

**COUNTY OF TANEY,
MISSOURI**



REQUEST FOR BID

For

GASOLINE AND DIESEL FUEL

Taney County, Missouri

RFB# 201203-172 Gasoline and Diesel Fuel

Release Date:

March 21, 2012

Submittal Deadline:

April 26, 2012

Not later than 9:00 AM, Central Time

Taney County Purchasing
132 David Street
P.O. Box 1630
Forsyth, Missouri 65653

Ron Erickson, Director of Purchasing
Phone: 417-546-7281 Fax: 417-546-3931
E-mail: rone@co.taney.mo.us

**RFB# 201203-172 Gasoline and Diesel Fuel
Taney County, Missouri**

INSTRUCTIONS AND GENERAL CONDITIONS

- 1) **Delivery of Bids:** Sealed Bids, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Taney County Purchasing Office until the Bid closing date and time indicated herein for furnishing the County with goods, and or, services as detailed in the following request for Bid.

- 2) **Bid Closing:** Bids shall be **delivered before** 9:00 AM, Central Time, Thursday April 26, 2012 to:

Taney County Purchasing Department
Ron Erickson, Director of Purchasing
132 David Street / PO Box 1630
Forsyth, Missouri 65653

- 3) The County will not accept any Proposals / Bids received after 9:00 AM and will consider such late bids as **NON-RESPONSIVE**. They will either be filed, returned, or discarded.
- 4) Proposals / Bids will be opened publicly at 9:00 AM on April 26, 2012 and read aloud. All proposal/bid responses will be considered public information and following contract execution or rejection of all Bids, all responses will become a part of public record and will be released to any person or firm that requests it.
- 5) Proposals / Bids may be withdrawn on written request from the Offeror at the address shown in this RFB prior to the time of acceptance of the Bid.
- 6) Proposals / Bids **must** be submitted in a sealed envelope identified with the Bid number and date of closing. List the bid number on the outside of the box or envelope and note "Response to Request for Bid enclosed".
- 7) If you do not want to submit a Bid, please return the *No Bid Response Page* and note your reason. No fax or electronic transmitted bids will be accepted.
- 8) If you have obtained this Proposal / Bid request document from our Web Page or from another source than the Taney County Purchasing Department, please check with our office prior to submitting your Bid to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this Bid.
- 9) This County is not responsible for any expenses which proposers may incur in estimating, inspecting, nor preparing and submitting bids called for in this Request for Bid.
- 10) The County reserves the right to conduct personal interviews or require presentations of any or all proposers prior to selection. The County will not be liable for any costs incurred by the proposer in connection with such interviews/presentations (i.e. travel, accommodations, etc.)
- 11) All Proposals / Bids submitted shall be binding, and remain firm for ninety (90) calendar days following the opening. Pricing / Costs submitted within this response **MUST BE HONORED** within that set timeframe, **NO EXCEPTIONS**. Offerors should NOT respond unless certain on this point.
- 12) The Taney County Commission reserves the right to reject any or all Bids, when such rejection is in the best interest of the County.
- 13) Bids may be awarded to one company or multiple companies; when such award is deemed in the best interest of the County.

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INTRODUCTION AND GENERAL INFORMATION

Introduction:

- 1) This document constitutes a request for sealed Bids for **Gasoline and Diesel Fuel** as set forth herein.

- 2) Organization – This document, referred to as a Request for Bid (RFB), is divided into the following parts:
 - Instructions and General Conditions
 - Introduction and General Information
 - Specifications / Requirements
 - Cost / Bid
 - No Bid Response Form
 - Terms and Conditions
 - Miscellaneous Bidding Process Information

Guidelines for Written Questions:

- 1) All questions regarding this Request for Bid shall be submitted in writing, **prior to the Bid opening** and no later than **9:00 AM., on April 19, 2012**. All questions must be mailed, faxed or emailed to; **Ron Erickson, Director of Purchasing**. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Bid packet by the County by posting the addendum on the County Web site at www.taneycounty.org (select Current Bid Notices).

