

State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

25 Capitol Street

Concord, New Hampshire 03301

(603) 271-3201 | Office@das.nh.gov

Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

July 22, 2026

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Administrative Services to enter into a contract with Superior Plus Energy Services Inc d/b/a Superior Plus Propane (VC#297357), Pembroke, NH in an amount up to and not to exceed \$1,125,000.00 for Propane Supply and Delivery with the option to extend for up to two years, effective upon Governor and Executive Council approval through July 31, 2028.

Funding shall be provided through individual agency expenditures, none of which shall be permitted unless there are sufficient appropriated funds to cover the expenditure.

EXPLANATION

The Department of Administrative Services, through the Bureau of Purchase and Property (BoPP), issued Request for Bid (RFB) 3132-27 to obtain competitive pricing for propane delivery services. The RFB closed on May 15, 2026. Two compliant responses were received from Superior Plus Energy Services Inc. and Dileo Gas, Inc. Awards were based on the lowest cost per district. Superior Plus Propane submitted the lowest-cost response for Districts 1, 2, and 3, as well as the statewide temporary locations. The RFB was structured to allow for a multi-award scenario.

Approval of this contract will ensure State agencies have a reliable supply of propane used for heating State-owned buildings and facilities. By securing this contract, the State is able to lock in stable pricing during a time of volatile energy markets. This stability is essential to maintaining safe and functional facilities during the winter months or in locations where propane is the primary heating source. Without this contract, agencies would need to source deliveries individually, frequently during periods of high seasonal demand, which would result in increased costs, delivery delays, and potential disruptions to building operations and public services.

The recommended price limitation of \$1,125,000.00 is supported by historical spending patterns and anticipated future heating demand. This amount includes an allowance of approximately 30% to provide agencies with the flexibility to respond to unexpected needs, such as sudden cold weather, emergency heating requirements, or increased fuel usage during

extended winter conditions. This approach ensures a stable, uninterrupted supply of propane for State facilities.

Contract financials	
Estimated annual spend	\$432,883.60
Estimated 2-year term spend	\$865,767.20
Add allowance for unplanned need	\$259,232.80
Price limitation	\$1,125,000.00

Based on the foregoing, I am respectfully recommending approval of the contract with Superior Plus Propane.

Respectfully submitted,



Charles M. Arlinghaus
Commissioner



Division of Procurement Support Services
Bureau of Purchase Property

Gary S. Lunetta
Director
(603) 271-2201

RFB Bid Summary

Bid Description	Propane Supply and Delivery	Agency	Statewide Contract
RFB#	3132-27	Requisition#	N/A
Agent Name	Devin Lahey	Bid Closing	5/14/2026 at 11:00 AM

Indicates Award: ☐

Qty	UOM	Product Description	Dileo Gas, Inc.		Superior Plus Energy Services Inc.	
			Fixed Price/Gallon (Excludes PERC Fee)	Extended Cost	Fixed Price/Gallon (Excludes PERC Fee)	Extended Cost
126,185	Gallons	District 1 Locations	No Bid	No Bid	\$1.51	\$190,539.35
100,125	Gallons	District 2 Locations	No Bid	No Bid	\$1.51	\$151,188.75
59,050	Gallons	District 3 Locations	No Bid	No Bid	\$1.51	\$89,165.50
33,975	Gallons	District 4 Locations	\$1,415	\$48,074.63	\$1.51	\$51,302.25
193,790	Gallons	District 5 Locations	\$1,445	\$280,026.55	\$1.51	\$292,622.90
156,070	Gallons	District 6 Locations	\$1,49	\$232,544.30	\$1.51	\$235,665.70
1,000	Gallons	Temporary Locations	No Bid	No Bid	\$1.99	\$1,990.00
Sub Total				\$560,645.48		\$432,883.60

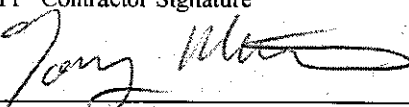
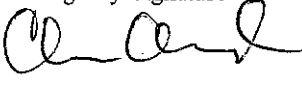
Recommendation Summary (Multi-Award)			Dileo Gas Contract (8003886)		Superior Plus Contract (8003853)	
Statewide Contract or Amendment	Statewide Contract		Estimated Annual Spend	\$560,645.48	Estimated Annual Spend	\$432,883.60
Term of Contract	two-years with option for one two-year extension		Estimated Term Spend	\$1,121,290.96	Estimated Term Spend	\$865,767.20
Price Limitation	\$2,600,000.00		Balance of Product	\$353,709.04	Balance of Product	\$259,232.80
Number of Compliant Solicitations Received	2		Recommended Price Limitation	\$1,475,000.00	Recommended Price Limitation	\$1,125,000.00
Number of Sourced bidders	4					
Number of NIGP Vendors Sourced	108					
Number of non-responsive bidders	110					
P-37 Checklist Complete	Yes					
D&B Report On File	Yes					
Confirmed Vendor is not debarred or suspended (Sam.gov)	Yes					
Method of Payment (P-card/ACH)	P-Card or ACH					
FOB Delivered	Yes					
Special Notes:						

Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS**1. IDENTIFICATION – Contract #8003853**

1.1 State Agency Name Department of Administrative Services Bureau of Purchase and Property		1.2 State Agency Address 25 Capitol Street Concord, NH 03301	
1.3 Contractor Name Superior Plus Energy Services Inc. d/b/a Superior Plus Propane		1.4 Contractor Address 802 Soucook Ln Pembroke NH, 03275	
1.5 Contractor Phone Number 603-228-2224	1.6 Account Unit and Class Various	1.7 Completion Date July 31, 2028	1.8 Price Limitation \$1,125,000.00
1.9 Contracting Officer for State Agency Gary Lunetta, Director		1.10 State Agency Telephone Number 603-271-2009	
1.11 Contractor Signature  Date: 7/10/26		1.12 Name and Title of Contractor Signatory Tommy Manion, COO	
1.13 State Agency Signature  Date: 8/6/26		1.14 Name and Title of State Agency Signatory Charles M. Arlinghaus, Commissioner	
1.15 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.16 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By: <u>Christen Lavers</u> On: <u>8/23/26</u>			
1.17 Approval by the Governor and Executive Council (if applicable) G&C Item number: _____ G&C Meeting Date: _____			

2. SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT B which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed.

3.3 Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds. In no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT C which is incorporated herein by reference.

5.2 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8. The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of

whatever nature incurred by the Contractor in the performance hereof and shall be the only and the complete compensation to the Contractor for the Services.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 The State's liability under this Agreement shall be limited to monetary damages not to exceed the total fees paid. The Contractor agrees that it has an adequate remedy at law for any breach of this Agreement by the State and hereby waives any right to specific performance or other equitable remedies against the State.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/EQUAL EMPLOYMENT OPPORTUNITY.

6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws and the Governor's order on Respect and Civility in the Workplace, Executive order 2020-01. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of age, sex, sexual orientation, race, color, marital status, physical or mental disability, religious creed, national origin, gender identity, or gender expression, and will take affirmative action to prevent such discrimination, unless exempt by state or federal law. The Contractor shall ensure any subcontractors comply with these nondiscrimination requirements.

6.3 No payments or transfers of value by Contractor or its representatives in connection with this Agreement have or shall be made which have the purpose or effect of public or commercial bribery, or acceptance of or acquiescence in extortion, kickbacks, or other unlawful or improper means of obtaining business.

6.4. The Contractor agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with this Agreement and all rules, regulations and orders pertaining to the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 The Contracting Officer specified in block 1.9, or any successor, shall be the State's point of contact pertaining to this Agreement.

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) calendar days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) calendar days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 give the Contractor a written notice specifying the Event of Default and set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

9. TERMINATION.

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) calendar days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) calendar days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. In addition, at the State's discretion, the Contractor shall, within fifteen (15) calendar days of notice of early termination, develop and submit to the State a transition plan for Services under the Agreement.

10. PROPERTY OWNERSHIP/DISCLOSURE.

10.1 As used in this Agreement, the word "Property" shall mean all data, information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

10.2 All data and any Property which has been received from the State, or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

10.3 Disclosure of data, information and other records shall be governed by N.H. RSA chapter 91-A and/or other applicable law. Disclosure requires prior written approval of the State.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

12.1 Contractor shall provide the State written notice at least fifteen (15) calendar days before any proposed assignment, delegation, or other transfer of any interest in this Agreement. No such assignment, delegation, or other transfer shall be effective without the written consent of the State.

12.2 For purposes of paragraph 12, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.3 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State.

12.4 The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

13. INDEMNIFICATION. The Contractor shall indemnify, defend, and hold harmless the State, its officers, and employees from and against all actions, claims, damages, demands, judgments, fines, liabilities, losses, and other expenses, including, without limitation, reasonable attorneys' fees, arising out of or relating to this Agreement directly or indirectly arising from death, personal injury, property damage, intellectual property infringement, or other claims asserted against the State, its officers, or employees caused by the acts or omissions of negligence, reckless or willful misconduct, or fraud by the Contractor, its employees, agents, or subcontractors. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the State's sovereign immunity, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate or excess; and

14.1.2 special cause of loss coverage form covering all Property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the Property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or any successor, a certificate(s) of insurance for all insurance required under this Agreement. At the request of the Contracting Officer, or any successor, the Contractor shall provide certificate(s) of insurance for all renewal(s) of insurance required under this Agreement. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. The Contractor shall furnish the Contracting Officer identified in block 1.9, or any successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. WAIVER OF BREACH. A State's failure to enforce its rights with respect to any single or continuing breach of this Agreement shall not act as a waiver of the right of the State to later enforce any such rights or to enforce any other or any subsequent breach.

17. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

19. CHOICE OF LAW AND FORUM.

19.1 This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire except where the Federal supremacy clause requires otherwise. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

19.2 Any actions arising out of this Agreement, including the breach or alleged breach thereof, may not be submitted to binding arbitration, but must, instead, be brought and maintained in the Merrimack County Superior Court of New Hampshire which shall have exclusive jurisdiction thereof.

20. CONFLICTING TERMS. In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and any other portion of this Agreement including any attachments thereto, the terms of the P-37 (as modified in EXHIBIT A) shall control.

21. THIRD PARTIES. This Agreement is being entered into for the sole benefit of the parties hereto, and nothing herein, express or implied, is intended to or will confer any legal or equitable right, benefit, or remedy of any nature upon any other person.

22. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

23. SPECIAL PROVISIONS. Additional or modifying provisions set forth in the attached EXHIBIT A are incorporated herein by reference.

24. FURTHER ASSURANCES. The Contractor, along with its agents and affiliates, shall, at its own cost and expense, execute any additional documents and take such further actions as may be reasonably required to carry out the provisions of this Agreement and give effect to the transactions contemplated hereby.

25. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

26. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings with respect to the subject matter hereof.

EXHIBIT A - SPECIAL PROVISIONS

There are no special provisions of this contract.

EXHIBIT B - SCOPE OF SERVICES

1. INTRODUCTION:

- 1.1. Superior Plus Energy Services Inc. d/b/a Superior Plus Propane (hereinafter referred to as the "Contractor") hereby agrees to provide the State of New Hampshire (hereinafter referred to as the "State"), Department of Administrative Services, Propane Supply and Delivery in accordance with the bid submission in response to State Request for Bid 3132-27 and as described herein.

2. CONTRACT DOCUMENTS:

- 2.1. This Contract consists of the following documents ("Contract Documents"):
 - 2.1.1. State of New Hampshire Terms and Conditions, General Provisions Form P-37
 - 2.1.2. EXHIBIT A Special Provisions
 - 2.1.3. EXHIBIT B Scope of Services
 - 2.1.4. EXHIBIT C Method of Payment
 - 2.1.5. APPENDIX A List of Locations
- 2.2. In the event of any conflict among the terms or provisions of the documents listed above, the following order of priority shall indicate which documents control: (2.1.1.), Form Number P-37 as modified by EXHIBIT A "Special Provisions, (2.1.3.) EXHIBIT B "Scope of Services," (2.1.4.) EXHIBIT C "Method of Payment," and (2.1.5.) APPENDIX A "List of Locations."

3. TERM OF CONTRACT:

- 3.1. The term of the contract shall commence on August 1, 2026, or upon approval of the Governor and Executive Council, whichever is later, through July 31, 2028.
- 3.2. The contract may be extended for up to an additional two (2) years thereafter under the same terms, conditions, and pricing structure upon the mutual agreement between the Contractor and the State with the approval of the Commissioner of the Department of Administrative Services.
- 3.3. The maximum term of the Contract, including all extensions, cannot exceed four (4) years.
- 3.4. The State of New Hampshire reserves the right to add or delete locations/equipment throughout the term of the contract. For the addition of a new location or new equipment, a requesting agency through the Division of Procurement and Support Services shall submit a request for quote (RFQ) including a detailed scope of work to the contractor. Quotes shall be in accordance with pricing and service requirements contained herein and no service shall be performed until documented acceptance by the State is received. The Contract may be amended, by agreement of the parties, effective upon approval of the commissioner of the Department of Administrative Services or designee, without further approval needed by the Governor and Executive Council as long as the price limitation is unchanged or decreased as a result of the new or deleted locations/equipment.

4. NON-EXCLUSIVE CONTRACT:

- 4.1. This Contract is a non-exclusive Contract. The State reserves the right, at its discretion, to retain other Contractors to provide any of the Services or Deliverables identified under this procurement or make an award by item, part or portion of an item, group of items, or total contract.

5. TERMINATION:

- 5.1. The State of New Hampshire shall have the right to terminate the contract at any time with a thirty (30) day written notice to the Contractor.

6. TRANSITION OF AWARDED LOCATIONS AT CONTRACT INCEPTION:

- 6.1. The Contractor relinquishing the location to another Contractor shall work with the agency affected to work out a schedule for picking up their tanks so as not to leave the agency without propane tanks and fuel. Upon picking up the tanks, the Contractor relinquishing the location shall weigh the tanks and credit the agency on their last invoice for any unused propane gas left in the tank at the time of pick up. For tanks too large to weigh, the Contractor shall credit the agency for the unused percentage of fuel in the tank at time of pick up. This credit process shall not apply to existing tanks that transfer ownership from the relinquishing Contractor to the new one.

7. AUDITS AND ACCOUNTING

- 7.1. Contractor shall allow representatives of the State of New Hampshire to have complete access to all records for the purpose of determining compliance with the terms and conditions of this Contract.
- 7.2. At intervals during the contract term, and prior to the termination of the contract, the Contractor may be required to provide a complete and accurate accounting of all products and quantities ordered by each agency and institution and by political sub-divisions and authorized non-profit organizations.

8. PRODUCT TESTING

- 8.1. The State reserves the right to test any product delivered to any of the fuel locations stated within this contract, or any locations added to the contract over its term, for compliance to the product ordered or the specifications and standards herein. If the results of any such test performed determine that the product sold, furnished and delivered to any State location, does not meet the specifications of the product ordered or the specifications and standards established by the State of New Hampshire and/or the Federal Government, the Contractor will be reported to the NH Department of Environmental Services and held responsible for removing the incorrect product from the delivery location, cleaning of the tank if necessary, delivering the correct product and paying all charges associated with the error including the testing procedure. While the error conditions exist, the State reserves the right to purchase said fuel elsewhere charging any additional cost to the Contractor. The Contractor would also be subject to the relative "default" conditions as stated in the Terms and Conditions section of this contract.

9. ENVIRONMENTALLY FRIENDLY PRODCUTS:

- 9.1. In accordance with State of New Hampshire RSA 9-C, the Bureau of Purchase and Property has an obligation to put into practice the interdependent principles of waste reduction, recycling, and recycled products purchasing. Contractors should supply environmentally preferable materials that meet performance requirements wherever practical in the fulfillment of this regulation. Environmentally preferable products and services have characteristics that include, but are not limited to, the following:
- 9.1.1. Energy or water efficient
 - 9.1.2. Reusable
 - 9.1.3. Recyclable
 - 9.1.4. Contains postconsumer recycled materials
 - 9.1.5. Produces fewer polluting byproducts or safety hazards during manufacture, use, or disposal
 - 9.1.6. Certified by an independent, third-party eco-label (e.g., Green Seal, EcoLogo, etc.)
- 9.2. Suppliers citing environmentally preferred product claims shall follow the Federal Trade Commission's Green Marketing Guidelines and provide proper certification or detailed information on environmental benefits, durability, and recyclable properties.
- 9.3. Whenever possible, Contractors shall eliminate PVC or polystyrene due to environmental and human health concerns. Contractors must notify the State if a product contains mercury and/or PFAS.
- 9.4. To promote fuel efficiency and reduce greenhouse gases and air pollution, Contractors are encouraged to use a SmartWay Transport/Carrier Partner for the shipment or transport of products. A list of SmartWay Transport partners can be found here: <https://www.epa.gov/smartway/smartway-partner-list>.

10. ACCOUNT REPRESENTATIVE:

- 10.1. The Contractor shall assign a dedicated account representative and a backup in their absence who will be responsible for the daily administration of this Contract. The account representative shall be familiar with all Contract requirements to ensure compliance with the terms of the Contract. The account representative shall respond by phone or email to Client Agency inquiries within 24 hours of initial contact or the next business day if after normal business hours. The account representative's responsibilities shall include but not be limited to:
- 10.1.1. Coordinate business review meeting(s) either virtually or on-site with the State held at a cadence requested by the State.
 - 10.1.2. Provide information and product offerings to bring the latest industry ideas and trends to the State as applicable.

10.1.3. Provide training on the use of the Contractor's portal as needed with no charge to the State.

11. ELIGIBLE PARTICIPANTS

11.1. Political sub-divisions (counties, cities, towns, school districts, special district or precinct, or any other governmental organization), or any nonprofit agency under the provisions of section 501c of the federal internal revenue code, are eligible to participate under this contract whenever said sub-division or nonprofit agency so desires. These entities are autonomous and may participate at their sole discretion. In doing so, they are entitled to the prices established under the contract. However, they are solely responsible for their association with the Contractor. The State of New Hampshire assumes no liability between the Contractor and any of these entities.

12. ESTABLISHMENT OF ACCOUNTS:

12.1. Each State of New Hampshire agency shall have its own individual customer account number. There may also be instances where divisions or bureaus within an agency will need their own individual customer account numbers. Should any State of New Hampshire agency place an order under the contract, the Contractor agrees to establish an account within three business days from the date the order is placed. However, there shall be no delay in any shipment; the agency shall receive the items ordered in accordance with the delivery time required under this contract, as if an account already exists for the agency.

13. SPECIFICATIONS:

13.1. Complete specifications required are detailed in the SCOPE OF WORK section of this contract.
13.2. The signature of state personnel on shipping documents shall signify the receipt but not the acceptance of the shipment signed for.

