

REQUEST FOR QUOTE

CITY OF NORMAN FLEET MANAGEMENT

**Unleaded/Diesel
FUEL CONTRACT**

RFQ NO. 1617-02

**Monday, July 11, 2016
5:00 P.M.**

**CITY OF NORMAN, OKLAHOMA
CLEVELAND COUNTY**



Public Works Department
Fleet Management Division
1301 Da Vinci
Norman, Oklahoma 73069-6560
Phone: (405) 292-9709

**PUBLIC NOTICE
REQUEST FOR QUOTE
RFQ NO. 1617-02**

INVITATION TO BID NUMBER 1617-02

The City of Norman, Oklahoma, is soliciting proposals from interested parties for UNLEADED/DIESEL FUEL CONTRACT

Any correspondence, questions or request for copies of the **Request for Quote** should be directed to: Mike White, Fleet Management Superintendent, 1301 Da Vinci, Norman, Oklahoma 73069, Telephone No. (405) 292-9709.

Proposals will be received in the Fleet Management Superintendent's office at 1301 Da Vinci, Norman, Oklahoma 73069, until 5:00 pm, Monday, July 11, 2016.

All proposals must be marked with the following statement: "City of Norman Unleaded/Diesel Fuel Contract"

Bids shall be made in accordance with the Notice to Bidders, Requirements for Bidders, Plans or Specifications and Bidders Proposal, which are on file and available for examination at the Office of the Purchasing Division.

All bids shall remain on file at least forty-eight (48) hours before a contract can be made and entered into thereon.

Bids received more than ninety-six (96) hours, excluding Saturdays, Sundays, and holidays, before the time set for opening of bids, as well as bids received after the time set for opening of bids will not be considered and will be returned unopened.

The City Council of the City of Norman reserves the right to reject any and all bids and to waive any or all formalities of the bidding process.

City of Norman

Advertise: June 20, 2016 & June 27, 2016

REQUEST FOR QUOTE

Please review the following and respond where necessary.

#	Name	Note	Response
1	Compliance with Specifications	<p>Acknowledge by stating yes or no that you understand and are in compliance with the material specifications. If not in full compliance you must provide documentation detailing the areas of non-compliance.</p> <p>State YES or NO</p> <p>Only RFQs that include an acceptance of specifications Form for Bidders, Affidavit of Non-Collusion, and/or documentation of non-compliance will be considered.</p>	<u>(Required)</u>
2	Renewal Option 4 Year Upon Review	<p>The City shall have the option to renew this contract annually, for a period of four (4) years, provided that the services and process continue to be acceptable to both parties. Pricing shall be reviewed at the beginning of each renewal period at which time the Fleet Superintendent will determine whether to renew or rebid.</p>	<u>(Required)</u>
3	Negotiate Like Items	<p>The City shall have the option to negotiate pricing for any additional item(s) or like item(s) not listed in this solicitation, under the terms, conditions and specifications of the Request to Quote.</p> <p>State YES or NO</p>	<u>(Required)</u>
4	References	<p>Provide the names and phone numbers of five (5) accounts for which you have provided goods or services similar to those specified, preferably ones in government or municipality service. Include Company Name, Contact Name, Contact Phone Number, and E-mail (if available). Note if any are similar to the City of Norman. Use separate sheet. Mark it "Attachment A"</p>	
5	Non-Collusion Affidavit	<p>The Non-Collusion Form must be printed, executed and returned to the Fleet Division upon award of bid to your company, along with the Form for Bidders.</p>	<u>(Required)</u>
6	Pricing Disclosure	<p>The vendor will be required to send daily price notifications and any notice of price changes prior to delivery to the following email address: www.fleetmaintenance@normanok.gov</p>	<u>(Required)</u>
8	Fuel Quantities	<p>On a 3 year average, The City of Norman uses 300,000+ gallons of unleaded and 350,000+ gallons of diesel per year. The City expects to use similar amounts during the next four (4) years.</p>	

9 Fuel Delivery The Vendor must provide fuel to the City within one (1) business day of the requested delivery. Minimum order will be a combined unleaded/diesel total of 6500 gallons. Acknowledge by stating yes or no that you understand and are in compliance.
State YES or NO _____ (Required)

10 Gallon Allowances per Order Provide minimum and maximum gallons allowed on orders for both bobtail and transport orders.

