

STATE OF NEW HAMPSHIRE
BUREAU OF PURCHASE AND PROPERTY
STATE HOUSE ANNEX - ROOM 102
25 CAPITOL ST
CONCORD NH 03301-6398

DATE: 3/11/2020

CONTRACT #: 8002534
AMENDMENT #: 1

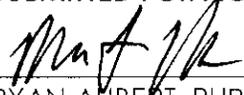
NIGP CODE: 405-1200

CONTRACT FOR: Fuel, #2 and/or Kerosene, Supply & Deliver

CONTRACTOR: CN Brown Co.

VENDOR CODE #: 177123

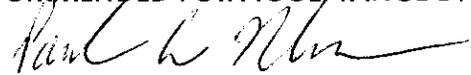
SUBMITTED FOR ACCEPTANCE BY:



RYAN AUBERT, PURCHASING AGENT
BUREAU OF PURCHASE AND PROPERTY

DATE 3/11/20 20

RECOMMENDED FOR ACCEPTANCE BY:



PAUL RHODES, ADMINISTRATOR III
BUREAU OF PURCHASE AND PROPERTY

DATE 3/11/20 20

APPROVED FOR ACCEPTANCE BY:



GARY LUNETTA, DIRECTOR
DIVISION OF PROCUREMENT & SUPPORT SERVICES

DATE 3/11/2020

ACCEPTED FOR THE STATE OF NEW HAMPSHIRE UNDER THE AUTHORITY GRANTED TO ME BY NEW
HAMPSHIRE REVISED STATUTES, ANNOTATED 21-I:14, XII.



CHARLES M. ARLINGHAUS, COMMISSIONER
DEPARTMENT OF ADMINISTRATIVE SERVICES

DATE 3/13/2020

Business Information

Business Details

| | |
|---|--|
| Business Name: C. N. BROWN COMPANY INC. | Business ID: 562 |
| Business Type: Foreign Profit Corporation | Business Status: Good Standing |
| Business Creation Date: 02/17/1989 | Name in State of Incorporation: C. N. BROWN COMPANY |
| Date of Formation in Jurisdiction: 02/17/1989 | |
| Principal Office Address: 1 CN BROWN WAY, S PARIS, ME, 04281, USA | Mailing Address: 1 CN BROWN WAY, S PARIS, ME, 04281, USA |
| Citizenship / State of Incorporation: Foreign/Maine | |
| | Last Annual Report Year: 2020 |
| | Next Report Year: 2021 |
| Duration: Perpetual | |
| Business Email: shario@cnbrown.com | Phone #: NONE |
| Notification Email: NONE | Fiscal Year End Date: NONE |

Principal Purpose

| S.No | NAICS Code | NAICS Subcode |
|------|----------------------------|---------------|
| 1 | OTHER / PETROLEUM PRODUCTS | |

Page 1 of 1, records 1 to 1 of 1

STATE OF NEW HAMPSHIRE
BUREAU OF PURCHASE AND PROPERTY
STATE HOUSE ANNEX - ROOM 102
25 CAPITOL ST
CONCORD NH 03301-6398

DATE: 06/06/2019

CONTRACT #: 8002534

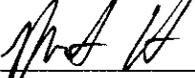
NIGP CODE: 405-1200

CONTRACT FOR: Fuel, #2 and/or Kerosene, Supply & Deliver

CONTRACTOR: CN Brown Co

VENDOR CODE #: 177123

SUBMITTED FOR ACCEPTANCE BY:



RYAN AUBERT, PURCHASING AGENT
BUREAU OF PURCHASE AND PROPERTY

DATE 6/6/19

RECOMMENDED FOR ACCEPTANCE BY:



PAUL RHODES, ADMINISTRATOR III
BUREAU OF PURCHASE AND PROPERTY

DATE 6/6/19

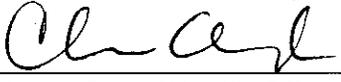
APPROVED FOR ACCEPTANCE BY:



GARY S. LUNETTA, DIRECTOR
DIVISION OF PROCUREMENT & SUPPORT SERVICES

DATE 6/6/19

ACCEPTED FOR THE STATE OF NEW HAMPSHIRE UNDER THE AUTHORITY GRANTED TO ME BY NEW HAMPSHIRE REVISED STATUTES, ANNOTATED 21-I:14, XII.



CHARLES M. ARLINGHAUS, COMMISSIONER
DEPARTMENT OF ADMINISTRATIVE SERVICES

DATE 6-10-19

BID APPROVAL REQUEST SUMMARY

THIS BID APPROVAL REQUEST SUMMARY IS FOR INTERNAL DEPARTMENT OF ADMINISTRATIVE SERVICES REVIEW AND IS NOT A CONTRACT DOCUMENT. THIS DOCUMENT SHOULD NOT BE POSTED PUBLICLY AS PART OF THE CONTRACT PROCESS.

