




TO: Southeast Florida Governmental Purchasing Cooperative Group

FROM:  Angelo Salomone, Purchasing Administrator

DATE: June 19, 2014

SUBJECT: **UNLEADED GASOLINE & DIESEL FUEL FOR S.E. FLORIDA
GOVERNMENTAL PURCHASING COOPERATIVE GROUP,
RFP 14-A-035**

CC: William Putnam, MacMillan Oil
Don Carlton, Port Consolidated

After discussion with both our new fuel supplier, MacMillan Oil Co., and our current supplier, Port Consolidated, it is recommended that the Co-Op fuel participants follow the following steps in the transition from one supplier to another:

- Place orders with Port Consolidated no later than close of business Thursday, June 26, 2014 for fuel deliveries by Friday, June 27, 2014.
- Place orders with MacMillan Oil Company beginning Monday, June 30, 2014 for deliveries on first day of the new contract, July 1, 2014.

This process should eliminate any confusion and wrong orders or duplication of orders.

Also, if your entity has yet to set up your account with MacMillan Oil Co., please do so as soon as possible to avoid last minute issues and insure an uninterrupted fuel supply to your entity.