



**FRANKLIN COUNTY
PURCHASING DEPARTMENT
REQUEST FOR BID (RFB) COVER PAGE**

RFB NO: 201918

TITLE: Fuel

Solicitation Schedule & Deadlines:

November 21, 2018	Solicitation Release Date
November 21, 28, December 5, 2018	Advertising Period
December 6, 2018, 2:00 pm	Deadline for Submitting Questions
December 7, 2018, 4:30 pm	Deadline to post Addendum
December 17, 2018 at 9:00 AM	Deadline to Submit Response
December 17, 2018 at 10:00 AM	Opening Date I Time

Responses must be received no later than "Deadline to Submit Response"
December 17, 2018 at 9 am

**Awarding is good for one fiscal year, approximately January 1 through December 31, 2019. **

Kathy Hardeman, Purchasing Agent

Ann Struttman, Assistant Purchasing Agent

Phone: 636-584-6274 Email: purchasing@franklinmo.net

Submittal Instructions: Print this Packet in its entirety and complete all pages per instructions. Print the SEALED RESPONSE LABEL found in Attachment 1 of this packet and attach to the front of your envelope.

Business Name:

SUBMISSION CHECKLIST

_____ I have reviewed the bid schedule and deadlines, located on the solicitation cover page

_____ I have read ALL Terms and Conditions and Bid documents closely

(Located at www.franklinmo.org)

THE ITEMS LISTED BELOW ARE THE REQUIRED DOCUMENTATION FOR SUBMITTING A RESPONSE

USE THESE FORMS ONLY

_____ Solicitation Cover page

_____ Contractual Terms and Conditions Acknowledgement (page 4)

_____ Affidavit for Work Authorization is completed and Notarized (page 5&6)

If you have already submitted E-Verify information through Vendor Registry, you do not have to resubmit with response. Just reference Vendor Registry.

_____ Current, signed W-9 is included in solicitation packet (page 7)

If you have already submitted E-Verify information through Vendor Registry, you do not have to resubmit with response. Just reference Vendor Registry.

_____ Completed Affidavit of Paid Property Taxes and Notarized (page 8)

_____ Completed Vendor Information Form (page 9)

_____ Pricing Form completed and signed (page 10)

_____ I have one original and two copies that are labeled accordingly

_____ Envelope is sealed and label attached (page 11)

SPECIFIC REQUIREMENTS

1. Contractor must be able to provide Fuel to the requesting departments, which meet or exceed the specifications contained in this document.
2. Fuel should be priced per gallon.
3. Fuel requested will be in varying quantities.
4. The types of requesting fuel are 87 octane gasoline, #2 low sulfur diesel, and #2 low sulfur diesel with winter additive.
5. Diesel with winter additive shall contain winter additive at the rate specified by the manufacturer.
6. Franklin County has two locations with above ground fuel storage tanks utilizing a quick coupler system.
 - Franklin County Highway Department, 1360 Riverview Drive, Union, MO 63084
 - Franklin County Highway Department, 4987 Highway ZZ, Gerald MO 63037
7. Each location has a 1,000 gallons unleaded fuel tank and a 3,000 gallons diesel tank.
8. Franklin County additional needs may include an onsite tank and/or fuel tanker on stand-by at various locations within the County.
9. County Department will contact Awarded Vendor before 2:00 p.m. Central Standard Time with request for fuel pricing. The quoted price shall apply to the following day's purchase. Friday's quote will apply to Monday's purchase. Deliveries on normal business days within 24 hours of order, excluding holidays and weekends. Sales tax is not to be included in quoted price.
10. Contractor must be able to provide service to all locations/departments necessary. Normal business hours are Monday through Friday 8:00 a.m. – 4:30 a.m. (CST). However, these times must be verified with the requesting department. County observed holidays will be provided upon request.
11. Franklin County, at its own expense, reserves the right to sample any material for the purpose of having an independent laboratory rest of the material for conformance to specifications as listed above. Product that does not meet the above listed specifications will cause all of the shipment to be returned at the Contractor's expense.

The contents of this section include mandatory requirements that will be required of the successful bidder and subsequent contractor. The offeror is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The offeror's response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the bid is accepted by Franklin County. The offeror must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes in the appropriate section titled Pricing.

