

## ENE46: Propane [Liquefied Petroleum] Gases

UPDATED: 7/28/2017

<b>Contract #:</b>	ENE46
<b>MMARS MA #:</b>	ENE46*
<b>Initial Contract Term:</b>	8/1/2017-7/31/2020
<b>Maximum End Date:</b>	Three (1) year extensions to 2023
<b>Current Contract Term:</b>	8/1/2017-7/31/2020
<b>Contract Manager:</b>	Katherine Morse, 617-720-3153, <a href="mailto:Katherine.Morse@State.MA.US">Katherine.Morse@State.MA.US</a>
<b>UNSPSC Codes:</b>	15-11-15-01- Propane

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

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### **Contract Summary**

This is a Statewide Contract for Propane [Liquefied Petroleum] Gases. This contract includes the purchase and delivery of Propane.

### **Contract Categories**

This contract includes 2 categories of products as listed below.

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Category 1: Differential Pricing – A differential price to be added to the Principal Averages Monday Selkirk, NY price as published on page one of BPN’s Weekly Propane Newsletter. This indicator changes weekly.

Category 2: Fixed Pricing – Fixed, locked-in rates for propane pricing as agreed upon between the purchasing entity and the Awarded Contractor.

## 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 vendors
- All vendors offer Prompt Pay Discount

## 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](http://COMMBUYS.com) and search for ENE46 to find related Master Blanket Purchase Order (MBPO) information.
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.
- To find the Weekly Posted Commodity Propane Price, visit [COMMBUYS.com](http://COMMBUYS.com) and search for ENEFY18 Daily Pricing Index to find related Master Blanket Purchase Order (MBPO) information. Also access by clicking link to MBPO [PO-18-1080-OSD03-SRC02-10973](http://PO-18-1080-OSD03-SRC02-10973).

## Who Can Use This Contract

### Applicable Procurement Law

Executive Branch Goods and Services: 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.

## Subcontractors

The awarded vendor’s use of subcontractors is subject to the provisions of the Commonwealth’s Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

## Pricing, Quote and Purchase Options

### Purchase Options

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

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

**Pricing Options**

- **Category 1 Differential Pricing** - Differential price to be added to the Principal Averages Monday Selkirk, NY price as published on page one of BPN’s Weekly Propane newsletter. This indicator changes weekly. The total price is the differential price plus the posted Selkirk, NY price. Price is net, F.O.B. destination including all custom duties and charges and delivery into eligible entity’s storage tanks or delivery of cylinders at the various locations included herein. No additional delivery charges will be authorized, except as noted in the RFR.
- **Category 2 Fixed Pricing** - Fixed, locked-in rates for propane pricing. Awarded bidders will work with the individual purchasing entities to determine the specific time to lock into fixed pricing and to come to an agreed upon price. Eligible Entities reserve the right to roll over purchases subject to fixed pricing to additional months if needed. It is the responsibility of the Awarded Bidder and the Purchasing Entity to come to an agreement on how any such unused gallons will be treated prior to entering into an agreement.

**Product/Service Pricing and Finding Vendor Price Files**

Product pricing may be found below;

**Category 1 Differential Pricing, One (1) Awarded Vendor – Osterman Propane LLP**

Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
\$ 0.2459	\$ 0.2459	\$ 0.2459	\$ 0.2459	\$ 0.2459	\$ 0.2459	\$ 0.2459	\$ 0.2459

**Category 2 Fixed Pricing, Two (2) Awarded Vendors (pricing is to be negotiated between purchasing entity and Awarded Vendor) –**

**AmeriGas Propane L.P.**

Zone 4	Zone 6	Zone 7
X	X	X

**Osterman Propane LLP**

Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8

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X	X	X	X	X	X	X	X
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When contacting a vendor on statewide contract, always reference ENE46 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. **[Insert additional information here]**

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.

### Shipping/Delivery>Returns

Awarded Vendors must verify operational details about sites prior to making deliveries. Awarded Vendors must deliver to all sites located in awarded zones 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. Awarded Vendors are responsible for paying for any damage they cause at a site.

### Additional Information/FAQs

#### Geographical Service Area

Vendors are awarded by Zone. There are eight (8) zones. Please see Appendix A for Zone Chart.

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### Product Specifications, including Environmental Standards and Requirements

Awarded Vendors guarantee that the product supplied will meet or exceed the ASTM Specifications for Liquefied Petroleum (LP) Gases, Designation D1835-05 and NFPA58 2008 2017 Ed. Standard for the storage and handling, or latest revision thereof.

### 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.



OPERATIONAL SERVICES DIVISION

# Contract User Guide for ENE46

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## Strategic Sourcing Team Members

DAngelo, Claire , DCR

Harper, Maryfrances , POL

Dwelly, Greg, POL

Simons, Alan, DYS

MacCurtain, Heidi, DDS

Limardo, Melina, MWRA

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## Vendor List and Information\*

Vendor	Master Blanket Purchase Order #	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Categories	Zones	Discounts (PPD, Dock Delivery, Other)	Minimum Order
AmeriGas Propane, L.P.	PO-18-1080-OSD03-SRC02-11309	VC6000229627, 2	Dawn Stevenson	610-768-3601	dawn.stevenson@amerigas.com	Category 2	4, 6, 7	PPD – 1% - 10 Days	N/A
Osterman Propane LLC	PO-18-1080-OSD03-SRC02-11307	VC0000573924, 1	Richard Donnell	508-234-1573	rdonnell@ostermangas.com	Category 1, Category 2	1-8	PPD – 1% - 10 Days	N/A