RFP/RFB # 2181-19 & 2211-19

Contract Description Type: Fuel, #2 and/or Kerosene, Supply & Deliver

Bid Closing Date: 5/9/19, 5/30/19

Commodity Code: 405-1200

Term of New Contract: 9/1/19-8/31/21

Number of NIGP Bidders : 41

Number of Sourced Bidders : 7

Number of Bid Declines & Reasons: 0

Recommended "Low Price, Technically Compliant" Bidder: CN Brown

Low Price:

Average Markup per location: \$0.2545

Expiring Contract Price:

Average Markup per location: \$0.2055

Next Apparent "Low Price, Technically Compliant" Bidder Name & Price: N/A

Annualized Cost Savings Actual vs. Budget/Encumbered: Increase of \$620.43

Annualized % Cost Savings Actual vs. Budget/Encumbered: Increase of 28.81%

Term of Contract Anticipated Total Cost Savings: Increase of \$1,861.29

Certificate of Insurance: Yes

Certificate of Good Standing : Yes

Confirmed not on Debarred Parties List : Yes

Special Notes: Estimated usage has experienced a slight decrease. Increased cost is due in part to the Vendor's knowledge of their market and understanding that their awarded locations are difficult for their competition to service.

Division of Procurement and Support Services
Bureau of Purchase and Property
25 Capitol Street, Room 102, State House Annex
Concord, NH 03301-6398

Date: **4/24/19**
Bid No.: **2181-19**
Date of Bid Closing: **5/9/19**
Time of Bid Closing: **10:00 AM (EST)**

PLEASE DIRECT ANY QUESTIONS REGARDING THIS BID TO Ryan Aubert: E-mail Ryan.Aubert@das.NH.Gov
EMAIL YOUR BID TO: NH.Purchasing@DAS.NH.Gov

BID INVITATION FOR CONTRACT: FUEL, #2 and/or KEROSENE, SUPPLY & DELIVER

[Insert name of signar] _____ on behalf of _____ [insert name of entity submitting bid (collectively referred to as "Vendor") hereby submits an offer as contained in the written bid submitted herewith ("Bid") to the State of New Hampshire in response to BID 2181-19 at the price(s) quoted herein in complete accordance with the bid.

Vendor attests to the fact that:

1. The Vendor has reviewed and agreed to be bound by the Bid.
2. The Vendor has not altered any of the language or other provisions contained in the Bid document.
3. The Bid is effective for a period of 180 days from the Bid Closing date as indicated above.
4. The prices Vendor has quoted in the Bid were established without collusion with other vendors.
5. The Vendor has read and fully understands this Bid.
6. Further, in accordance with RSA 21-I:11-c, the undersigned Vendor certifies that neither the Vendor nor any of its subsidiaries, affiliates or principal officers (principal officers refers to individuals with management responsibility for the entity or association):
 - a. Has, within the past 2 years, been convicted of, or pleaded guilty to, a violation of RSA 356:2, RSA 356:4, or any state or federal law or county or municipal ordinance prohibiting specified bidding practices, or involving antitrust violations, which has not been annulled;
 - b. Has been prohibited, either permanently or temporarily, from participating in any public works project pursuant to RSA 638:20;
 - c. Has previously provided false, deceptive, or fraudulent information on a vendor code number application form, or any other document submitted to the state of New Hampshire, which information was not corrected as of the time of the filing a bid, proposal, or quotation;
 - d. Is currently debarred from performing work on any project of the federal government or the government of any state;
 - e. Has, within the past 2 years, failed to cure a default on any contract with the federal government or the government of any state;
 - f. Is presently subject to any order of the department of labor, the department of employment security, or any other state department, agency, board, or commission, finding that the applicant is not in compliance with the requirements of the laws or rules that the department, agency, board, or commission is charged with implementing;
 - g. Is presently subject to any sanction or penalty finally issued by the department of labor, the department of employment security, or any other state department, agency, board, or commission, which sanction or penalty has not been fully discharged or fulfilled;
 - h. Is currently serving a sentence or is subject to a continuing or unfulfilled penalty for any crime or violation noted in this section;
 - i. Has failed or neglected to advise the division of any conviction, plea of guilty, or finding relative to any crime or violation noted in this section, or of any debarment, within 30 days of such conviction, plea, finding, or debarment; or
 - j. Has been placed on the debarred parties list described in RSA 21-I:11-c within the past year.

This document shall be signed by a person who is authorized to legally obligate the responding vendor. A signature on this document indicates that all State of New Hampshire terms and conditions are accepted by the responding vendor and that any and all other terms and conditions submitted by the responding vendor are null and void, even if such terms and conditions have terminology to the contrary. The responding vendor shall also be subject to State of New Hampshire terms and conditions as stated on the reverse of the purchase order.

Authorized Signor's Signature John A. Wheeler Authorized Signor's Title Retail Sales Manager

NOTARY PUBLIC/JUSTICE OF THE PEACE
COUNTY: Oxford STATE: Maine ZIP: 04281

On the 3rd day of June, 2019, personally appeared before me, the above named John A. Wheeler, in his/her capacity as authorized representative of CN Brown known to me or satisfactorily proven, and took oath that the foregoing is true and accurate to the best of his/her knowledge and belief.

