

## How to Use the ENE35 Propane Statewide Contract

<b>Contract #:</b> ENE35	<b>Contract Duration:</b> 08/01/14 – 07/31/17
<b>MMARS #:</b> ENE35*	<b>Options to Renew:</b> None
<b>Contract Manager:</b>	Sara Urato – 617-720-3319 <a href="mailto:sara.urato@state.ma.us">sara.urato@state.ma.us</a>
<b>UNSPSC:</b> 15-11-15-01- Propane	
<b>Last change date:</b> December 23, 2016	

### Contract Summary

This contract is for the purchase and delivery of Propane. There is one Contractor, Osterman Propane LLC who has been awarded all zones. This is not a fixed-price contract; it is an indexed price contract. Price changes weekly. See pricing and purchase details below. Eligible Entities wishing to participate in this contract must make arrangements with Osterman Propane LLC and must remain with this vendor for twelve months or the remainder of the contract term. Osterman Propane LLC has been directed to request this commitment in writing.

### Benefits and Cost Savings

- Competitive Pricing
- Qualified and Experienced Vendor
- Prompt Pay Discount

### Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00 Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
08. Other states and territories with no prior approval by the State Purchasing Agent required; and



09. Other entities when designated in writing by the State Purchasing Agent.

## How to Use the Contract

Check the Zone listing (on page 6) to determine the city or town where you will have the propane delivered and contact E. Osterman to discuss locations, account requirements and arrange for delivery. The contract covers eight zones across the state. E. Osterman has been awarded all zones.

## Pricing and Purchase Options

### Purchase Options

Purchases made through this contract will be direct, outright purchases.

### Pricing and Buying Details

Contract ENE35 calls for the delivery of Propane to be purchased at a fixed differential price to be applied to the principal averages Monday Selkirk, NY price as published weekly on page one of BPN's Weekly Propane Newsletter.

***Pricing of Propane is calculated as: Weekly Posted Commodity Propane Price + Applicable Differential Price = Total Propane Price***

### Verifying the Commodity Price

To find the **Weekly Posted Commodity Propane Price**, use the [ENEFY17 Daily Pricing Index](#) page on COMMBUYS

To access the record manually:

- Go to [www.commbuys.com](http://www.commbuys.com)
- Click on "Contract & Bid Search" on the log-in page
- Click the radio button for Contracts/Blankets
- In the Contract/Blanket Description field, type in **ENEFY17 Daily Pricing Index**
- Then click "Find It" (note: hitting Enter won't work, you have to click Find It)
- Access MBPO Record **PO-17-1080-OSD03-SRC02-00000007966**
- Under attachments open the file for the date you would like to view. Propane Index Price is listed at bottom of the spreadsheet.



*Propane Differential Pricing:*

<b>Zone</b>	<b>Vendor</b>	<b>Differential Pricing</b>
Zone 1	Osterman Propane LLC	\$0.3499
Zone 2	Osterman Propane LLC	\$0.3100
Zone 3	Osterman Propane LLC	\$0.3100
Zone 4	Osterman Propane LLC	\$0.3499
Zone 5	Osterman Propane LLC	\$0.3100
Zone 6	Osterman Propane LLC	\$0.3100
Zone 7	Osterman Propane LLC	\$0.3100
Zone 8	Osterman Propane LLC	\$0.3100

## Vendor List and Contact Information

### Osterman Propane LLC

Osterman Propane is contracted to provide propane under this contract for all zones 1-8.