14. SCOPE OF WORK:

14.1. Contractor shall supply all labor, tools, transportation, materials, equipment and permits as necessary and required to perform services as described herein.
14.2. If sub-contractors are to be utilized, please include information regarding the proposed sub-contractors including the name of the company, their address, contact person and three references for clients they are currently servicing. Approval by the State must be received prior to a sub-contractor starting any work.
14.3. The Contractor shall not commence work until a conference is held with each agency, at which representatives of the Contractor and the State are present. The conference shall be arranged by the requesting agency (State).
14.4. The State shall require correction of defective work or damages to any part of a building or its appurtenances when caused by the Contractor's employees, equipment or supplies. The Contractor shall replace in satisfactory condition all defective work and damages rendered thereby or any other damages incurred. Upon failure of the Contractor to proceed promptly with the necessary corrections, the State may withhold any amount necessary to correct all defective work or damages from payments to the Contractor.
14.5. The work staff shall consist of qualified persons completely familiar with the products and equipment they shall use. The Contracting Officer may require the Contractor to dismiss from the work such employees as deems incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment on the work is deemed to be contrary to the public interest or inconsistent with the best interest of security and the State.
14.6. The Contractor or their personnel shall not represent themselves as employees or agents of the State.
14.7. While on State property, employees shall be subject to the control of the State, but under no circumstances shall such persons be deemed to be employees of the State.
14.8. All personnel shall observe all regulations or special restrictions in effect at the State Agency.
14.9. The Contractor's personnel shall be allowed only in areas where services are being performed. The use of State telephones is prohibited.

15. DELIVERY POLICY

15.1. State agencies shall contact Contractor and coordinate deliveries.
15.2. There will be no minimum order whether in item quantity or dollar value associated with this contract

- 15.3. If the Contractor has multiple distribution sites (stores) for this contract, the Contractor will not transfer the management of a location from one store to another without giving the Bureau of Purchase and Property a fifteen (15) day advance written notice.
- 15.4. Some towns and cities may require permits to deliver/install tanks, please note, the agency requesting propane, shall be responsible for the payment of the permit.
- 15.5. Most underground tanks are equipped with 4" tight fill adapters. (Exception: above ground skid tanks.) Delivery trucks should be equipped with appropriate hardware to seal delivery-lines to prevent over-fills and/or spills. If a spill should occur during delivery or Contractor should deliver the wrong product to tanks, the Contractor assumes all responsibility and liability for spill, clean - up and/or cleaning of tank and the delivery driver will report the incident to onsite agency personnel immediately.
- 15.6. Delivery personnel shall unload product at a reasonable pace and rate to allow the flapper valve to perform its function. Over filling of the tank will require the Contractor to return to the site, pump out the overfill and clean out the manhole. All cost associated with correcting the overfill will be the Contractors sole responsibility. Violations of this requirement shall be reported to the State of New Hampshire Department of Environmental Services.
- 15.7. The State of New Hampshire will do everything possible to prevent over ordering, although if a tank is unable to take the full amount ordered, the ordering "agency" will attempt to place the fuel at another location where Contractor has a contract at no additional cost to the State.
- 15.8. All deliveries including tanker loads shall include a bill of lading and / or documentation to identify the type of product left at each delivery. Delivery and load slips must be left at each delivery site. Failure to leave delivery documentation at each delivery site may result in delayed payments for said deliveries.
- 15.9. Delivery slips shall be left at each delivery location. Delivery slip shall indicate at minimum all data stated below.
 - 15.9.1. Quantity of product delivered;
 - 15.9.2. Description of product delivered;
 - 15.9.3. Date of delivery;
 - 15.9.4. Tank I.D. number if available;
 - 15.9.5. Delivery location, agency and physical address;
 - 15.9.6. State contract number.
 - 15.9.7. Delivery driver shall make reasonable effort to obtain signature by agency or interested party; if no one is available to sign, driver shall sign delivery slip to include date and time.
- 15.10. All delivery personnel will adopt the following safety procedures when making deliveries to any State location:
 - 15.10.1. Exercise caution when maneuvering to avoid damage to containment walls.
 - 15.10.2. Inspect tank, fittings and liquid level indicator prior to filling.
 - 15.10.3. Place drip pans under all hose fittings prior to loading or unloading.
 - 15.10.4. Block truck wheels before starting to load or unload.
 - 15.10.5. Remain with the vehicle while loading or unloading.
 - 15.10.6. Drain loading or unloading line to storage tank when loading or unloading is complete.
 - 15.10.7. Verify that all drain valves are closed before disconnecting loading or unloading lines.
 - 15.10.8. Inspect vehicle before departure to be sure all loading or unloading lines have been disconnected and vent valves are closed.
 - 15.10.9. Immediately report any leakage or spillage to the onsite State personnel.
 - 15.10.10. All delivery vehicles will be equipped with appropriate hardware to seal delivery-line to prevent over-fills and/or spills. If a spill should occur during delivery, the Contractor assumes all physical and

financial responsibility, as well as all liability for any spill. All corrective action will take place within 24 hours upon incident awareness.

15.10.11. Delivery personnel will shut off all electrical devices (cellular phones, pagers etc.) while unloading product.

15.11. Contractor is responsible for replacement of any State property that is damaged by the Contractor's employees or equipment whether as the result of an incident at time of delivery or caused by heating system failure due to late delivery of fuel (building freeze ups). This stipulation applies to call in fuel requests exceeding the delivery time stated within and "automatic delivery" specified locations stated herein.

16. DELIVERY – "WILL CALL" OR "AUTOMATIC":

16.1. There are locations stated on the attached location sheets that require "automatic delivery" and some do not. If they are not marked as automatic delivery, it shall be assumed they are will call locations.

16.2. Agencies wishing to change location delivery status from will call to automatic delivery shall contact the Contractor in writing and request the delivery format change. Agencies shall also provide the necessary previous delivery history data.

17. DELIVERY - AUTOMATIC REQUIREMENTS – CONTRACTOR RESPONSIBILITIES:

17.1. The Contractor shall manage the fuel levels in each automatic delivery required location. The tank(s) shall be managed in such a manner that the individual tank will not run out of fuel. If for any reason a tank runs dry, the Contractor will be responsible to:

17.1.1. Immediately refuel tank.

17.1.2. Restart any or all boilers / furnaces and or water heaters affected and perform any boiler / furnace maintenance required due to the fuel outage.

17.1.3. Accept and process claims for damage caused to the building because of loss of heat such as, broken pipes, frozen coils, water damage, etc.

18. DELIVERY - AUTOMATIC REQUIREMENTS – STATE AGENCY RESPONSIBILITIES:

18.1. To assist in a smooth delivery operation (especially at the beginning of a new contract with a new delivery company), the ordering agency shall provide the Contractor with one (1) year's previous delivery history data so the Contractor may provide the delivery service in an accurate and efficient manner. This history data is available by request from the previous contracted Contractor.

18.2. Agencies shall monitor their fuel tank consumption for the first four (4) months of a new contract to be sure they do not run out while the "automatic delivery" program builds a consumption history.

19. DELIVERY TIME:

19.1. The Contractor shall be required to accomplish delivery of any item ordered under the contract within 72 hours from the placement of the order. If a delivery cannot be made within the 72 hours after order receipt, the Contractor will contact the ordering agency and work to achieve a mutually beneficial delivery time.

19.2. Weekends and holidays are NOT exempt from the stated delivery schedule and it is understood that the Contractor is a 365-day delivery operation.

19.3. Unless otherwise specified herein, all services/deliveries performed under this Contract(s) shall be performed between the hours of 7:30 AM and 4:00 PM for State business days, unless other arrangements are made in advance with the State. Any deviation in work hours shall be pre-approved by the Contracting Officer. The State requires ten-day advance knowledge of said work schedules to provide security and access to respective work areas. No premium charges shall be paid for any off-hour work.

19.4. The use of a private carrier to make delivery does not relieve the Contractor from the responsibility of meeting the delivery requirement.

19.5. Contractor further agrees to deliver in less time in case of emergencies to the best of their ability. If delivery requirements are not met, the State reserves the right to purchase elsewhere, charging any additional costs back to the Contractor.

20. DELIVERY LOCATIONS

- 20.1. The State reserves the right to make additions or deletions to the list of delivery points and to increase or decrease the estimated quantity of propane fuel, as it may deem necessary, during the contract period.
- 20.2. APPENDIX A List of Locations contains the current State of New Hampshire agency/institution locations which are serviced under this contract. The State of New Hampshire reserves the right to add locations to this list at the contract prices or to delete locations, as needed. This listing does not include any eligible participants.

21. WARRANTY REQUIREMENTS

- 21.1. The Contractor shall be required to provide warranties on all equipment provided by the Contractor for a period of not less than one (1) year or the manufacturer's standard warranty period, whichever is greater, commencing on the date that the equipment is received, inspected, and accepted by the State of New Hampshire. The warranty shall cover 100% of repair or replacement costs, including all parts, shipping, labor, travel, lodging, and expenses.

