



Contract User Guide for ENE41

ENE41: Gasoline Statewide Contract

UPDATED: August 24, 2017

Contract #:	ENE41
MMARS MA #:	ENE41*
Initial Contract Term:	08/01/15 – 07/31/18
Maximum End Date:	Options to renew: one (1), one (1) year renewal
Current Contract Term:	08/01/15 – 07/31/2018
Contract Manager:	Michael Woods - 617-720-3191 michael.woods@state.ma.us
UNSPSC Codes:	15-10-15-06- Gasoline

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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Contract Summary

This contract is for the purchase and delivery of unleaded gasoline. This is available in three grades: Regular (87 Octane), Mid-grade (89 Octane), Premium (93 Octane). This is not a fixed-price contract; it is an indexed price contract. Price changes daily. See Pricing and Purchasing information below.

Eligible Entities wishing to participate in this contract must make arrangements with the appropriate awarded vendor and must remain with the vendor for twelve months or the remainder of the contract term. Vendors have been directed to request this commitment in writing.

Contract Categories

Category 1: Gasoline

Category 2: Global Montello Group Corporation is contracted to provide Gasoline to MassDOT. Vendor and applicable rates are available to MassDOT purchases only. All other entities should utilize Category 1 Vendors by zone.

Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

- Competitive Pricing
- Qualified and Experienced Vendor
- Prompt Pay Discount
- Lower differential pricing for the purchase of 8,000 gallons or more
- Contract Renewal has removed the \$75.00 Service charge for deliveries under 500 gallons and locked in differential pricing for two years.

Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit COMMBUYS.com and search for ENE41 to find related Master Blanket Purchase Order (MBPO) information.
- There are two vendors on this contract and the vendors have been assigned a unique Master Blanket Purchase Order (MBPO) each. Vendors' differential prices are located on the description for each line item identified with the Master Blanket Purchase Order. There are two line items on each MBPO, each being a zero dollar line. The first line is the differential price line, and the second line is for taxes.



Who Can Use This Contract

Applicable Procurement Law

MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

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.

Pricing, Quote and Purchase Options

Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract.

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

Pricing Options

Contract ENE41, calls for the delivery of unleaded gasoline to be purchased at a fixed differential price, applied to the low wholesale Boston Price as published daily in the OPIS-Oil Price Daily (Formerly the JOC).

Total Price per Gallon = Daily Commodity Price + Applicable Differential Price (Additional taxes and federal environmental fees to be billed as separate line items on invoices)



Product/Service Pricing and Finding Vendor Price Files

Product pricing may be found by:

Verifying the Commodity Price:

To find the published daily index wholesale price, go to the [ENEFY18 Daily Pricing Index](#) MBPO record on COMMBUYS.

To access the record manually:

- Go to 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 **ENEFY18 Daily Pricing Index**.
- Then click “Find It” (note: hitting Enter won’t work, you have to click Find It).
- Access MBPO record number PO-18-1080-OSD03-SRC02-10973.
- Under attachments open the Daily Index file for the date you would like to view. Diesel Prices are second from the top.

ENE41 Unleaded Gasoline - Differential Pricing Information –Effective 07/01/17

		Regular	(87 Octane)
		Midgrade	(89 Octane)
		Premium	(93 Octane)
Zone	Vendor	LTL	TL
1	Dennis K. Burke	\$0.1002	\$0.0312
2	Dennis K. Burke	\$0.0937	\$0.0442
3	Dennis K. Burke	\$0.1047	\$0.0442
4	Dennis K. Burke	\$0.1797	\$0.1122
5	Dennis K. Burke	\$0.1157	\$0.0522
6	Dennis K. Burke	\$0.1587	\$0.0722

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7	East River Energy	\$0.1294	\$0.0645
8	Dennis K. Burke	\$0.1667	\$0.1222

The Less Than Truckload Differential pricing is applicable for all deliveries 7,999 gallons and under. The Truckload Differential Pricing is applicable for deliveries of 8,000 gallons or more.

Applicable Taxes/Fees:

The following additional taxes and federal environmental fees to be billed as separate line items on invoices:

- State Excise Tax for on-road use: .24 cents per gallon
- Federal Leaking Underground Storage Tank (LUST): \$.001 per gallon
- Federal Oil Spill Liability Trust Fund: \$.00193 per gallon
- Massachusetts Uniform Oil Response Fee: \$.00119 per gallon

Setting up a COMMBUYS Account

COMMBUYS is the Commonwealth’s electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or COMMBUYS@state.ma.us.

Per 801 CMR 21.00, Executive Branch Departments must use established statewide contracts for the purchase of commodities and services. Specifically, Executive Departments are required to use OSD’s statewide contracts, including designated statewide contracts, if available, for their specific commodity and service needs. Exceptions will only be permitted with prior written approval from the Assistant Secretary for Operational Services, or designee.

When contacting a vendor on statewide contract, always reference ENE41 to receive contract pricing.

Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

How to Purchase From the Contract

- **Document items in COMMBUYS that have already been purchased**
This type of contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately.

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- Check the Zone listing (on page 9) to determine the city or town where you will have the gasoline delivered. Contact the vendor responsible for that Zone to discuss locations, account requirements and arrange for delivery. The contract covers eight zones across the state. Each zone has one awarded contractor. These contractors are responsible for servicing the eligible users within that zone.
- Contract Users should continue to place orders in the normal fashion by contacting the appropriate vendor. 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:

- Follow directions in RPA Release Enabled Requisition Job Aid until you come to the Search field in the “Items tab.”
- In the “Items” tab Search field, type in the following to get the items: contract description (“ENE41”), and the vendor name.
- Select the appropriate catalog line; two lines should be added, tax line and gallon line.
- In the line for the gallons, enter the total gallons received in the Quantity and the total price in the unit price. **This total should not include taxes.**
- In the line for taxes, enter 1 in the Quantity and enter the total amount of taxes in the unit price.
- Enter accurate invoice numbers in the mandatory Invoice Number field for each item.
- 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.
- The final invoice amount should match the Release Requisition total on the Summary tab.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The COMMBUYS Requisitions section, and choose the *How to Create an RPA Release Requisition* job aid.



Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a Contractor.



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Vendor List and Information*

Vendor	Master Blanket Purchase Order #	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Category	Zones	Discounts (PPD, Dock Delivery, Other)
Dennis K. Burke, Inc.	PO-15-1080-OSD01-OSD10-00000004913	VC6000158869, 2	Joe Cote	(800) 289-2875	joe.cote@burkeoil.com	1	1,2,3,4,5,6 & 8	PPD: 0.25% - 10 days
East River Energy Company	PO-15-1080-OSD01-OSD10-00000004914	VC0000112795, 1	Colleen M Canestrari	(800)336-3762	cmc@eastriverenergy.com	1	7	PPD: 0.0013% - 10 days

*Note that COMMBUYS is the official system of record for vendor contact information.

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Appendix A:

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

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