

## 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**

Lindsey Lattner  
Central Procurement Office  
(615) 741 - 9282  
[Lindsey.Lattner@tn.gov](mailto:Lindsey.Lattner@tn.gov)

### **Vendor Contact Information:**

List all vendors contact information in the following format:

Company name	Rogers Petroleum, Inc.
Contract Number	49486
Vendor Number	0000001023
Name of contact person	Tim Pruitt
Position of contact	Government Sales Manager
Phone number(s) of contact	(423)714-1134
Mailing address of contact	P.O Box 1714 Morristown, TN 37816-1714
Email address of contact	<a href="mailto:Tpruitt@rogerspetro.com">Tpruitt@rogerspetro.com</a>

Company name	Parman Energy Corporation
Contract Number	49485
Vendor Number	0000001126
Name of contact person	Allen Parker
Position of contact	Fuel Sales Representative
Phone number(s) of contact	(615)350-7443
Mailing address of contact	7101 Cockrill Bend Blvd. Nashville, TN 37209
Email address of contact	<a href="mailto:ja.parker@parmanenergy.com">ja.parker@parmanenergy.com</a>

Company name	Parman Energy Corporation
Contract Number	49485
Vendor Number	0000001126
Name of contact person	Jeff Raymer
Position of contact	Fuel Sales Representative
Phone number(s) of contact	(615)350-7444
Mailing address of contact	1110 Stuart St. Chattanooga, TN 37406
Email address of contact	<a href="mailto:JRaymer@Parmanenergy.com">JRaymer@Parmanenergy.com</a>

**Contract Period:**

Total Number of Years if all Options are exercised: 3

Initial Contract Term with 1 Option for Renewal

This contract has been extended for 1 year

- Start Date: May 01, 2016
- Initial End Date: April 30, 2017
- Final End Date with Extension: April 30, 2020

**Delivery Time (Days):**

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

**Special Instructions:**

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

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

**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. The price of fuel is posted daily by the Central Procurement Office, please email the Contract Administrator for questions regarding the Daily Fuel Prices. Further instructions for how to use SWC 208 are below.

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

**EXAMPLE**

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

**Verifying the Fuel Product 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 contract (49485 or 49486) that lists the region the purchase was made.
3. 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.
4. Multiply the Total Purchase Price by the number of gallons of gasoline and diesel fuel product received to derive the total payable amount.
5. 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](mailto: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](http://supplier.edison.tn.gov)