**21-AA27 Service Station Fuels**

**REQUIREMENTS**

1. Service Station Fuel and Requirements:
   1. To provide efficient access to fuel, the city requires qualifying locations throughout the City of Duluth.
      1. To be a qualifying location, a station must have a canopy height of fourteen (14) feet or higher and a fuel aisle width of twelve (12) feet or wider to accommodate large trucks and heavy equipment.
      2. To be a qualifying location, a station must offer a variety of fuel types including:
         1. On-road Ultra Low Sulfur Diesel — required product
         2. Standard on-road Gasoline (87 octane) — required product
         3. Non-Oxygenated Premium Gasoline — optional product
         4. E85 (not required at all stations) — optional product
         5. Diesel Exhaust Fluid – optional product
   2. Vendor must have at least one station with 24-hour access to fuel in each of the following areas:
      1. Central Entrance/Mall Area
      2. Central Hillside
      3. West Duluth Area
      4. East Duluth Area
   3. Furnish the name, address, days and hours of operation (including pay at the pump), canopy height, pump aisle width and fuel products provided at each qualifying location. Response must include the date of last pump calibration and frequency of pump calibration. Summer and winter grade diesel change dates need to be stated in the bid.
2. Pricing Structure:
   1. To facilitate the accurate comparison of bids, please submit pricing in terms of Rack plus Cents Added, even if you invoice as a percentage discount off the pump price. For ease of comparing prices, provide the refinery’s product rack price for the period September 25 through October 1. Please name the supplying refinery in the bid.
   2. As a governmental organization, the City of Duluth does not pay federal fuel taxes. The card provider will be responsible for addressing federal fuel tax exemptions. Please state if discount is calculated before or after the tax is removed.
   3. Please provide your invoice pricing structure (i.e., Rack Plus Cents, Cents Off Retail, etc.). If different from Rack Plus Cents, please provide the calculation for converting from your invoice pricing structure to the Rack Plus Cents bid amount.
      1. If invoicing is based on a calculation from Retail, please provide your average retail price from 9/25 – 10/1/21.
      2. Does the retail price vary between stations? If so, please provide an average retail price from 9/25 – 10/1/21 for EACH of your stations.
   4. List any applicable fees, if any.
3. Invoicing:
   1. The City of Duluth requires a monthly billing cycle with billing periods running from the first day of the month until the last day of the month. Please confirm vendor is able to meet these dates.
      1. The preferred billing cycle time is from 12:00 AM on the first of the month until 11:59 PM the last day of the month. If vendor is unable to meet this billing cycle time, please provide an alternate time.
   2. How soon after the end of the billing cycle will invoices be available?
   3. What are your company’s payment terms? The city prefers a net 30 payment structure with all discounts, if any, included.
   4. A detailed invoice listing transaction date and time, driver ID, asset number and odometer reading, station location, fuel type, per-gallon and total net cost, and total gallons must be provided. Please provide a sample invoice.
4. Fleet Management Information System Integration:

The City requires a data transfer file that can be uploaded into Collective Data for integration into our existing system.

* 1. A flat file with fuel transactions is uploaded at the end of each month (see attached sample). Can you provide a flat file in this format with only the transactions from the previous billing period? If not, what format do you have available?
  2. Net fuel cost must exclude federal fuel taxes and include any discounts on fuel price.
  3. Does your company have experience preparing fuel transaction records for upload to the Collective data system?
  4. How soon after the end of the billing cycle will the data transfer file be available?

1. Report Capabilities:
   1. The city requires online access to reports with the following information:
      1. Transaction date, time and fueling station location.
      2. Fuel type, quantity and per-gallon and total net cost.
      3. Fuel card number.
      4. Vehicle asset number.
      5. Employee ID number.
   2. Online reporting must provide access to a minimum of two years of transactions.
2. Security Controls:
   1. To meet audit requirements, the city requires certain information be collected at the pump:
      1. A four digit employee ID number
      2. A four- or five-digit vehicle asset number (this should be programmed into the card)
      3. The vehicle’s current meter reading.
   2. Can you collect this information with each fuel card transaction? Can you validate employee ID number against approved ID numbers?
   3. Fuel cards may only be used for fuel transactions. Can you restrict card use to only fuel purchases?
   4. An online interface to allow updates to employees is preferred. Can you provide that?
3. Fuel Cards:
   1. The city will require approximately 600 fuel cards.
   2. Card must indicate that the card belongs to the City of Duluth.
   3. Card must be embossed with the vehicle’s asset number.
   4. All cards must be set with matching expiration date. Expiration date must be at least two years after the date the first card is issued.
4. Accidental Spills: Explain in the bid who is responsible for spills that occur at the pumps, recommended clean up procedures, reporting to proper authority and disposal of clean up wastes.
5. Guaranteed Supplier(s): List name(s) and address(s) of both your primary and emergency back-up suppliers.
6. Initial Startup
   1. For initial startup, the City will provide a list of asset numbers. Awarded vendor will need to assign the asset number to a credit card number and upload both into the system.
   2. The City will provide a list of driver names and PIN numbers of authorized purchasers. Awarded vendor will need to upload the information into the system, and be able to verify purchasers are authorized to purchase fuel at the time of purchase.
   3. If new fuel cards are required, the City expects new cards be distributed before and active as of 12:00 AM on 1/1/22. Can you meet this deadline? If not, please indicate earliest deadline you can meet.