

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

James Vallone
Central Procurement Office
(615) 253 - 8528
James.Vallone@tn.gov

Vendor Contact Information:

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) 736-0425
Mailing address of contact P.O Box 1714
Morristown, TN 37816-1714
Email address of contact tpruitt@rogerspetro.com

Company name Parman Energy Group
Contract Number NV2000049485
Vendor Number 0000235834
Name of contact person Michael Ward
Position of contact Fuel Sales Representative
Phone number(s) of contact (615) 350-5850 office
(731) 676-2822 mobile
Mailing address of contact 7101 Cockrill Bend Blvd.
Nashville, TN 37209
Email address of contact mward@parmanenergy.com

Company name Parman Energy Group
Contract Number NV2000049485
Vendor Number 0000235834
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 JRaymer@Parmanenergy.com

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 one year.

- Start Date: May 01, 2016
- Initial End Date: April 30, 2017
- Final End Date with extension: April 30, 2021

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. 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

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 (49485 or 49486) 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