



INVITATION TO BIDDERS

The City of Gatlinburg is accepting sealed bids on the supply and delivery of Automotive Fuels for the Gatlinburg Service Center for the period of twenty-four (24) months. Automotive Fuels shall consist of regular unleaded gasoline, ultra-low sulfur diesel fuel (ULSD), and Bio-Diesel Fuel. The deliveries shall be made to the Gatlinburg Service Center at Newman Road in Gatlinburg, Tennessee. The City of Gatlinburg reserves the right to extend the contract for an additional twenty-four (24) months.

Bids will be received at City Hall until **2:30 p.m. June 28, 2016** at which time they will be publicly opened and read aloud. No bid may be withdrawn for thirty (30) days.

Bids shall be sealed in an envelope with the bidder's name, address, the bid opening time and date and the quotation "**Bid on Fuels**" stated plainly on the outside of the envelope. Bids will not be accepted by fax, email or unsealed.

Bid forms and specifications may be obtained from Delea Patterson, AP/Purchasing, Gatlinburg City Hall, 1230 Parkway East, Suite 2, P.O. Box 5, Gatlinburg, Tennessee 37738, Telephone Number (865) 436-1409. Email: deleap@gatlinburgtn.gov.

Bid specifications will also be available on the City of Gatlinburg website at www.gatlinburgtn.gov under "Out for Bids" tab. This bid tab is located under Gatlinburg Government, and then Purchasing. Bid results are posted in the same area as shortly after bid opening as possible.

If there are any questions, contact Larry Smith or Steve Ogle, Service Center, Telephone Number (865) 436-6210.

The City of Gatlinburg reserves the right to qualify bidders, to waive any informalities, to accept/reject any/or all bids and to accept the bid deemed most favorable to the City of Gatlinburg.

GENERAL PROVISIONS

Prices quoted shall not include Federal or State taxes, if any are applicable. The successful bidder shall furnish tax exemption forms, if required, with their invoices.

The prices quoted are that for which the materials or services will be delivered F.O.B. Gatlinburg, Tennessee.

Any additions, deletions, or variations from the following specifications must be noted.

Inspection of the materials or equipment will be made by an agent of the City of Gatlinburg, and if found defective or fails in any way to meet the terms of this agreement, it will be rejected. Rejected materials or equipment will be replaced at the expense of the bidder.

All technical specifications must accompany bid.

The City of Gatlinburg reserves the right to defer payment for thirty (30) days after delivery. The City of Gatlinburg also reserves the right to reject any and/or all bids.

The bidder agrees to indemnify the City of Gatlinburg from any and all liability, loss or damage the City may suffer as a result of claims, demands, costs, or judgments against it arising from any and all work under this agreement.

The bidder agrees to notify the City, in writing, within thirty (30) days, by registered mail, at the City's address as stated in this agreement, of any claim against the bidder on the obligations indemnified against.

It is the policy of the City of Gatlinburg not to discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services and activities. With regard to all aspects of this contract, contractor certifies and warrants it will comply with this policy.

SPECIFICATIONS FOR SUPPLYING FUEL TO
THE CITY OF GATLINBURG

1. Two year delivery of regular unleaded gasoline and diesel fuels to the City of Gatlinburg in approximate amounts of **76,000** gallons of unleaded regular gasoline (minimum 87 octane), **105,000** of #2 ultra low-sulfur diesel (ULSD) fuel. The agreement will commence on July 1, 2016 and end on June 30, 2018. All figures are estimates and are not to be considered as fixed amounts.

2. Bid prices for gasoline, Ultra Low Sulfur Diesel (ULSD) will be the difference above (+) or below (-) the daily average "rack price" as provided through "Petro-Scan" for the "rack" location in Knoxville, Tennessee.

EXAMPLE:

June 15, 2016 12:00 noon Eastern Time
Knoxville "rack"

Petro-Scan price for premium gasoline	2.7255/gallon
Vendor Mark-up	+ .0500/gallon
Total Cost	2.7755/gallon

City of Gatlinburg does not pay any taxes.

Base prices for the "rack" location noted above are up-dated through "Petro-Scan" at 1:00 p.m. Central Time daily and remain in effect until 12:59 p.m. Central Time the following work day. Daily "Petro-Scan" prices are available through the State of Tennessee Purchasing Division recorded message system at **(615) 741-4300**.

