

# CITY OF TOPPENISH

21 West First Avenue  
Toppenish, WA 98948

*"Where the West Still Lives"*

## CITY OF TOPPENISH CALL FOR BIDS TO SUPPLY VEHICLE FUEL

NOTICE IS HEREBY GIVEN that the City of Toppenish, Washington, will receive sealed bids at the office of the City Clerk, 21 West First Avenue, Toppenish, WA 98948, until **10:00 a.m., Thursday, February 18, 2010**, for providing vehicle fuel using a card controlled fuel purchase system.

The City uses approximately 35,500 gallons of gasoline and diesel fuel per year. The bids shall be for the year beginning March 1, 2010 to February 28, 2011.

Bids must comply with the "Instruction to Bidders" and be submitted in envelopes marked "Fuel Bid". Bid packets are available from the City Clerk at the above address, PH: (509) 865-1632.

The City of Toppenish reserves the right to accept or reject any or all bids and to waive informalities.

### CITY OF TOPPENISH



Linda B. Mead, CMC, Finance Director/City Clerk

Publish:

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**BID FORM**

I/We the undersigned, having read all requirements of this call for bids, together with all the special provisions and specifications set forth herein, do agree in every particular, and will furnish petroleum products and documentation as specified herein as follows:

Bidder's Major Supplier is: \_\_\_\_\_ and the OPIS price adjustment reference city shall be: \_\_\_ Seattle; \_\_\_ Spokane; \_\_\_ Moses Lake; \_\_\_ Portland; or \_\_\_ Pasco.

	<u>Regular Unleaded</u>	<u>Diesel</u>
Estimated Annual Gallons:	<b>22,000</b>	<b>13,500</b>
Seller's Cost Per Gallon for <b>Friday, February 12, 2010</b> :	_____	_____
Margin Bid Above Seller's Cost Excluding Taxes:	_____	_____
TOTAL:	_____	_____

Location(s) of 24-Hour Pumping Facilities with a **minimum number of two fueling islands**:

\_\_\_\_\_

\_\_\_\_\_

Description of Method to be Used to Meet Bid Specifications B Through E: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This bid shall be valid for a period of thirty (30) days from the bid opening date.

The undersigned hereby submits the above bid to the City of Toppenish, together with a bid bond in the amount of \$\_\_\_\_\_. (See Instructions to Bidders)

Bidders Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mail Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Signature of Authorized Official: \_\_\_\_\_

Title of Official: \_\_\_\_\_

**CITY OF TOPPENISH  
INSTRUCTIONS TO BIDDERS  
FUEL BID**

**SUBMISSION OF BIDS**

Sealed bids shall be addressed or delivered to:

City Clerk  
City of Toppenish  
21 West First Avenue  
Toppenish, WA 98948

The bid envelope shall be clearly marked "FUEL BID."

**CLOSING DATE**

Bids will be received until **10:00 a.m., Thursday, February 18, 2010.**

**BID OPENING**

Bids will be opened and publicly read aloud in the Council Chambers, City Hall, 21 West First Avenue, Toppenish, Washington, at **10:00 a.m., Thursday, February 18, 2010**, at which time interested parties may be present to witness the bid opening.

**ACCEPTABILITY OF BIDS**

Bids must be submitted on the City of Toppenish bid form and placed in a sealed envelope. The words "Fuel Bid" must be clearly marked on the front of the envelope.

The bid form must contain the bidders business or home address and must be signed by a duly authorized official.

Bids that are unsigned, incomplete, illegible, unbalanced, obscure, or with any other irregularities may be rejected. The City reserves the right to accept any or all bids or any portion thereof and to waive minor irregularities and informalities, at the City's discretion.

The bid shall be valid for thirty (30) calendar days following the bid opening date.

**Prices shall be filled in where indicated on the bid form. Prices shall be net, free on board (FOB) Toppenish unless otherwise stated, and shall not include any taxes, nor shall they be subject to any discounts or other conditions.**

Bids must be accompanied by cashiers check, certified check, or bid bond made payable to the City of Toppenish in an amount of not less than five percent (5%) of the bid amount. The bid bond amount will be calculated as follows: (the annual estimated gallons) x (Seller's cost per gallon for **Friday, February 12, 2010** + the margin of bid above the sellers cost) x .05.

**BID SPECIFICATIONS**

The products shall conform to the requirements of the Tentative Specifications for Gasoline as approved by the American Society for Testing Materials, ASTM Designation D 439-81. The minimum octane rating shall conform to the Average Knock Index (R+M/2) as follows:

"Regular Unleaded" Minimum Octane 87

The seasonal variation in volatility and vapor pressure shall be substantially maintained in

accordance with the schedule set up for the State of Washington as set forth in ASTM specifications above noted.