22. USAGE REPORTING:

- 22.1. The Contractor shall submit a quarterly and annual usage report for analysis for each state agency or eligible participant. Reports are due no later than 30 days after the end of each calendar quarter to the Bureau of Purchase and Property, Devin Lahey and sent electronic to Devin.M.Lahey@DAS.NH.Gov. At a minimum, the Report shall include:
- 22.1.1. Contract Number
 - 22.1.2. Utilizing Agency and Eligible Participant
 - 22.1.3. Services/Products Purchased (showing the manufacturer, item, part number, and the final cost.)
 - 22.1.4. Recycling documentation with respect to content used in the manufacture, development and distribution process of goods and services sold. This report shall include but not be limited to:
 - 22.1.4.1. Percentage of recycled materials contained within finished products
 - 22.1.4.2. Percentage of waste recycled throughout the manufacturing process
 - 22.1.4.3. Types and volume of packaging used for transport
 - 22.1.4.4. Any associated material avoided and/or recycled as applicable under contract
 - 22.1.4.5. A standardized reporting form will be provided after contract award
 - 22.1.5. Total Cost of all Services/Products Purchased. Ability to sort by agency/eligible participant.
 - 22.1.6. In Excel format

23. OBLIGATIONS AND LIABILITY OF THE CONTRACTOR:

- 23.1. The Contractor shall provide all services strictly pursuant to, and in conformity with, the specifications described in State RFB #3132-27, as described herein, and under the terms of this Contract.
- 23.2. It is the responsibility of the Contractor to maintain this contract and New Hampshire Vendor Registration with up to date contact information.
- 23.3. Contract specific contact information (Sales contact, Contractor contract manager, etc.) shall be sent to the State's Contracting Office listed in Box 1.9 of Form P-37.
- 23.4. Additionally, all updates i.e., telephone numbers, contact names, email addresses, W9, tax identification numbers are required to be current through a formal electronic submission to the Bureau of Purchase and Property at: [https://das.nh.gov/purchasing/vendorregistration/\(S\(q0fzcv55qhaeqs45jpyq5i45\)\)/welcome.aspx](https://das.nh.gov/purchasing/vendorregistration/(S(q0fzcv55qhaeqs45jpyq5i45))/welcome.aspx).
- 23.5. The Contractor shall agree to hold the State of NH harmless from liability arising out of injuries or damage caused while performing this work. The Contractor shall agree that any damage to building(s), materials, equipment, or other property during the performance of the service shall be repaired at its own expense, to the State's satisfaction.
- 23.6. The Contractor shall not be allowed to require any other type of order, nor shall the Contractor be allowed to require the filling out or signing of any other document by State of New Hampshire personnel.

24. DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS:

24.1. The Contractor certifies, by signature of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Agency.

25. CONFIDENTIALITY & CRIMINAL RECORD:

25.1. If requested by the using agency, the Contractor and its employees, and Sub-Contractors (if any), shall be required to sign and submit a Confidential Nature of Department Records Form and a Criminal Authorization Records Form. These forms shall be submitted to the individual using agency prior to the start of any work.

EXHIBIT C - METHOD OF PAYMENT

26. CONTRACT PRICE:

26.1. The Contractor hereby agrees to provide Propane Supply and Delivery in complete compliance with the terms and conditions specified in Exhibit B for an amount up to and not to exceed a price of \$1,125,000.00; this figure shall not be considered a guaranteed or minimum figure; however, it shall be considered a maximum figure from the effective date through the expiration date as indicated in Form P-37 Block 1.7.

27. PRICING STRUCTURE:

27.1. Prices shall remain firm for the entire contract period and shall be in US dollars and shall include delivery and all other costs required by this Contract. Special charges, surcharges (including credit card transaction fees), or fuel charges of any kind (by whatever name) may not be added on at any time.

27.2. Pricing

Propane supply and delivery (District 1, 2, 3 fixed locations)	\$1.51/gallon
Propane supply and delivery (statewide temporary locations)	\$1.99/gallon

28. PRICE ADJUSTMENTS:

28.1. The State will allow increases or require decreases in the fixed price stated equal to the value of the fee or tax if such increases or decreases occur after the award of the contract and are instituted by the State of federal government. This shall also apply to the PERC fee.

28.2. The State of New Hampshire Department of Administrative Services shall provide a Certificate of Exemption with respect to State purchases to the Contractor in support of a claim for credit or payment under section 6427 of the Internal Revenue Code. The supplied exemption certificates shall not apply to entities that choose to participate under the RSA 21-I provision.

28.3. The State will accept pass-through costs for energy-based tariffs. Tariffs shall be listed as an itemized cost on all invoices. The State reserves the right to reject any invoices where tariff costs are included but not itemized.

28.4. Price decreases shall become effective immediately as they become effective to the general trade.

28.5. Updated Published Price List MUST be emailed to Devin.M.Lahey@das.nh.gov.

29. CONTRACTOR'S BALANCE OF PRODUCT LINE ITEMS:

29.1. The items in the Offer Section include the items most commonly purchased by State of New Hampshire agencies and shall be used for award purposes. During the term of contract, the State may purchase other items that relate to the product/categories represented herein from the Contractor's Balance of Product Line. All items ordered shall include all shipping/charges as specified above in "Pricing Structure".

30. INVOICE:

30.1. Invoices shall be submitted to the corresponding State agency after completion of work/acceptance of delivery.

30.2. Invoicing shall be done to the Agency Remit Account on the basis of each order completed. Invoices shall clearly indicate the quantity, description, packaging, date delivered, and contract price. Invoicing for eligible participants shall be in accordance with their individual requirements.

30.3. It will be the responsibility of the Contractor to see that all invoices are complete and priced accurately per the terms, conditions and format of the contract. Inaccurate or incomplete invoices will be returned to the Contractor with a request for a new accurate and complete invoice. The State will make all efforts to pay all accurate and complete invoices within the payment term stated within this contract; however, errors within the original invoice will relieve the State of the original net-30 term time frame for payment.

30.4. Contractor is allowed to pass on any discounts to the State of New Hampshire. Any invoices with pricing lower than the "OPIS Propane Daily" posting plus mark-up shall be considered a discount, unless notification to the agency, and a revised invoice, are not provided within 5 business days.

30.5. Invoices shall indicate all data stated below at minimum:

30.5.1. Proper remit address

30.5.2. Description of product delivered

- 30.5.3. Date of delivery
- 30.5.4. Tank I.D. number if available
- 30.5.5. Delivery location, agency and physical address
- 30.5.6. State contract reference number
- 30.5.7. Contract price per gallon, index price plus (mark up or fixed as stated in offer section), on date of delivery
- 30.5.8. PERC fee charged
- 30.5.9. Contractor may offer a cash discount for earlier payment on invoices
- 30.6. When deliveries are required on weekends invoices for those delivery dates will be calculated against the posted journal price on the previous Friday. Weekends are defined between the hours of 12:01 AM Saturday and 12:00 PM midnight Sunday. If deliveries occur on a holiday that falls in the middle of the week (EXAMPLE: THANKSGIVING IS OBSERVED ON A THURSDAY), invoices for those delivery dates will be calculated against the posted price on the previous business day. The State of New Hampshire observes the following holidays:
 - 30.6.1. New Years Day
 - 30.6.2. Martin Luther King Day
 - 30.6.3. Presidents Day
 - 30.6.4. Memorial Day
 - 30.6.5. Independence Day
 - 30.6.6. Labor Day
 - 30.6.7. Veteran's Day
 - 30.6.8. Thanksgiving Day
 - 30.6.9. Day after Thanksgiving
 - 30.6.10. Christmas Day

31. PAYMENT:

- 31.1. Payments shall be made via ACH or Procurement Card (P-card = Credit Card) unless otherwise specified by the state of New Hampshire. Use the following link to enroll with the State Treasury for ACH payments:
<https://www.nh.gov/treasury/state-vendors/index.htm>. Eligible participants shall negotiate their own payment methods with the Contractor.
- 31.2. Payment shall not be due until 30 days after the properly itemized invoice has been received at the agency business office or all items have been delivered, inspected, and accepted by the agency, whichever is later.

Legend:			Blue Font - Automatic Delivery		Red Font - Seasonal Delivery (May-Oct)		Green Font - Call Prior to Delivery to Have Gate				
Department	Location	Contact Person and Telephone	Physical Address	Item Address	Tank ID	Fuel Type	Gate Location	Gate Quantity	Tank Size (Gallons)	Estimated Annual Usage (Gallons)	Tank Supplied By
DAS Courts Facilities	Berlin Courthouse	Jim Barrett 603-931-0008	650 Main Street Berlin			Propane	Underground	2	1,000	10,000	State
DES Dams Bureau	Murphy Dam	Alan Williams 603-538-6530	11 Murphy Dam Road Pittsburg			Propane	Above Ground	1	200	200	Vendor
DMAVS	Littleton FMS	Dan Avery 603-568-6271	350 Meadow Street Littleton			Propane	Above Ground	1	1,000	6,500	Vendor
DMAVS	Littleton Readiness Center	Dan Avery 603-568-6271	350 Meadow Street Littleton			Propane	Underground	1	1,000	7,000	State
DMAVS	Littleton CHP	Dan Avery 603-568-6271	350 Meadow Street Littleton			Propane	Above Ground	1	500	100	State
DMAVS	Berlin Readiness Center	Dan Avery 603-568-6271	2169 Riverside Drive Berlin			Propane	Underground	2	1,000	11,000	State
DNCR	Franconia-Lafayette Campground Stand-By Generator	John Ireland 603-823-9513	26 Lafayette Campground Road Franconia			Propane	Above Ground	1	500	500	Vendor
DNCR	Crawford Notch Harts Location Concessions	Erik Nelson 603-724-4497	2057 US Route 302 Harts Location			Propane	Above Ground	1	125	250	Vendor
DNCR	Crawford Notch Harts Location Managers Cabin	Erik Nelson 603-724-4497	2057 US Route 302 Harts Location			Propane	Above Ground	1	125	250	Vendor
DNCR	Franconia-Cannon Mountain Snowbase	George Lemerise or Philip Porter 603-823-8800	2760 Profile Road Franconia			Propane	Above Ground	1	500	500	Vendor
DNCR	Franconia-Cannon Mountain Snowbase Maintenance Platform	George Lemerise or Philip Porter 603-823-8800	2750 Profile Road Franconia			Propane	Above Ground	5	100	500	Vendor
DNCR	Franconia-Cannon Mountain Notchview Lodge	George Lemerise or Philip Porter 603-823-8800	2660 Profile Road Franconia			Propane	Above Ground	1	120	120	Vendor
DNCR	Franconia-Cannon Mountain Sewage Treatment	George Lemerise or Philip Porter 603-823-8800	103 Tramway Drive Franconia			Propane	Above Ground	1	120	500	Vendor
DNCR	Franconia-Cannon Mountain Tram Retail/Valley Station	George Lemerise or Philip Porter 603-823-8800	103 Tramway Drive Franconia			Propane	Above Ground	1	60	120	Vendor
DNCR	Franconia-Lafayette Campground Lafayette Lodge	John Ireland 603-823-9513	26 Lafayette Campground Road Franconia			Propane	Above Ground	1	75	75	Vendor