- 2) In the event that it becomes necessary to revise any part of this RFB, written addenda will be issued. Any addendum to this RFB is valid only if in writing and issued by the Taney County Purchasing Department.

- 3) **Timeline:** The County anticipates a contract award following the evaluation of the Bid responses within **15 days from the RFB opening date and completion**. These dates are provided for informational purposes and may change as requirements dictate.

- 4) **Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents, the County's Bid file becomes part of public record at the time of contract execution or when all Bids are rejected.

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GASOLINE AND DIESEL FUEL SPECIFICATIONS & REQUIREMENTS

The Taney County Commission will accept Bids for unleaded gas and diesel fuel to be furnished for a period of two (2) years. Effective date of new contract will be determined by the Taney County Commission within 15 days of Bid Opening date and completion.

Recognizing the fact that distributors cannot guarantee a fixed price for an extended length of time, Taney County will receive Bids for gasoline and diesel fuel that reflect a cost plus markup.

Distributors are requested to exclude all applicable taxes for Bidding purposes. The actual Bid for gasoline and diesel fuel will be for how much money, in cents and fractions of cents, the distributor will sell for over cost. This method will require a copy of the prices paid to manufacturer by distributor. Price increases will be recognized only when accompanied by a copy of the letter received from manufacturer to distributor stating effective date and amount of increase. Said increases will be processed, as listed above, in conjunction with Purchasing.

Schedule A: This schedule reflects the anticipated usage or consumption of gasoline and diesel fuel per month. Actual usage will and may vary somewhat with regard to weather, equipment changes, or any other unforeseen factors. Also listed here are the required locations.

Schedule B: This is the actual Bid Form for gasoline and diesel fuel. All cost blanks must be completed. It is Taney County's intention to purchase gasoline and diesel fuel at the distributor cost plus a reasonable markup. It will be necessary to furnish the distributors cost with all gasoline and diesel fuel Bids.

Proposed markup to Taney County should be expressed in money amounts. If it is your desire to bid two and one half (2 1/2), the amount should be expressed .025.

All deliveries are to be made freight paid, and must be accompanied with an invoice stating type, quantity, and price. The invoice must be signed at time of delivery. Deliveries are to be made, as products are required. It is mandatory to include the following FULL BID NUMBER on every invoice. **RFB#201203-172...** Pricing as quoted within this Bid MUST include deliver to all three locations as listed below.

SCHEDULE A
Anticipated Usage

FUEL TYPE	LOCATION	GALLONS Per Month <small>(Below is an average based on previous needs. There will be no set minimums nor maximums required. Per the Taney County Commission.)</small>
Diesel Fuel #2 Clear	Mt. Branson	2,800
Unleaded 89 Octane Gasoline	Mt. Branson	850
Diesel Fuel #2 Clear	Buchanan Road	2,400
Unleaded 89 Octane Gasoline	Buchanan Road	700
Diesel Fuel #2 Clear	Hilda	4,800
Unleaded 89 Octane Gasoline	Hilda	1,400

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SCHEDULE B

INFORMATION REQUESTED	COST
Diesel Fuel #2 Clear	
Distributors Current Cost Per Gallon	
Proposed Markup for Taney County	
Total Cost for Taney County	
Unleaded 89 Octane Gasoline	
Distributors Current Cost Per Gallon	
Proposed Markup for Taney County	
Total Cost for Taney County	

Failure to indicate cost in each of the areas above - will result in a determination of "Non-Responsive".

COST / BID

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The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood, and all of which are made part of this order.

*TOTAL COST TO THE COUNTY: <i>(A note here to refer above will be acceptable.)</i>	
Business Name:	
Address:	
Telephone Numbers:	
Date (Today):	
*Email Address:	
Fax:	
*Authorized Signature:	
Printed Name / Title:	

* TOTAL COST is the amount we will apply on a P.O. It must include: Shipping, packing, handling, whatever other miscellaneous fees there may be. If there are any questions concerning this requirement call our Purchasing Director for clarification. An authorized signature is **mandatory**, lack thereof will result in a determination of "Non-Responsive". Also required is a direct email address, not website, in order to receive results. We do not use USPS for direct results notification *only* email. In addition final results will later be posted on our website at taneycounty.org.