Bidders shall give the following information relative to each grade of gasoline bid in the spaces provided:

1. The name of the brand under which the gasoline is offered for sale to the general public:

"Regular Unleaded" gasoline: \_\_\_\_\_

"Diesel": \_\_\_\_\_

2. The nature of any added substances other than volatile petroleum hydrocarbons.

"Regular Unleaded" gasoline:

3. The guaranteed average and minimum Octane Number for "Regular Unleaded" grade:

"Regular Unleaded" Average \_\_\_\_\_ Minimum \_\_\_\_\_

4. The guaranteed average and maximum Sulphur Content in "Diesel"

Grade No. \_\_\_ : Average \_\_\_\_\_ Minimum \_\_\_\_\_

All bids shall be made for a card controlled fuel purchase system for regular gasoline, unleaded gasoline, and diesel fuel. Ease of City staff operation and accounting time for this system will be taken into consideration when determining the low bid.

- A. There must be a "card lock" pumping location in the City of Toppenish with 24 hour service and a **minimum number of two fueling islands**.
- B. At the time of purchase, the vehicle, person obtaining fuel, and odometer reading must be identified and recorded by the supplier.
- C. The supplier shall furnish two numbered cards for each vehicle. There are approximately 75 vehicles.
- D. The supplier shall provide security codes for all City vehicle operators, to be used in conjunction with the vehicle cards for purchases of fuel. There are approximately 50 employees.
- E. The supplier must provide a monthly accounting that must include an itemized account detailing the activity of each vehicle. This accounting as a minimum must sub-total by vehicle and list: date, time, vehicle card number, person obtaining fuel, odometer reading, type of fuel, gallons and actual price charged. Each monthly billing shall also include copies of the appropriate weekly OPIS publication for that billing cycle or the major supplier's price change letter.

## **PRICING, PRICE ESCALATION - BULK FUELS**

- A. Contract prices will be allowed to increase or decrease after bid opening and during the term of the contract. All contract price adjustments shall be based on the change in the vendor's major supplier's listed price for one of the following P.A.D cities: Seattle, Spokane, Portland, Moses Lake, or Pasco as reported in the weekly publications, Oil Price Information Service (OPIS) published by the United Communications Group. A second method shall be to reference the major supplier's price change letter which reflects changes at the location of your plant.
- B. Bidder shall specify his supplier (See Requirements and the Bid Proposal) and the price adjustment reference city (Seattle, Spokane, Portland, Moses Lake, or Pasco) to be used for contract price adjustments on the Bid Proposal. Only one supplier and one reference city may be specified by each bidder. **A copy of the appropriate OPIS publication, or in the case of the second method (above) the calculation price shall be your buying price per gallon with Federal and State taxes excluded, used as a bidding reference and must be included with the bid submitted.** If OPIS does not list one or more supplier product prices for a reference city, the listed average price for that city shall be used.
- C. Any upward or downward change in the major supplier's prices from one OPIS publication to the next, or change in the price from the major supplier's price change letter will be added or subtracted from the previous contract price but the margin as bid will remain the same. It is important to note that the difference between the Bid Price and the selected OPIS Price or major suppliers price change letter at the time of the bid, must be maintained throughout the period of the contract. The effective date of the price change will be on Thursday following the date of the publication which reflects the price change.
- D. The first price adjustment shall be based on the difference in the prices for the last OPIS publication issue or major supplier's price change letter prior to the effective date of the contract. Any upward or downward change in the comparison of prices will be added to or subtracted from bid prices with the effective date of such change to be the **first of March 2010** rather than the following Thursday.

## **BIDDERS QUALIFICATIONS**

Bidders may be required to submit evidence as to their ability to supply and provide the above defined service and should be prepared to satisfy the City as to their competency to meet the specifications and conditions. Bidders, when required by law, shall be licensed and bonded by the State of Washington.

## **CONDITIONS**

The bidder is fully responsible for obtaining all information for the preparation of this bid.

## **LIABILITY**

The bidder shall ensure that the City, it's officers and employees, are held harmless from any liability whatsoever arising out of the bidder's performance or non-performance of the term of this bid, including the performance and non-performance by any sub-contractor or employee.

**CONTRACTORS PROTECTIVE CLAUSE**

There shall be no obligation to deliver any or all of the products included in this proposal in the customary manner when such deliveries are prevented or hindered by Act of God, fire, strike, partial or total interruptions or loss or shortage of transportation facilities, or by other similar or different acts of civil or military authorities, or by other like causes beyond the control of the contractor.

**FURTHER INFORMATION**

Contact Lance Hoyt, Public Works Director, A-8 Buena Way, Toppenish, Washington, 98948, or PH: (509) 865-4500.