Department	Location	Contact Person and Telephone	Physical Address	Remit Address	Barrel ID	Fuel Type	Unit Location	Unit Quantity	Unit Size (Gallons)	Estimated Annual Usage (Gallons)	Unit Supplied By
DNCR	Franconia-Lafayette Campground Shower Building	John Ireland 603-823-9513	26 Lafayette Campground Road Franconia	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	1	500	1,500	Vendor
DNCR	Franconia-Cannon Mountain Peabody Lodge	George Lemerise or Philip Porter 603-823-8800	2650 Profile Road Franconia	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	3	120	600	Vendor
DNCR	Franconia-Cannon Mountain Peabody Lodge	George Lemerise or Philip Porter 603-823-8800	2650 Profile Road Franconia	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	1	1,000	3,400	Vendor
DNCR	Jericho State Park Jericho Cabin	Clint Savage 603-419-9825	Caron Road Berlin	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	1	250	250	Vendor
DNCR	Sargent Purchase Mount Washington Summit	Nathaniel Canille 603-892-8302	Mount Washington Summit	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	1	1,000	800	Vendor
DNCR	Franconia-Cannon Mountain Brookside Learning Center	George Lemerise or Philip Porter 603-823-8800	9 Franconia Notch Road Franconia	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Underground	1	1,000	4,000	State
DNCR	Crawford Notch Harts Location Bath House	Erik Nelson 603-724-4497	2057 US Route 302 Harts Location	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	1	500	1,000	Vendor
DNCR	Milan Hill State Park	Justin Bellen 603-271-2214	Milan Hill Road Milan	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	1	1,000	800	State
DNCR	Berlin-Jericho Mountain State Park Bath House	Andrew Zboray 603-491-1327	297 Jericho Lake Road Berlin	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	1	500	850	Vendor
DNCR	Berlin-Jericho Mountain State Park Visitors Center	Andrew Zboray 603-491-1327	298 Jericho Lake Road Berlin	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	1	500	750	Vendor
DNCR	Mollidgewock State Park Managers Cottage	Andrew Zboray 603-491-1327	1437 Berling Road Route 16 Errol	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	1	120	250	Vendor
DNCR	Gorham-Moose Brook State Park Bath House	Andrew Zboray 603-491-1327	59 Moose Brook Campground Road Gorham	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	1	500	1,000	Vendor
DNCR	Lake Francis State Park Visitor Center/Bath House	Sandy Young 603-538-6707	439 River Road Pittsburg	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	1	1,000	1,500	Vendor
DNCR	Lake Francis State Park Old Managers Cottage	Sandy Young 603-538-6707	439 River Road Pittsburg	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	1	500	1,000	Vendor
DNCR	Lake Francis State Park GNW Maintenance Garage	Sandy Young 603-538-6707	439 River Road Pittsburg	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	1	1,000	1,500	Vendor

Propane Supply and Delivery

Department	Location	Contact Person and Telephone	Physical Address	Remit Address	Panel ID	Fuel Type	Panel Location	Panel Quantity	Panel Size (sq. ft.)	Estimated Amount (Gallons)	Task
DNCR	Pittsburg Deer Mountain Campground Campopper Cottage	Sandy Young 603-538-6707	5309 Main Street Pittsburg	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	2	120	750	Vendor
	Pittsburg Deer Mountain Campground Managers Cottage	Sandy Young 603-538-6707	5309 Main Street Pittsburg	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	1	120	500	Vendor
DNCR	Coleman State Park Visitor Center/Bath House	Sandy Young 603-538-6707	1155 Diamond Pond Road Stewartstown	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	1	1,000	2,000	Vendor
DNCR	Coleman State Park Lodges	Sandy Young 603-538-6707	35 Eckerd Way Stewartstown	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	1	120	200	Vendor
DNCR	Coleman State Park Lodges Punhouse	Sandy Young 603-538-6707	35 Eckerd Way Stewartstown	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	2	120	800	Vendor
DNCR	Coleman State Park Lodges Whiskey Jack Cottage	Sandy Young 603-538-6707	35 Eckerd Way Stewartstown	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	1	120	200	Vendor
DNCR	Coleman State Park Lodges	Sandy Young 603-538-6707	35 Eckerd Way Stewartstown	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	1	120	200	Vendor
DNCR	Coleman State Park Lodges Snowy Owl Cottage	Sandy Young 603-538-6707	35 Eckerd Way Stewartstown	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	1	120	200	Vendor
DNCR	Coleman State Park Lodges Falcon Cottage	Sandy Young 603-538-6707	35 Eckerd Way Stewartstown	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	1	120	200	Vendor
DNCR	Coleman State Park Lodges Camper Cabins (2)	Sandy Young 603-538-6707	35 Eckerd Way Stewartstown	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	1	500	1,000	Vendor
DNCR	Coleman State Park Lodges Diamond Hall	Sandy Young 603-538-6707	35 Eckerd Way Stewartstown	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	4	25	100	Vendor
DNCR	Umhagog State Park Cabin #1	Andrew Zboray 603-491-1327	235 East Route 26 Cambridge	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	1	120	200	Vendor
DNCR	Umhagog State Park Managers Residence	Andrew Zboray 603-491-1327	235 East Route 26 Cambridge	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	1	120	100	Vendor
DNCR	Umhagog State Park Bath House	Andrew Zboray 603-491-1327	235 East Route 26 Cambridge	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	1	500	750	Vendor

Department	Location	Contact/Person and Telephone	Physical Address	Remit Address	Bank ID	Propane Type	Bank Location	Units Quantity	Units Size (Gallons)	Estimated Annual Usage (Gallons)	Unit Supplier
DNCR*	Coleman State Park Remote Camper Cabins	Sandy Young 603-538-6707	35 Eckerd Way Stewartstown	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	8	25	200	Vendor
DNCR**	Umbagog State Park Remote Ellis Cabins (4)	Andrew Zboray 603-491-1327	235 East Route 26 Cambridge	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	8	25	250	State
DOS	Holden Hill	Joshua Mann 603-271-2421	1201 Diamond Pond Road Stewartstown	33 Hazen Drive 911 Concord, NH 03301		Propane	Above Ground	1	500	150	Vendor
DOS	NH Fire Academy Burton Facility	Jeff Phillips 603-419-9457	660 Trudeau Road Bethlehem	Fire Standards & Training 33 Hazen Drive Concord, NH 03305		Propane	Above Ground	2	125	600	Vendor
DOS	NH Fire Academy Burton Facility	Jeff Phillips 603-419-9457	80 Ray Burton Drive Bethlehem	Fire Standards & Training 33 Hazen Drive Concord, NH 03305		Propane	Above Ground	1	15,000	30,000	State
DOS State Police	Twin Mountain Troop F	Lieutenant Gary Prince 603-223-8477	549 Route 302 Twin Mountain	B&PA 33 Hazen Drive Concord, NH 03305		Propane	Above Ground	1	240	700	Vendor
DOT Bridge Maintenance	Carroll Shed	Harvey Stinson 603-419-9506	790 Route 3 South Twin Mountain	DOT Bridge Maintenance PO Box 483 Concord, NH 03303		Propane	Above Ground	1	500	500	Vendor
DOT Bridge Maintenance	Lancaster Shed	Joe Ingerson 603-419-0524	647B Main Street Lancaster	DOT Bridge Maintenance PO Box 483 Concord, NH 03303		Propane	Above Ground	2	500	1,500	Vendor
DOT Highway Maintenance	Colebrook Shed	Stephany Morin 603-788-4641	306 Valley Road Colebrook	NH DOT District 1 641 Main Street Lancaster, NH 03584		Propane	Above Ground	1	1,000	2,100	Vendor
DOT Highway Maintenance	Franconia-Butterfield Shed	Stephany Morin 603-788-4641	327 Butterhill Road Franconia	NH DOT District 1 641 Main Street Lancaster, NH 03584		Propane	Above Ground	2	250	500	Vendor
DOT Highway Maintenance	Pinkham's Grant Shed 109P	Stephany Morin 603-788-4641	469 Route 16 Pinkham's Grant	NH DOT District 1 641 Main Street Lancaster, NH 03584		Propane	Above Ground	2	240	1,000	Vendor
DOT Highway Maintenance	Twin Mountain Fuel Facility Generator	Stephany Morin 603-788-4641	500 Route 302 West Twin Mountain	NH DOT District 1 641 Main Street Lancaster, NH 03584		Propane	Above Ground	1	300	500	State
DOT Highway Maintenance	Lisbon Shed 114	Stephany Morin 603-788-4641	233 South Main Street Lisbon	NH DOT District 1 641 Main Street Lancaster, NH 03584		Propane	Underground	1	1,000	870	Vendor
DOT Highway Maintenance	District 1 Office	Stephany Morin 603-788-4641	641 Main Street Lancaster	NH DOT District 1 641 Main Street Lancaster, NH 03584		Propane	Underground	1	1,000	2,000	Vendor
Fish & Game	Lancaster Readiness Center	Lieutenant Mark Ober Jr. 603-788-3164	532 Main Street Lancaster	Business Office 11 Hazen Drive Concord, NH 03301		Propane	Underground	1	1,000	6,000	State

