



**TRIBAL
COUNCIL
WOOD
VENDOR**
Agreement
And Procedures

TANANA CHIEFS CONFERENCE

122 First Avenue, Suite 600

Fairbanks, Alaska 99701

Attn: Energy Assistance

IMPORTANT NOTICE TO WOOD VENDORS

TCC Energy Assistance Program will PURCHASE WOOD FROM TRIBAL COUNCILS serving as wood vendors in each village.

TCC has set the maximum amount to be charged for a cord of wood based on \$5 less the market value of wood in each community. A cord of wood for this program must have the following composition and dimensions (4' X 4' X 8' stack of birch [or spruce where birch is not reasonably available] cut into four foot lengths).

THIS IS HOW THE TRIBAL COUNCIL WOOD VENDOR SYSTEM WORKS

- 1) All Tribal Councils serving as wood vendors must fill out and sign the attached Wood Vendors Agreement (see Attachment "A"). This agreement must be sent to TCC at the above address before a Tribal Council can be a Wood Vendor for the TCC Energy Assistance Program. Send the completed and signed Tribal Council Wood Vendor Agreement form to the above address.
- 2) Once TCC receives this completed and signed Agreement form, all village Energy Assistance applicants asking for wood will be notified that they will receive their specified amount of wood from the Tribal Council.
- 3) The Tribal Council will receive a check to pay assigned village persons to deliver the specified amounts of wood to eligible village energy assistance applicants.
- 4) The person designated by the Tribal Council then delivers the specified amount of wood to the clients, completes the receipt (see Attachment "B") and has the client sign the receipt to show that the full amount of cords have been delivered. The person making the delivery on the behalf of the Tribal council then submits the receipt to the Tribal Council for immediate payment.
- 5) The Tribal Council pays the person making the delivery, then mails the bottom half of the receipt WITH THE CLIENT'S SIGNATURE to the above address:

TCC will not be taking out any taxes (income tax, etc.) from these payments to wood vendors. ALL PERSONS DELIVERING WOOD ON BEHALF OF THE TRIBAL COUNCIL WILL HAVE TO KEEP TRACK OF THEIR OWN INCOME EARNED FROM CUTTING WOOD TO REPORT AS INCOME TO THE IRS.

If you have any questions about Tribal Councils serving as Wood Vendors, call TCC's Energy Assistance Program at 1-800-478-6822, extension 3457.

Thank you for your valuable assistance.

**ATTACHMENT “A”
Tribal Council Wood Vendor Agreement
Form For Your Use**

Use this blank form for your Tribe’s Agreement to be a Wood Vendor.
Be sure to have your Tribal Council Chief or authorized representative
sign and date the Agreement.

Mail your completed and signed Tribal Wood Vendor Agreement Form to:

Tanana Chiefs Conference
122 First Avenue, Suite 600
Fairbanks, Alaska 99701
Attn: Energy Assistance

TRIBAL COUNCIL WOOD VENDOR AGREEMENT

THIS AGREEMENT, made between Tanana Chiefs Conference, whose address is 122 First Avenue, Suite 600, Fairbanks, Alaska 99701 (herein called TCC), and The Tribal Council of (Name of Tribe) _____, whose address is (Mailing Address) _____ (Hereinafter called Vendor) on behalf of the Low Income Home Energy Assistance Program recipients.

TCC shall make payments to the Tribal Council Wood Vendor for home heating energy to be applied to the recipient's account under the following terms and conditions:

