



INVITATION TO BID

The Ware County Board of Commissioners is now accepting sealed bids for the provision of a **Gas or Key Card Fueling System** for the Ware County Board of Commissioners and its associated departments. Ware County has no intention of purposely eliminating any company from bidding. However, there are certain specifications that must be met or exceeded.

The Ware County Board of Commissioners reserves the right to reject any or all bids, with or without cause. Sealed bids will be accepted until Tuesday, May 11, 2010 and bids will be opened on that date at 10:00 a.m., at the Ware County Commission Office located at 800 Church Street, Suite 223, Waycross, Georgia. No late bids will be accepted. Awarding of the bid will take place at the next regular meeting of the Ware County Board of Commissioners and will be based on the lowest and/or best bid.

If you have any questions concerning this bid, you may call Elizabeth Hope at (912) 287-4300.

Should your firm be interested in submitting a bid, please complete the attached forms, submit the sealed bid, marked **Gas Card System**, and mail or deliver to:

Ware County Commission
Elizabeth Hope
800 Church Street, Suite 223
Waycross, GA 31501

Ware County
Opportunity in every direction.

SPECIFICATIONS

Background and Objective

The Ware County Board of Commissioners has approximately 75 vehicles in use, including Fire Trucks, Ambulances and Sheriff Pursuit Vehicles. Fuel purchase volumes can and do vary.

Ware County requires an easy-to-use credit card system with an automatic card reader available at the pump, so that drivers will not need to approach the sales clerk.

Requirements

Products furnished under these specifications must meet or exceed the following requirements. When specifications cannot be met, the Exception Form should be completed in detail.

Technical Specifications:

- Gasoline – Regular Unleaded 87 Octane
- Diesel – Ultra-Low Sulfur Diesel #2
- Fuel must be free from water, sediment, haze or emulsion.
- Supplier must provide, upon the request of Ware County, specification sheets and technical information regarding the products provided.
- The system shall require odometer readings and personal identification numbers (PIN) prior to fueling.

Fuel Availability

- Available 24 hours a day, every day of the year.
- *Please include the most current list of your company's fueling locations*

Pricing

- All pricing will be based on the OPIS average for date of delivery.
- *Complete pricing information on "Attachment A." Include copy of OPIS sheet with your bid.*

Bid/Contract Period

- The contract will be for a three (3) year period, with an annual option to renew. The first contract period will run from July 1, 2010-June 30, 2011. At any time during this period, there is a breach of contract by the supplier, the supplier will be provided with a thirty (30) day written notice of contract termination. Rebidding will then be necessary.
- Supplier must notify Elizabeth Hope, Ware County Commission Office, 912-287-4300 of any changes that occur during the contract period.

Quantities

- Ware County shall not be required to purchase any minimum or maximum quantities during the contract period.

Invoicing/Payment

- The amount due shall be paid within thirty (30) days of receipt of a correct invoice.
- Invoices should be submitted to:

Ware County Board of Commissioners
Attn: Elizabeth Hope
P O Box 1069
Waycross, GA 31502

- Monthly invoices should include, at the minimum, the following:

Separate Invoice for Each Department
Each Department's Invoice divided by Driver/Vehicle
Date and time of transaction
Product quantity and price
Location of transaction
Odometer reading

Please provide a sample of your invoice/billing with your bid packet.

Insurance Coverage

- Supplier must have insurance on all motor vehicles in their fleet in accordance with State, Federal and Local laws.
- Failure to maintain insurance coverage as required will be grounds for immediate termination of the contract.
- Prior to commencing work or services under this contract, the supplier must furnish Ware County with Certificates of Insurance as evidence that policies provide the required coverage.
- Supplier will be held responsible for any damages caused to vehicles due to unacceptable/contaminated fuels. Ware County will be held harmless of any liability resulting in the use of this system which is located on private property.

Emergency Plan of Action:

- The selected vendor will be the supplier for certain Ware County emergency vehicles, so an emergency back-up solution is required in the event of a power outage. This may be a portable generator or an alternative fueling location. Specifics regarding the vendor's Emergency Plan of Action must be detailed in *Attachment C* of the bid specifications.

ATTACHMENT A

Pricing

	Gas 87 Octane Branded	Gas 87 Octane Unbranded	Diesel ULS #2 Branded	Diesel ULS # 2 Unbranded
OPIS RACK AVERAGE (4/30/10)				
Mark-Up (Freight Factor/Amount of Bid)				
State Tax (.07500)				
Prepaid Tax (.07000/.07500)				
GUST (.00500)				
LUST (.0010000)				
Federal Oil Spill Tax Rate (.00190)				
Total Per Gallon	\$	\$	\$	\$

Copy of OPIS sheet must be submitted with bid

Fees associated with card use/issuance, if applicable: _____

ATTACHMENT C
Emergency Plan of Action

Please provide details regarding your company's Emergency Plan of Action

EXCEPTIONS

Please include detailed information regarding any exceptions that apply. If no exceptions, leave blank.

Fees not otherwise disclosed:

Insurance coverage:

Emergency Plan of Action:

Other:

BID AUTHORIZATION

Sign below in ink in the space provided. Unsigned bids will be considered incomplete and will be subject to rejection.

IT IS AGREED BY THE UNDERSIGNED BIDDER THAT THE SIGNING AND DELIVERY OF THIS BID REPRESENTS THE BIDDER'S ACCEPTANCE OF THE TERMS AND CONDITIONS OF THE SPECIFICATIONS AND PROVISIONS, AND IF AWARDED THIS BID, WILL PERFORM IN ACCORDANCE WITH THIS AGREEMENT.

BID SUBMITTED BY:

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____

FAX: _____

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

STATEMENT OF NO BID

We, the undersigned, have declined to bid

- _____ Specifications too "tight", i.e., geared toward one brand or manufacturer only
- _____ Insufficient time to respond to the Invitation to Bid.
- _____ We do not offer this product or services
- _____ Unable to meet specifications
- _____ Unable to meet Bond requirements
- _____ Specifications unclear (explain how)
- _____ Unable to meet Insurance requirements
- _____ Remove us from your Vendor's List altogether
- _____ Other (specify below)

Remark:

Company Name: _____

Signature: _____

Telephone: _____

Date: _____

ADDITIONAL INFORMATION

Is any owner or officer of the bidder an employee of Ware County or related as close as third cousin to a Ware County Commissioner or other elected official?

YES _____ NO _____

Local Vendors submitting a bid from Waycross and Ware County MUST have valid City and/or County business license.

Local Vendor: YES _____ NO _____

City License #: _____

County License #: _____

Date of Issue: _____

Any bid not containing this information will NOT be considered