Department	Location	Contact Person and Telephone	Physical Address	Remit Address	Tank ID	Fuel Type	Fuel Location	Tank Quantity	Tank Size (Gallons)	Estimated Annual Usage (Gallons)	Tank Supplied By
Fish & Game	Berline Hatchery	Wayne Paschal 603-449-3412	3783 York Pond Road, Berlin	Business Office 11 Hazen Drive Concord, NH 03301		Propane	Above Ground	6	100	600	Vendor
Fish & Game	Berline Hatchery	Wayne Paschal 603-449-3412	3783 York Pond Road Berlin	Business Office 11 Hazen Drive Concord, NH 03301		Propane	Above Ground	3	500	500	Vendor
Fish & Game	Berlin Hatchery White House	Wayne Paschal 603-449-3412	3783 York Pond Road Berlin	Business Office 11 Hazen Drive Concord, NH 03301		Propane	Above Ground	1	500	500	Vendor
Fish & Game	Pittsburg Warden's Camp	Lieutenant Mark Ober Jr. 603-788-3164	Magalloway Road Pittsburg	Business Office 11 Hazen Drive Concord, NH 03301		Propane	Above Ground	2	500	1,000	State
Fish & Game	Twin Mountain Hatchery	Wayne Paschal 603-449-3412	1450 Route 3 North Twin Mountain	Business Office 11 Hazen Drive Concord, NH 03301		Propane	Above Ground	4	250	2,200	Vendor
Liquor Commission	Lancaster Liquor Store #37	Charlene Everson 603-230-7099	199A Main Street Lancaster	NH Liquor Commission Accounts Payable PO Box 503 Concord, NH 03302		Propane	Above Ground	1	1,000	3,000	Vendor
Liquor Commission	Colebrook Liquor Store #18	Annie Bullis 603-230-7045	16 Metallack Place Colebrook	NH Liquor Commission Accounts Payable PO Box 503 Concord, NH 03302		Propane	Above Ground	2	2,000	1,300	Vendor
Liquor Commission	Glen Liquor Store #54	Annie Bullis 603-230-7045	Route 302 Shopade Shopping Center Glen	NH Liquor Commission Accounts Payable PO Box 503 Concord, NH 03302		Propane	Above Ground	1	1,000	3,000	Vendor
NH Employment Security	Berlin Employment Security Office	Mark Belanger 603-752-5500	151 Pleasant Street Berlin	Employment Security Fiscal Management 45 South Fruit Street Concord, NH 03301		Propane	Underground	1	1,000	3,000	State

*Location is not presently open and is anticipated to be operational by 10/2019. Tanks to be filled on-call basis. Tanks will not be attached to servicing structure for filling as they are accessible only by ATV. Any inspections by vendor of servicing structures and/or appliances will require ATV transportation to the remote location and may require as much as one and one half hours to accomplish. Tanks to be filled at Lodges at Coleman State Park at the Maintenance Garage.

**Tanks to be filled on-call basis. Tanks will not be attached to servicing structure for filling as they are accessible only by boat. Any inspections by vendor of servicing structures and/or appliances will require boat transportation to the remote location and may require as much as two and one half hours to accomplish. Tanks to be filled at Umbagog Lake State Park Base Camp facility at Marina.

Legend:		Blue Font - Automatic Delivery			Red Font - Seasonal Delivery (May-Oct)		Green Font - Call Prior to Delivery to Have Gate Opened				
Department	Location	Contact Person and Telephone	Physical Address	Remit Address	Tank ID	Tank Type	Tank Location	Tank Quantity	Tank Size (Gallons)	Estimated Annual Usage (Gallons)	Propane Supplier
Community College System of New Hampshire	River Valley Community College	Kathy Emery 603-230-3524	1 College Place Claremont	Community College System of New Hampshire 26 College Drive Concord, NH 03301		Propane	Above Ground	4	1,000	40,000	Vendor
DAS Courts Facilities	Lebanon District Court	John Cimikoski 603-931-9058	38 Centerra Parkway Lebanon	Department of Administrative Services 25 Capitol Street Room 115 Concord, NH 03301		Propane	Above Ground	1	2,000	6,000	State
DES	Franklin WWTP Laboratory	Ken Noyes 603-934-4032	WRBP 528 River Street Franklin	New Hampshire Department of Environmental Services PO Box 95 Concord, NH 03302		Propane	Above Ground	2	23	75	Vendor
DES	Franklin WWTP UV Building	Ken Noyes 603-934-4032	WRBP 528 River Street Franklin	New Hampshire Department of Environmental Services PO Box 95 Concord, NH 03302		Propane	Above Ground	1	1,000	2,000	Vendor
DES	Franklin WWTP Digester	Ken Noyes 603-934-4032	WRBP 528 River Street Franklin	New Hampshire Department of Environmental Services PO Box 95 Concord, NH 03302		Propane	Above Ground	2	50	525	Vendor
DES	Franklin WWTP Training Center	Ken Noyes 603-934-4032	WRBP 528 River Street Franklin	New Hampshire Department of Environmental Services PO Box 95 Concord, NH 03302		Propane	Above Ground	1	1,000	2,000	Vendor
DMAVS	Plymouth Readiness Center	Dan Avery 603-568-6271	19 Amory Road Plymouth	DMAVS Business Office 4 Pembroke Road Concord, NH 03301		Propane	Underground	2	1,000	7,000	State
DMAVS	Boscawen State Veterans Cemetery Cemetery Chapel	Shawn Buck 603-796-2026	110 D.W. Highway Route 3 Boscawen	DMAVS Business Office 4 Pembroke Road Concord, NH 03301		Propane	Above Ground	1	500	1,100	State
DMAVS	Boscawen State Veterans Cemetery Administration Building	Shawn Buck 603-796-2026	110 D.W. Highway Route 3 Boscawen	DMAVS Business Office 4 Pembroke Road Concord, NH 03301		Propane	Above Ground	1	1,000	1,800	State
DMAVS	Boscawen State Veterans Cemetery Maintenance Building	Shawn Buck 603-796-2026	110 D.W. Highway Route 3 Boscawen	DMAVS Business Office 4 Pembroke Road Concord, NH 03301		Propane	Above Ground	1	1,000	1,800	State
DMAVS	Lebanon Readiness Center	Dan Avery 603-568-6271	180 Heater Road Lebanon	DMAVS Business Office 4 Pembroke Road Concord, NH 03301		Propane	Underground	1	1,000	5,000	State
DMAVS	Lebanon CHP	Dan Avery 603-568-6271	180 Heater Road Lebanon	DMAVS Business Office 4 Pembroke Road Concord, NH 03301		Propane	Underground	1	500	500	State
DNCR	Gilford-Ellaocoya State Park Bathrooms	Erik Nelson 603-724-4497	380 Scenic Drive Gifford	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	2	125	500	Vendor
DNCR	Gilford-Ellaocoya State Park Headquarters Building	Erik Nelson 603-724-4497	280 Scenic Drive Gifford	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	1	125	250	Vendor
DNCR	Newbury-Mount Sunapee State Park Beach Bath House	Erik Nelson 603-724-4497	1460 Route 203 Newbury	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	1	500	1,000	Vendor

