



The Florida State University Purchasing Services Contract Summary Sheet

Commodity: Industrial & Specialty Gases (cylinder)	Contract #: ITB 5153-3
Vendor: Airgas South, Inc.	Effective Date: 6/26/2007 – 6/30/2010 with two one year renewal options (ending 6/30/2012) with consent of vendor.
OMNI Vendor ID#: 19 and address ID #1 for FSU main campus and address ID #4 for Panama City campus.	DMBE Certified: No
Address: 945 Yulee Street Tallahassee, FL 32304	Payment Terms: Net 30 days
Contact: Bubba O'Steen, Manager	Purchasing Card Can Be Used: Yes for gases only
Phone: 576-2192	Fax: 575-6250
E-Mail: bubba.osteen@airgas.com	Website: OMNI Login Page This is an EMarket vendor this is the first & main login. You should use This unless the order falls in one of the other methods.
Purchasing Specialist: Nicholas Lybbert	Procure to Pay Team: Purchasing: Nick Lybbert (nlybbert@admin.fsu.edu) Accounts Payable: Mike Anestor (manestor@admin.fsu.edu)

Contract Information: In the event that the University loses a cylinder, the University shall have the option of buying the cylinder for the price quoted in Sections 1 (see excel spreadsheet) under replacement costs for lost cylinder. Should the cylinder be found at a later date, the vendor shall buy back the cylinder at the same price the University paid for it.

All prices are F.O.B. Florida State University campus for normal deliveries.

The University shall be charged cylinder demurrage for a period of thirty (30) days after receipt of any cylinder. Demurrage will stop when the vendor is notified to pick up the cylinders or the next scheduled delivery date, whichever is earlier.

Gas mixtures measured by the University and found not to meet the required tolerance shall be replaced immediately at no additional charge with the next scheduled delivery unless deemed an emergency by the University.

The University will accept no cylinder without a valve protection cap properly installed. This cap shall be easily removed by hand. Cylinder valves are to be of high quality assuring not only proper gas releasing, but also that pressure pop off devices do not release under normal operating conditions and that valve fit tightly without leaking when attached to regulators.

Vendor and a University representative from each department area shall conduct physical counts of cylinders on hand in all University locations in May 2010 and each year thereafter if contract is renewed. Any discrepancies shall be corrected.

Vendor will bar code each cylinder in order to track the locations of its cylinders.

In the event that the inventory in the different departments on campus does not contain either the type(s) of sufficient quantity of the cylinders required or if an emergency exists in a department, the University will contact the vendor at

any time, seven (7) days a week, twenty-four (24) hours per day to request an emergency delivery. Vendor shall deliver the emergency order directly to the individual department requesting delivery. If vendor is unable to deliver the requested gases in the required time frame, the University reserves the right to purchase the gases from another source.

All specialty gases shall, upon request have Certificate of Analysis.

Vendor shall be certified ISO-9000.

Safety training to be provided by successful vendor upon request.

Each quarter, during the months of May, August, November, and February, vendor shall reconcile its billing statements with each department such that vendor's records and the department's records reflect the identical number of cylinders on hand. Vendor shall send a statement to each department listing all cylinders on hand, including serial numbers, gas types, and sizes. The department will sign the statement indicating any shortages or overages it finds and return it to the vendor. The University and the vendor will submit any documentation, such as receipt and delivery tickets, which may correct any discrepancies. Each department will pay vendor for any lost cylinders at the rates listed in the Excel spreadsheet (see link). In the event that a lost cylinder is found after the University has paid the vendor for it, the University will return the cylinder to the vendor and the vendor will fully reimburse the University.

No extra charges on invoices are to be incurred for such items as hazardous, packing or regulatory compliance charges, etc.

Emergency deliveries are those requested for delivery on Saturday, Sunday, and holidays. See fees for emergency deliveries (see Excel spreadsheet).

Note: Purchases can be made by either EMarket itemized requisition or purchasing card.

All prices include local delivery, to departments requesting gases on an "As Needed" basis.

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Campus deliveries will normally be made two times each week. The vendor shall deliver cylinder gases and pick-up cylinders during the same trip or as requested by the University to the different campus locations.

Blanket purchase orders may be established for rental and/or demurrage fees only. P-Cards cannot be used to pay for rental/demurrage fees.