

SWC# 208 – Gasoline and Diesel Fuel Contact Information and Special Instructions

Summary/Background Information: This statewide contract covers bulk gasoline and diesel fuels. There are two vendors under SWC 208, Rogers Petroleum, Inc. and Parman Energy Corporation. Contract information is detailed below. This is not a fixed-price contract; it is an indexed price contract similar to SWC 215 – Propane.

Contract Administrator Information

Chad Butler
Central Procurement Office
(615) 532-7235
Chad.Butler@tn.gov

Vendor Contact Information:

| | |
|----------------------------|----------------------------------------------------------------------|
| Company name | Rogers Petroleum, Inc. |
| Contract Number | 69853 |
| Vendor Number | 0000001023 |
| Name of contact person | Shawni Meehan |
| Position of contact | Sales Person |
| Phone number(s) of contact | (865) 407-7862 |
| Mailing address of contact | P.O Box 1714 Morristown, TN 37816-1714 |
| Email address of contact | SMeehan@rogerspetro.com |

| | |
|------------------------------|--------------------------------------------------------------------------|
| Company name | Parman Energy Group |
| Contract Number | 69852 |
| Vendor Number | 0000235834 |
| Name of contact person (2) | Tyler Morrone |
| Position of contact (2) | Customer Service Representative |
| Phone numbers of contact (2) | (615) 615 350 8266 |
| Email address of contact (2) | tmorrone@parmanenergy.com |

Orders can be sent to Orders@ParmanEnergy.com

Contract Period:

Total number of years if all options are exercised: 5
Contract term of 3 years with 2 options for renewal

| | |
|--------------------------------------------|----------------|
| Start Date: | May 01, 2021 |
| Initial End Date: | April 30, 2024 |
| Final End Date, if all renewals exercised: | April 30, 2026 |

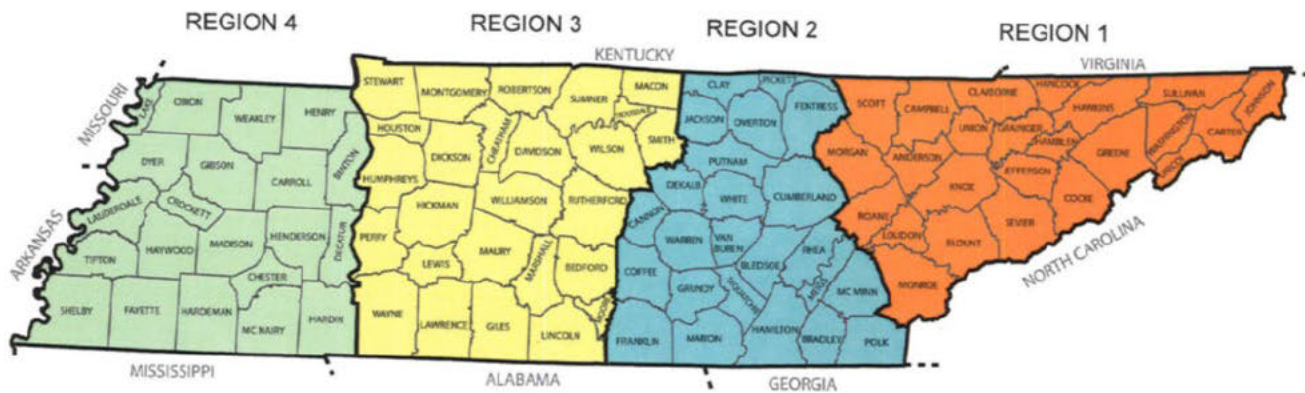
Delivery Time (Days):

All items must be delivered within approximately 3 days after receipt of a purchase order (ARO).

Region Award and Map:

| Region | Awarded Supplier |
|-----------------|-------------------------|
| Region 1 | Rogers Petroleum Inc |
| Region 2 | Rogers Petroleum Inc |
| Region 3 | Parman Energy Group LLC |
| Region 4 | Parman Energy Group LLC |

**REGIONS OF TENNESSEE
DEPARTMENT OF TRANSPORTATION**



Special Instructions:

SWC 208 was awarded by Region. Line items contain the following information:

- Region Number (See above region map)
- Price (Mark-up)
- Number of Gallons Purchased (0-4999 or 5000+)
- Fuel Type

EXAMPLE:

| Line No. | Item ID | Description | Region | UOM | Mark-up |
|----------|------------|------------------------------------------|----------|-----|---------|
| 1 | 1000172530 | Red Dye Diesel #2, 5000 Plus(+) Gallons | Region 1 | GA | \$0.119 |
| 2 | 1000142417 | Gasoline, E-10, Unleaded, 0-4999 Gallons | Region 2 | GA | \$0.339 |

Each region has line items that consist of the fuel type, gallon ranges, and pricing. The pricing for each line item consists of a “mark-up,” which is the delivery fee for the gasoline or diesel fuel product. This price is added to the price of fuel per gallon. Like other fuel pricing, the pricing of gasoline and diesel products is not fixed and fluctuates daily. Please contact the CPO Contract Administrator for Daily Fuel Price.

Pricing of Fuel is calculated by adding the Daily Posted Fuel Price by the contract mark-up price.

EXAMPLE

Daily Fuel Price + Contract Price (Mark-up) = Total Purchase Price

BIODIESEL EXAMPLE

(Biodiesel price x %) + (Ultra Low Diesel x %) + Markup

Example of 500 gallons of Biodiesel-20 (B-20) purchased:

$(500 \times \text{B-99 Daily Fuel Price} \times 0.20) + (500 \times \text{ULD Daily Fuel Price} \times 0.80) + (500 \times \text{Markup Price})$

Verifying the Fuel Product Price:

The Procedure for verifying the Daily Commodity Price is as follows:

1. Find the Daily Fuel Price
2. Select the day propane was delivered and record the price per gallon listed in the spreadsheet.
3. Next, go to the Edison contract (69852 or 69853) that lists the region the purchase was made.
4. Record the mark-up price (price on contract) and add it to the price per gallon of fuel on the day of delivery. This will yield the Total Purchase Price.
5. Multiply the Total Purchase Price by the number of gallons of gasoline and diesel fuel product received to derive the total payable amount.
6. Compare this price to the price on the invoice.

Permit Information:

Vendors will require certain permits for tax exemptions. For example, the TN Motor fuel Permit applies to fuel for use by state and local governments. This certificate exempts a governmental agency from: State Excise Tax, Tennessee Special Tax, and Tennessee Environmental Fee. Each governmental entity will have its own TN Motor fuel Permit as it is assigned by FEIN.

If anyone is specifically having trouble locating their permit Mike Ingram with the TN Department of Revenue should be able to help get a copy. His phone number is 615.532.6916 and his email is mike.ingram@state.tn.us.

Requisition and Purchase Order Generation:

For information on how to create a requisition and/or purchase order please click on the “Agency Upgrade User Guide” link on the following page: <https://www.teamtn.gov/cpo/learning-development/cpo-job-aids.html>

Billing and Payment Instructions:

There are no special billing or payment instructions for this contract. Please follow your agency specific rules for billing and payments. The payments terms and be found at supplier.edison.tn.gov

Authorized Users are permitted to fill out Federal Exemption Forms at the request of SWC 208 vendors. Please see below for examples.



Dear Valued Customer,

Please find an enclosed copy of the Federal Exemption Form that you must complete and sign in order to purchase gasoline and diesel exempt of Federal Excise Tax during 2023.

Please complete the form and return it either my mail, or preferably by email, to mhiggs@rogerspetro.com as soon as possible for a smooth transition into the 2023 calendar year. **Failure to return a completed form by 7/15/2023 will result in all purchases having Federal Excise Tax charged.**

IRS regulations require that we have the completed form on file prior to fuel delivery. Please note that your Federal Employer Identification Number (FEIN) is required on the form.

*Please be advised that we **MUST** have our attached certificate completed and returned. A copy of your state or other government certificate is not sufficient for us to exempt you from federal taxes. If you have any questions please contact me at (423)581-7460 or email mhiggs@rogerspetro.com.*

Melanie Higgs
Accountant
Rogers Petroleum
P.O. Box 1714
Morristown, TN 37816
(423)581-7460
mhiggs@rogerspetro.com

Rogers Petroleum, Inc.
P.O. Box 1714
Morristown, TN 37816
E.I.N. 62-1094778

CERTIFICATE OF STATE USE OR NONPROFIT EDUCATIONAL ORGANIZATION USE

(To support vendor's claim for a credit or payment under section 6427 of the Internal Revenue Code.)

The undersigned buyer ("Buyer") hereby certifies the following under penalties of perjury:
Buyer will use the fuel to which this certificate relates (check one):

_____ For the exclusive use of a state or local government; or
_____ For the exclusive use of a nonprofit educational organization.