Department	Location	Contact Person and Telephone	Physical Address	Remit Address	Tank ID	Fuel Type	Tank Location	Tank Quantity	Tank Size (Gallons)	Estimated Annual Usage (Gallons)	Tank Supplied By
DNCR	Bureau of Trails Maintenance Garage	Shawn Violette 603-419-9827	Off of Route 103 Newbury	DNCR Bureau of Trails 172 Pembroke Road Concord, NH 03302		Propane	Above Ground	1	400	900	Vendor
DOS	Mitchell Hill	Joshua Mann 603-271-2421	58 Castle Road Haverhill	33 Hazen Drive Concord, NH 03301		Propane	Above Ground	1	500	1,500	Vendor
DOS	Moose Mountain	Joshua Mann 603-271-2421	55 Moose Mountain Road Harover	33 Hazen Drive 911 Concord, NH 03301		Propane	Above Ground	1	500	125	Vendor
DOS	Tenney Mountain	Joshua Mann 603-271-2421	133 Tenney Mountain Road Plymouth	33 Hazen Drive 911 Concord, NH 03301		Propane	Above Ground	6	100	100	State
DOT Bridge Maintenance	Runney Shed	Seth Beane 603-419-0482	43 Old North Groton Road Runney	DOT Bridge Maintenance PO Box 483 Concord, NH 03303		Propane	Above Ground	1	100	200	Vendor
DOT Bridge Maintenance	Sunapee Bridge Maintenance	Chris Moen 603-419-0480	96 Nutting Road Sunapee	DOT Bridge Maintenance PO Box 483 Concord, NH 03303		Propane	Above Ground	2	100	1,500	Vendor
DOT Bridge Maintenance	Franklin Bridge Maintenance	Norm Legere 603-934-5735	38 Salisbury Road Franklin	DOT Bridge Maintenance PO Box 483 Concord, NH 03303		Propane	Above Ground	2	500	500	Vendor
DOT Highway Maintenance	Orford Patrol Shed	Steve Tolbert 603-353-4530	946 Route 10 Orford	DOT District #2 8 Eastman Hill Road Enfield, NH 03747		Propane	Above Ground	1	100	50	Vendor
DOT Highway Maintenance	Canaan Patrol Shed Shed 205-2	Steve Albrecht 603-448-2654	490 New Hampshire Route 118 Canaan	DOT District #2 8 Eastman Hill Road Enfield, NH 03747		Propane	Above Ground	1	100	200	Vendor
Fish & Game	Warren Fish Hatchery	Sterling Baker 603-764-8593	Route 25 Fish Hatchery Road Warren	Fish & Game Business Office 11 Hazen Drive Concord, NH 03301		Propane	Above Ground	12	125	1,000	Vendor
Fish & Game	New Hampton Hatchery Net Shop	Kristine Rines 603-744-5470	29 Hatchery Road New Hampton	Fish & Game Business Office 11 Hazen Drive Concord, NH 03301		Propane	Above Ground	1	250	500	Vendor
Fish & Game	New Hampton Hatchery C Station	Scott Phinney 603-744-3863	52 Hatchery Road New Hampton	Fish & Game Business Office 11 Hazen Drive Concord, NH 03301		Propane	Above Ground	2	250	500	Vendor
Fish & Game	New Hampton Hatchery Garage	Kristine Rines 603-744-5470	200 Main Street New Hampton, NH	Fish & Game Business Office 11 Hazen Drive Concord, NH 03301		Propane	Above Ground	1	250	250	Vendor
Fish & Game	New Hampton Hatchery Region 2 Office	Kristine Rines 603-744-5470	200 Main Street New Hampton	Fish & Game Business Office 11 Hazen Drive Concord, NH 03301		Propane	Above Ground	1	250	250	Vendor
HHS Glenciff	Glenciff Home	Dave Brown 603-989-3111	Glenciff Home Maintenance Shop Glenciff	Glenciff Home High Street Glenciff, NH 03238		Propane	Above Ground	2	250 Q Style	1,000	Vendor

Department	Location	Contact Person and Telephone	Physical Address	Home Address	Unit ID	Fuel Type	Installation Location	Unit Quantity	Unit Size (gallons)	Estimated Annual Usage (gallons)	Unit Supplier
HHS Glenciff	Glenciff Home	Dave Brown 603-989-3111	Glenciff Home Spare/Culvert Thawer Glenciff	Glenciff Home High Street Glenciff, NH 03238		Propane	Above Ground	4	100	250	Vendor
HHS Glenciff	Glenciff Home	Dave Brown 603-989-3111	Glenciff Home Wood Chip Boiler Building Glenciff	Glenciff Home High Street Glenciff, NH 03238		Propane	Underground	3	2,000	6,000	State
HHS Glenciff	Glenciff Home	Dave Brown 603-989-3111	Glenciff Home Home/Dietary/Kitchen Glenciff	Glenciff Home High Street Glenciff, NH 03238		Propane	Underground	1	1,000	3,000	State
HHS Glenciff	Glenciff Home	Dave Brown 603-989-3111	Glenciff Home Paint Shop Glenciff	Glenciff Home High Street Glenciff, NH 03238		Propane	Above Ground	2	250 "Q" Style	750	Vendor
Liquor Commission	West Lebanon Liquor Store #60	Annie Bullis 603-230-7045	263 Plainfield Road West Lebanon	NH Liquor Commission Accounts Payable PO Box 503 Concord, NH 03302		Propane	Above Ground	1	1,000	3,000	Vendor
Liquor Commission	New Hampton Liquor Store #44	Annie Bullis 603-230-7045	325 Route 104 New Hampton	NH Liquor Commission Accounts Payable PO Box 503 Concord, NH 03302		Propane	Above Ground	1	1,000	3,000	Vendor
Liquor Commission	Plymouth Liquor Store #19	Annie Bullis 603-230-7045	22 Ridge View Road Plymouth	NH Liquor Commission Accounts Payable PO Box 503 Concord, NH 03302		Propane	Above Ground	1	1,000	3,000	Vendor
NH Employment Security	Claremont Employment Office	Robin Untiet 603-228-4152	404 Washington Street Claremont	Employment Security Fiscal Management 45 South Fruit Street Concord, NH 03301		Propane	Above Ground	1	1,000	3,000	State

Legend:		Blue Font - Automatic Delivery		Red Font - Seasonal Delivery (May-Oct)		Green Font - Call Prior to Delivery to Have Gate					
Department	Location	Contact Person and Telephone	Physical Address	Remit Address	Tank ID	Fuel Type	Tank Location	Tank Quantity	Tank Size (Gallons)	Estimated Annual Usage (Gallons)	Tank Supplied By
DAS BFAM	Laconia Lakes Region Dube Building	Lee Smith 603-271-9502	1 Right Way Path Laconia	NH DAS-BFAM 129 Pleasant Street Concord, NH 03301		Propane	Above Ground	3	1,000	5,000	Vendor
DAS BFAM	Laconia Lakes Region Water Metering House	Lee Smith 603-271-9502	1 Right Way Path Laconia	NH DAS-BFAM 129 Pleasant Street Concord, NH 03301		Propane	Above Ground	1	100	500	Vendor
DAS BFAM	Laconia Lakes Region Maintenance Shop	Lee Smith 603-271-9502	1 Right Way Path Laconia	NH DAS-BFAM 129 Pleasant Street Concord, NH 03301		Propane	Above Ground	1	500	2,000	Vendor
DES	Laconia Winnisquam Maintenance Shop	Craig Shippee 603-528-6746	202 Water Street Laconia	DES-WRRP 202 Water Street Laconia, NH 03246		Propane	Above Ground	2	1,000	6,500	Vendor
DES	Laconia Jewett Brook Pump Station	Craig Shippee 603-528-6746	73 Stafford Street Laconia	DES-WRRP 202 Water Street Laconia, NH 03246		Propane	Above Ground	1	1,000	200	Vendor
DES Dams Bureau	Laconia Dams Bureau Office	Daniel Mattaini 603-271-8867	93 Elm Street Laconia	Dams Bureau PO Box 95 Concord, NH 03302		Propane	Above Ground	1	500	100	State
DNCR	Belknap Mountain	Justin Bellen 603-271-2214	Belknap Mountain Road Gilford	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	2	1,000	1,000	State
DNCR	Tamworth Park Manager House	Greg Preville 603-485-9869	32 Managers Way Tamworth	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	2	125	1,000	Vendor
DNCR	Tamworth-White Lake State Park Garage	Erik Nelson 603-323-7350	1632 White Mountain Highway Tamworth	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	2	125	1,000	Vendor
DNCR	Tamworth-White Lake State Park Area #2 Bath House	Erik Nelson 603-323-7350	1632 White Mountain Highway Tamworth	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	1	500	1,000	Vendor
DNCR	Tamworth-White Lake State Park Area #1 Bath House	Erik Nelson 603-323-7350	1632 White Mountain Highway Tamworth	NH DNCR Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	1	500	1,000	Vendor
DOS	Oak Hill	Joshua Mann 603-271-2421	264 Tower Road Loudon	33 Hazen Drive Concord, NH 03301		Propane	Above Ground	1	500	150	Vendor
DOS	Mount Whitier	Joshua Mann 603-271-2421	400 Gilman Valley Road Ossipee	33 Hazen Drive Concord, NH 03301		Propane	Above Ground	6	100	100	State
DOS	DESC 911 Laconia	Jim Minery 603-419-9451	311 Meredith Center Road Laconia	Accounts Payable 33 Hazen Drive Concord, NH 03305		Propane	Undergroup	3	1,000		State
DOS Marine Patrol	Belmont Warehouse	John Howard 603-293-0557	3 Higgins Drive Belmont	New Hampshire Marine Patrol PO Box 1150 Belmont, NH 03220		Propane	Above Ground	1	18,000	5,000	State