#### **Contact Info**

Address: 1 Memorial Square, Whitinsville, Ma 01588

Contact: Roberta Carpenter

Phone: (508) 234-8361

Fax: (508) 234-0645

[rcarpenter@ostermangas.com](mailto:rcarpenter@ostermangas.com)

#### **Prompt Pay Discount**

2% - 10 days

#### **Branch Info**

<b>Branch</b>	<b>Location</b>	<b>Business and After Hours Phone</b>
Palmer, MA	1 Blanchard St, Palmer, MA	800-332-3353
Sunderland, MA	339 Amherst Rd, Sunderland, MA	800-287-2492
Southbridge, MA	47 Hook St, Southbridge, MA	800-537-4899
Bridgewater, MA	42 First St, Bridgewater, MA	800-698-3131
Sterling, MA	22 Legate Hill Rd, Sterling, MA	800-348-1812
Northbridge, MA	998 Church St, Northbridge, MA	800-447-1207
Adams, MA	60 Printworks Dr., Adams MA	800-648-8681
Lee, MA	480 Pleasant St, Lee, MA	800-790-3402

\*\*All Branch phone numbers are routed to answering service after-hours



## **Additional Important Contract Information**

### **Commodity Specifications**

Osterman Propane LLC guarantees that the product supplied will meet or exceed the ASTM Specifications for Liquefied Petroleum (LP) Gases, Designation D1835-05 and NFPA58 2008 Ed. Standard for the storage and handling, or latest revision thereof.

### **Tank/Cylinders/Equipment/Maintenance/Safety**

The contract price 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 Osterman Propane LLC owned equipment to meet all safety requirements. Appropriate documentation must be provided by Osterman Propane LLC to the agency regarding tank ownership. Exception: Tanks owned and provided by Osterman Propane LLC which are filled less than 100 gallons per year may be subject to an annual fee of \$50.00. As an option, the contract user may elect to purchase these tanks at a price to be negotiated with Osterman Propane LLC. Final determination of whether a tank is subject to the annual fee shall be made by OSD after consultation with user and vendor regarding deliveries.

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.

Osterman Propane LLC is required to complete all new tank installations within 21 days after receipt of an order. The tank installation and delivery schedule is to be coordinated with the agency contact.

All equipment and the installation of the same must meet the requirements of the National Fire Protection Association Code, latest edition. Osterman Propane LLC will make or cause to be made by qualified individuals, periodic inspections of the installation to meet all safety requirements.

### **Tank Removal at Contract Expiration**

Osterman Propane LLC is responsible for the removal of all tanks within thirty (30) days of contract expiration unless Osterman Propane LLC is either successful in obtaining a new contract for that particular agency or arranges to exchange tanks with the new successful Contractor. Osterman Propane LLC will give credit for all unused gas left in cylinders/tanks that are removed. If such tanks are not removed within the thirty (30) day period, Osterman Propane LLC will be held liable for all charges related to the removal and disposal of the tank. Tanks are not to be replaced without prior authorization from the responsible agency.



## Visit to the Site

Prior to the initial delivery, Osterman Propane LLC should visit the site to familiarize itself with the facilities at the agency, and in particular with the area in which the equipment is installed. It is Osterman's responsibility to inform the agency of any changes required at the site before delivery.

## Repair/Maintenance Services

This contract does not cover repair or maintenance services for existing user owned tanks or infrastructure. Entities must establish these services through their own contract.

## Delivery

Osterman Propane LLC must verify operational details about sites prior to making deliveries. Osterman Propane LLC must deliver to all sites located in the zone that are accessible by truck. Delivery of propane fuel must be made on days and during hours that are acceptable to contract users. Lead time for normal delivery will be 24 hours; 48 hours for holidays and weekends. Deliveries must be in compliance with all applicable Local, State and Federal laws and regulations. Osterman Propane LLC is responsible for paying for any damage they cause at a site.

## Emergency Delivery/Dispatch Services

The need for emergency delivery will occur at times, and Osterman Propane LLC must provide 24 hour, 365 day coverage.

## Where to Obtain Important Contract Information in COMMBUYS

This contract has been set up as a line item catalog in COMMBUYS with specific pricing for line items identified.

There is one vendor on this contract and the vendor has been assigned a unique Master Blanket Purchase Order (PO). Vendor differential prices are located on the description for each line item identified with the Master Blanket Purchase Order.

