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To: Gasoline/Diesel Fuel Consortium Participants

From: Elaine Vivaldi

Date: October 14, 2014

Subject: Fuel for 2015-2016

The Western Pennsylvania Gasoline Diesel Fuel Consortium will be soliciting bids for gasoline, diesel fuel and heating oil for the 2015-2016 school year. As we move through the bid process, we will be exploring all options available to us to achieve the best pricing available in respect to market conditions. **Fuel prices have been trending downward, and we plan to go out to bid as soon as possible.** The attached Authorization Form, Usage Information Form and Tank Information Form must be completed and returned in order to participate.

- Gasoline, Diesel and Heating Oil Authorization Form for the 2015-2016 School Year. By submitting and signing this authorization form, you are committing your school district to participate in the consortium for the 2015-2016 school year.
- Gasoline, Diesel and Heating Oil Usage Information Form for the 2015-2016 School Year. By submitting and signing this usage form listing your districts monthly usage, you are committing your school district to participate in the consortium for the 2015-2016 school year.

Usage information must be listed in gallons by month. Please be sure to be as accurate as possible with your monthly gallons needed. The monthly gallons listed on your usage form will be purchased by the vendor who is awarded the bid for each month through the 2015-2016 school year.

The gallons you list must be ordered and delivered for each month. Depending on market conditions, if you order less than your committed gallons, the vendor may face penalties for the shortages which in turn may be passed on to your school district. If you order more than your committed gallons, you may be invoiced an increased rate for the additional gallons ordered. There is a 10% plus or minus allowance per month.

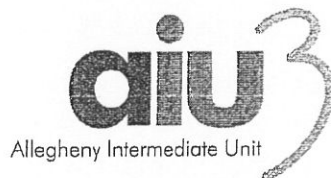
- Gasoline, Diesel and Heating Oil Tank Information Form for the 2015-2016 School Year. This information will be needed by vendors interested in submitting a bid.

If you have a contractor providing bus service to your district, we suggest sharing this information with them before submitting these forms to us. Also, we suggest that you have this information approved by your Board before submitting these forms to us.

**In order to participate in the bid process, the Authorization Form, Usage Information Form and Tank Information Form must be submitted via email or fax by November 21, 2014.**

If you have any questions or need additional information, please contact Elaine Vivaldi [elaine.vivaldi@aiu3.net](mailto:elaine.vivaldi@aiu3.net) or 412-394-5780.

10.21.14  
FINANCE MTR



**WESTERN PENNSYLVANIA GASOLINE/DIESEL CONSORTIUM GASOLINE,  
DIESEL AND HEATING OIL AUTHORIZATION FORM  
FOR THE 2015-2016 SCHOOL YEAR**

The Plum Borough School District School District will participate in the Gasoline/Diesel Consortium. By agreeing to participate, we are authorizing the Gasoline/Diesel Consortium Committee to act as our authorized agent. The committee shall have the authority to enter into transactions to lock in pricing for all consortium participants.

District Authorization Information:

School District Plum Borough School District

Print or Type Name Scott Mergen

Signature Scott Mergen

Phone 412-798-6388

Email mergens@pbsd.k12.pa.us

Transportation Contractor Information:

Contractor: N/A

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Transportation Contractor Information:

Contractor: N/A

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Transportation Contractor Information:

Contractor: N/A

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Transportation Contractor Information:

Contractor: N/A

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

If you have any questions, or need additional information, please contact Elaine Vivaldi at (412) 394-5780.

**PLEASE RETURN TO ELAINE VIVALDI VIA FAX TO (412) 394-5706 or  
SCAN AND EMAIL TO [elaine.vivaldi@aiU3.net](mailto:elaine.vivaldi@aiU3.net) by November 21, 2014**



# Western Pennsylvania Gasoline/Diesel Fuel Consortium Gasoline, Diesel and Heating Oil Usage Information Form for the 2015 - 2016 School Year

Committed Usage by Gallon <u>Gasoline</u>		Committed Usage by Gallon <u>Ultra Low Sulfur Diesel</u>		Committed Usage by Gallon <u>(Heating Oil)</u>	
Jul-15	0	Jul-15	0	Jul-15	0
Aug-15	0	Aug-15	7,500	Aug-15	0
Sep-15	0	Sep-15	7,500	Sep-15	0
Oct-15	0	Oct-15	15,000	Oct-15	0
Nov-15	0	Nov-15	7,500	Nov-15	0
Dec-15	0	Dec-15	7,500	Dec-15	0
Jan-16	0	Jan-16	12,500	Jan-16	0
Feb-16	0	Feb-16	7,500	Feb-16	0
Mar-16	0	Mar-16	15,000	Mar-16	0
Apr-16	0	Apr-16	7,500	Apr-16	0
May-16	0	May-16	15,000	May-16	0
Jun-16	0	Jun-16	7,500	Jun-16	0
TOTAL	0	TOTAL	110,000	TOTAL	0

Form Completed by:

School District Plum Borough School District

Print or Type Name Scott Mergen

School District Authorization Information: Must be completed by district personnel

School District Plum Borough School District

Print or Type Name Scott Mergen

Signature 

PLEASE RETURN TO ELAINE VIVALDI VIA FAX TO (412) 394-5706 or SCAN AND EMAIL TO [elaine.vivaldi@aiu3.net](mailto:elaine.vivaldi@aiu3.net)



**WESTERN PENNSYLVANIA GASOLINE/DIESEL FUEL CONSORTIUM  
GASOLINE, DIESEL FUEL AND HEATING OIL TANK INFORMATION  
FOR THE 2015 - 2016 SCHOOL YEAR**

School District: Plum Borough School District Contact Phone: 412-798-6388  
District Contact Name: Scott Mergen Contact E-mail: mergens@pbsd.k12.pa.us  
Address: 3411 Leechburg Road  
City, State, Zip: Pittsburgh, PA. 15239

District or Contractor Name	Tank Location (Address)	Tank ID#	Tank Capacity (Gallon)	Above Ground or Below Ground Tank	Gasoline, Diesel or Heating Oil
P.B.S.D	3411 Leechburg Rd. Pgh.	580279	10,000	Below	Diesel
P.B.S.D	3411 Leechburg Rd. Pgh.	580280	10,000	Below	Diesel

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