

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

November 1, 2016

NOTICE OF CONTRACT

**COMMODITY:** FUEL, PROPANE, Temporary Worksite – Districts 1, 2 and 3

**CONTRACT NUMBER:** 8002102

**NIGP CODE:** 405-0300

**CONTRACTOR:** **CN BROWN CO** Vendor No.: 177123 B001  
PO Box 200  
South Paris, ME 04281

**Contact:** John Wheeler  
**Phone:** (207)743-9212 or (800)432-4211  
**Email:** [info@cnbrown.com](mailto:info@cnbrown.com)

**CONTRACT PERIOD:** **NOVEMBER 1, 2016 THROUGH JULY 31, 2019**

**PRICING:** \$0.20 discount from contractor's posted price/published rate on date of delivery.  
No rental or delivery fees shall be charged.

**PAYMENTS:** Payments shall be made via P-card; card will be charged upon delivery.  
Invoice/receipt shall be provided to cardholder upon receipt of payment.  
Invoice/receipt shall clearly indicate the **quantity, description, pricing (retail rate and discount), date of delivery and contract number.**

**ORDERING:** Orders and deliveries are to be coordinated directly with contractor. All parties are responsible for establishing proper identification for individuals authorized to utilize the contract. Contract number must be legible on all documents.

**DELIVERY/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.

- Contractor shall not charge any additional fees.
- Agency shall maintain a clear sanded road for access by delivery vehicle.
- Agency shall allow up to 3 calendar days for fuel delivery or tank replacement after receipt of order.
- Tank size shall be determined between requesting agency and the Contractor.

**MINIMUM/MAXIMUM ORDER:** No minimum order shall apply. Maximum order allowed is **\$1,999.00 per transaction per day.**

**QUESTIONS:** Danielle Bishop, Purchasing Agent  
(E) [Danielle.Bishop@nh.gov](mailto:Danielle.Bishop@nh.gov)  
(P) 603-271-3290