



NATIONAL IPA FUEL AGREEMENT

awarded by

City of Forth Worth, TX

S

= Sign Up

- Register to participate with National IPA
- Go to www.nationalipa.org to and select the “Click Here To Participate” button
- Complete the simple form and submit
- A National IPA Representative will contact you

A

= Analyze

- Review your current fuel agreement to understand the pricing structure
 - Determine current contract commitment and timing for contract conversion
 - Identify the specific benchmark index used to price the fuel products on a cost per gallon basis (e.g., OPIS Contract Average, OPIS Low, etc.)
 - Identify the supplier mark-up added to the benchmark index on a cents per gallon basis. This may vary for different fuel products purchased.
 - Determine whether transportation costs are included in the supplier mark-up. If not, obtain the freight rates currently being assessed, and the basis for those charges (split-load charges, cost per mile, etc.).
 - Obtain copies of recent invoices to allow for a review of specific fuel products purchased, taxes assessed, freight assessments, and other charges.
 - Obtain a list of physical addresses for all storage tanks. This list should include tank capacities and any other pertinent information available (i.e., tank monitoring systems, hours of operation, underground or above-ground)
 - Determine annual gallons purchased for each fuel product
- Review the terms of the National IPA Fuel Agreement to understand its structure at www.nationalipa.org/agreements.html
 - Review the presentation available on the website
 - Discuss the agreement with your National IPA representative
 - Submit any questions to info@nationalipa.org
 - Review contract documentation at nationalipa.org

V

= Value Confirmed

- Request a comparison of your current agreement to the National IPA agreement
 - Contact your National IPA representative, or info@nationalipa.org, and request assistance with performing an analysis to determine the value of the National IPA fuel agreement
 - Provide information obtained regarding your current agreement
- A historical analysis will be prepared specific to your current agreement and will be presented to you for consideration.

E

= Establish Account

- Contact the supplier to establish an account
 - Provide FEIN, invoicing requirements, etc.
 - Establish delivery schedule and contacts