3. **Fuel types**

a. Gasoline: Unleaded Regular Gasoline – Minimum 87 Octane

b. Diesel Fuel:

Ultra Low Sulfur Diesel (ULSD) – Shall be ULSD-15 PPM sulfur, undyed. ULSD shall contain lubricity additives that comply with the Federal Ultra-low sulfur content requirements for use in diesel motor vehicles. All ULSD provided must have a minimum cetane level of 40.

c. Additives – to be purchased only upon request of the departments:

De-icing Additive for Diesel Fuel – Required in December, January and February and any other time of year when temperatures fall below 32 degrees Fahrenheit.

Algaecide Additive for Diesel Fuel.

4. **Deliveries:** All deliveries will be made in approximately 8,000 gallon increments to the Gatlinburg Service Center on Newman Road.
5. Deliveries will be made on an on-call basis within 24 hours of notification.
6. When fuel is delivered to the City of Gatlinburg, the City will require an original invoice showing the purchase order number, number of gallons and type of fuel, The Price Per Gallon, and the total price. Not providing all of the requested information can be considered reason for the immediate termination of the agreement. Also, the driver should have a single bill of lading showing the type of fuel and the number of gallons.
7. The City of Gatlinburg will be billed for deliveries by the 5th of each month and payment will be made by the 20th of each month.
8. SUBMISSION OF BIDS: Bids shall be submitted in a sealed envelope. The envelope shall be addressed to the City of Gatlinburg and shall be identified on the outside with the Bidder's name and address, the project name "Bid on Fuels", the date and time of the bid opening and such other information as the Bidder may feel necessary to identify it as a sealed bid and prohibit its premature opening. Bids may be submitted and withdrawn up to the bid opening time. Modification must be received in writing prior to the time of the bid opening.

The successful bidder shall be required to submit a certificate of Insurance.

If there are any questions, contact Steve Ogle, Service Center Manager, Telephone Number (865) 436-6210.

Delea Patterson, AP/Purchasing
1230 East Parkway, Suite 2
P.O. Box 5
Gatlinburg, TN 37738

RE: Bid on Automotive Fuels

We have reviewed your Invitation and Specifications and offer the following pricing:

MARK-UP PRICES

Bid Price (+ or -) for **(0-3,999 gallons)**

Unleaded gasoline (minimum 87 octane) \$_____per gal.

Bid Price (+ or -) for **(4,000+ gallons)**

Unleaded gasoline (minimum 87 octane) \$_____per gal.

Bid Price (+ or -) for **(0-3,999 gallons)**

#2 Ultra Low Sulfur Diesel fuel \$_____per gal.

Bid Price (+ or -) for **(4,000+ gallons)**

#2 Ultra Low Sulfur Diesel fuel \$_____per gal.

**PLEASE STATE MARK-UP PRICE PER GALLON BASED UPON PRICES
FOR JUNE 15, 2016 FOR THE FOLLOWING:**

Regular unleaded (minimum 87 octane) \$_____per gal.

Diesel (#2 ultra low sulfur) \$_____per gal.

Additives to Price:

De-icing additive for Diesel \$_____per gal.

Algaecide additive for Diesel \$_____per gal.

Our bid prices, listed above, contain no deviations from the advertised items, except as listed below. DEVIATIONS __YES__NO:

_____ Signed/	_____ Date
_____ Name (Print)	_____ Telephone
_____ Name of Company	_____ Fax
_____ Address	_____ Email
_____ City State Zip	

For Title VI and IX compliance, we ask for voluntary disclosure of the following information:

Gender:	Male	_____
	Female	_____
Race:	Caucasian	_____
	African American	_____
	Other (please specify)	_____

BIDDERS LIST

Pioneer Petroleum Company
Jerry Isaacs
P.O. Box 1176
Morristown, TN 37816
423-586-7090 Fax 423-586-4622
ji@pioneerpetro.com

Cary Oil Company
Attn: Stephanie Murphy
5509 Springridge Lane
591-1961 Fax 851-7243
smurpy@caryoil.com

Rogers Petroleum
Tim Pruitt
P.O. Box 1714
Morristown, TN 37816
423-581-7460 Fax 423-581-1153
tpruitt@rogerspetro.com

Petroleum Traders Corp
Kelly Arnold
7120 Pointe Inverness
Fort Wayne, IN 46804
800-348-3705, x1002
Fax 260-432-6564
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KORC
Attn: Mark Moon
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Knoxville, TN 37921
606-454-8600 Fax 769-8091
Mmoon@teamkore.com

Pilot Travel Centers LLC
Steve Ryding
800-562-6210 x2562
Steve.Ryding@pilottravelcenters.com

Truman Arnold Company (TAC)
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