In witness thereof, I hereunto set my hand and official seal.
Shari S. O'Connor
(Notary Public/Justice of the Peace) SHARI O'CONNOR
Notary Public, Maine
My Commission Expires July 19, 2023

My commission expires: _____ (Date)
Unless specifically amended or deleted by the Division of Procurement and Support Services, the following General Terms and Conditions apply to this Bid and any resulting Purchase Order or Contract.

Daily Petroleum Prices section of the OPIS "Oil Price Daily" publication. See attached sample dated 2/21/19 (\$2.0745 was the low post for Boston, MA).

2. K-1 Kerosene: Vendor(s) shall base pricing on the "KEROSENE" **Newington, NH LOW** price as posted in the Daily Petroleum Prices section of the OPIS "Oil Price Daily" publication. See attached sample dated 2/21/19 (\$2.5914 was the low post for Newington, NH).

Mark-up: Cost added to index to cover cost of transportation, taxes, fees, etc. Mark-up shall be based per gallon and is not to exceed 4 places to the right of decimal (example \$0.0125).

1. Vendor(s) shall offer a mark-up price per gallon for the location they are bidding on that shall remain firm for the contract term specified.
2. The mark-up price shall be based on the "ESTIMATED" volume stated for the product and price shall **include** all taxes, fees, delivery cost and all other charges.
3. Mark-up prices bid by the successful vendor(s) shall remain firm for the product for the term of the contract and any extension thereof and shall include delivery and all other charges.
4. Fuel Index prices may increase or decrease during the term of the contract in accordance with the "Oil Price Daily" postings.

FOR INFORMATION PURPOSES ONLY

BURNER SERVICE AND REPAIR

The vendor may make available to the State twenty-four (24) hour oil burner service at prices not to exceed the lowest price charged to any other customer in the respective areas.

The vendor shall be responsible for the billing of both fuel and burner service even though a third party may be performing the burner service.

A copy of the oil burner service work order shall be left at the site upon each service call, preferably with onsite State personnel.

Please indicate if you offer burner service and repair services: Yes No

VENDOR CONTACT INFORMATION:

The following information is for this office to be able to contact a person knowledgeable of your bid response, and who can answer questions regarding it:

John Wheeler 207-743-9212 1-800-432-4211
Contact Person Local Telephone Number Toll Free Telephone Number

207-743-8357 info@cnbrown.com www.cnbrownenergy.com
Fax Number E-mail Address Company Website

CN Brown Energy 04-146-0361
Vendor Company Name DUNS #

PO Box 200 1 CN Brown Way South Paris, ME 04781
Vendor Address

ATTACHMENTS:

The following attachments are an integral part of this bid invitation:

- Attachment RFB 2181-19 Locations and Offer Section
- Attachment DOT District Map
- Attachment OPIS Oil Price Daily 2-21-19

Note: To be considered, bid shall be signed and notarized on front cover sheet in the space provided.