- 1) Payments may be only applied by recipients to purchase wood supplies. Wood supplies shall include only birch or spruce wood. TCC has set the maximum payment per cord at \$5 **less than** the current market value per cord of fire wood in and around your village. The discounted amount is \$ _____ per cord.
- 2) Upon receiving notice from TCC of an order for a quantity of wood for an applicant, the Vendor agrees to provide the client with the number of cords indicated in the request.
- 3) Vendor's charges under the agreement shall be based on the average cost of fire wood in the vendor's community and surrounding areas. TCC shall pay the maximum amount of \$5 **less than** the current market value for firewood as indicated in (1) above.
- 4) A cord for the purpose of this agreement shall mean (4' X 4' X 8' stack of birch or spruce cut in 4 foot lengths).
- 5) The recipient will be treated uniformly with other customers and the vendor shall not otherwise discriminate against the recipient.
- 6) Upon delivery of wood supplies after the date of this agreement, the vendor shall obtain a signed receipt from recipient showing the amount of supplies received, unit cost and total charges to recipient's account. Receipts shall be provided by the vendor to TCC upon request.
- 7) Nothing in this agreement shall be construed as a guarantee of payment of recipient's account in excess of the TCC established price per cord of wood. **TCC SHALL NOT BE LIABLE FOR CHARGES EXCEEDING THAT AMOUNT FOR SERVICES OR SUPPLIES NOT SPECIFICALLY STATED ABOVE, REGARDLESS OF CHANGES IN COST OF ENERGY.**
- 8) All bills, receipts and other notices under this agreement shall be sent to the respective parties at addresses first stated.
- 9) In the event that the vendor violates any provisions of this agreement, or any other vendor agreement under this program, TCC may terminate this agreement upon oral or telephonic notice. Such termination shall be a cumulative right, and TCC reserves the right to recover from the vendor wrongfully acquired amounts of program client funding.

Dated this _____ day of _____, 20_____.

Don Shircel
Client Development Director

For Tribal Council (Signature)

*****VENDOR*****
Please complete the following

_____ Tribal Wood Account Contact Person	_____ Name of Tribal Council		
_____ Office or Message Phone Number	_____ Mailing Address		
_____ Fax Number	_____ Town/Village	_____ State	_____ Zip

ATTACHMENT “B”
Tribal Council Wood Vendor-Client Receipt

TCC notifies the person who will receive an Energy Assistance wood benefit that the Tribal Council will arrange for local delivery of their specified amount of wood.

TCC sends a check to the Tribal Council for a specified amount of wood for an Energy Assistance applicant.

The Tribal Council selects someone to cut and deliver the wood and gives him/her a receipt which is to be signed by the person delivering the wood and the person who receives the wood.

Upon delivery of the full amount of cords to the client, the person assigned to deliver the wood by the Tribal Council fills out the top and bottom of the receipt shown in this section.

The person assigned to cut wood by the Tribal Council signs the receipt.

The person who receives their full order of wood signs and dates it.

The person delivering the wood returns to the Tribal Council with the signed and dated receipt and receives full payment from the Council.

The Tribal Council sends the signed **Bottom Half Only** to:

Tanana Chiefs Conference
122 First Avenue, Suite 600
Fairbanks, Alaska 99701
Attn: Energy Assistance

The Tribal Council saves the top half for their file in the tribal office.

SAVE TOP PORTION FOR FILING AT THE TRIBAL COUNCIL OFFICE

TRIBAL COUNCIL WOOD VENDOR RECEIPT

Village _____

Cords of Wood
Authorized

Cords of Wood
Delivered/Received

PERSON DELIVERING Wood on Behalf of the
Tribal Council as WOOD VENDOR:

PERSON WHO RECEIVED THE WOOD:

Print Name Here

Print Name Here

Vendor and recipient signatures below will constitute proof that the above number of cords of wood were delivered to recipient.

Signature of Person Delivering Wood: X_____

Signature of Person Who Received Wood: X_____ Date: _____

TRIBAL COUNCIL RECORD

TCC RECORD

MAIL THIS BOTTOM PORTION TO:

Tanana Chiefs Conference
Attn: Energy Assistance
122 First Avenue, Suite 600
Fairbanks, Alaska 99701

Village

Cords of Wood
Authorized

Cords of Wood
Delivered/Received

PERSON DELIVERING Wood on Behalf of the
Tribal Council as WOOD VENDOR:

PERSON WHO RECEIVED THE WOOD:

Print Name Here

Print Name Here

Vendor and recipient signatures below will constitute proof that the above number of cords of wood were delivered to recipient.

Signature of Person Delivering Wood: X_____

Signature of Person Who Received Wood: X_____ Date: _____