Bulk Fuel Calculator Guide

IMPORTANT: **Fuel prices are updated on a weekly basis. Typically this process will be done by 5:00 PM every Monday. The homepage will list the date of the last pricing update. Pricing calculated through the website application will be inclusive of the base fuel price, all mark ups, freight, and any taxes or fees that are applicable to your purchase.**

A. Users must enter the following relevant order information into the blank fields of the Bulk Fuel Calculator as follows (Please note all fields must be completed in order to calculate pricing):

1. **Delivery Date**
   - Users are to select the date the fuel was or is to be delivered. For orders yet to be placed/delivered please see the note above regarding weekly price changes. Pricing will only be available for the current week and for previous weeks.

2. **Fuel Type**
   - Users are to select from the dropdown the fuel type delivered or required. Pricing is currently only available for the following fuel types:
        1. Regular Unleaded
        2. Midgrade Unleaded
        3. Premium Unleaded
        4. E-10 Regular
        5. E-10 Midgrade
        6. E-10 Premium
        7. Diesel On-Road
        8. Diesel Off-Road (Dyed)
   - If you require a fuel type not currently listed please contact the Office of State Procurement contact listed below.

3. **Fuel Quantity**
   - Users are to enter the amount of gallons delivered or required. If you are calculating pricing for an order prior to placing please note that you must be as accurate as possible in your estimated fuel requirement as the order size can affect who the appropriate vendor is and pricing.

4. **Tank Disposition**
   - Users are to select the tank type into which the fuel is being dispensed as follows:
        1. Above Ground Tank
        2. Under Ground Tank
        3. Tank located on a Ferry or Marine Vessel

5. **Parish**
   - Users are to select the Parish in which the delivery is to be made. Please note that St. James and St. John Parishes are split into two selections. The division in made by the Mississippi River. Users are to select east if the delivery is occurring in the part of the parish located on the east side of the river and conversely users should select west if the delivery is occurring in the part of the parish located on the west side of the river.

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B. Once all of the information is entered the User will click the Calculate Price Button. When this button is clicked a separate window will be generated containing a PDF Bulk Fuel Pricing Report. This report will contain all of the information entered previously into the calculator. In addition the report will contain the following:

1. Contract Number
2. Contractor Name
3. Contractor Contact Information
    -Contact information for placing an order and for remittance will be listed.
4. Fuel Terminal
    -Base fuel pricing shall be determined using the Weekly OPIS PADD 3 Report, average rack price, from the terminal indicated.
5. Total Price Per Gallon Itemized as follows:
    - Fuel Cost (Base Fuel Price + Freight + Markup)
    - All taxes and fees that are applicable to the order.
6. Projected Invoice Cost (Total Price Per Gallon X Gallons Ordered)
7. Allowable Fees
    - Any fees that may be assessed by the contractor at the time of delivery will be listed on the report. Examples include same day delivery, split delivery, demurrage, etc. A detailed description of potential allowable fees can be found here.

IMPORTANT: **No additional fees or amounts other than listed on the report may be assessed. The calculated total is the maximum allowable amount that the vendor is allowed to charge under the contract. There may be small deviations in pricing that cause the vendor to invoice for less than the amount provided by the Bulk Fuel Calculator. This is acceptable.**

The Office of State Procurement strongly suggests that a copy of the generated Fuel Pricing Report be included with your PO in addition to being kept for your records.

C. Users may generate a new report by returning to the homepage and clicking the Reset Form Button.

Detailed instructions for PO creation can be found here for LaGov agencies or here for Non-LaGov agencies.

If there are any questions regarding the use of the Bulk Fuel Calculator and/or the use of the fuel contracts please contact Tuan Nguyen Phone: 225-219-0245/ Email: tuan.nguyen@la.gov.