This certificate applies to the following (complete as applicable):

If this is a single purchase certificate, check here _____ and enter:

1. Invoice or delivery ticket number _____.
2. _____ (number of gallons)

If this is a certificate covering all purchases under a specified account or order number, check here _____ and enter:

1. Effective date 01/01/2023.
2. Expiration date 12/31/2023. (period not to exceed 1 year after the effective date)
3. Buyer account or order number _____.

Buyer will provide a new certificate to the seller if any information in this certificate changes. If Buyer uses fuel to which this certificate relates for a purpose other than stated in the certificate, Buyer will be liable for tax. Buyer understands that by signing this certificate, Buyer gives up its right to claim any credit or payment for the fuel to which this certificate relates. Buyer acknowledges that it has not and will not claim any credit or payment for the fuel to which this certificate relates.

Buyer understands that the fraudulent use of this certificate may subject Buyer and all parties making such fraudulent use of this certificate to a fine or imprisonment, or both, together with the costs of prosecution.

Signature and date signed

Printed or typed name of person signing

Title of person signing

Federal Employer Identification Number (F.E.I.N.)

Name of Buyer

Address of Buyer

Please email a copy of this form to
mhiggs@rogerspetro.com
or mail it to
Rogers Petroleum Attn: Melanie Higgs
P.O. Box 1714, Morristown, TN 37816

CERTIFICATE FOR STATE USE OR NONPROFIT EDUCATIONAL ORGANIZATION USE

(To support vendor's claim for a credit or payment under section 6416(a)(4) of the Internal Revenue Code)

Seller: Parman Energy Group, LLC [REDACTED]

The undersigned ultimate purchaser ("Buyer") hereby certifies the following under penalties of perjury:

Buyer will use the **gasoline** or **aviation gasoline** to which this certificate relates (check one):

_____ For the exclusive use of a state or local government; or

_____ For the exclusive use of a nonprofit educational organization.

This certificate applies to the following (complete as applicable):

_____ This is a single purchase certificate:

1. _____ Invoice or delivery ticket number

2. _____ Number of gallons

_____ This is a certificate covering all purchases under a specified account or order number:

1. Effective Date: **01/01/2023**

2. Expiration Date: **12/31/2023** (Period not to exceed 1 year after the effective date)

3. Buyer's account number: _____

- Buyer will provide a new certificate to the vendor if any information in this certificate changes.
- Buyer understands that by signing this certificate, Buyer gives up its right to claim any credit or payment for the gasoline or aviation gasoline to which this certificate relates.
- Buyer acknowledges that it has not and will not claim any credit or payment for the gasoline or aviation gasoline to which this certificate relates.
- Buyer understands that the fraudulent use of this certificate may subject Buyer and all parties making such fraudulent use of this certificate to a fine or imprisonment, or both, together with the costs of prosecution.

Printed or typed name of person signing

Title of person signing

Name of Buyer (Business Name)

Federal Employer Identification Number

Address of Buyer

Signature and date signed

CERTIFICATE OF STATE USE

(To support vendor's claim for credit or payment under section 6427 of the Internal Revenue Code)

Seller: Parman Energy Group, LLC [REDACTED] [REDACTED] [REDACTED]

The undersigned buyer ("Buyer") hereby certifies the following under penalties of perjury:

A. Buyer will use the **diesel fuel** or **kerosene** to which this certificate relates for the executive use of a state or local government, or the District of Columbia.

B. This certificate applies to the following (complete as applicable):

1. If this is a single purchase certificate, check here and enter:

a. Invoice or delivery ticket number _____

b. Number of gallons _____

2. If this certificate covering all purchases under a specified account or order number, check here

a. Effective Date: **01/01/2023**

b. Expiration Date: **12/31/2023**
(Period not to exceed 1 year after the effective date)

c. Buyer account or order number: _____

- Buyer will provide a new certificate to the vendor if any information in this certificate changes.
- If Buyer uses the diesel fuel or kerosene to which this certificate relates for a purpose other than stated in the certificate, Buyer will be liable for any tax.
- Buyer acknowledges that it has not and will not claim any credit or payment for the diesel fuel or kerosene to which this certificate relates.
- Buyer understands that the fraudulent use of this certificate may subject Buyer and all parties making such fraudulent use of this certificate to a fine or imprisonment, or both, together with the costs of prosecution.

Printed or typed name of person signing

Title of person signing

Name of Buyer (Business Name)

Federal Employer Identification Number

Address of Buyer

Signature and date signed