



General Information Bulletin

Subject: Minimum Order Size Clause for Fuel Contracts

DATE: January 21, 2016

CL #: 825

GROUP #: 05500, 05600, 05602

DESCRIPTION: Fuel Oil, Heating, Gasoline & E-85, Diesel Fuel, Ultra-Low Sulfur, Bio-Diesel

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From Fuel Oil, Heating:

MINIMUM ORDER SIZE

Minimum delivery shall be not less than 150 gallons into one (1) tank on Tank Wagon deliveries.
Minimum order for Motor Transport deliveries shall be 5,500 gallons.

Purchases of less than the minimum order sizes qualify for contract pricing at Contractor's discretion, including tank top-offs for tank testing. However, in no case shall pricing exceed Contractor's normal retail pricing for purchase of less than 150 gallons, regardless of delivery circumstances. If delivering to same property, same address, but to separate tanks, minimum delivery charge will only be applicable if total delivery to "address" is less than 150 gallons.

From Gasoline & E-85:

MINIMUM ORDER SIZE

Minimum delivery shall be not less than 500 gallons to each tank at each delivery location (site) as determined by the Delivery Schedule.

Purchases of less than the minimum order size qualify for contract pricing at Contractor's discretion, including tank top-offs for tank testing. However, in no case shall pricing exceed Contractor's normal retail pricing for purchase of less than 500 gallons, regardless of delivery circumstances.

From Diesel Fuel, Ultra-Low Sulfur, Bio-Diesel:

MINIMUM ORDER SIZE

Minimum delivery shall be not less than 250 gallons to each tank at each delivery location (site) as determined by the delivery schedule.

Purchases of less than the minimum order size qualify for contract pricing at Contractor's discretion, including tank top-offs for tank testing. However, in no case shall pricing exceed Contractor's normal retail pricing for purchase of less than 250 gallons, regardless of delivery circumstances.

Regarding the MINIMUM ORDER SIZE clause of the above referenced fuel contracts, all Authorized Users and Awarded Contractors are advised:

- The minimum order size stipulated in the MINIMUM ORDER SIZE clause shall not apply to deliveries being made to Authorized Users on an automatic delivery schedule as the contractor controls the frequency, delivery dates, and quantities
- Deliveries and contract pricing for orders below the minimum order size shall be made at the discretion of the Contractor
- For any non-automatic delivery under the minimum order size, the Contractor will be allowed to charge from the current posted contract price up to the Contractor's publicly posted retail price
- If the Contractor does not have a publicly posted retail price, then the Contractor may only charge the current posted contract price
- Aside from the adjusted pricing, no additional fees will be allowed for deliveries made below the size

All other terms and conditions of the contract remain the same.