DISTRICT 1

| Legend: | | U/G = UNDERGROUND TANK | | PT = PEDAL TRUCK | | TI = TRACTOR TRAILER | | CN BROWN | |
|--|---------------------------------|--|------------------------------|---|---|----------------------|------------|----------|---|
| | | Red Font = Tanks are U/G & Require Pressure Delivery | | Blue Font = Requires automatic Delivery | | | | | |
| DES | GORHAM - OFFICE | 80 GLEN STREET, GORHAM, NH | RICK TERISS 5379 | 466- | NH ENV. SERVICES, PO BOX 95 CONCORD, NH 03302 | PT | 1/330 K-1 | 750 | #2 Heating Oil or K-1 Index mark up over OPIS/Gallon |
| DES | PITTSBURG - MURPHY DAM | MURPHY DAM ROAD, PITTSBURG, NH | DAN MATTAINI 271-3406 | | NH ENV. SERVICES, DAM BUREAU PO BOX 95 CONCORD, NH 03302 | PT | 2/275 #2 | 805 | \$0.2800 |
| DOT HIGHWAY MAINTENANCE | PITTSBURG - UPPER | 1055 S MAIN STREET, PITTSBURG | JOCELYNE BARRETT 788-4641 | | NH DOT - DISTRICT 1, 641 MAIN STREET LANCASTER, NH 03584 | PT | 2/275 #2 | 500 | \$0.2800 |
| DOT HIGHWAY MAINTENANCE | PITTSBURG - LOWER | 2947 S MAIN STREET, PITTSBURG | JOCELYNE BARRETT 788-4641 | | NH DOT - DISTRICT 1, 641 MAIN STREET LANCASTER, NH 03584 | PT | 2/275 #2 | 762 | \$0.2800 |
| DOT HIGHWAY MAINTENANCE | COLUMBIA PATROL SHED | 8 GRANT ROAD, COLUMBIA | JOCELYNE BARRETT 788-4641 | | NH DOT - DISTRICT 1, 641 MAIN STREET LANCASTER, NH 03584 | PT | 1/1,000 #2 | 750 | \$0.2200 |
| DOT HIGHWAY MAINTENANCE | ERROL PATROL SHED | 143 DAM ROAD, ERROLL | JOCELYNE BARRETT 788-4641 | | NH DOT - DISTRICT 1, 641 MAIN STREET LANCASTER, NH 03584 | PT | 1/1,000 #2 | 750 | \$0.2800 |
| DOT HIGHWAY MAINTENANCE | DIXVILLE NOTCH PATROL SHED | BEHIND THE BALSAM HOTEL | JOCELYNE BARRETT 788-4641 | | NH DOT - DISTRICT 1, 641 MAIN STREET LANCASTER, NH 03584 | PT | 1/275 #2 | 500 | \$0.2600 |
| DOT HIGHWAY MAINTENANCE | CRAWFORD NOTCH - PATROL SHED | US ROUTE 302, CRAWFORD NOTCH | JOCELYNE BARRETT 788-4641 | | NH DOT - DISTRICT 1, 641 MAIN STREET LANCASTER, NH 03584 | GD | 1/2,000 #2 | 1,000 | \$0.3200 |
| DEPT. OF NATURAL & CULTURAL RESOURCES | COLEMAN STATE PARK LODGED | 35 ECKERD WAY, STEWARTSTOWN | SANDY YOUNG 538- 6707 | | NH DNCR, 172 PEMBROKE RD, CONCORD, NH 03301 | PT | 2/275 #2 | | \$0.2800 |
| DOT HIGHWAY MAINTENANCE | PINKHAM NOTCH - PATROL SHED | NH ROUTE 16, PINKHAM NOTCH | JOCELYNE BARRETT 788-4641 | | NH DOT - DISTRICT 1, 641 MAIN STREET LANCASTER, NH 03584 | PT | 3/275 #2 | 500 | \$0.2300 |
| DEPT. OF BUSINESS & ECONOMIC AFFAIRS | COLEBROOK REST AREA | US ROUTE 3 NORTH COLEBROOK | VICTORIA CIMINO 271-2665 | | NH DBEA, 172 PEMBROKE RD, CONCORD, NH 03301 | PT | 2/275 #2 | 1,100 | \$0.2700 |

DISTRICT 2

| | | U/G = UNDERGROUND TANK | | PT = PEDAL TRUCK | | TT = TRACTOR TRAILER | | CN BROWN | | |
|------------------------|---|--------------------------------|--|---|--------|----------------------|-------------|----------|-------|----------|
| Legend: | U/G = Tanks are U/G & Require Pressure Delivery | Blue Font = automatic Delivery | Pink Font: Automatic Delivery, top off oil tanks when delivering, requires separate delivery ticket for each tank ID | Green Font: Requires Saturday Delivery | | | | | | |
| ENVIRONMENTAL SERVICES | FRANKLIN, WWTP OPERATIONS BLDG | 528 RIVER STREET, FRANKLIN, NH | KEN NOYES 934-2777 | NH ENV. SERVICES, WATER DIVISION, PO BOX 95 CONCORD, NH 03302 | U/G #5 | PT | U/G 1/2,000 | K-1 | 1,000 | \$0.2500 |
| ENVIRONMENTAL SERVICES | FRANKLIN, WWTP Primary Station | 528 RIVER STREET FRANKLIN, NH | KEN NOYES 934-2777 | NH ENV. SERVICES, WATER DIVISION, PO BOX 95 CONCORD, NH 03302 | U/G #1 | PT | 1/1,000 | #2 | 1000 | \$0.2500 |
| ENVIRONMENTAL SERVICES | FRANKLIN, WWTP Secondary Station | 528 RIVER STREET FRANKLIN, NH | KEN NOYES 934-2777 | NH ENV. SERVICES, WATER DIVISION, PO BOX 95 CONCORD, NH 03302 | U/G #2 | PT | 1/1,000 | #2 | 1000 | \$0.2500 |
| ENVIRONMENTAL SERVICES | FRANKLIN, WWTP Digester Area | 528 RIVER STREET FRANKLIN, NH | KEN NOYES 934-2777 | NH ENV. SERVICES, WATER DIVISION, PO BOX 95 CONCORD, NH 03302 | U/G #3 | PT | 1/5,000 | #2 | 2500 | \$0.2500 |
| ENVIRONMENTAL SERVICES | FRANKLIN, WWTP Operation Bldg | 528 RIVER STREET FRANKLIN, NH | KEN NOYES 934-2777 | NH ENV. SERVICES, WATER DIVISION, PO BOX 95 CONCORD, NH 03302 | U/G #4 | PT | 1/5,000 | #2 | 1,000 | \$0.2500 |

#2 Heating Oil or K-1 Index mark up over OPIS/Gallon

Business Information

Business Details

| | |
|---|--|
| Business Name: C. N. BROWN COMPANY INC. | Business ID: 562 |
| Business Type: Foreign Profit Corporation | Business Status: Good Standing |
| Business Creation Date: 02/17/1989 | Name in State of Incorporation: C. N. BROWN COMPANY |
| Date of Formation in Jurisdiction: 02/17/1989 | |
| Principal Office Address: 1 CN BROWN WAY, S PARIS, ME, 04281, USA | Mailing Address: 1 CN BROWN WAY, S PARIS, ME, 04281, USA |
| Citizenship / State of Incorporation: Foreign/Maine | |
| | Last Annual Report Year: 2019 |
| | Next Report Year: 2020 |
| Duration: Perpetual | |
| Business Email: shario@cnbrown.com | Phone #: NONE |
| Notification Email: NONE | Fiscal Year End Date: NONE |

Principal Purpose

| S.No | NAICS Code | NAICS Subcode |
|------|----------------------------|---------------|
| 1 | OTHER / PETROLEUM PRODUCTS | |

Page 1 of 1, records 1 to 1 of 1



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/17/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | | |
|---|--|---|--|
| PRODUCER Cross Insurance - Lewiston 150 Mill Street Fourth Floor, Suite 4 Lewiston ME 04240-3101 | | CONTACT NAME: Heather Spaulding PHONE (A/C No., Ext): (207) 783-8591 E-MAIL ADDRESS: hspaulding@crossagency.com FAX (A/C, No): (207) 777-6223 | |
| INSURED C N Brown Company 1 C.N. Brown Way P.O. Box 200 South Paris ME 04281 | | INSURER(S) AFFORDING COVERAGE INSURER A: Union Insurance Company NAIC# 25844 INSURER B: Acadia Ins Co. 31325 INSURER C: INSURER D: INSURER E: INSURER F: | |

COVERAGES **CERTIFICATE NUMBER:** CL18121772328 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|-----------|----------|---------------|-------------------------|-------------------------|--|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | CPA5373785 | 12/31/2018 | 12/31/2019 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Liquor Liability \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical payments \$ 5,000 |
| B | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> 19 <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY | | | CAA5373786 | 12/31/2018 | 12/31/2019 | EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 |
| B | <input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0 | | | CUA5373787 | 12/31/2018 | 12/31/2019 | PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 |
| B | <input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N | N/A | WCA5375193 | 12/31/2018 | 12/31/2019 | |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

State of New Hampshire
25 Capitol Street, Room 102

Concord

NH 03301

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

STATE OF NEW HAMPSHIRE
Department of Administrative Services
Division of Procurement and Support Services
Bureau of Purchase and Property
State House Annex
Concord, New Hampshire 03301

September 1, 2019

NOTICE OF CONTRACT

COMMODITY: #2 FUEL & HEATING KEROSENE – Districts 1, 2

CONTRACT #: 8002534 **NIGP:** 405-1200

CONTRACTOR: CN Brown Co. **Vendor#:** 177123
PO Box 200
South Paris, ME 04281

CONTACT PERSON: **Tel. No.:** 207-743-9212 or 800-432-4211
Fax No.: 207-743-8357
Contact Person: John Wheeler
Contact e-mail: info@cnbrown.com

EFFECTIVE FROM: September 1, 2019 through August 31, 2021

PRICING: Index + Mark-up

MARK-UP: Per location, as listed on attachment "#2 Fuel Master"

INDEX: #2 fuel: Boston, MA LOW price as posted in the "NO. 2 OIL" column in the Daily Petroleum Prices section of the OPIS "Oil Price Daily" publication.
Fuel pricing is emailed weekly; to be added or removed from emails, please contact Ryan Aubert.

PAYMENTS: Payment method (P-Card or ACH). Payments shall be made via ACH or Procurement Card (P-card = Visa Credit Card) Unless otherwise specified by the state of New Hampshire. Use the following link to enroll with the State Treasury for ACH payments: <https://www.nh.gov/treasury/state-vendors/index.htm> Eligible participants shall negotiate their own payment methods with awarded vendor.

DELIVERY: Not to exceed 3 calendar days after receipt of order; deliveries to be coordinated between agency and the contractor.

ORDERING: Agencies shall place orders directly with contractor.

QUESTIONS: Ryan Aubert, Purchasing Agent
(E) Ryan.Aubert@NH.Gov
(P) 603-271-0580

BURNER SERVICE AND REPAIR:

Not available

DELIVERY SLIPS: Delivery slips shall be left at each delivery location. Delivery slip shall indicate at minimum all data stated below:

- The quantity of product delivered
- Description of product delivered
- Date of delivery
- Tank I.D. number if available
- Delivery location, agency and physical address
- Delivery driver shall make reasonable effort to obtain signature by agency ; if no one is available to sign, driver shall sign delivery slip to include date and time
- Contractor may offer a cash discount for earlier payment on invoices

INVOICING:

Invoicing shall be to the Agency Remit Account on the basis of each order completed, or other mutually agreed upon timeframe between the contractor and agency (example: monthly invoice). Invoices must be sent to the State department or agency to which the delivery is made. Contractor(s) may email invoices, however it is the contractor's responsibility to obtain the proper email address prior to submitting invoices via email.

