



**Purchasing Division**  
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[purchasing@duluthmn.gov](mailto:purchasing@duluthmn.gov)

## **INVITATION TO BID SERVICE STATION FUELS**

**BID NUMBER: 17-03AA**

**BID OPENING: THURSDAY, MARCH 9, 2017 AT 2:00 PM**

**PROJECT DESCRIPTION:** The City of Duluth has the need to establish a contract for refueling various department vehicles in route at service stations throughout the city.

In 2016, the City purchased approximately 396,781 gallons of service stations fuels. Of that total, approximately half were diesel sales and half were regular unleaded.

It is anticipated that the resulting contract will be a one (1) year contract with two (2) one-year renewal options. Please see the attached requirements for more information.

**\*\*\* NOTE** The lowest responsible bid will be determined by calculating the lowest overall cost to the City, factoring in the bid price, location and accessibility of service stations, and data capabilities. **\*\*\***

**QUESTIONS:** Please submit any questions regarding this project via e-mail to [purchasing@duluthmn.gov](mailto:purchasing@duluthmn.gov). Responses will be posted on the website as an addendum to this solicitation.

### **INSTRUCTIONS TO BIDDERS:**

Bids may be mailed to the Purchasing Office, City Hall, 411 West 1st Street, Room 100, Duluth, MN 55802 or dropped off in person at the same address. Bids must be received in Purchasing before 2:00 PM local time on the bid opening date specified on the Invitation for Bids.

The City of Duluth reserves the right to split the award where there is a substantial savings to the City, to waive informalities and to reject any and all bids. Do not include sales tax in the unit price. Price may not be the only consideration for bid award. Bids must be firm for a minimum of 30 days.

### **The following documents must be submitted with your bid:**

1. **Acknowledgment of Addendum** – any changes to this solicitation will be announced via Addendum. Bidders must indicate that they have reviewed any addendum(s) by initialing and dating on the bid form where indicated. Failure to acknowledge addendum(s) may result in your bid being deemed non-responsive.

**Please note that the following requirements also apply to this project, and any additional required documents must be submitted prior to award/contract execution. Submitting these documents with your bid will assist in expediting the process.**

1. **Affidavit of Non-Collusion** – The successful bidder shall be required to execute the attached affidavit stating that he/she has not entered into a collusive agreement with any other person, firm, or corporation in regard to any bid submitted.

## REQUIREMENTS

Please bid **Rack plus Cents Added** even if you invoice as a percentage discount off the pump price. This will make it easier to compare pricing.

1. **Fuel Types.** The following fuel types should be available unless otherwise noted:

- a. Standard Diesel
- b. Diesel Ultra Low Sulfur to be used in the 2007 vehicles and thereafter.
- c. Oxygenated Unleaded Gasoline (all grades) List Percent Ethanol.
- d. Non-Oxygenated Premium Gasoline - not required at all stations
- e. Diesel Exhaust Fluid (DEF) – not required at all stations

**Note:** Summer and winter grade diesel change dates need to be stated in the bid.

2. **Guaranteed Supplier(s).** List name(s) and address(s) of both your primary and emergency back-up suppliers.
3. **Service Station Requirements.** Please include with your bid a detailed list of all of your company's service stations located in the Duluth area; include the hours/days of operation, canopy height, width of the pump area, fuel types, products and services at each station, and the frequency of pump calibrations and date last calibrated.
  - a. All service stations must have a canopy height and width to accommodate road graders, fire trucks, plow/dump trucks etc.
  - b. Vendors should have a presence in each geographic region of the City (West End, Central, East End).
  - c. At least one station carrying the required fuel types must be open 24 hours per day, 7 days per week OR have credit card access in or near each geographic region.
4. **Pricing structure:** Please provide information on how final prices will be determined less any taxes the City of Duluth does not pay. Please include what applicable fees, if any, are included in the pricing structure.

**Note:** The base price should be the **supplying refinery rack price**. For ease of comparing, provide the refineries product rack price for the period of February 18<sup>th</sup> through 24<sup>th</sup>, 2017. Please name the supplying refinery used in the bid.

5. **b. Invoicing:** Please explain your invoice process and timeline – invoice issue date, billing period, date payment is due and any other pertinent information. Please provide a sample invoice, statement and fuel tape information with your bid.
6. **Credit Card System & Reporting:** The City of Duluth currently uses service station vendor credit cards when buying fuel. Information is captured at the pump and provided to the City electronically. This includes the station location, driver's ID number, transaction date and time, vehicle number, product type, gallons purchased, extended prices at the pump, mileage, any other applicable fuel fees. Please provide information on your company's credit card system, electronic data transfer method and describe any reporting capabilities that your system offers.

7. **Security Controls:** Fuel charges are the only charges allowed at the service stations. All other purchases are the responsibility of the driver. With your bid, please provide information on how you will address security issues involving employee misuse, lost or stolen cards, information that needs to be entered before fueling, preventing non-chargeable items, etc.
8. **Accidental Spills:** Explain in the bid who is responsible for spills that can occur at the pumps, what the recommended clean up procedures are, reporting requirements, and disposal of clean up wastes.

**BID FORM**  
**BID # 17-03AA**  
**SERVICE STATION FUELS FOR 2017**

| ITEM   | Rack price per<br>gallon<br>2/17/17 – 2/24/17 | Cents per gallon<br>above rack price |
|--|---|--------------------------------------|
| Standard Diesel                                      | \$  | \$                                   |
| Ultra Low Sulfur Diesel                              | \$  | \$                                   |
| Unleaded Gasoline (87 octane) - list % ethanol _____ | \$  | \$                                   |
| Unleaded Gasoline (91 octane) – list % ethanol _____ | \$  | \$                                   |
| Diesel Exhaust Fluid                                 | \$  | \$                                   |

Supplying Refinery used for your bid \_\_\_\_\_  
Please complete all information requested on page 2.

**ACKNOWLEDGMENT OF ADDENDA**

|            |              |
|------------|--------------|
| ADDENDUM # | INITIAL/DATE |
| ADDENDUM # | INITIAL/DATE |
| ADDENDUM # | INITIAL/DATE |

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name/Title \_\_\_\_\_

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

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Tel. \_\_\_\_\_ E-Mail \_\_\_\_\_

If your organization is certified as a Disadvantaged Business Enterprise, please check here: ☐

1. List summer and winter grade diesel change dates: \_\_\_\_\_

2. List names and addresses of your primary and back-up suppliers:

| Name | Address |
|------|---------|
|      |         |
|      |         |
|      |         |

3. Provide service station listing with information requested in #3 of the Requirements.

4. Provide an explanation of your pricing structure. Attach a sample invoice.

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5. Provide info on your credit card system (#6 & #7)