



FUEL ANALYSIS GUIDE

The following information must be obtained in order to complete a comprehensive analysis of the fuel program offered via National IPA:

1. Copy of the current contract or copies of current bid and response currently being utilized.
2. Copies of recent invoices to allow for a review of specific fuel products purchased, taxes assessed, freight assessments, and other charges.
3. A list of physical addresses for all storage tanks being considered in the analysis. This list should include tank capacities and any other pertinent information available (i.e., tank monitoring systems, hours of operation, underground or above-ground).
4. Identification of the specific benchmark index used to price the fuel products on a cost per gallon basis (e.g., OPIS Contract Average, OPIS Low, etc.) This may be on the invoice. If not, please provide.
5. Is the benchmark index currently used based on daily or weekly average?
6. The supplier mark-up added to the benchmark index on a cents per gallon basis. This may vary for different fuel products purchased.
7. Freight rates currently being assessed, and the basis for those charges (split-load charges, cost per mile, etc.). We should be able to determine whether transportation costs are included in the supplier markup based on the invoices.
8. Are order loads being carried/delivered via transport (larger truck carrying up to 9000 gallons) or via tankwagon (smaller truck carrying maximum 4000 gallons)?

Questions? Contact National IPA Customer Relations at info@nationalipa.org.