## How to Place an Order

Contract Users should continue to place orders in the normal fashion by contacting the appropriate vendor to establish accounts for automatic delivery or will call. Orders should not be placed through COMMBUYS. The order should be recorded once invoices are received using the RPA Release function.

This contract has RPA Release enabled to allow contract users to capture spend after-the-fact associated with this contract. Contract Managers have carefully selected the contracts that would qualify for RPA Release transactions. Typically this is due to system or process impracticality and/or emergency



situations preventing the standard COMMBUYS purchase order processes from being followed to process paper invoices. For more details please consult the COMMBUYS Policy Document.

Once the paper invoice for the goods or services is received by the agency, follow the directions in the RPA Release Job Aid located at Job Aids for Purchasers when entering the information into COMMBUYS; use below guidance for entering items off of the paper invoice and into a Release Requisition in the “Items” Tab:

1. Follow directions in RPA Release Enabled Requisition Job Aid until you come to the Search field in the “Items tab.”
2. In the “Items” tab Search field, type in the following to get the items: contract description (“ENE35”), and the vendor name.
3. Select the appropriate catalog line
4. In the line for the gallons, enter the total gallons received in the Quantity and the total price in the unit price.
5. Enter accurate invoice numbers in the mandatory Invoice Number field for each item.
6. Attach scanned copies of all records pertaining to order placement (could be an unofficial email quote), the receipt of goods or services, and the final invoice in the “Attachments” section.
7. The final invoice amount should match the Release Requisition total on the Summary tab.

Enter only one invoice per Release Requisition.

### **Where to find complete ENE35 contract information on COMMBUYS**

If full statewide contracts details are required please refer to ENE35 files listed under the contract’s [document repository record](#) (MBPO number **C125390-vCurrent**). You can download the ENE35 Request for Response from this location, which details the full terms and specifications of this contract.



