

**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.

OPIS Daily Fuel Prices can be found at the following link: <https://www.teamtn.gov/cpo/resources/fuel-prices.html>

SWC 215 authorized users should use their local purchasing authority to procure tanks and should not attribute the purchase to the contract.

Contract Administrator Information

Kristine Mitchell
Category Specialist - Commodities
Central Procurement Office
Kristine.mitchell@tn.gov
615-770-1015

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

Vendor Contact Information:

Company name	Marsh LP Gas Co Inc
Contract Number	75863
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
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

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 receives, 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 for a gallon of propane is calculated by adding the mark-up price to the OPIS Propane Price.

EXAMPLE

OPIS Price + Contract Price (Mark-up) = Total Propane Price for One Gallon

Verifying the Propane (LGP) Order Price:

The procedure for verifying the order price is as follows:

1. Determine the day that the propane was delivered and use the OPIS price per gallon of the previous day. AmeriGas and Marsh both have systems that lag one day. For example, if propane was delivered to your facility on 5/7/2024, then use the 5/6/2024 OPIS price per gallon to determine the order price. Please reach out to the contract administrator for instructions on how to receive the daily OPIS prices.
2. Marsh uses the LEXINGTON pipeline OPIS price. AmeriGas uses the MT. BELVIEU pipeline OPIS price. See picture below. Furthermore, move the decimal place to the left two places for the price per gallon. For example, the OPIS report below has the LEXINGTON pipeline price as 85.802. This is \$0.85802 per gallon of propane.
3. Next, pull up the contracts and find the mark-up price based on number of gallons ordered and the region you are in. AmeriGas serves TDOT regions 2, 3, and 4. Marsh serves TDOT region 1.
4. Add the mark-up price and the OPIS price per gallon together for the Total Propane Price.
5. Multiply the Total Propane Price by the number of gallons of propane received to derive the total payable amount.
6. Compare this price to the price on the invoice.

	Propane		
Marsh	LEXINGTON	Average	85.802
AmeriGas	MT. BELVIEU	CHS Inc	82.2

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>