It will be the responsibility of the contractor to see that all invoices are complete and priced accurately per the terms, conditions and format of RFB 2181-19 and this contract. The State will make all efforts to pay all accurate and complete invoices within the payment term stated; however, errors within the original invoice will relieve the State of the original net-30 term time frame for payment.

Contractors **are** allowed to pass on any discounts to the State of New Hampshire. Any invoices with pricing lower than the contracted price shall be considered a discount, unless the ordering Agency is notified as referenced in the "Returned Product/Incorrect Invoices or Deliveries" section below.

Invoices shall indicate all data stated below; Item 8 may be itemized by tax/fee or shown in total titled "Environmental Fees" and shown on each invoice

1. The quantity delivered
2. Description of product delivered
3. Date of delivery
4. Dip stick reading before and after delivery
 - Dip stick readings shall be accurate within 1/8" inch per *State of New Hampshire Department of Environmental Services Oil and Remediation Program Rule "Env-Or 406.03"* or the most recent revision
5. Tank I.D. number (if available)
6. Delivery location, agency and physical address
7. Contract price per gallon as stated in offer section
8. All Current taxes and fees

INVOICING FOR DELIVERIES ON WEEKENDS OR HOLIDAYS:

When deliveries are required on weekends, **(between 12:01 am Saturday and 12:00 pm midnight Sunday)** invoices for those delivery dates will be calculated against the posted Oil Price Daily price on the **following** Monday or next business day. If deliveries occur on a holiday that falls in the middle of the week **(EXAMPLE: THANKSGIVING IS OBSERVED ON A THURSDAY)**, invoices for those delivery dates will be calculated against the posted price on the **next** business day. State of New Hampshire observed holidays:

| | | | |
|------------------------|------------------------|----------------|------------------|
| NEW YEARS DAY | MARTIN LUTHER KING DAY | PRESIDENTS DAY | MEMORIAL DAY |
| INDEPENDENCE DAY | LABOR DAY | VETERAN'S DAY | THANKSGIVING DAY |
| DAY AFTER THANKSGIVING | CHRISTMAS DAY | | |

RETURNED GOODS:

The successful Vendor(s) shall resolve all order and invoice discrepancies within five (5) business days from notification. Product(s) returned due to quality issues, duplicate shipments, incorrect delivery locations, etc. must be pumped-out by the Vendor within ten (10) business days of notification with no additional charges, and must

be replaced with specified products (if required) or the agency shall be refunded/credited for the full purchase price. Unauthorized substitutions for any products are not allowed.

FEES AND TAXES:

Any and all relevant fees and taxes that are in place at the time of the contract inception shall be included in the markup offered by the Contractor. This includes any environmental, superfund, transportation or excise tax or fees, which the Contractor may be deemed responsible. The State will allow increases or require decreases in the posted markup and transportation cost equal to the value of the fee or tax (i.e. **OPC, LUST, FOD, NORA** etc.) if such increases or decreases occur after the award of the contract and are instituted by the State or federal government. No increases in the posted mark-up and transportation cost will be allowed without the prior written approval from the Administrator of the Bureau of Purchase and Property. The State of New Hampshire Department of Administrative services shall provide a Certificate of Exemption at the written request of the Contractor in support of a claim for credit or payment under section #6427 of the Internal Revenue Code. The supplied exemption certificate(s) shall not apply to those Political sub-divisions, school buses, qualified local buses or other qualified entities that choose to "participate" under the RSA 21-I provision.

ESTABLISHMENT OF ACCOUNTS:

Each State of New Hampshire agency shall have its own individual customer account number. There shall be instances where sub-sections of an agency shall need their own individual customer account number. Should any State of New Hampshire agency place an order under the contract, contractor agrees to establish an account within three business days from the date the order is placed. However, there shall be no delay in any shipment; the agency shall receive the items ordered in accordance with the delivery time required, as if an account already exists for them.

DELIVERY POLICY, PROCEDURES, REQUIREMENTS:

DELIVERY PROCEDURES AND REQUIREMENTS, APPLIES TO ALL TRANSACTIONS:

State Agencies shall contact contractor and coordinate deliveries.