CONTRACTUAL TERMS AND CONDITIONS ACKNOWLEDGEMENT

The undersigned Vendor/Contractor has read, understood, and accepted the Terms and Conditions as published on the Franklin County Official Website located at:

<http://www.franklinmo.org>

All terms and conditions as stated shall be adhered to by Vendor/Contractor upon acceptance of contract. Vendor/Contractor enters into this agreement voluntarily, with full knowledge of its effect.

Vendor/Contractor Signature

Date

Vendor/Contractor Name and Title

AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above.

Authorized Business Entity
Representative's Name
(Please Print)

Authorized Business Entity
Representative's Signature

Business Entity Name

Date

As a business entity, the grantee, sub grantee, contractor, or subcontractor must perform/provide the following. The grantee, sub grantee, contractor, or subcontractor shall check each to verify completion/submission:

- Enroll and participate in the E-Verify Federal Work Authorization Program (Website: <http://www.dhs.gov/e-verify>; Phone: 888-464-4218 Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify Federal Work Authorization Program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the grantee's, subgrantee's, contractor's, or subcontractor's name and the MOU signature page completed and signed, at minimum, by the grantee, subgrantee, contractor, or subcontractor and the Department of Homeland Security – Verification Division; (if the signature page of the MOU lists the grantee's, subgrantee's, contractor's, or subcontractor's name, then no additional pages of the MOU must be submitted).

AFFIDAVIT OF PAID PROPERTY TAXES

I certify that _____ (Business name) does not owe any unpaid personal or real estate taxes to Franklin County for either the current tax year or prior years.

Authorized Representative's Signature

Printed Name

Title

Date

Subscribed and sworn to before me this _____ of _____, I am
Day Month, Year

commissioned as a notary public within the County of _____, State of
_____ and my commission expires on Date

Signature of Notary

Date

VENDOR INFORMATION

Company Name _____

Mailing Address _____

Phone number _____

Contact Name _____

Contact Name Title _____

Email Address _____

Preferred method to place order

BID PRICING FORM

201918 FUEL

REQUIRED PRICING

The bidder shall provide the margin/mark up on top of the wholesaler/refinery "laid in price" plus delivery fees to specified destinations below. Do not include taxes. "Laid in price" to be defined as the wholesaler or refinery cost of fuel and transportation. Product pricing changes on a daily basis, but mark-up/margin and transport fees remain firm for the contract period. Customer will request current price at the time of delivery and vendor will provide customer with that price, in addition to a copy of the bill of lading to serve as proof of pricing.

Margin/mark up

Delivery

Location: 1360 Riverview Drive, Union, MO 63084

87 Octane Gasoline:	\$_____/per gal	\$_____/per gal
#2 Low Sulfur Diesel/per gallon:	\$_____/per gal	\$_____/per gal
#2 Low Sulfur Diesel w/winter additive/per gallon:	\$_____/per gal	\$_____/per gal

Location: 4987 Highway ZZ, Gerald MO 63037

87 Octane Gasoline/per gallon:	\$_____/per gal	\$_____/per gal
#2 Low Sulfur Diesel/per gallon:	\$_____/per gal	\$_____/per gal
#2 Low Sulfur Diesel w/winter additive/per gallon:	\$_____/per gal	\$_____/per gal

Additional Service may be requested:

On site tank charge: _____

Stand-by Truck charge: _____

Company Name _____

Authorized Signature _____

Printed name and title _____

Franklin County reserves the right to request supporting documentation for the proposed pricing. In addition, it may be necessary to evaluate the bidder's expertise and experience in order to award a bid. Franklin County reserves the right to request reference information and/or proof of expertise if necessary.

ATTACHMENT 1

SEALED RESPONSE LABEL

PLEASE ATTACH LABEL TO OUTSIDE OF PACKAGE

SEALED BID RESPONSE ENCLOSED

DELIVER TO:

Purchasing Department
400 East Locust St, Rm 004
Union, MO 63084

SOLICITATION # 2019-18 DATE: 12/17/2018

DESCRIPTION: FUEL

Vendor Name: _____

Vendor Address: _____