

How to Use the Diesel Fuels: Ultra Low Sulfur Diesel and Biodiesel Statewide Contract

Contract #: ENE40 Contract Duration: 08/01/15 – 07/31/16

MMARS #: ENE40* - ULSD Options to renew: Three (3), One (1) year options

MMARS #: ENE40CAT2* - Biodiesel

Contract Manager: Sara Urato - 617-720-3319 Sara.Urato@state.ma.us

UNSPSC: 15-10-15-05; 15-10-18-01

Last change date: February 2, 2016

Contract Summary

This contract is for the purchase and delivery of Ultra Low Sulfur Diesel and Biodiesel (year round blend of B5, with the options to purchase blends of B10, B15 and B20). This is not a fixed-price contract; it is an indexed price contract. Price changes daily. See pricing and purchase details 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.

Benefits and Cost Savings

- Competitive Pricing
- Qualified and Experienced Vendors
- Prompt Pay Discount
- Lower differential pricing for the purchase of 8,000 gallons or more

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 5) to determine the city or town where you will have the diesel 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.

Pricing and Purchase Options

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

Pricing and buying details:

Contract ENE40 calls for the delivery of Ultra Low Sulfur Diesel (ULSD) and Biodiesel (year round blend of B5, with the options to purchase blends of B10 and B15) to be purchased at a fixed differential price to be applied to the low wholesale Boston Price as published daily in the OPIS-Oil Price Daily (Formerly the JOC).

Pricing of ULSD and Biodiesel is calculated as:

Summer Blend (Apr-Sep) ULSD Pricing

Ultra-Low Sulfur Diesel + Applicable Differential Price = Total Summer Blend Price

Winter Blend (Oct-Mar) ULSD Pricing

Ultra-Low Sulfur Diesel Premium + Applicable Differential Price = Total Winter Blend Price

(Additional taxes and federal environmental fees to be billed as separate line items on invoices)

Verifying the Commodity Price:

The Procedure for verifying the Daily Commodity Price on COMMBUYS is as follows:

- 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 ENEFY16 Daily Pricing Index
- Then click "Find It" (note: hitting Enter won't work, you have to click Find It)
- Under attachments open the file for the date you would like to view

The Less Than Truckload Differential (LTL) pricing is applicable for all deliveries under 8,000 gallons. The Truckload Differential (TL) pricing is applicable for deliveries of 8,000 gallons or more.

ULSD Differential Pricing-Effective 08/01/15:

Zone	Vendor	ULSD ULSD PRM LTL	ULSD ULSD PRM TL
Zone 1	Dennis K. Burke	0.0982	0.0369
Zone 2	Dennis K. Burke	0.1083	0.0393
Zone 3	Dennis K. Burke	0.1096	0.0472
Zone 4	Diesel Direct, Inc.	0.1050	0.0550
Zone 5	Dennis K. Burke	0.1049	0.0487
Zone 6	Dennis K. Burke	0.1459	0.0775
Zone 7	East River Energy, Inc.	0.1275	0.0575
Zone 8	East River Energy, Inc.	0.4175	0.1375

Example: The differential price for a LTL purchase in Zone 2 would be 0.1083 per gallon.

Biodiesel Differential Pricing-Effective 11/01/15:

Zone	Vendor	B5 LTL	B5 TL	B10 LTL	B10 TL	B15 LTL	B15 TL	B20 LTL	B20 TL
1	Diesel Direct	0.1100	0.0450	0.1500	0.0850	0.1875	0.1250	0.2350	0.1650
2	Diesel Direct	0.1200	0.0450	0.1600	0.0850	0.1875	0.1250	0.2450	0.1650
3	Diesel Direct	0.1100	0.0450	0.1500	0.0850	0.1900	0.1250	0.2350	0.1650
4	Diesel Direct	0.1400	0.0550	0.1800	0.0950	0.2200	0.1350	0.2650	0.1750
5	Global Montello	0.1948	0.1621	0.1893	0.1567	0.1839	0.1512	0.1885	0.1558
6	Global Montello	0.1921	0.1621	0.1867	0.1567	0.1812	0.1512	0.1858	0.1558
7	Dennis K Burke	0.2166	0.1658	0.2666	0.2158	0.3166	0.2658	0.3766	0.3758
8	Dennis K Burke	0.2034	0.1662	0.2534	0.2162	0.3034	0.2662	0.3634	0.3162

Example: The differential price for a LTL purchase in Zone 2 for B5 would be 0.1200 per gallon.