\*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 BERNARDSTON	ASHFIELD	BECKET
BRAINTREE	BOXFORD	AVON	CHATHAM	AYER	PEPPERELL		BELCHERTOWN	CHESHIRE
BROOKLINE	DANVERS	BERKLEY	DENNIS	BARRE	PETERSHAM	BUCKLAND	BLANDFORD	CLARKSBURG
BURLINGTON	DRACUT	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 GREAT BARRINGTON
CHELSEA	GLOUCESTER	DARTMOUTH	HARWICH	BILLERICA	SHIRLEY	ERVING	CHICOPEE	
COHASSET	GROVELAND	DIGHTON	MASHPEE	BLACKSTONE	SHREWSBURY SOUTHBOROUGH	FITCHBURG	CONWAY	HANCOCK
DEDHAM	HAMILTON	DUXBURY	ORLEANS PROVINCETOWN	BOLTON		GARDNER	CUMMINGTON EAST LONGMEADOW	HINSDALE
DOVER	HAVERTHILL	EAST BRIDGEWATER		BOXBOROUGH	SOUTHBRIDGE	GILL		LANESBOROUGH
EVERETT	IPSWICH	EASTON	SANDWICH	BOYLSTON	SPENCER	GREENFIELD	EASTHAMPTON	LEE
HINGHAM	LAWRENCE	FAIRHAVEN	TRURO	BROOKFIELD	STERLING	HAWLEY	GOSHEN	LENOX
HOLBROOK	LOWELL	FALL RIVER	WELLFLEET	CARLISLE	STOW	HEATH	GRANBY	MONROE
HULL	LYNN	FOXBOROUGH	YARMOUTH	CHARLTON	STURBRIDGE	LEOMINSTER	GRANVILLE	MONTEREY MOUNT WASHINGTON
LEXINGTON	LYNNFIELD	FREETOWN		CHELMSFORD	SUDBURY	LEVERETT	HADLEY	
LINCOLN	MANCHESTER	HALIFAX		CLINTON	SUTTON TYNGSBOROUGH	LEYDEN	HAMPDEN	NEW ASHFORD NEW MARLBOROUGH
MALDEN	MARBLEHEAD	HANOVER		CONCORD		LUNENBURG	HATFIELD	
MEDFORD	MERRIMAC	HANSON		DOUGLAS	UPTON	MONTAGUE	HOLLAND	NORTH ADAMS

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Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 5	Zone 6	Zone 7	Zone 8
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 NEWBURYPOR T	MARION		FRAMINGHAM	WEBSTER	PELHAM	LUDLOW	RICHMOND
NORWOOD	NORTH ANDOVER	MARSHFIELD		FRANKLIN	WEST BOYLSTON	PHILLIPSTON	MIDDLEFIELD	SANDISFIELD
QUINCY	NORTH READING	MATTAPOISETT		GRAFTON	WEST BROOKFIELD	ROWE	MONSON	SAVOY
RANDOLPH	PEABODY	MEDFIELD		GROTON	WESTBOROUGH	ROYALSTON	MONTGOMERY	SHEFFIELD
REVERE	READING	MIDDLEBOROUGH		HARDWICK	WESTFORD	SHELBURNE	NORTHAMPTON	STOCKBRIDGE
SAUGUS	ROCKPORT	NEW BEDFORD		HARVARD	WORCESTER	SHUTESBURY	PALMER	TYRINGHAM
SOMERVILLE	ROWLEY	NORFOLK NORTH		HOLDEN		SUNDERLAND	PLAINFIELD	WASHINGTON WEST
STONEHAM	SALEM	ATTLEBOROUGH		HOLLISTON		TEMPLETON	RUSSELL	STOCKBRIDGE
WAKEFIELD	SALISBURY	NORTON		HOPEDALE		TOWNSEND	SOUTH HADLEY	WILLIAMSTOWN
WALTHAM	SWAMPSCOTT	NORWELL		HOPKINTON		WARWICK	SOUTHAMPTON	WINDSOR
WATERTOWN	TEWKSBURY	PEMBROKE		HUBBARDSTON		WENDELL	SOUTHWICK	
WELLESLEY	TOPSFIELD	PLAINVILLE		HUDSON		WESTMINSTER	SPRINGFIELD	
WESTON	WENHAM	PLYMOUTH		LANCASTER		WINCHENDON	TOLLAND	
WESTWOOD	WEST NEWBURY	PLYMPTON		LEICESTER			WALES	
WEYMOUTH		RAYNHAM		LITTLETON			WARE WEST SPRINGFIELD	
WILMINGTON		REHOBOTH		MARLBOROUGH			WESTFIELD	
WINCHESTER		ROCHESTER		MAYNARD			WESTHAMPTON	
WINTHROP		ROCKLAND		MEDWAY			WHATELY	
WOBURN		SCITUATE		MENDON				

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		SEEKONK SHARON SOMERSET STOUGHTON SWANSEA TAUNTON WALPOLE WAREHAM WEST BRIDGEWATER WESTPORT WHITMAN WRENTHAM		MILFORD MILLBURY MILLIS MILLVILLE NATICK NEW BRAINTREE NORTH BROOKFIELD NORTHBOROUGH NORTHBRIDGE			WILBRAHAM WILLIAMSBURG WORTHINGTON	

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