



Operations Department

Mike Ewton, Assistant Superintendent for Operations

Phone 706.876.7280

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November 18, 2015

REQUEST FOR PROPOSAL: Fuel Supply - Diesel and Unleaded Gasoline

The Whitfield County Board of Education (WCBoE) invites proposals for a **Fuel Supply – Diesel and Unleaded Gasoline** to enter into contract for the purchase of diesel fuel and unleaded gasoline during the calendar year of January 1, 2016 through December 31, 2016. In accordance with O.C.G.A. 20-2-506 this contract may be automatically renewed for up to 4 successive calendar years at the discretion of WCBoE. Renewals are contingent on written notification from WCBoE to vendor within 30 days of the end of each of the 4 terms. Vendor may end the annual renewals with 120 days written notice sent to Whitfield County School System, Director of Transportation

PARTICIPANTS ARE INSTRUCTED TO CAREFULLY READ ALL ITEMS, TERMS, CONDITIONS AND SPECIFICATIONS.

Participants are required to provide ALL information requested in this RFP. Failure to include the requested information or items may result in rejection of proposal. WCBoE reserves the right to utilize the information submitted to do what is in the best interest of the school system.

Any questions regarding this RFP should be directed to the Director of Transportation via email at rick_holsomback@whitfield.k12.ga.us no later than 1:00 p.m. on November 25, 2015. Questions and answers will be posted on our website at www.whitfield.k12.ga.us/purchasing. All interested parties are responsible for checking the website for updated information.

All proposals submitted must be returned by email or in a sealed envelope marked "**RFP: Fuel Supply – Diesel and Unleaded Gasoline.**" Vendor's name and complete address must be clearly printed or typed on the outside of the envelope or in the subject line if emailed. Hard copy proposals should be mailed or hand delivered to Whitfield County School System Operations Complex, Attention: Transportation Department, 1030 Hill Road, Dalton, GA 30721.

Proposals must be received by 1:00pm on December 2, 2015. Respondents are cautioned to mail quotes in ample time for delivery prior to the due date. **PROPOSALS RECEIVED LATE WILL BE REJECTED.**

Sincerely,

Jim Fugate
Director of Logistics and Procurement
Whitfield County Schools

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Request for Proposal

For

Fuel Supply Diesel and Unleaded Gasoline

For The

**Whitfield County Schools
Transportation Department
1030 Hill Road
Dalton, GA 30721**

RFP # WCS-LG-2015-004

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SECTION 1.0

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NOTICE TO INTERESTED COMPANIES

- 1.1 Product / Service: **Fuel Supply - Diesel and Unleaded Gasoline**
- 1.2 Owner: **Whitfield County Board of Education
1306 South Thornton Ave.
Dalton, Georgia 30721**
- 1.3 Representative of Owner: **Jim Fugate
Director of Logistics**

END OF SECTION

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SECTION 2.0
GENERAL INSTRUCTIONS

- 2.1 All questions and comments should be sent in writing to: rick_holsomback@whitfield.k12.ga.us and copied to jim_fugate@whitfield.k12.ga.us.
- 2.2 All proposals must be submitted to: Jim Fugate
Director of Logistics
1030 Hill Road
Dalton, Georgia 30721
OR
jim_fugate@whitfield.k12.ga.us and copied to rick_holsomback@whitfield.k12.ga.us.
- 2.3 Proposals must arrive no later than 1:00 p.m. (EST) on Tuesday December 2, 2015. Proposed systems / services will be evaluated by a team representing the Transportation Department of Whitfield County Schools and a decision will be reached by consensus of all parties involved as to the suitability and appropriateness of the system / services. All companies who submit a proposal will be notified of the final award.
- 2.4 This proposal is based on available funding; therefore, the contract cannot begin until Whitfield County Schools has issued a PO.
- 2.5 Full cost of preparation is to be borne by the quoting company.
- 2.6 Proposals must be signed in ink by a company official with authorization to commit company resources.
- 2.7 The Whitfield County Board of Education reserves the right to reject all proposals, or to select one that the Board considers the most advantageous for the Board.
- 2.8 The Board shall pay the firm for services when these services have been completed and signed off by the Director of Logistics.
- 2.9 The site and any equipment located thereon should be thoroughly examined in relation to conditions that might directly or indirectly affect the delivery, storage and dispensing of fuel at the fueling sites listed below in this proposal. The proposal sum shall reflect all such affecting conditions. Vendors shall be responsible for verifying all dimensions that may affect the work.
- 2.10 All prices proposed are to be FOB delivered to Whitfield County Schools at the sites listed in Section 7.0. The vendor must assume all responsibility for damage in transit.