# Contract User Guide

Zone 1-Osterman	Zone 2-Osterman	Zone 3-Osterman	Zone 4-Osterman	Zone 5-Osterman	Zone 5-Osterman	Zone 6-Osterman	Zone 7-Osterman	Zone 8-Osterman
ARLINGTON BELMONT BOSTON BRAintree BROOKLINE BURLINGTON CAMBRIDGE CANTON CHELSEA COHASSET DEDHAM DOVER EVERETT HINGHAM HOLBROOK HULL LEXINGTON LINCOLN MALDEN MEDFORD MELROSE MILTON NEEDHAM NEWTON NORWOOD QUINCY RANDOLPH REVERE SAUGUS SOMERVILLE STONEHAM WAKEFIELD WALTHAM WATERTOWN WELLESLEY WESTON WESTWOOD WEYMOUTH WILMINGTON WINCHESTER WINTHROP WOBURN	AMESBURY ANDOVER BEVERLY BOXFORD DANVERS DRACUT ESSEX GEORGETOWN GLOUCESTER GROVELAND HAMILTON HAVERHILL IPSWICH LAWRENCE LOWELL LYNN LYNNFIELD MANCHESTER MARBLEHEAD MERRIMAC METHUEN MIDDLETON NAHANT NEWBURY NEWBURYPORT NORTH ANDOVER NORTH READING PEABODY READING ROCKPORT ROWLEY SALEM SALISBURY SWAMPSCOTT TEWKSBURY TOPSFIELD WENHAM WEST NEWBURY	ABINGTON ACUSHNET ATTLEBORO AVON BERKLEY BRIDGEWATER BROCKTON CARVER DARTMOUTH DIGHTON DUXBURY EAST BRIDGEWATER EASTON FAIRHAVEN FALL RIVER FOXBOROUGH FREETOWN HALIFAX HANOVER HANSON KINGSTON LAKEVILLE MANSFIELD MARION MARSHFIELD MATTAPOISETT MEDFIELD MIDDLEBOROUGH NEW BEDFORD NORFOLK NORTH ATTLEBOROUGH NORTON NORWELL PEMBROKE PLAINVILLE PLYMOUTH PLYMPTON RAYNHAM REHOBOTH ROCHESTER ROCKLAND SCITUATE SEEKONK SHARON SOMERSET STOUGHTON SWANSEA TAUNTON WALPOLE WAREHAM WEST BRIDGEWATER WESTPORT WHITMAN WRENTHAM	BARNSTABLE BOURNE BREWSTER CHATHAM DENNIS EASTHAM FALMOUTH GOSNOLD HARWICH MASHPEE ORLEANS PROVINCETOWN SANDWICH TRURO WELLFLEET YARMOUTH	ACTON ASHLAND AUBURN AYER BARRE BEDFORD BELLINGHAM BERLIN BILLERICA BLACKSTONE BOLTON BOXBOROUGH BOYLSTON BROOKFIELD CARLISLE CHARLTON CHELMSFORD CLINTON CONCORD DOUGLAS DUDLEY DUNSTABLE EAST BROOKFIELD FRAMINGHAM FRANKLIN GRAFTON GROTON HARDWICK HARVARD HOLDEN HOLLISTON HOPEDALE HOPKINTON HUBBARDSTON HUDSON LANCASTER LEICESTER LITTLETON MARLBOROUGH MAYNARD MEDWAY MENDON MILFORD MILLBURY MILLIS MILLVILLE NATICK NEW BRAintree NORTH BROOKFIELD NORTHBOROUGH NORTHBRIDGE	OAKHAM OXFORD PAXTON PEPPERELL PETERSHAM PRINCETON RUTLAND SHERBORN SHIRLEY SHREWSBURY SOUTHBOROUGH SOUTHBRIDGE SPENCER STERLING STOW STURBRIDGE SUDBURY SUTTON TYNGSBOROUGH UPTON UXBRIDGE WARREN WAYLAND WEBSTER WEST BOYLSTON WEST BROOKFIELD WESTBOROUGH WESTFORD WORCESTER	ASHBURNHAM ASHBY ATHOL BERNARDSTON BUCKLAND CHARLEMONT COLRAIN DEERFIELD ERVING FITCHBURG GARDNER GILL GREENFIELD HAWLEY HEATH LEOMINSTER LEVERETT LEYDEN LUNENBURG MONTAGUE NEW SALEM NORTHFIELD ORANGE PELHAM PHILLIPSTON ROWE ROYALSTON SHELburne SHUTESBURY SUNDERLAND TEMPLETON TOWNSEND WARWICK WENDELL WESTMINSTER WINCHENDON	AGAWAM AMHERST ASHFIELD BELCHERTOWN BLANDFORD BRIMFIELD CHESTER CHESTERFIELD CHICOPEE CONWAY CUMMINGTON EAST LONGMEADOW EASTHAMPTON GOSHEN GRANBY GRANVILLE HADLEY HAMPDEN HATFIELD HOLLAND HOLYOKE HUNTINGTON LONGMEADOW LUDLOW MIDDLEFIELD MONSON MONTGOMERY NORTHAMPTON PALMER PLAINFIELD RUSSELL SOUTH HADLEY SOUTHAMPTON SOUTHWICK SPRINGFIELD TOLLAND WALES WARE WEST SPRINGFIELD WESTFIELD WESTHAMPTON WHATLEY WILBRAHAM WILLIAMSBURG WORTHINGTON	ADAMS ALFORD BECKET CHESHIRE CLARKSBURG DALTON EGREMONT FLORIDA GREAT BARRINGTON HANCOCK HINSDALE LANESBOROUGH LEE LENOX MONROE MONTEREY MOUNT WASHINGTON NEW ASHFORD NEW MARLBOROUGH NORTH ADAMS OTIS PERU PITTSFIELD RICHMOND SANDISFIELD SAVOY SHEFFIELD STOCKBRIDGE TYRINGHAM WASHINGTON WEST STOCKBRIDGE WILLIAMSTOWN WINDSOR