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NO BID RESPONSE FORM

NOTE: Complete and return this form only if you do not want to submit a Bid. If you do not wish to respond to this RFB, please fill this form out and return it to the Purchasing Department by mail or fax.

Thank you...

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Business Name:	
Address:	
Telephone:	
Contact Person:	
Date:	
Reason(s) for not Bidding:	

See following pages for Terms & Conditions as well as the last page for added Bidding information/suggestions. Certain stipulations, or points following, will/may apply appropriately as needed specifically to items or services required within this Bid...

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STANDARD TERMS AND CONDITIONS – CONTRACT WITH TANEY COUNTY, MISSOURI

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Taney County Department identified in the Request for Bid and/or Proposal.
2. The Taney County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Taney County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and **sign the bid**.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Taney will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Bidder from **future** bidding.
10. Prices must be as stated in units of quantity specified, and must be firm.
11. No bid transmitted by fax machine or **e-mail** will be accepted.
12. The County of Taney, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms. (Cooperative Purchase.)
14. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
15. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
16. Should an audit of Contractors invoices – during the term of the Agreement, and any renewals thereof, indicate that Taney County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30 days of being notified of the same.

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**MISCELLANEOUS BIDDING PROCESS
INFORMATION**

The Purchasing Department is responsible for the bid opening at the time and place noted in the request. If a Vendor is interested in a copy of the bid tabulation they must include a direct email address, not website, in order to receive results quickly. We will no longer use USPS for results notification. Obviously sealed Bids cannot be emailed so they must either be delivered by hand or USPS.

A formal invitation for bid is utilized when the total purchase exceeds \$4,500. The County also uses this method when the life of a term and supply contract is valued more than \$4,500. The Bid Package will contain well-defined standard technical specifications for the nature of the service or product requested. A formal closing date and time is specified. The Bidder must comply with this requirement in order to be considered for award. All Formal Invitations for Bid are handled by the Taney County Purchasing Department. Technical specifications are the responsibility of the specific requesting department.

Bid Response Tips:

1. Read ALL bid documents immediately upon receipt. Note any special dates or requirements.
2. Contact the Taney County Purchasing Department with any questions relating to the Bid 7 days prior to the bid opening. (Email works faster than calling and is more efficient)
3. Use ink to fill in all blanks clearly.
4. Remember to make the required number of copies. (When asked for.)
5. Turn your bid in as soon as possible. The deadline dates and times are strictly adhered to. The County cannot accept any late bids. In the event of only one bid response the County may reject the entire bid and re-let it hoping for more participation.
6. Attend pre-bid conferences, if any. (Most are Mandatory.)
7. Pay close attention to the terms *must*, *shall*, *should* or *may*.
8. Include an updated **W-9** form completed with your company information and signature.
9. Include, if applicable, a current level of **prevailing wage** considerations within your Bid.
10. Remember to sign the Bid Proposal sheet as this is mandatory.

Please Note...

There are several steps, requirements and legalities which must be followed when engaging in an effort to respond to any certain Bid or Proposal Request. Here I hope I have served to assist any/all participants in making sure everyone has a fair and pleasant experience with my County. Please keep in mind that it is entirely possible that this sheet, along with all of the other information as detailed within this Bid, may NOT include everything to cover every possible situation. Should that occur please let me know.

Thank you for your interest in Taney County Missouri.

Sincerely,



A handwritten signature in blue ink that reads "Ron Erickson".

