

**SWC# 215 – Liquefied Propane Contact
Information and Special Instructions**

Summary/Background Information: This statewide contract covers those products commonly referred to as liquefied petroleum gases (LPG) applicable to products intended for use as domestic, commercial, industrial and engine fuels (hd5). It includes the purchase and delivery of propane. There are two Contractors, who have been awarded counties across Tennessee. This is not a fixed-price contract; it is an indexed price contract.

The contract price (mark-up) includes the cost of all tank installation, regulator, shutoff valves and gauge installation and replacement, use of equipment (tanks, cylinders), initial leak testing, required operational instruction of agency personnel and period inspections/maintenance of Contractor owned equipment to meet all safety requirements. Appropriate documentation must be provided by Contractor to the agency regarding tank ownership.

Contract price does not include modifications to interior appliances to meet safety code requirements or additional piping required beyond the exterior wall of a building to bring a facility up to safety code compliance or the addition of compliance. The delivery schedule is to be coordinated with the agency contact.

Contract Administrator Information

Chad Butler
 Category Specialist - Commodities
 Central Procurement Office
Chad.Butler@tn.gov
 615-532-7235

| Contracts Awarded | |
|-------------------|----------|
| Region 1 | Marsh LP |
| Region 2 | AmeriGas |
| Region 3 | AmeriGas |
| Region 4 | AmeriGas |

Vendor Contact Information:

List all vendors contact information in the following format:

| | |
|----------------------------|------------------------------|
| Company name | Marsh LP Gas Co Inc |
| Contract Number | 75863 |
| Vendor Number | 0000145652 |
| Name of contact person | Lori Finchum or Chris Marsh |
| Position of contact | Account Representative |
| Phone number(s) of contact | 888-239-2308 or 423-639-7226 |

Mailing address of contact 253 Baileyton Road
Greeneville, TN 37745
Email addresses of contact lori@marshpet.com
chris@marshpet.com

Company name AmeriGas
Contract Number 75866
Vendor Number 0000000395
Name of contact person Andrew Fedynyshyn
Position of contact Government Account Manager
Phone number of contact 610-768-7608
Email address of contact andrew.fedynyshyn@amerigas.com

For all AmeriGas delivery or service requests please call the number below for all requests.

OPTIMAL CONTACT INFORMATION FOR AMERIGAS

Rachael Breder - Account Management Specialist

(888) 528-9475 ext. 13103 / Rachael.Breder@amerigas.com

- Handles day-to-day items including delivery issues, scheduling service requests and account maintenance

Zhaodong Li - Central Billing AR Analyst

(888) 528-9475 ext. 13117 / zhaodong.li@amerigas.com

- Billing contact who handles all invoice items to include missing delivery tickets or invoice questions

Andrew Fedynyshyn, Government Account Manager

(610) 768-7608 / andrew.fedynyshyn@amerigas.com

- Handles all sales related items to include requests for quote, pricing requests and high-level issues

Gas Emergency – after hours or weekend

(888) 528-9475, press Option 1

- Manned 24/7
- Reference Account #

When emailing one of the above contacts, please include in *Subject* line - the Account # and reason for email such as Missing Delivery Ticket or Delivery Request

Due to the large volume of emails AmeriGas receive, this will help easily identify the customer and reason for the request.

Contract Period:

Total Number of Years if all Options are exercised: 5

- Start Date: October 1, 2022
- Initial End Date: September 30, 2025
- Final End Date: September 30, 2027

Special Instructions:

SWC 215 was awarded by TDOT region. Lines items contain the following information:

- Region
- Unit of Measure (UOM)
- Number of Gallons Purchased (0-4999 or 5000+)
- Price (Mark-up)

EXAMPLE:

| Line No. | Item ID | Description | Region | UOM | Mark-up |
|----------|------------|-------------------------------|----------|-----|---------|
| 1 | 1000138706 | Gas, Propane (LPG) 0-4999 gal | Region 1 | GA | \$0.39 |
| 2 | 1000138720 | Gas, Propane (LPG) 5000+ gal | Region 1 | GA | \$0.19 |

Each region has two-line items which consist of the fuel ranges and pricing. The pricing for each line item consists of a “mark-up,” which is the delivery fee, to the associated region, for the propane. This price is added to the price of propane per gallon. Like other fuel pricing, the pricing of propane is not fixed and fluctuates daily. Please contact the Contract Administrator for directions on how to obtain the daily fuel price. Further instructions for how to use SWC 215 are below.

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

EXAMPLE

Fuel Price + Contract Price (Mark-up) = Total Propane Price

Verifying the Propane (LGP) Price:

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

1. Select the day propane was delivered and record the price per gallon listed in the spreadsheet.
2. Next, go to the Edison contracts that lists the region you are in and the mark-up price/number of gallons purchased.
3. Record the mark-up price and add it to the price per gallon of fuel on the day of delivery.
4. Multiply the Total Propane Price by the number of gallons of propane received to derive the total payable amount.
5. Compare this price to the price on the invoice.

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