Department	Location	Contact Person and Telephone	Physical Address	Remit Address	Tank ID	Fuel Type	Fuel Location	Isale Columbia	Quantity (Gallons)	Prioritized Annual Usage (Gallons)	Fuel Supplier
DOS Marine Patrol	Gilford Marine Patrol	John Howard 603-293-0557	31 Dock Road Gilford	Business Office 10 Hazen Drive Concord, NH 03305		Propane	Above Ground	2	1,000	3,000	Vendor
DOS State Police	New Hampton Firing Range	Cynthia Hagerty 603-223-8437	Route 132 New Hampton	DOS State Police 33 Hazen Drive Concord, NH 03305		Propane	Above Ground	2	120	750	State
DOS State Police	Tamworth Troop E	Lieutenant James Fogarty 603-223-8838	1864 Route 16 Tamworth	B&PA 33 Hazen Drive Concord, NH 03305		Propane	Above Ground	1	1,000	1,600	Vendor
DOT Fuel Distribution	Fuel Distribution Gilford	Brian Pike 603-271-8931	1 Lily Pond Road Gilford	DOT Fuel Distribution PO Box 483 Concord, NH 03302		Propane	Above Ground	1	120	700	Vendor
DOT Fuel Distribution	Fuel Distribution Tamworth	Brian Pike 603-271-8931	1864 White Mountain Highway Tamworth	DOT Fuel Distribution PO Box 483 Concord, NH 03302		Propane	Above Ground	1	120	700	Vendor
DOT Bridge Maintenance	Emergency Generator	Nancy Spaulding 603-524-6667	2 Sawmill Road Gilford	DOT Bridge Maintenance PO Box 483 Concord, NH 03304		Propane	Above Ground	1	500	1,500	State
DOT Bridge Maintenance	New Hampton Bridge Maintenance	Will Fullerton 603-419-0479	98 Dot Drive New Hampton	DOT Bridge Maintenance PO Box 483 Concord, NH 03303		Propane	Above Ground	2	250	1,500	Vendor
DOT Bridge Maintenance	Ossipee Shed	Will Irvine 603-396-6557	15 Hodgeford Shore Road Ossipee	DOT Bridge Maintenance PO Box 483 Concord, NH 03303		Propane	Above Ground	1	500	500	Vendor
DOT Highway Maintenance	Thornon Patrol Shed	Roger Lamontagne 603-524-6667	22 Laundromat Road Thornon	DOT District #3 2 Sawmill Road Gilford, NH 03249		Propane	Above Ground	1	500	1,000	Vendor
DRED Bureau of Trails	Tamworth-White Lake State Park Trails Bureau Building	Mike Weeks 603-419-9826	1632 White Mountain Highway Tamworth	NH DRED Business Office 172 Pembroke Road Concord, NH 03301		Propane	Above Ground	1	500	1,000	Vendor
Fish & Game	Owl Brook Hunter Education Building A Shooting Range	Tom Flynn 603-536-1290	387 Perch Pond Road Holderness	New Hampshire Fish & Game Hunters Education 11 Hazen Drive Concord, NH 03301		Propane	Above Ground	1	120	100	Vendor
Fish & Game	Owl Brook Hunter Education Building B Garage	Tom Flynn 603-536-1290	387 Perch Pond Road Holderness	NH Fish & Game Hunters Education 11 Hazen Drive Concord, NH 03301		Propane	Above Ground	1	500	650	Vendor
Fish & Game	New Durham Powder Hill Hatchery Residence	EJ Malone 603-859-2041	287 Merrymeeting Lake Road New Durham	NH Fish & Game Business Office 11 Hazen Drive Concord, NH 03301		Propane	Above Ground	1	100	250	Vendor
Fish & Game	New Durham Powder Hill Hatchery	EJ Malone 603-859-2041	288 Merrymeeting Lake Road New Durham	NH Fish & Game Business Office 11 Hazen Drive Concord, NH 03301		Propane	Above Ground	1	100	250	Vendor
Fish & Game	New Durham Powder Hill Hatchery	EJ Malone 603-859-2041	288 Merrymeeting Lake Road New Durham	NH Fish & Game Business Office 11 Hazen Drive Concord, NH 03301		Propane	Above Ground	2	300	1,000	Vendor

Department	Location	Contact Name and Telephone	Buyer Address	Remit Address	Tank ID	Fuel Type	Unit Location	Tank Quantity	Tank Size (Gallons)	Estimated Unit Price (Gallons)	Tank Supplier
FNSP Cannon Mountain	FNSP Cannon Mountain- Lincoln	Amy Swir 603-986-7901	Flume Gorge Visitor Center 852 US Route 3 Lincoln	FNSP Cannon Mountain 260 Tramway Drive Franconia, NH 03580		Propane	Above Ground	1	1,000	8,000	Vendor
Liquor Commission	Conway Liquor Store #23	Annie Bullis 603-230-7045	234 White Mountain Highway Suite #9 Conway	NH Liquor Commission Accounts Payable PO Box 503 Concord, NH 03302		Propane	Above Ground	4	250	3,000	Vendor
Liquor Commission	Campton Liquor Store #65	Annie Bullis 603-230-7045	25 Vintinner Road Campton	NH Liquor Commission Accounts Payable PO Box 503 Concord, NH 03302		Propane	Above Ground	4	100	3,000	Vendor
Liquor Commission	New London Store #64	Annie Bullis 603-230-7045	293 Newport Road New London	NH Liquor Commission Accounts Payable PO Box 503 Concord, NH 03302		Propane	Above Ground	1	1,000	3,000	Vendor
NH Employment Security	Conway Employment Office	Robin Untet 603-228-4152	518 White Mountain Highway Conway	Employment Security Fiscal Management 45 South Fruit Street Concord, NH 03301		Propane	Above Ground	1	1,000	3,000	State

State of New Hampshire

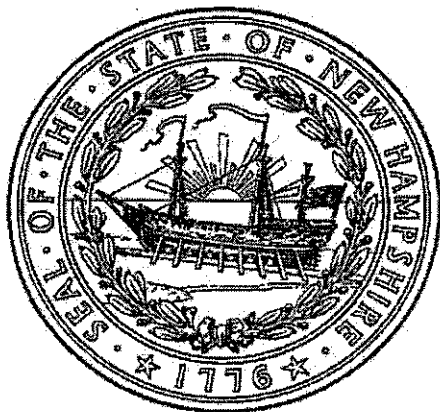
Department of State

CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that SUPERIOR PLUS ENERGY SERVICES INC is a New York Profit Corporation registered to transact business in New Hampshire on October 05, 2017. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 780232

Certificate Number: 0007984144



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 20th day of July A.D. 2026.

A handwritten signature in black ink, appearing to read "David M. Scanlan", is written over a circular stamp that partially overlaps the seal of the State of New Hampshire.

David M. Scanlan
Secretary of State

State of New Hampshire

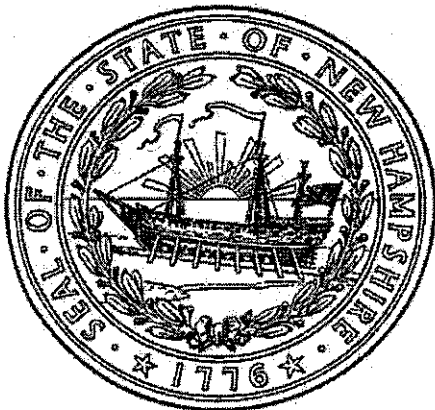
Department of State

CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that SUPERIOR PLUS PROPANE is a New Hampshire Trade Name registered to transact business in New Hampshire on September 13, 2019. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 827254

Certificate Number: 0007946139



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 10th day of June A.D. 2026.

A handwritten signature in black ink, appearing to read "David M. Scanlan", is written over a circular stamp.

David M. Scanlan
Secretary of State

Corporate Bylaws

I, Michele Nike, hereby certify that I am duly elected
(Printed First and Last Name)

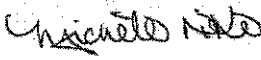
Clerk/Secretary/Officer of Superior Plus Energy Services Inc. d/b/a Superior Plus Propane. I
(Name of Corporation)
hereby certify the following is a true copy of the current Bylaws or Articles of Incorporation of
the Corporation and that the Bylaws or Articles of Incorporation authorize the following
officers or positions to bind the Corporation for contractual obligations.

<u>President</u> <i>(list officer titles or position)</i>	 <i>(list officer titles or position)</i>
 <i>(list officer titles or position)</i>	 <i>(list officer titles or position)</i>
 <i>(list officer titles or position)</i>	 <i>(list officer titles or position)</i>

I further certify that the following individuals currently hold the office or positions
authorized: Tommy Manion
(list individuals holding positions authorized)

I further certify that it is understood that the State of New Hampshire will rely on this
certificate as evidence that the person listed above currently occupies the position indicated
and that they have full authority to bind the corporation. This authority **shall remain valid**
for thirty (30) days from the date of this certificate.

DATED: July 10, 2026

ATTEST: 
(Signature)



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
06/18/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Aon Risk Services Central, Inc.
Minneapolis MN office
5600 West 83rd Street
8200 Tower, Suite 1100
Minneapolis MN 55437 USA

CONTACT NAME:
PHONE (A/C No. Ext): (866) 283-7122 FAX (A/C No.): (800) 363-0105
E-MAIL ADDRESS:

INSURED
Superior Plus Energy Services Inc.
1870 South Winton Road
Suite 200
Rochester NY 14618 USA

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	Liberty Mutual Insurance Co.	23043
INSURER B:	Travelers Property Cas Co of America	25674
INSURER C:	Travelers Casualty & Surety Company	19038
INSURER D:	The Travelers Indemnity Co of CT	25682
INSURER E:	Liberty Mutual Fire Ins Co	23035
INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 570121003774

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☒ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC ☐ OTHER			TA1B71171518015	11/01/2025	11/01/2026	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$1,000,000 PRODUCTS - COMPIOP AGG \$1,000,000 Deductible \$500,000
D	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS HIRED AUTOS ONLY NON-OWNED AUTOS ONLY			HC2E840-4295L856-TCT-25 AOS HRE840-4295L844-TCT-25 NY & AZ	11/01/2025	11/01/2026	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
E	☒ UMBRELLA LIAB ☒ EXCESS LIAB DED RETENTION			TL2691473591015	11/01/2025	11/01/2026	EACH OCCURRENCE \$4,000,000 AGGREGATE \$4,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			UBA290139A25NCT AOS	11/01/2025	11/01/2026	☒ PER STATUTE ☐ OTH-ER
C	ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	☒ Y/N ☒ N	N/A	UBA290127225NCR MA & WI	11/01/2025	11/01/2026	E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Named Insured includes: Superior Plus Energy Services dba Superior Plus Propane.

CERTIFICATE HOLDER**CANCELLATION**

State of New Hampshire
Department of Administrative Services
Division of Procurement
and Support Services
25 Capitol Street
Concord NH 03301 USA

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Aon Risk Services Central Inc.

Holder Identifier :

Certificate No : 570121003774