RON ERICKSON
Director of Purchasing
Taney County Missouri
rone@co.taney.mo.us
www.taneycounty.org
417-294-7863 (Cell)



Taney County, Missouri
RFB# 201203-172 Gasoline and Diesel Fuel

ADDENDUM #1 - Issued April 10, 2012

This addendum is issued in accordance with the Introduction and General Information in the Request for Bid and is hereby incorporated into and made a part of the Request for Bid Documents. Offerors are reminded that receipt of this addendum **should** be acknowledged and submitted with Offeror's *Response Page*.

Specifications for the above noted Request for Bid and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

This office has received the following question as listed below. Keeping in full compliance with the instructions stated within the Full Bid I hereby submit this addendum which I hope will help. Also available on our website.

QUESTION: "Can you provide us with your tank sizes for the three locations listed in your fuel bid?"

ANSWER:

TANK SIZES

FUEL TYPE	LOCATION	# of TANKS	GALLONS
Diesel Fuel #2 Clear	Mt. Branson	1	2000
Unleaded 89 Octane Gasoline	Mt. Branson	1	2000
Diesel Fuel #2 Clear	Buchanan Road	2	5600
Unleaded 89 Octane Gasoline	Buchanan Road	1	4500
Diesel Fuel #2 Clear	Hilda	2	5000
Unleaded 89 Octane Gasoline	Hilda	1	5000

Thank you.

By,

Ron Erickson, Director of Purchasing
132 David Street / P.O. Box 1630 Forsyth, Mo. 65653
Phone: 417-546-7281 Fax: 417-546-3931
E-mail: rone@co.taney.mo.us

OFFEROR has examined copy of Addendum #1 to **RFB# 201203-172 Gasoline and Diesel Fuel**, receipt of which is hereby acknowledged:

Company Name: _____
Address: _____

Phone Number: _____ Fax Number: _____
E-mail address: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



Taney County, Missouri
RFB# 201203-172 Gasoline and Diesel Fuel

ADDENDUM #2 - Issued April 18, 2012

This addendum is issued in accordance with the Introduction and General Information in the Request for Bid and is hereby incorporated into and made a part of the Request for Bid Documents. Offerors are reminded that receipt of this addendum **should** be acknowledged and submitted with Offeror's *Response Page*.

Specifications for the above noted Request for Bid and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

This office has received the following questions as listed below. Keeping in full compliance with the instructions stated within the Full Bid I hereby submit this addendum, with the below listed answers, which I hope will help. All of which is now available on our website. *Thank You.*

QUESTIONS	ANSWERS
1. Will you accept deliveries after 6 PM?	<i>No- deliveries during business hours only.</i>
2. Can you do better than 30 days for payment terms, i.e. Net 10 or Net 15?	<i>No.</i>
3. Are there any extensions for this bid? If so, how long and how many? Also, is this by mutual agreement?	<i>Detailed within the Bid information.</i>
4. What are your average load sizes for midgrade, and diesel?	<i>6000 – 7000 Gallons</i>
5. Can we combine gas and diesel on one truck for delivery?	<i>YES.</i>
6. What are your delivery hours?	<i>8:00 AM – 5:00 PM</i>
7. Is a pump required for any of the tanks at the three locations?	<i>Yes, they must have their own pump.</i>
8. When is the award date?	<i>Detailed within the Bid information.</i>
9. Are conventional and ethanol gasoline both acceptable?	<i>No, regular no-lead and diesel #2 clear only.</i>
10. Can delivery be split between locations?	<i>YES. A semi transport can deliver to all 3 locations.</i>
11. Can you supply a copy of the previously awarded Bid Tabulations?	<i>This is our first Bid for this.</i>

By,

Ron Erickson, Director of Purchasing
132 David Street / P.O. Box 1630 Forsyth, Mo. 65653
Phone: 417-546-7281 Fax: 417-546-3931
E-mail: rone@co.taney.mo.us

OFFEROR has examined copy of Addendum #1 to **RFB# 201203-172 Gasoline and Diesel Fuel**, receipt of which is hereby acknowledged:

Company Name: _____
Address: _____

Phone Number: _____ Fax Number: _____
E-mail address: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____

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4/18/12