



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

RFB NO: 2021-09

TITLE: Fuel

Solicitation Schedule & Deadlines:

October 28, 2020	Solicitation Release/Advertising Date
November 4, 2020 2:00pm	Deadline for Submitting Questions
November 6, 2020 4:30pm	Deadline to post Addendum
November 19, 2020 2:00 pm	Deadline to Submit Response
November 19, 2020 2:30 pm	Opening Date I Time

Responses must be received no later than "Deadline to Submit Response"

November 19, 2020 2PM

Franklin County Purchasing Department

Shakara Bray

Phone: 636-584-6274    Email: [purchasing@franklinmo.net](mailto: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.

Company 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](http://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

\_\_\_\_\_ Pricing Form completed and signed

\_\_\_\_\_ I have one original and two copies that are labeled accordingly

\_\_\_\_\_ I have included contact information

\_\_\_\_\_ I have included the COI as requested

\_\_\_\_\_ Envelope is sealed and label attached

\_\_\_\_\_ Affidavit for Work Authorization is completed and Notarized

## 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 7:00 a.m. – 3:30PM (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 test 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.*

# INSURANCE REQUIREMENTS

1. The Contractor shall furnish County with a certificate of insurance indicating proof of the following insurance from company's license in the State of Missouri:
  - A. Worker's Compensation and Employers' Liability: Worker's Compensation Statutory in compliance with the Compensation law of the Sate and Employers' Liability Insurance with a limit no less than \$1,000,000.00 each accident.
  - B. Comprehensive or Commercial General Liability with a minimum limit of \$1,000,000.00 per occurrence, \$3,000,000.00 aggregate combined Single Limit for Bodily Injury and Property Damage Liability. This insurance shall include, but not be limited to, the following coverage.
    1. Premises – Operations
    2. Products and Completed Operations
    3. Broad Form Property Damage
    4. Contractual
    5. Personal Injury
  - C. Automobile Liability with a minimum limit of \$1,000,000.00 per occurrence, \$3,000,000.00 aggregate Combined Single Limit for Bodily Injury and Property Damage Liability. This insurance shall include coverage for all the following:
    1. Owned Automobiles
    2. Hired Automobiles
    3. Non-Owned Automobiles
  - D. The certificate shall list the Certificate Holder and Address as follows: Franklin County, 400 E Locust Street, Room 206, Union, Mo 63084. The services provided to Franklin County shall be listed under "Description of Operations."
  - E. Such insurance shall include under the General Liability and Automobile Liability policies Franklin County, its employees, elected officials, representatives, and members of its board and/or commissioners as "Additional Insured's".
2. The Agreement of Insurance shall provide for notice to the County of amendment or cancellation of insurance policies 30 days before such amendment or cancellation is to take effect.

## ADDITIONAL REQUIREMENTS

### 1. E-Verify

Completion of Affidavit of Work Authorization and provide acceptable documentation of enrollment in the program.

### 2. Employment of Unauthorized Aliens Prohibited

a.) Vendor agrees to comply with Missouri Revised Statute Section 285.530.1 in that it shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri.

b.) As a condition for the award of this contract, the Vendor shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. The Vendor shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

c.) Vendor shall require each subcontractor to affirmatively state in its contract with Vendor that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the State of Missouri and shall not henceforth do so. Alternatively, Vendor shall require each subcontractor to provide Contractor with a sworn affidavit under penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

*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.*

## **OTHER REQUIREMENTS - CONTINUED**

### **Anti-Discrimination Against Israel Act Requirement**

A public entity shall not enter into a contract with a company to acquire to dispose of services, supplies, information technology, or construction unless the contract includes a written certification that the company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel. This section shall not apply to contracts with a total potential value of less than one hundred thousand dollars or to contractors with fewer than ten employees.

Affidavit of Compliance with Section 34.600 RSMo for Contracts over \$100,000 or for  
Contractors with Ten (10) or more employees

I, \_\_\_\_\_ [Contractor Agent], being duly sworn, attest and  
state, under penalty of perjury, as follows:

1. I am employed by \_\_\_\_\_ [Contractor] and serve as the  
\_\_\_\_\_ [Position with Contractor].
2. I hereby affirm that \_\_\_\_\_ [Contractor]:
  - a) is not currently engaged in and shall not, for the duration of the contract, engage  
in a boycott of goods or services from the State of Israel; or
  - b) is not currently engaged in and shall not, for the duration of the contract, engage  
in a boycott of goods or services from companies doing business in or with Israel  
or authorized by, licensed by, or organized under the laws of the State of Israel; or
  - c) is not currently engaged in and shall not, for the duration of the contract, engage  
in a boycott of goods or services from persons or entities doing business in the  
State of Israel.

Further Affiant Sayeth Not.

\_\_\_\_\_  
[Contractor Agent]

STATE OF MISSOURI     )  
                                  ) ss.  
\_\_\_\_\_ COUNTY     )

Subscribed and sworn to me, a notary public, this \_\_\_\_ day of \_\_\_\_\_, 202\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

# 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.

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Vendor/Contractor Signature

Date

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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.

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Authorized Business Entity Representative's Name (Please Print)	Authorized Business Entity Representative's Signature
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Business Entity Name	Date
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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](mailto: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).

# PRICING FORM

## 202109 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.*

**VENDOR INFORMATION**

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

Mailing Address \_\_\_\_\_

\_\_\_\_\_  
Phone number \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Name Title \_\_\_\_\_

Email Address \_\_\_\_\_

# **ATTACHMENT 1**

## **SEALED RESPONSE LABEL**

PLEASE ATTACH LABEL TO OUTSIDE OF PACKAGE

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### **SEALED BID RESPONSE ENCLOSED**

DELIVER TO:

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

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**SOLICITATION #202109 DATE: November 19, 2020 2PM**

**DESCRIPTION: Fuel**

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_