit for partial unloading and delivery to another user at a designated stop on the line of route. The following provisions shall apply:

a. The charge for each stop over shall be a maximum of **$30.00**.

b. The order shall identify the point or points at which it is desired that the shipment be stopped in transit, together with the name and address of the user for whom stopping and delivery is desired and shall further designate portion of the shipment to be stopped for such delivery.

All Deliveries: All participants will place their E-10 orders directly with the contractors. Please note that ordering and fax numbers (where acceptable) are now listed on the term contract in the ordering information section. When placing an order by telephone or fax, be sure to give the date and approximate time the delivery is required and if the tanks are above ground and require a pump or below ground (if below ground, give permit number). Please tell vendor if extra hose may be required. You may want to obtain a confirmation number or dispatcher name when placing order.

Delivery Ticket: Contractors should have delivery ticket signed by receiver and indicating date of delivery and gallons delivered. Agency should retain copy for records. It is not required by contractor to have current price on delivery ticket. Delivery vehicles will be equipped in accordance with one of the following:

a. A metered pump. A metered delivery ticket shall accompany each delivery. The vendor indicates he can assure use the blend rate thru dual meter slips. (These are available upon request.)

b. With calibrated compartments with the capacity clearly marked on each compartment. Agencies should request the driver to "stick" the tank prior to and after delivery to verify gallons loaded at terminal and quantity unloaded at delivery site.

Pumping Service: When requested by the user, pumping equipment is to be furnished by the carrier for unloading fuel, at a charge of no more than **$30.00 per load**.

Hose: Carrier to provide the standard footage of hose. Additional footage requested by agency shall be charged at carrier's normal rate. Carrier shall notify agency of additional charges before delivery. Evidence of such rate shall be provided upon request.

7. Item Pricing Information:

The pricing information is updated **weekly** throughout the term of the contract. Click on the following link to view the current week's price; **405M E-10 Transport**.

8. Invoices:

The invoice shall include the name and address of contractor and receiving agency, gross gallons and net gallons delivered, date delivered, product identity and brand, the appropriate contract price per gallon, and any applicable tax/fees shown as a separate item. Invoicing at variance with this provision will subject the contract to cancellation.

9. Contractors:

All known minority, women and disabled owned businesses, as well as disabled business enterprises and nonprofit work centers for the blind and severely disabled, including dealers, will be identified with "Minority owned" "Woman owned", "Disabled Owned", "DBE" or "BSD" as appropriate after the vendor number. This is being done in an effort to recognize these businesses and to encourage and promote their use to the greatest extent permitted by law.

Contractor Name	Address	Contact Information	County Serviced
Mansfield Oil Company	1025 Airport Parkway SW Gainesville GA 30501	David Zarfoss, Director of Government Pricing **Toll Free:** (800) 255-6699 ext. 2193 **Phone:** (678) 450-2107 **Fax:** (678) 450-2280 **govtops@mansfieldoil.com**	Alamance, Alexander, Anson, Avery, Bertie, Bladen, Brunswick, Buncombe, Burke, Cabarrus, Caldwell, Carteret, Chatham, Cherokee, Clay, Craven, Cumberland, Currituck, Dare, Davidson, Davie, Duplin, Durham, Forsyth, Gaston, Guilford, Halifax, Haywood, Henderson, Hertford, Hoke, Iredell, Jackson, Johnston, Lenoir, Lincoln, Macon, Martin, McDowell, Mecklenburg, Mitchell, Montgomery, Moore, Nash, New Hanover, Northampton, Orange, Pamlico, Pasquotank, Pender, Pitt, Polk, Randolph, Richmond, Robeson, Rockingham, Rowan, Rutherford, Sampson, Scotland, Stokes, Surry, Swain, Union, Vance, Wake, Wayne, Wilkes, Wilson, Yadkin
Petroleum Traders Corporation	7120 Pointe Inverness Way Fort Wayne IN 46804-7928	Gayle Newton, Contract Sales Manager **Toll Free:** (800) 348-3705 ext. 1002 **Phone:** (260) 207-6347 **Fax:** (260) 207-6347 **gnewton@petroleumtraders.com** **E-Mail Orders** Adam Denning **adenning@petroleumtraders.com**	Alleghany, Ashe, Beaufort, Camden, Caswell, Catawba, Chowan, Cleveland, Columbus, Gates, Graham, Greene, Hyde, Madison, Perquimans, Stanly, Transylvania, Tyrrell, Washington, Watauga, Yancey
Red Star Oil Company, Inc.	802 Purser Drive Raleigh NC 27603	Brenda Weaver, Dispatcher **Toll Free:** (800) 774-6033 **Phone:** (919) 772-1944 **Cell:** (919) 669-6075 **Fax:** (919) 779-8871 **brenda@redstaroil.com**	Edgecombe, Franklin, Granville, Harnett, Jones, Lee, Onslow, Person, Warren

10. Taxes

If applicable, itemize them as a separate line item on the invoice. This section is different from previous bids.

a. **Inspection Tax:** All bid prices shall not include the inspection tax of 1/4 cent per gallon.

b. **State Road Use Tax:** All bid prices shall not include the state road use tax.

c. **State Sales & Use Tax:** All bid prices shall not include any state sales and use tax.

d. **Federal Tax:** Federal tax shall not be included in any bid price or invoice as exemption is claimed as provided by Chapter 32 of the Internal Revenue Code.

e. **Superfund Charge:** All bid prices are not to include "Superfund Charge", but should be listed as a separate line item.

f. **Fuel Surcharges:** No fuel surcharges will be allowed during the contract.

11. Vendor Complaint Form

The Vendor Complaint Form can be found by clicking: **Vendor Complaint Form**.

12. Contract Addenda:

Addendum	Effective Date	Description
1	2/3/2011	Delivery Time is Two (2) Consecutive Business Days
2	10/4/2011	RKA Petroleum removed from contract.
3	11/15/2012	Contract Extension Approval
4	10/16/2013	Administrator change
5	12/12/13	Contract Extension to 04/30/14
6	1/30/2014	Change Contract Administrator
7	2/7/2014	Contract extended to 10/30/2014
8	5/14/2014	Change Contract Administrator to Sandy Anderson.
9	8/15/2014	Contract extended to April 30, 2015
10	11/25/2014	Contract Administrator Update
11	2/5/2015	7.8 RVP County Update
12	4/30/2015	Contract Extension Approved to June 1, 2015