END OF SECTION

SECTION 3.0
PROPOSAL FORM

1.4 For The Proposal for the Product: Fuel Supply - Diesel and Unleaded Gasoline

ADDRESSED TO: Jim Fugate
Whitfield County Schools
1030 Hill Road
Dalton, Georgia 30721

Dear Jim Fugate,
Having carefully examined the Request for Proposal

1.5 Titled: Fuel Supply - Diesel and Unleaded Gasoline

Dated: November 18, 2015

Having also examined/understood the site of the work, existing conditions, and all other conditions affecting the work on the above-named project, the Undersigned hereby proposes to furnish all materials, labor, equipment, tools, transportation, services, licenses, fees, permits, etc., required by said document to complete all divisions of the Work stipulated above for the sum included in this proposal.

Respectfully submitted:

Contractor/Vendor (Company Name)

Representative (Name and title)

Signature

Business Address

Federal I.D. Number

END OF SECTION

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SECTION 4.0
SELECTION CRITERIA

Selection of the company and system will be based on the following standards. Four rubrics will be used to assist with the selection of the company. The rubrics will deal with 1. proposal, 2. cost, 3. technical, and 4. references.

PROPOSAL CRITERIA

- A. Proposal submitted on time.
- B. Requirements met as included in Section 5.0 Proposal Requirements
- C. Requirements met as included in Section 6.0 System / Service Requirements.
- D. Deliveries to and storage at locations listed in Section 7.0 Fueling Site Details

COST

- A. Determination based on price proposal.

TECHNICAL

- A. Determination based on specifications included in Section 6.0 System / Service Requirements.
- B. Appropriateness for the tasks required.

REFERENCES

- A. Information received from contacting references.

Whitfield County Board of Education reserves the right to make its selection of an approved company based on what it deems to be in the best interest of Whitfield County Board of Education. The Request for Proposal does not in any way obligate Whitfield County Board of Education to award a contract, nor to pay any cost which might be incurred by anyone in responding to this request.

END OF SECTION

SECTION 5.0
PROPOSAL REQUIREMENTS

Proposal Requirements:

The proposal must include the following items in a systematic organization in order specified to be considered a complete proposal:

- A. Section 3.0 Proposal form.
- B. A brief statement of the general background and capabilities of the firm submitting the proposal.
- C. One reference: including phone numbers, addresses, and contact person. This reference should be someone who has received and used the same product/s or services.
- D. An expression of agreement to meet or exceed specifications outlined in this RFP.
- E. Price proposal should include initial year cost to include any hardware/software/services required to provide a functional system / meet proposal requirements and the cost of subsequent year's support and maintenance agreements.
- F. The total costs should be broken down to include an itemized list including unit costs of products requested in this RFP. The total cost should include shipping, delivery, installation, training and any other costs of products and materials associated with providing a functional system.
- G. Provide a copy of any product guarantees and warranty information.

END OF SECTION

SECTION 6.0
SYSTEM / SERVICE REQUIREMENTS

Service Requirements:

Vendor proposals must, at a minimum, include the following services in the order specified:

1. Guarantee of consistent fuel pricing with rates and pricing formula defined in contract. Preference of pricing formula is “Low Rack Price” + Price per Gallon.
2. Contract will be valid for a period of one calendar year and may, at the discretion of both parties and in accordance with O.C.G.A. 20-2-205, be extended for 4 additional calendar year terms without further bidding.
3. Contract will guarantee fuel availability to Whitfield County Board of Education fuel sites as long as the vendor has access to any fuel supply. This guarantee will also apply during times of disaster and national shortage.
4. Fuel storage tank monitoring, maintenance, training, as well as State required reporting, environmental compliance, and certification is to be managed by vendor and must be defined in the contract.
5. Vendor agrees to provide labor for maintenance and repairs to WCBoE owned fuel tanks and fuel dispensing equipment. WCBoE will be responsible for cost of parts to provide maintenance and repair.
6. Vendor agrees to provide WCBoE with an emergency / backup fueling sight in Whitfield County.

SECTION 7.0
FUELING SITE DETAILS

Whitfield County Board of Education operates a fleet of diesel fueled school buses and a smaller “white” fleet of gasoline fueled service vehicles. Annual total fuel consumption for all three sites is estimated to be: Diesel = 242,065 gallons and Unleaded Gasoline = 28,269 gallons. Vehicles are fueled at WCBBoE owned sites at the following locations. All fuel sites have electronic fuel management systems and network / internet connectivity.

The following fueling sites are to be serviced under this contract:

Operations Complex

1030 Hill Road
Dalton, GA 30721

Diesel: 15,000 Gallon Tank
Unleaded Gasoline: 10,000 Gallon Tank

Westside Elementary School

1815 Utility Road
Rocky Face, GA 30740

Diesel: 10,000 Gallon Tank

North Whitfield Middle School

3264 Cleveland Highway
Dalton, GA 30721

Diesel: 10,000 Gallon Tank + 8,000 Gallon Tank