



Opportunity in every direction.

Office of the Purchasing Director

TO: ALL VENDORS
FROM: LINDA E. JONES, CPPB
DATE: February 28, 2018
RE: Request for Bid

The City of Waycross, Georgia will receive sealed bids until 11:00 a.m., Thursday
March 15, 2018

For : Gas Card Service for FY19

As specified in the attached specifications.

The city reserves the right to accept or reject any or all bids, to waive formalities and technicalities, to make an award in the best interest of the City and to make an award item by item unless otherwise stipulated by the bidder. Bidder must comply with all Federal, State and Local Laws.

Factors to be considered in making this award, if awarded, will be prices, experience, qualifications, and references. The City will be the sole judge of the weights given these factors.

Bids will be opened and read aloud in the conference room at City Hall, on the second floor – 417 Pendleton Street, Waycross, Georgia, on the hour and date specified above. No bids will be accepted after bid opening time.

**BIDS SHOULD BE MAILED TO: CITY OF WAYCROSS, PURCHASING DIRECTOR
P. O. DRAWER 99
WAYCROSS, GEORGIA 31502-0099**

**OR HAND DELIVERED TO: CITY HALL – PURCHASING DEPARTMENT
(PRIOR TO OPENING) 417 PENDLETON STREET, ROOM 201
WAYCROSS, GEORGIA 31501**

BID ENVELOPE SHOULD BE MARKED: Bid # Gas Card FY19

The city has provided a quote sheet for your convenience. All blank spaces shall be completed and returned with your bid package. Prices quoted shall be firm prices and remain firm until delivery is made. If awarded, the City will place an order with the successful bidder within thirty (30) days after bid opening.



**CITY OF WAYCROSS
ANNUAL FUEL CARD SERVICES
FUEL CARD/FY19**

The City of Waycross is now accepting sealed bids for the service of a GAS/DIESEL CARD FUELING SYSTEM for use by approximately 160 City owned vehicles. This system must be in operation at a local facility within the city limits of Waycross and easily accessible to these vehicles 24 hours a day, seven (7) days a week. Based on current consumption figures, the estimated average annual usage of unlead (87 octane) is 90,000 gallons and diesel (ultra low sulfur #2) is 50,000 gallons.

Bids will be accepted until 11:00 a.m., Thursday, March 15, 2018. Upon bid acceptance the contract will be for one (1) year period; at which time this service will be evaluated and may be extended for another year, up to three (3) consecutive years.

It is not the intent of the City to purposely eliminate or restrict any company from bidding. However, the following factors must be included in all proposals to be considered:

1. Name and description of systems with literature listing all specifications and features offered.
2. Any and all cost, fees, or service charges for implementing and maintaining City vehicles on the system. There are to be no hidden charges.
3. Explanation and breakdown of billing process: availability of various fleet reports.
4. System location and gasoline/diesel/ brand and type offered.
5. Explanation and breakdown of how gasoline price will be determined. See attached bid sheet. Submit total price per gallon.
6. Any applicable discounts.
7. Contract period will be July 1, 2018 – June 30, 2019
8. Supplier will be held responsible for any damages caused to vehicles due to unacceptable/contaminated gasoline. The City will be held harmless of any liability/incident resulting in the use of this system that will be located on private property.
9. Supplier to submit plan of action in case of power/ emergency situation. (Example: power outage, pump out of service/damaged, natural disaster, ETC..)
10. Acknowledgment that bid/agreement may be canceled by either party with a 60 (sixty) day notice.

Billing – Fuel Management Report (Minimum)

Billing shall be totaled by departments:

The invoices for each vehicle shall be grouped and totaled by each vehicle.
Each invoice shall have the following information listed on the statement:

- . Vehicle number and name (for example: 00008-91005 2012 Ford Ranger)
- . Date of fueling
- . Time of fueling
- . Driver
- . Location of fueling

The following items shall be totaled by vehicle:

- . Miles driven since last fueling
- . Miles per gallon
- . Cost per mile
- . Code to indicate the type of product purchased
- . Price per gallon
- . Number of gallons purchased
- . Taxes:
- . Total fuel cost
- . Non-fuel cost

A summary should follow the listing of invoices that shows the following for each vehicle:

- . Miles driven
- . Miles per gallon
- . Cost per mile
- . Code to indicate the type of product purchased
- . Price per gallon
- . Number of gallons purchased
- . Taxes:
- . Total fuel cost

A listing should also be provided that shows the following by product purchased

- . Number of gallons purchased
- . Taxes:
- . Total fuel cost

Billing must be submitted to purchasing monthly in electronic format.

PLEASE PROVIDE A SAMPLE OF YOUR BILLING

The City of Waycross reserves the right to accept or reject any or all bids, to waive formalities and technicalities and to make an award in the best interest of the City. Bidder must comply with all Federal, State and Local Laws. No late bids will be accepted. Awarding of the Bid will take place at the next scheduled regular meeting of the City of Waycross Commissioners.

Bid envelopes shall be sealed and marked **FUELCARD/FY19**. Bids shall be delivered or mailed to the Purchasing Department, 2nd floor, City Hall, 417 Pendleton Street, Waycross, GA 31501, or PO Drawer 99, Waycross, GA 31502.

Any questions concerning this bid may be directed to 912-287-2956 Linda Jones, Purchasing Director. ljones@waycrossga.com

	87 OCT. GAS	USLD CLEAR
OPIS AVERAGE AS OF <u>3/8/18</u>	EST \$ _____	\$ _____ OPIS AVG.
87 OCTANE (UNLEAD) JACKSONVILLE TERMINAL		
MARK UP (AMOUNT OF BID)	\$ _____	\$ _____
STATE EXCISE TAX (gas .268, df .30)	\$ _____	\$ _____
STATE PREPAID TAX 3% GAS (.06345)	\$ _____	\$ _____ (USLD .07203)
GUST (.075)	\$ _____	\$ _____
LUST (.0029)	\$ _____	\$ _____
FUEL SUR CHARGE, ETC. (EXPLAIN)	\$ _____	\$ _____
TOTAL PER GALLON	\$ _____	\$ _____

PLEASE PROVIDE OPIS SHEET FOR THIS DATE

GASOLINE BRAND NAME _____
(IF UNBRANDED PLEASE STATE)

LOCATION/LOCATIONS FOR CARD USE _____

 Name of Company Authorized Signature Date

 Street Address

 City State Zip

OPTIONAL BID

AN OPTIONAL BID FOR RETAIL LESS TAXES WILL BE CONSIDERED. THE SAME GUIDELINES MUST BE FOLLOWED. Mark through items below and make your necessary changes to show your formula for Retail less taxes.

RETAIL LESS ALL APPLICABLE TAXES: Location must be within the City Limits of Waycross, GA.

	87 OCT. GAS	USLD
STREET PRICE AS OF <u>3/8/18</u> 87 OCTANE (UNLEAD) EST	\$ _____	\$ _____
LESS TAXES	\$ _____	\$ _____
STATE EXCISE TAX (gas .268, df .30)	\$ _____	\$ _____
STATE PREPAID TAX 3% GAS (.06345)	\$ _____	\$ _____ (USLD .07203)
GUST (.075)	\$ _____	\$ _____
LUST (.0029)	\$ _____	\$ _____
FUEL SUR CHARGE, ETC. (EXPLAIN)	\$ _____	\$ _____
TOTAL PER GALLON	\$ _____	\$ _____
_____	\$ _____	\$ _____

PLEASE PROVIDE YOUR VERIFICATION FOR THIS DATE

GASOLINE BRAND NAME _____
(IF UNBRANDED PLEASE STATE)

LOCATION/LOCATIONS FOR CARD USE _____

Name of Company	Authorized Signature	Date
Street Address		
City	State	Zip