



How to Use This Contract

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

Contractor information, pricing, and contract documents are located on the contract webpage at https://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts_and_agreements/state_term_contracts/bulk_fuel_gasoline_and_diesel2.

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.
 - Create a requisition/purchase order in [MFMP Buyer](#); for additional information, visit https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_agency_customers/mfmp_university/requisitions_purchase_orders.
 - **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?
 - 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?
 - 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?
 - 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.
 - 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.
 - 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.
 - 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.