South Dakota_PMB 01231

BUREAU OF ADMINISTRATION
OFFICE OF PROCUREMENT MANAGEMENT

523 EAST CAPITOL PIERRE, SD 57501-3182 (605) 773-3405 FAX (605) 773-4840



TRANSPORT - TANKWAGON FUEL

EMERGENCY FUEL PURCHASE PROCEDURE

Buyer: SCOTT NELSON (006)

Phone: 605-773-4275 Fax: 605-773-4840

Email: Scott.Nelson@state.sd.us

Date: October 9, 2018

The State of South Dakota will use the following procedure to purchase fuel in emergency situations when contract terminals are temporarily out of stock of any of the designated fuels.

- 1. Vendor will verify with the agency/end user that there is a critical need for fuel and they cannot wait for delivery based on the estimated re-stocking of that fuel at the designated terminal listed on the contract.
- 2. Vendor will submit a dated and signed written request (form attached) to the agency/end user for their authorization and signature to purchase fuel on their behalf at the closest terminal which has the required fuel to be delivered. The vendor will indicate the **additional freight charge per gallon** to be added to the invoice for payment upon delivery of the required fuel based on the terms and conditions of the Transport Tankwagon Fuels Contract. Vendor will submit the written request for fuel to be purchased elsewhere along with agency/end user signature to the Office of Procurement for final approval. A copy of this approval form will be sent to the agency/end user along with the invoice for payment.
- 3. Exception: When Gasohol blend is not available the vendor may deliver regular unleaded gasoline.
- 4. Questions may be directed to me or the Director of Procurement Management.

Sincerely,

Scott Nelson Purchasing specialist

Cc: Steven L. Berg

Director, Office of Procurement Management

TRANSPORT - TANKWAGON FUEL

EMERGENCY FUEL PURCHASE

ALTERNATE SOURCE AUTHORIZATION FORM

DATE	
Contractor is authorized to purchasegallo	ons offuel at the designated alternate site
on behalf of the agency/end user.	
Additional freight chargecents/gallon to	be added to the invoice for payment in addition to the
cost of the fuel based on the terms and conditions of the Transport – Tankwagon Annual Contract.	
Contractor has verified that the Contract Terminal is temporarily out of stock of the requested fuel and will	
purchase the fuel from the closest terminal to the agency/end user who has indicated that there is a	
critical need for the fuel and cannot wait until the estimated re-stocking of the designated fuel at the	
Contract Terminal.	
Vendor:	Agency/End-User:
Vendor Signature:	Agency/End-User Signature:
Vendor Typed/Printed Name:	Agency/End-User Typed/Printed Name: