**ODOT Winter Maintenance Deicer Contract Summary Sheet**

**for**

**“Regular” Mag Chloride and “Cold Weather Modified” Mag Chloride**

August 2013

**Vendor**

 Dustbusters Enterprises, Inc.

 P.O. Box 15

 Evanston, WY 82931-0015

 sharee@pmt.org

 (208) 532-5253

**Products**

 FreezGard CI Plus (“Regular” Magnesium Chloride deicer)

 FreezGard LITE CI Plus (“Cold Weather Modified” Magnesium Chloride deicer)

 For Product Information Contact Sharee Fassett (208) 532-5253 or Craig Prete 1-(800) 550-4276

**Ordering**

 Order by email: sharee@pmt.org

 Order by fax: (208) 532-3300

 NO ORDERING BY PHONE

 Place Orders 8AM to 5PM, Monday through Friday, Contractor’s Time Zone (Mountain)

 **Use the revised purchase order forms for PA 2595 to order, fill out form and sign and date the AP Authorized Representative (Different Forms for different products, regular and LITE)**

 Indicate 3 or 6 day order (peak season), 15 day order (off season)

 Indicate if the order delivery is requested for weekend/holiday

 Indicate quantity needed

**Order Confirmation**

 Contractor is to email or fax confirmation of receipt within 2 business hours

 Confirmation to include the estimated delivery date and the delivery quantity

 If confirmation is not within 2 business hours

* Call Sharee Fassett at (208) 532-5253 if confirmation is not received
* Purchaser may order from another supplier
* Purchaser is to notify contractor if cancelling the order
* Purchaser reserves the right to reject any order without an order confirmation

**Delivery Times and Dates**

 8AM to 4PM Monday through Friday, unless weekend/holiday delivery is requested on the Purchase Order

 Times and dates may be changed if the Purchaser requests otherwise

 Minimum 24 hours advance notice of arrival time if Contractor changes the delivery date from the order confirmation

 ODOT contact person must be available for requested weekend or holiday deliveries

**Documentation**

 Deicer Order Log – Complete when placing and receiving order

 Copies of order and order confirmation

 Emails/faxed purchase orders, confirming orders, or other delivery arrangements made

 Deicer Sampling Checklist Sheets to be submitted with filled deicer sample bottles

**Invoice to Include:**

 Purchase Order Number (Price Agreement #2595)

 Date of Delivery

 3 or 6 Day Order (15 Day Order off-season)

 Weekend/Holiday Delivery

 Quantity Received