

Department of Administrative Services  
Division of Procurement and Support Services  
Bureau of Purchase & Property

REQUEST FOR CONTRACT EXTENSION

**DATE:** SEPTEMBER 23, 2016

**CONTRACT:** PREMIUM ON ROAD - ULTRA LOW SULFUR DIESEL FUEL (T/ T Delivery)

**CONTRACT NO.:** 8001263 – DENNIS K BURKE, INC. VC # 174496 R001

**CONTRACT PERIOD:** October 18, 2012 through June 30, 2014  
Extension 1: July 1, 2014 through November 1, 2015  
Extension 2: November 2, 2015 through October 31, 2016  
**Extension 3: November 1, 2016 through July 31, 2017**

**Questions:** Danielle Bishop, Purchasing Agent  
**Phone:** 603-271-3290  
**E-Mail:** Danielle.Bishop@NH.Gov

EXPLANATION

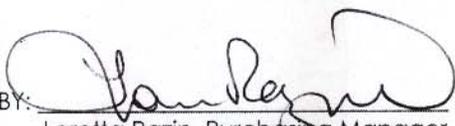
I am requesting the approval to exercise a 9 month extension for statewide contract 8001263 as allowed under the contract Terms and Conditions, to align the diesel with our gasoline contracts, which expire July 31, 2017. The current contract was implemented on October 18, 2012 and has been extended twice to exercise fixed price locks. At this time, the fixed price guaranteed gallons have been utilized, and the contract is utilizing index plus mark-up pricing, with mark-up per gallon at \$0.03 to \$0.05, depending on the district. This index-based pricing would continue through the term of this extension.

We have many fuel locations throughout the State managed by DOT Fuel Distribution which utilize both Diesel and Gasoline. It has been determined that bidders could deliver mixed loads of diesel and gasoline to the same location at one time, reducing their cost of delivery, and therefore reducing the State's overall cost.

I have verified through System for Award Management that there are no records of debarment or exclusions listed. I have also surveyed Department of Transportation and they have indicated that the vendor is performing well. The estimated spend on this contract is \$8,000,000 annually.

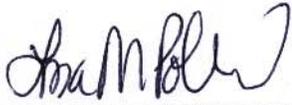
The vendor has agreed to extend under the same terms, conditions and pricing structure. I recommend the extension of the contracted based on the information provided above and believe that to do so would be in the best interest of the State.

PROPOSED BY:   
Danielle Bishop, Purchasing Agent  
Bureau of Purchase and Property

REVIEWED BY:   
Loretta Razin, Purchasing Manager  
Bureau of Purchase and Property

DATE PROPOSED: 9/23/16

DATE REVIEWED: 9/26/16

ENDORSED BY:   
Lisa Pollard, Director  
Division of Procurement & Support Services

APPROVED BY:   
Vicki Quiram, Commissioner  
Department of Administrative Services

DATE ENDORSED: 9-28-16

DATE APPROVED: 9/29/16

## Bishop, Danielle

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**From:** Joe Cote <joe.cote@burkeoil.com>  
**Sent:** Friday, September 23, 2016 11:49 AM  
**To:** Bishop, Danielle  
**Subject:** Re: Contract #8001263 - Diesel with the State of New Hampshire

Agreed. That quick enough

Sent from my iPhone

On Sep 23, 2016, at 11:47 AM, Bishop, Danielle <[Danielle.Bishop@nh.gov](mailto:Danielle.Bishop@nh.gov)> wrote:

Good Afternoon Joe,  
As you are aware, the current contract for Premium On-Road Diesel (T/T delivery) is set to expire October 31, 2016. This contract allows for extensions, to be exercised upon mutual agreement between Dennis K. Burke and The State of New Hampshire.

Would you be willing to extend this contract with the same terms, conditions and pricing structure until July 31, 2017?

Please respond no later than 4:00 PM Wednesday, September 28.

Thank you,  
Danielle Bishop  
Purchasing Agent  
State of New Hampshire  
Department of Administrative Services  
Bureau of Purchase and Property  
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<https://das.nh.gov/purchasing>

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