



PMB 01231
BUREAU OF ADMINISTRATION
OFFICE OF PROCUREMENT MANAGEMENT
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TRANSPORT - TANKWAGON FUEL

EMERGENCY FUEL PURCHASE PROCEDURE

Buyer: SCOTT NELSON (006)
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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

