**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**

**Rev. 12/2/2014**

# NOTICE OF CONTRACT

**COMMODITY:** Propane – Temp &/or Cylinder Refilling

**CONTRACT NO.:** 8000903

**NIGP CODE:** 405 - 0300

**CONTRACTOR:** **Irving Energy - Propane** **Vendor#:177127**
RTE 12A River Bend Ind Pk
PO BOX 1352
Claremont, NH
Contact: Sandra Gray (888) 620-1234

**CONTRACT PERIOD:** 11/1/12 through 10/31/14
**EXTENSION: 11/1/14 through 10/31/2016**

**PRICING:** $0.05 off vendors posted propane price (temp work site) - no rental fee.

**ORDERING PROCEDURE:** Each agency shall place their orders directly to the vendor. Agencies and vendors will be responsible for establishing proper identification for individuals authorized to use this contract. Contract number must be shown on all documents.

**PROPANE DELIVER/ REFILL:** Agency may establish fixed or as needed schedules for delivery of propane tank filling or exchange to temporary work sites. Parameters scope and schedule to be determined by requesting agency.

- The Contractor shall not charge for delivery
- Agency shall maintain a clear sanded road for access by propane fuel vehicles
- Agency shall allow up to 3 calendar days for fuel delivery
- Agency shall allow 3 business days for delivery of replacement propane cylinders after receipt of order
- Propane tank size shall be shall be determined between requesting agency and the Contractor.

**INVOICING:** Invoicing shall be done on the basis of each order completed. Invoices shall clearly indicate the quantities, descriptions, pricing, date of pickup/delivery and contract number.

**PURCHASE LIMITS:** **LIMITS ARE $4,999.00 PER INVOICE PER DAY**

**QUESTIONS:** Danielle Ruest, Purchasing Agent
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