List Deliverable Gallons:
 Minimum Bobtail _____
 Maximum Bobtail _____
 Minimum Transport _____
 Maximum Transport _____

#	QTY	UOM	Description	Response
1	1	GAL	UNLEADED GASOLINE; TRANSPORT TRUCK; 87 minimum octane, (no blended fuels)	List prices, if applicable
			Item Notes: Bid price shall be per gallon	Freight \$ _____
			Supplier Notes:	Freight Surcharge \$ _____
				Profit \$ _____
				Other \$ _____
2	1	GAL	UNLEADED GASOLINE; BOBTAIL TRUCK; 87 minimum octane, (no blended fuels)	List prices, if applicable
			Item Notes: Bid price shall be per gallon	Freight \$ _____
			Supplier Notes:	Freight Surcharge \$ _____
				Profit \$ _____
				Other \$ _____
3	1	GAL	#2 DIESEL FUEL; TRANSPORT TRUCK; (ultralow sulfur) 15 PPM (no blended fuels)	List prices, if applicable
			Item Notes: Bid price shall be per gallon	Freight \$ _____
			Supplier Notes:	Freight Surcharge \$ _____
				Profit \$ _____
				Other \$ _____
4	1	GAL	#2 DIESEL FUEL; BOBTAIL TRUCK; (ultralow sulfur) 15 PPM (no blended fuels)	List prices, if applicable
			Item Notes: Bid price shall be per gallon	Freight \$ _____
			Supplier Notes:	Freight Surcharge \$ _____
				Profit \$ _____
				Other \$ _____

#	QTY	UOM	Description	Response
5	1	GAL	#2 DIESEL FUEL; BOBTAIL TRUCK; (ultralow sulfur) Winter Blend 15 PPM	List prices, if applicable
			Item Notes: Bid price shall be per gallon	Freight \$ _____
			Supplier Notes:	Freight Surcharge \$ _____
				Profit \$ _____
				Other \$ _____
7	1	GAL	#2 DIESEL FUEL; TRANSPORT TRUCK; (ultralow sulfur) Winter Blend 15 PPM	List prices, if applicable
			Item Notes: Bid price shall be per gallon	Freight \$ _____
			Supplier Notes:	Freight Surcharge \$ _____
				Profit \$ _____
				Other \$ _____

FUEL TANK LOCATIONS

<u>DEPARTMENT</u>	<u>ADDRESS</u>	<u>(Gallon Capacity)</u>	
		<u>UNLEADED</u>	<u>DIESEL</u>
North Base	1301 DaVinci	10,000	10,000
Westwood Golf Course	2300 Westport Drive	1,000	1,000
Little Axe Fire Station #5	1000 168th Ave. S.E.	500	500
Alameda Street Fire Station #6	7405 East Alameda	500	500
Fire Station #7	2207 Goddard Avenue		500
Police Station Generator	201 W. Gray #B		1,000
<u>Water Plant</u>	<u>3000 East Robinson</u>		<u>10,000</u>

Reviewed and approved:

Mike White
Fleet Management Superintendent

Date

CITY OF NORMAN
PUBLIC WORKS
Fleet Division

FORM FOR BIDDERS
Request for Quote No. 1617-02

Opening of Bids
City of Norman
Fleet Administration
1301 Da Vinci
Norman, Oklahoma 73160

Bid Opening
July 11, 2016
5:00 PM

Dear Bidder:

The undersigned bidder declares that before preparing this bid the detailed specifications were carefully read and that this bid is made with full knowledge of the kind, quality, and quantity of the materials or services to be furnished.

The undersigned bidder offers and proposes to furnish the materials, equipment, or other services hereinafter set forth, in the manner and under the conditions and in accordance with the specifications on file in the Office of the Purchasing Agent.

The quantity of this product to be purchased by the City of Norman may be any number in the anticipated quantity range hereinafter listed. This is an estimated quantity to be purchased, but does not in any way bind the City of Norman to purchase said quantity. Purchase orders are applicable for one year from Council approval date. All bids are to be made on a per unit basis.

Section I

Unit Price
(To include all fees)

BOBTAIL TRUCK

Unleaded Gasoline 87 Minimum Octane (no blended fuels)
#2 Diesel Ultra Low Sulfur 15 PPM (no blended fuels)
#2 Diesel Ultra Low Sulfur Winter Blend 15 PPM

\$ _____
\$ _____
\$ _____

Section II

Unit Price
(To include all fees)

TRANSPORT TRUCK

Unleaded Gasoline 87 Minimum Octane (no blended fuels)
#2 Diesel Ultra Low Sulfur 15 PPM (no blended fuels)
#2 Diesel Ultra Low Sulfur Winter Blend 15 PPM

\$ _____
\$ _____
\$ _____

All items or materials shall be delivered within 24 hours to the City of Norman with transportation charges prepaid by the bidder. The City shall complete payment within 30 days of invoice receipt.

AFFIDAVIT OF NON-COLLUSION

STATE _____)

COUNTY OF _____) ss

_____, of lawful age, being first duly sworn, on oath says, that (s)he is the agent authorized by the bidder to submit the attached bid. Affidavit further states that the bidder has not been a party to any collusion among bidders in restraint to freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any city official or employee as to quantity, quality, or price in the prospective contract, or any other terms of prospective contract; or in any discussion between bidders and any city official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the City of Norman, Oklahoma any money or other thing of value, either directly or indirectly, in the procuring of the award of a contract pursuant to this bid.

Bidder

By: _____

Subscribed and sworn to before me on this _____ day of _____, 20__.

NOTARY PUBLIC (or Judge)

My commission expires on: _____