

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

CONTRACT NUMBER: 8002103

NIGP CODE: 405-0300

CONTRACTOR: RYMES HEATING OILS INC Vendor No.: 177233 B001
257 Sheep Davis Road
Concord, NH 03301

Contact: Kerry Mattson
Phone: (603) 228-2224
Email: kerrym@rymes.com

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

PRICING: \$0.10 discount from contractor's lowest retail 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
(P) 603-271-3290