

Fuel Contracts Update Form

Please check off Blanket P.O. {Contract} being updated and fill out white areas.

	T-0083 Unleaded Automotive Gasoline				
	T-0077 Fuel Oil #2 --- Heating				
Add Line or tank:			Revise Line:		Delete Line:
Line # on Current Contract (if Applicable):					
Closest Apparent Line #:					
County:					
Tank Size/s:					
Above or Underground:					
Normal Delivery Size:					
Estimated Quantity (per year):					
Deliver To:					
Name of Facility:					
Address:					
Contact Person:					
Phone:		Fax:			
Under Energy Tracking System:					
Yes:		Bill to optional – contact above will be used for billing issues/Procurement Bureau purposes unless alternate contact is listed below.			
No:		Bill To below must be provided if different from above.			
Bill To: (or Alternate Contact)					
Name of Bill To Agency:					
Address: (If Bill To is the same as Deliver To write in "Same")					
Contact Person:					
Phone:		Fax:			

FUEL CONTRACT UPDATE FORM INSTRUCTIONS

TYPE OF FUEL: Check the contract/type of fuel. If more than one type of fuel is needed, please fill out separate forms.

CURRENT CONTRACT - LINE NUMBER:

- If your location has a line on the current contract, PLEASE provide the LINE NUMBER, in order to verify/update information.
- If the location/fuel/tank is new, check "ADD" and provide the information. Also, please find the closest apparent match(s) currently on contract using location, tank size, and estimated quantity. The closest physical location is not always the "best match". Tank size is also a significant factor. If best match or not will be determined by Purchase Bureau.
- If any information needs to be updated please check "REVISE" and provide the appropriate information.
- If a location/ is be deleted, check "DELETE". Brief description of why should be provided for Purchase Bureau file.

COUNTY: Enter the county or counties in which your site is located.

TANK SIZE/S: Enter the number of tanks and the gallon capacity of each, for example - 1 each 5,000 gallon tank and 2 each 500 gallon tanks. **Please indicate if tanks are above or below ground.** Multiple tanks for one location may be listed as a single line item if delivery will be at the same time unless they require separate billing. Attach a separate list, if necessary. If tanks require separate delivery or separate billing they should be considered as individual lines. Every effort should be made to have tanks filled at the same time in order to keep the bid prices/upcharges as low as possible.

ESTIMATED QUANTITY: Enter the estimated usage in gallons for a **one (1)** year period.

DELIVER TO:

- **ADDRESS:** Enter the complete **delivery address**; a Post Office Box is not acceptable since the vendor must know the actual location for delivery.
- **CONTACT:** Enter the name of the individual or the title of the person to be contacted regarding order/delivery.
- **PHONE/FAX:** Enter area code, phone number and, if applicable, the extension.
- **Other Pertinent Information** Enter any other delivery information of note. i.e. "Contact Supervisor before Making Delivery", etc.

UNDER THE ENERGY TRACKING SYSTEM:

- If yes – do not provide Energy Solve address – it will be provided once in RFP text for all applicable lines.
- If not under Energy Tracking System – see "Bill To" instructions below

BILL TO (or Alternate Contact):

- If Under Energy Tracking System and "Bill To" is left blank, "Deliver To" contact above will be used for billing issues.
- If Under Energy Tracking System, an alternate contact for Purchase Bureau purposes may be listed under "Bill To".
- If "Deliver To" and "Bill To" information are the same; enter "SAME" under "Bill To".
- If "Deliver To" and "Bill To" information are the different;
ADDRESS: Enter the complete mailing address, Post Office Box is acceptable.
CONTACT: Enter the name of the individual or the title to be contacted regarding invoicing/billing.
PHONE/FAX: Enter area code, phone number and, if applicable, the extension.

OTHER PERTINENT INFORMATION:

Enter ANY other information that should be noted on the price sheets. For example:

- **Delivery Information** – For example - Contact Supervisor before making delivery, if routine weekend or holiday delivery will be required, if there are delivery truck size limitations, etc.
- If tank is not equipped to take metered deliveries please note that here.
- If the site is currently inactive but should remain on the contract please note that here.
- To specify use in more detail
Provide any other information you feel would be useful to Purchase Bureau.

Please submit the required information by fax to Doreica H. McCall at 609-292-1114 or by email to doreica.holt@treas.nj.us . Contact Doreica H. McCall at 609-292-0180 if there are any questions.