How to Use This Contract

Bulk Fuel, Gasoline and Diesel (15100000-19-1)


State Agencies

- The State of Florida’s online procurement system, MyFloridaMarketPlace (MFMP), is the preferred method for placing orders and making payments for this contract:
  - State agencies may create a blanket requisition/purchase order to use this contract, then contact the contractor directly to request a quote and/or place an order when needed; contractor contact information is accessible from the contract webpage.
  - CATALOG TYPE: None - Create a requisition and click the ‘Create Non-Catalog Item’ button. In the ‘Supplier’ field, use the appropriate contractor’s FEIN, as provided on the contract webpage; in the ‘State Contract ID’ field, select the contract number shown above from the drop-down menu.
  - COMMODITY CODE: 15101505, 15101506, 15101513, 15101801
  - METHOD OF PROCUREMENT: A - State term contract without RFQ
- Please use the appropriate contractor’s FEIN, as provided on the contract webpage, when making payments in the Florida Accounting Information Resource (FLAIR); also, please use the appropriate contractor’s FEIN when recording purchasing card (PCard) payments in FLAIR.

Eligible Users

- Eligible users, as defined by Rule 60A-1.001, Florida Administrative Code, may contact the contractor(s) directly to place an order using this contract; contractor contact information is accessible from the contract webpage.
Frequently Asked Questions

• Is there a minimum order size for this contract?
  o Yes, the minimum order size is 6,000 gallons for transport deliveries and 500 gallons for non-transport deliveries (where available).

• Can I purchase from a vendor outside of this contract if they offer better pricing?
  o In accordance with section 287.056, Florida Statutes, state agencies are required to purchase commodities and contractual services from state term contracts procured by the Department of Management Services.

• What should I do if I have an issue with the contractor?
  o If you are unable to resolve an issue with a contractor, you may contact the contract manager listed on the contract webpages to explore additional options. These options include: complete a vendor performance survey online to document the issue, work with the contract manager to elevate the issue with the contractor representatives, or submit a vendor complaint that requires a formal response from the contractor.

Additional Information

• Please note that additional charges may apply, such as a delivery charge, delay charge, back haul charge, top off charge, and/or emergency delivery charge for all delivery types, as well as a freight charge, pump off charge, and/or maximum pump off charge for transport deliveries.
  o A delay charge may be incurred if the contractor must wait more than 30 minutes to begin fuel delivery; the charge may be billed in 30-minute increments.
  o A back haul charge (per gallon) may be incurred if the customer orders more than their tank(s) can hold upon delivery and a portion of the fuel ordered has to be returned.
  o A pump off charge may be incurred more than once if the transport delivery truck is required to relocate to deliver to additional tanks.
• Please refer to “Pricing” in the Contract Information section on the contract webpage for additional information regarding allowable charges.

Contact Information

• If you have any questions or require assistance specific to this contract (e.g. pricing, contract requirements, etc.), please contact the contract manager listed on the contract webpage.
• If you have any questions or require assistance specific to MFMP (e.g. system access, purchase orders, catalogs, etc.), please visit the Division of State Purchasing’s MFMP webpage located at https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace.