

Gasoline and Diesel Bid

8/29/2012

City of Gallatin

1.0 Introduction

The City of Gallatin is accepting bids for **Gasoline and Diesel Bid**. Bids will be due on September 6th 2012 at 1:00 pm in a sealed envelope clearly marked: **Bid Gasoline and Diesel Bid**.

1.1 Scope of Work

The City of Gallatin is soliciting bid proposals to provide fuel for all City owned vehicles. The fuel will be dispensed from the supplier pumps as needed. Bulk diesel fuel will also be delivered to a City owned bulk tanks when ordered. The bulk storage tanks may be awarded to a different Bidder than the other fuel if it is more advantageous to the City.

2.0 Pricing

Vendor shall have facilities within the immediate areas accessible to the vehicles and equipment of the City which will honor the cards issued by the bidder for making fuel purchases. The cost for these purchases shall be determined by using the Nashville market branded daily Rack price or the Nashville market average daily Oil Price Information Service (O.P.I.S.) price per gallon for each product, plus vendor markup. Include in your bid a copy of the daily price that fuel would have cost the City of Gallatin from 08/01/2012 through 08/15/2012 by day for low grade, mid grade, premium and #2 diesel fuel. Break out by base price, markup and freight cost. The City of Gallatin does not pay State or Federal taxes on fuel. Included with your bid, a list of pump locations which are located in the City and a list of pump locations which are located in cities bordering the City (list of facility names and include addresses).

3.0 Product Specifications and Quality

- a) Gasoline, 87 octane
- b) Gasoline, 89 octane
- c) Gasoline, 92 octane
- d) # 2 Diesel - ultra-low sulfur diesel fuel
- e) Off-road Diesel

Fuels must meet ASTM D-975 specifications, be free of any suspended material and any trace of water. Fuels shall include a biocide, detergent, lubricity additive, and/or corrosion inhibitor as recommended by equipment manufacturer or vehicle maintenance department.

4.0 Card systems and Accounting

The successful bidder shall be required to develop and maintain a card and P.I.N. system of accounting for each department within each entity to facilitate the purchasing of fuel and to insure complete and accurate records as required. The City will provide a list of each employee and each vehicle authorized to make purchases. Card readers, cards, software and all other appurtenances required to provide the flow of data between the vendor and the City shall be the responsibility of the vendor. Vendor shall provide reports and maintain accounting procedures to meet the requirements of the City's computer equipment. The vendor shall initially and periodically, if requested, provide training for the City's personnel in the proper methods and procedures to use for purchasing and/ or utilizing vendor's equipment.

The vendor shall collect the following data and transmit copies to the designated buyer's representative with the invoice, on a monthly basis:

- a) Time and date of purchase
- b) Vehicle identification number
- c) Vehicle odometer reading
- d) Product identity
- e) Product quantity
- f) Amount of purchase (dollars)
- g) Location of purchase
- h) Driver identification

Other reports may be required on a quarterly and/or annual basis. Please provide samples of available reports.

5.0 Address of Bulk storage Tanks

- 1) Long Hollow Golf Course, Long Hollow Pike
- 2) Gallatin Parks & Recreation, Albert Gallatin Road
- 3) Gallatin City Cemetery, 250 Cemetery Ave.
- 4) Wastewater Treatment Plant – 1501 Lock 4 Road
- 5) Number 1 Lift Station – 1104 Lakeshore Drive
- 6) Rankin Branch Lift Station – 1200 Browns Lane
- 7) East Camp Creek Lift Station – 1270 Nashville Pike
- 8) Water Treatment Plant – 1572 South Water Avenue
- 9) Woodvale Lift Station – Coles Ferry Road
- 10) GFD - 119 GFD Memorial Blvd
- 11) GPD – 130 West Franklin St.

6.0 Evaluation of Proposals

The City of Gallatin will award the contract to lowest responsible and responsive bidder meeting specifications, quality, and performance standards pursuant to the Municipal Purchasing Act of 1983. Response will be based on the following factors;

- Completeness of response
- Cost
- Vendor track record, including references
- Quality of service
- Quality of product

7.0 Contract Award

The City of Gallatin reserves the right to reject any or all proposals and to waive any informality found therein. The City of Gallatin will award a contract based on evaluations described above.

8.0 Contract Duration

Unless ended pursuant to the terms and conditions of established contract, the contract between the successful bidder and the City of Gallatin shall be in effect for a period of five years beginning the day of the contract signing.

9.0 Proposal Submission

BID DUE DATE: September 6th 2012 at 1:00 pm

Proposals shall be directed to the attention of:

Finance Department

Attn: J.R.Smith, Jr

132 West Main Street

Gallatin, TN 37066

Telephone: 615-451-5963

