

# **Bedford County Department of Finance**

**200 Dover Street, Suite 102  
Shelbyville, TN 37160  
(931) 685-2024 FAX (931) 680-1029**

## **Request for Proposal**

### **Gasoline and Diesel Fuel Bid No. 17-23**

The Bedford County Department of Finance is requesting proposals on **Gasoline and Diesel Fuel**. **Sealed bids will be received until 2:00 p.m., Tuesday, January 24, 2017**, in the office of the Bedford County Department of Finance and will be opened publicly at that time. The Department of Finance reserves the right to reject any and all bids and waive any irregularities for the purpose of ensuring the award given is in the best interest of Bedford County. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

## GENERAL BID TERMS AND CONDITIONS

Proposals from all responsible bidders will be considered. To qualify as a responsible bidder, the proposal submitted must:

1. **Meet or exceed the minimum requirements specified.**
2. **Furnish all documents requested by the representative of the Bedford County Department of Finance prior to and following the bid opening.**
3. **Submit their completed bid prior to the bid opening date and time.**
4. **Have bid name and bid number placed on the outside lower left corner of the sealed envelope containing the bid form. (Facsimile bids will not be considered.)**

### Delivery

F.O.B. Destination

### Award

A Purchase Order from the Bedford County Department of Finance will be issued to the successful bidder acknowledging the award. A copy of these terms and conditions, specifications and the vendor's proposal form will become a part of the purchase order.

Prospective bidders may contact the Department of Finance, 931-685-2024, for any questions as to the specifications of the bid.

All prices **shall include** delivery costs.

Bid prices **to be valid for the fiscal year ending June 30, 2018.**

### Other Considerations

Bedford County Department of Finance reserves the right to purchase only those bid items and quantities that conform to overall budgetary, functional, and performance constraints.

The terms of this bid will be extended to other local government agencies, other municipalities, and Boards of Education. Bedford County is responsible only for purchases made and received by Bedford County.

## INSTRUCTIONS TO BIDDERS

**All Proposals are to be made on the Proposal Form provided.** Bids must be delivered in hand or by a mail service in a sealed envelope marked on the outside lower left corner, **Bid No. 17-23 Gasoline & Diesel Fuel.** Bids will be received and opened on **Tuesday, January 24, 2017, at 2:00 p.m.** **Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.**

Proposals are to be made complete in every detail as required and called for by said Proposal Form. Proposals that are incomplete or conditional, or which may contain any irregularities of any kind, or which are not in accord with the Instructions to Bidders and Proposal Form furnished by the Department of Finance may be rejected as informal.

The submission of a proposal will signify that the Bidder has thoroughly familiarized himself with all conditions and that he fully understands what will be expected of the successful bidder.

The Department of Finance reserves the right to accept or reject in whole or in part any or all proposals submitted, without liability whatsoever, and waive informalities therein, if deemed by the Department of Finance in their best interest to do so.

## SPECIFICATIONS

1. **The bidder will provide the necessary fuel at the following designated locations (currently vendor owned):**

Location	Address	Fuel
Community School	Hwy 41A North	Diesel Only
School Bus Garage	324 Dover Street	Diesel & Gasoline
Liberty School	Snell Road	Diesel Only
Cascade School	Hwy 269	Diesel Only

The bidder is responsible for providing and maintaining tanks and pumps that are adequate size to meet fuel consumption needs. These tanks must meet all state and federal guidelines pertaining to fuel storage.

The bidder is to indicate any charges other than standard market price of the fuel such as loading or unloading fees, hauling fees or delivery charges. Examples of such would be, 2 cents over the market price of \$20.00 per load delivered.

2. **The bidder will provide cost of fuel at the following designated location where customer provide tanks:**

Location	Address	Fuel
Highway Department	328 Dover Street	Diesel & Gasoline

3. **The bidder will provide a FUEL CARD SYSTEM for fueling Bedford County.**

The system will provide an identifiable card for each vehicle using the system. The system will also provide the user with information such as the following:

- Type of fuel purchased
- Date Purchased
- Gallons purchased
- Summary information such as total gallons used and MPG.

The bidder is to provide a list of all available refueling docks with their exact 911 addresses and specific fuels available at each.

The bidder is to indicate any charges other than standard market price of the fuel such as loading or unloading fees, hauling fees or delivery charges. Examples of such would be, 2 cents over the market price of \$20.00 per load delivered.

**PROPOSAL FORM**

**TO: Bedford County Department of Finance**  
**200 Dover Street, Suite 102**  
**Shelbyville, Tennessee 37160**

**Re: Bid No. 17-23**

Gentlemen:

Having examined the specifications for **Gasoline & Diesel Fuel**, we (I) submit the following proposal:

**1. FUEL TANKS (vendor owned)**

	<u>Gasoline</u> 89 Octane	<u>Diesel</u> No. 2
a. Price per gallon	\$ _____	\$ _____
Bobtail Freight Cost	\$ _____	\$ _____
Margin	\$ _____	\$ _____
Total Bid	\$ _____	\$ _____
b. Price per gallon	\$ _____	\$ _____
Transportation Freight Cost	\$ _____	\$ _____
Margin	\$ _____	\$ _____
Total Bid	\$ _____	\$ _____

**2. FUEL TANKS (customer owned)**

a. Price per gallon	\$ _____	\$ _____
Bobtail Freight Cost	\$ _____	\$ _____
Margin	\$ _____	\$ _____
Total Bid	\$ _____	\$ _____
b. Price per Gallon	\$ _____	\$ _____
Transportation Freight Cost	\$ _____	\$ _____
Margin	\$ _____	\$ _____
Total Bid	\$ _____	\$ _____

(CONTINUED)

3. FUEL CARD SYSTEM

Gasoline  
89 Octane

Diesel  
No.2

Price per gallon

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Signature and title of bidder:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_