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: \$0.24 cents per gallon
- Federal Leaking Underground Storage Tank (LUST): \$0.001 per gallon
- Federal Oil Spill Liability Trust Fund: \$0.0019 per gallon
- Massachusetts Uniform Oil Response Fee: \$0.00119 per gallon

Applicable Service Charges:

Deliveries less than 500 gallons will be subject to an additional \$75.00 service fee. No other charges will apply.

Prompt Pay Discount (PPD)**Ultra Low Sulfur Diesel:**

Dennis K. Burke – 0.25%- 10 days

Diesel Direct, Inc. – 0.25%- 10 days

East River Energy, Inc. - 0.0013% - 10 days

Biodiesel:

Dennis K. Burke – 0.25%- 10 Days

Diesel Direct- 0.25%- 10 Days

Global Montello- 0.25%- 10 Days

Additional Services**Standalone Equipment**

Contractors must provide on-site deliveries to stand alone equipment such as snow melters or other construction/lawns and grounds equipment. The differential pricing for this service is to be negotiated on a case by case basis.

Vendor List and Contract information**Ultra Low Sulfur Diesel:****Vendor Contact Information****Zones 1,2,3,5 & 6**

Company:	Dennis K. Burke
Address:	284 Eastern Ave, Chelsea, MA 02150
Contact:	Joe Cote
Phone-Business Hours:	(800) 289-2875
Phone-After Hours:	(800) 289-2875 (Dispatch)
Fax:	(617) 249-0239
E-mail	joe.cote@burkeoil.com

Zone 4

Company:	Diesel Direct, Inc.
Address:	74 Maple Street, Stoughton, MA 02072
Contact:	Mike Cataldo
Phone-Business Hours:	(888) 900-7787
Phone-After Hours:	(888) 900-7787 (Dispatch)
Fax:	(781) 676-6241
Cell:	(508) 922-5683
E-mail	mike.cataldo@dieseldirect.com

Zones 7 & 8

Company: East River Energy, Inc.
Address: 401 Soundview Road P.O. Box 388 Guilford, CT 06437
Contact: Maryanne Little
Phone-Business Hours: (800) 336-3762
Phone-After Hours: (800) 336-3762 (Dispatch)
Fax: (203) 453-3899
E-mail: mel@eastriverenergy.com

Biodiesel:

Vendor Contact Information

Zones 1, 2, 3 and 4

Company: Diesel Direct, Inc.
Address: 74 Maple Street, Stoughton, MA 02072
Contact: Mike Cataldo
Phone-Business Hours: (888) 900-7787
Phone-After Hours: (888) 900-7787 (Dispatch)
Fax: (781) 676-6241
Cell: (508) 922-5683
E-mail: mike.cataldo@dieseldirect.com

Zones 5 and 6

Company: Global Montello
Address: 800 South Street, Waltham, MA. 02254-9161
Contact: Kevin Young
Phone-Business Hours: (781) 398-4259
Phone-After Hours: 1-800-826-5686 (Dispatch)
Fax: (781) 398-4164
E-mail: kyoung@globalp.com

Zones 7 and 8

Company: Dennis K. Burke
Address: 284 Eastern Ave, Chelsea, MA 02150
Contact: Joe Cote
Phone-Business Hours: (800) 289-2875
Phone-After Hours: (800) 289-2875 (Dispatch)
Fax: (617) 249-0239
E-mail: joe.cote@burkeoil.com

Summary of Where to Obtain Important Contract Information in COMMBUYS

There are three 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.

How to place an order

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:

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 (“ENE40”), and the vendor name.
3. Select the appropriate catalog line; at least two lines should be added, tax line and gallon line; an additional Delivery Service Charge line may be added if there is a Delivery Service Charge is on the invoice.
4. 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.**
5. In the line for taxes, enter 1 in the Quantity and enter the total amount of taxes in the unit price.
6. Enter accurate invoice numbers in the mandatory Invoice Number field for each item.
7. 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.
8. The final invoice amount should match the Release Requisition total on the Summary tab.

Where to find complete ENE40 contract information on COMMBUYS

A copy of the Request for Response (RFR), Contract User Guide, and Zone Chart can be located on each vendor’s Master Blanket Purchase Order. Also available on the MBPO is a copy of the signed Standard Contract Form.

Master Blanket Purchase Order	Vendor
PO-15-1080-OSD01-OSD10-00000005074	Dennis K. Burke
PO-15-1080-OSD01-OSD10-00000005073	Diesel Direct, Inc.
PO-15-1080-OSD01-OSD10-00000005075	East River Energy, Inc.
PO-16-1080-OSD03-SRC02-00000006124	Diesel Direct, Inc.
PO-16-1080-OSD03-SRC02-00000006125	Dennis K. Burke
PO-16-1080-OSD03-SRC02-00000006126	Global Montello Group Corp.

Zone Listing

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