

CLEVELAND METROPARKS
Inter-Office Memorandum

PURCHASING DIVISION
Ron Ciancutti, Purchasing Manager
Gus Katsas, Buyer
Charlie Rosol, Buyer
Sharon Simon, Purchasing Clerk

April 4, 2013

TO: All Operations & Golf Managers

FROM: Gus Katsas, Buyer

RE: Gasoline and Heat Oil Bid

The new fuel bid award **takes effect on April 10th, 2013**, so begin using this for orders on that date. It will expire on April 9th of 2015

This new awarded vendor is **Ports Petroleum** for all fuel shipments.

Orders may be placed by calling Ports Petroleum at **(800) 562-0373**. Anyone who answers can help you but, it will either be Rob Lay, April or Karen. Should their 800 line be down, you may also use (330) 804-9106. If their land lines are down they also have a cell number you can use and that is (239) 206-9201.

For parks with fuel tanks of + 5,000 gallon capacities (Zoo, Rocky River and Mill Stream Run), you may combine orders for 87 Unleaded with ultra low sulfur diesel (ULS) as they will qualify for transport deliveries at 5,000 gallon quantities which will lower the cost of your diesel as well as your unleaded fuel.

There is no award for Bio Diesel at this time.

Attached is a copy of the new purchase orders which shows an example of a coded document stamp.

Please do not hold your receipts. Receipts should be stamped, coded and sent directly to accounts payable as soon as possible. If you have any further questions, please feel free to contact me at (216) 635-3223 or gwk@clevelandmetroparks.com.

INVOICE TO:
CLEVELAND METROPARKS
4101 FULTON PARKWAY
CLEVELAND, OHIO 44144
ATTN: ACCOUNTS PAYABLE
(C.O) 635-3200
FAX: (216) 635-3286



**Cleveland
Metroparks**

PURCHASE ORDER

No. C07542

**INVOICE IN
DUPLICATE**

**TAX EXEMPT
FEDERAL TAX ID# 34-6000-704**

DATE 03/29/13

9250 PORTS PETROLEUM CO. INC

P O BOX 1046
 WOODSTER, OH
 44691

- Original Order
- Confirming Do Not Duplicate
- Modification Order

This order is subject to terms and conditions shown on both sides of this form.
 Unless Purchasing Department receives written notification of any exception within
 10 days, this purchase order will be considered accepted by Vendor.

TERMS OF DELIVERY
 F.O.B. DESTINATION
 UNLESS OTHERWISE NOTED

QUANTITY	UNITS OF ISSUE	DESCRIPTION	UNIT PRICE	TOTAL PRICE	CHARGE CODE
1.00	LOT	FUELS TO BE SUPPLIED "AS Needed" for a two (2) year period as specified in Bid #5896 4/10/13 through 4/9/15 Not to Exceed \$2,000,000.00 Transport Shipments + 5000 gallons 87 Unleaded -.0309 + OPIS Average ULS Prem Diesel -.0049 + OPIS Average Tankwagon Shipments > 5000 gallons 87 Unleaded +.0349 + OPIS Average ULS Prem Diesel +.0449 + OPIS Average #2 Heat Oil +.15 + OPIS Average #1 (K-1)Heat Oil +.17 + OPIS Average <i>Example</i> CLEVELAND METROPARKS INVOICE DOCUMENTATION Location- <u>Mill Stream</u> Date <u>4/10/13</u> Div. <u>1538</u> Acct. <u>64548</u> Opt. <u>Unleaded Gas</u> Acct. Description and/or Purpose Quantity Received Check <u>Ed Mcginty</u> P.O. No. <u>C07542</u> Vendor No. <u>9250</u> Bid. No. <u>5896</u> Manager Approval <u>Bartko</u> Office Use Only Price & Qty. Extension Check to P.O.	1.0000	1.00	1241-64548-OPPARK
TOTAL				1.00	cnh

DELIVER TO

SPECIFIED LOCATIONS THRU
 OUT CLEVELAND METROPARKS
 (BOARD APPROVED) 03/28/13)

Vendor Acknowledgement

Purchasing Manager

ORDER VOID UNLESS SIGNED BY TREASURER The Cleveland Metroparks will not, in any manner, be responsible for goods delivered or work done on its account unless certified.

FISCAL OFFICER'S CERTIFICATE

The undersigned, Treasurer of the Board of Park Commissioners of the Cleveland Metropolitan Park District (the "Board"), hereby certifies that funds required to meet the obligation of this agreement (or, in the case of a continuing agreement to be performed in whole or in part in an ensuing fiscal year, the amount required to meet the obligation in the present year, being the fiscal year in which the agreement is made) has been lawfully appropriated by the Board for such purpose and is in the treasury of the Board or is in the process of collection to the credit of an appropriate fund, free from any previous encumbrances. This Certificate is given pursuant to Sections 5705.41 and 5705.44 of the Ohio Revised Code.

Treasurer, Board of Park Commissioners
 of the Cleveland Metropolitan Park District