1. All Deliveries will be made within **three (3)** calendar days after receipt of order, regardless of method of delivery (tank wagon or motor transport). Weekends and holidays are NOT exempt from the stated delivery schedule and it's understood that contractors are a 365-day delivery operation.
2. **DIPPING TANKS** - State agencies require all contractors to have their delivery personnel dip tanks before and after deliveries and note said readings on delivery slips. Dip stick readings will be accurate within 1/8" inch per State of New Hampshire "Water Supply Pollution Control Commission Regulation Env-Wm 1401.11 Inventory Monitoring"
3. **DELIVERY SLIP / BOL** - All deliveries including tanker loads shall include a bill of lading and / or documentation to identify the type product left at each delivery. Delivery and load slips must be left at each delivery site. Failure to leave delivery documentation at each delivery site may result in delayed payments for said deliveries.
4. **SPILLS/ OVERFILLS** - Most underground tanks are equipped with 4" tight fill adapters (exception: above ground skid tanks.) Delivery trucks should be equipped with appropriate hardware to seal delivery-lines to prevent over-fills and/or spills. If a spill should occur during delivery, **to the extent such spill is caused by the acts or omissions of the contractor or its agents**, or contractor should deliver the wrong product to tanks, the contractor assumes all responsibility and liability for spill, clean - up and/or cleaning of tank and the delivery driver will report the incident to onsite agency personnel immediately. Delivery personnel shall unload product at a reasonable pace and rate to allow the flapper valve to perform its function. Over filling of the tank will require the contractor to return to the **site within 24 hours of overfilling incident** to pump out the overfill and clean out the manhole. All cost associated with correcting the overfill will be the contractors sole responsibility. Violations of this requirement shall be reported to the State of New Hampshire Department of Environmental Services.
5. All delivery vehicles will be equipped with appropriate hardware to seal delivery-line to prevent over-fills and/or spills. If a spill should occur during delivery, **to the extent such spill is caused by the acts or omissions of the contractor or its agents**, or contractor should deliver product to the wrong tank, the contractor assumes all physical and financial responsibility, as well as, all liability for any spill, clean-up, cleaning of

tank and refilling with the proper product to the level existing prior to the delivery incident all corrective action will take place immediately upon incident awareness.

6. **EMERGENCIES** – Emergency fuel delivery policy for "will call" status accounts:
 - a. Contractor agrees to deliver in less than the standard time **in case of emergencies** to the best of contractor's ability.
 - b. Should an emergency request be placed during non-working hours (5:00 pm – 7:00 am EST, Monday through Friday including state observed holidays, or weekends), the contractor shall be allowed to charge a service call charge equal to the company's standard service call charge for the time frame stated. This service call charge will be in addition to the charge for the fuel delivered at the contract price per contract terms and conditions.
 - c. If the emergency request cannot be met by the Contractor, the requesting agency reserves the right to purchase elsewhere, charging any additional costs over and above the original contractors cost back to the original Contractor.
 - d. The Contractor will be financially responsible for replacement of any State property, which is damaged by the Contractor's employees or any personnel or company acting on the Contractor's behalf.

SAFETY REQUIREMENTS AND PROCEDURES (PERTAINS TO ALL IN GROUND TANKS):

All fuel delivery personnel will adopt the following safety procedures when making deliveries to any State site:

1. Exercise caution when maneuvering to avoid damage to containment walls.
2. Inspect tank, fittings and liquid level indicator prior to filling.
3. Place drip pans under all hose fittings prior to unloading.
4. Block truck wheels before starting to unload.
5. Remain with the vehicle while unloading.
6. Drain loading or unloading line to storage tank when unloading is complete.
7. Verify that all drain valves are closed before disconnecting unloading lines.
8. Inspect vehicle before departure to be sure all unloading lines have been disconnected and vent valves are closed.
9. Immediately report any leakage or spillage to the onsite agency personnel.
10. Delivery personnel will shut off all electrical devices (cellular phones, pagers etc) while unloading product.
11. Delivery personnel shall clean the manhole of any product they may have spilled during delivery.

DELIVERY – "AUTOMATIC":

There are locations on the attached location listing that require "automatic delivery". **If nothing is stated, it shall be assumed they are "will call" locations.** Agencies wishing to change location delivery status from "will call" to "automatic delivery" or vice versa shall contact the Contractor **in writing** to request the change.

AUTOMATIC DELIVERY REQUIREMENTS – STATE AGENCY RESPONSIBILITIES

To assist in a smooth delivery operation (**especially at the beginning of a new contract with a new delivery company**), the ordering **Agency** shall provide the contractor with the previous delivery history data, upon request (1 year worth of consumption is preferable) so the contractor may provide the delivery service in an accurate and efficient manner. This history data is also available by request from the previous contractor. Agencies should monitor their fuel tank consumption for the first 3 months of a new contract to be sure they do not run out while the "automatic delivery" program builds a consumption history.

AUTOMATIC DELIVERY REQUIREMENTS – CONTRACTOR RESPONSIBILITIES

The successful contractor shall manage the fuel levels in each "automatic delivery" required location. The tank shall be managed in such a manner that the individual tank will not run out of fuel. If for any reason a tank runs dry, the successful contractor will be responsible to:

- Immediately refuel tank
- Restart any or all boilers affected and perform any boiler maintenance required due to the fuel outage
- Accept and process claims for damage caused to the building because of loss of heat such as, broken pipes, water damage, etc.

DELIVERY – "AFTER HOURS DELIVERY", AGENCY AND CONTRACTOR RESPONSIBILITIES:

Contractor **will not** assume deliveries made outside of the specified time frames (after hours delivery) are

acceptable without permission from the State agency. Many facilities have security measures in place to prevent after hours traffic on the property. Communication between contractor and agency shall take place to allow for "after hours delivery". Ordering **State Agencies** shall comply where possible with the contractor's request for "after hour's delivery" provided reasonable notice of the request is supplied. Request for "after hour's delivery" should be isolated instances stemming from unforeseen circumstances and not considered standard delivery procedure.

DELIVERY – SPECIFIC REQUIREMENTS FOR THE ADJUTANT GENERALS DEPARTMENT:

All Locations listed under the "Adj. General" department column requires that in the case of overfilling an underground location which will set off the alarm, the contractor agrees to return to the delivery site within 24 hours and pump out the excess fuel until the alarm sets. This action will be at the contractor's sole responsibility and expense.

MINIMUM ORDERS (SHALL APPLY TO WILL-CALL LOCATIONS ONLY):

| DELIVERY FEE MATRIX FOR "#2 FUEL/KEROSENE DELIVERIES | | |
|--|----------------------------------|--|
| TANK SIZE | MINIMUM GALLONS DELIVERED | LESS THAN MINIMUM QTY DELIVERED FEE |
| < 330 GALLON TANK | 100 GALLONS | \$50 FEE |
| 331 - 1000 GALLON TANK | 150 GALLONS | \$50 FEE |
| 1001 - 3000 GALLON TANK | 450 GALLONS | \$50 FEE (PT) |
| 3001 - 6000 GALLON TANK | 1000 GALLONS | \$50 FEE (PT) |
| 6001 - 8000 GALLON TANK | 2000 GALLONS | \$50 FEE (PT)/ \$100 (TT) |
| 8001+ GALLON TANK | 3000 GALLONS | \$75 FEE (PT)/ \$150 (TT) |
| TANK SIZE ESTABLISHED BY WHAT IS STATED IN THE ATTACHED LOCATION LISTING UNDER "TANK SIZE" | | |
| IF LOCATION HAS 2 OR MORE TANKS PIPED TOGETHER, THEN THE TANK SIZE IS BASED ON THE TOTAL OF <u>ALL</u> COMBINED TANKS. | | |
| FEES & CALCULATIONS ARE BASED AGAINST EACH DELIVERY REGARDLESS OF HOW MANY ARE ON A SINGLE SITE OR COMPLEX | | |

PRODUCT TYPES, SPECIFICATIONS AND COMPLIANCE

SPECIFICATION – FUEL PRODUCT REQUIREMENTS: In the event of a change in the federal standard, the sulfur content will not exceed that which is mandated by the Federal Government.

- All #2 fuel furnished shall conform to ASTM standards (#2 FUEL - D-396-08B and referenced documents) or most recent revision. The maximum sulfur content shall not exceed 0.4% or as indicated by the most recent ASTM standard.
- All K-1 kerosene fuel furnished shall conform to ASTM standards (K-1 kerosene - D-3699-02 and referenced documents) or most recent revision. The maximum sulfur content shall not exceed 0.04% or as indicated by the most recent ASTM standard.
- In the event of a change in the federal standard, the sulfur content will not exceed that which is mandated by the Federal Government.

PRODUCT COMPLIANCE:

It is mutually agreed that if the #2 heating oil, and K-1 kerosene furnished and delivered by the successful contractor to the State of New Hampshire, does not conform to the standard specifications, the State reserves the right to purchase said fuel elsewhere charging any additional cost to the Contractor. The Contractor will be responsible for removing the non-conforming fuel. The State may request an analysis, from an approved laboratory, of the fuel delivered at no cost to the State. The State of New Hampshire shall be the sole determining factor of what meets or exceeds the required specifications.

PRODUCT TESTING:

The State reserves the right to test any fuel product delivered to any of the fuel locations stated within this

solicitation or any locations added to the resulting contract over its term for compliance to the product ordered or the specifications and standards herein.

If the results of any such test performed determine that the product sold, furnished and delivered to any State locations, **does not** meet the specifications of the product ordered or the specifications and standards established by the State of New Hampshire and/or the Federal Government, the Contractor responsible for the **error** will be reported to the NH Department of Environmental Services and held responsible for removing the incorrect product from the delivery location, cleaning of the tank if necessary, delivering the correct product and paying all charges associated with the **error** including the testing procedure. While the **error** condition exists, the State reserves the right to purchase said fuel elsewhere charging any additional cost to the Contractor. The contractor responsible for the **error** would also be subject to the relative "default" conditions.

USAGE REPORTING:

The contractor shall submit a quarterly and annual usage report for analysis to determine contract compliance. The consumption report shall include transaction history for the previous quarter and in total since contract inception. The reports shall be received by the 15th day of the month for the previous quarter's activity. The first report shall be due by December 15th, 2019 with subsequent reports due every three (3) months thereafter. The report shall include the following data at a minimum:

- District number
- Physical location with Tank ID (if available)
- Agency, and Division/Bureau name (if applicable)
- Date of delivery
- Gallons delivered
- Product type
- Total gallons delivered to date

Reports shall be emailed to: Ryan Aubert, Purchasing Agent
(E) Ryan.Aubert@NH.Gov
(P) 603-271-0580