



INVITATION TO BID

The Ware County Board of Commissioners is now accepting sealed bids for the purchase of Transport Loads of Gasoline and Diesel Fuel for the Ware County Public Works Department. 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 Wednesday, April 28, 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 *Transport Loads*, 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 Public Works Department is located at 3699 Harris Road, Waycross, Georgia. Approximately 82,856 gallons of Diesel and 25,348 gallons of unleaded fuel are purchased each year. Fuel purchase volumes can and do vary, the amounts listed are estimates only, not a guarantee of actual purchases.

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 (NO ETHANOL)
- Diesel – 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.

Delivery Requirements:

- Deliveries must be made on an “as needed” basis. Supplier must be able to make deliveries within 24 hours of Release of Notice and transferred into the storage tanks. In extreme emergency situations, deliveries may be needed within 12 hours, instead of 24. Supplier will be notified as soon as practical to prepare in these instances.
- Supplier is liable for any spills and clean-up costs associated with deliveries made to the above facility. Supplier is responsible for disposing of any materials used in the spill clean-up.

Pricing:

- All pricing will be based on the OPIS average-Jacksonville Terminal for date of delivery.
- *Complete pricing information on “Attachment A.” Include copy of OPIS sheet (4/09/10) 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 provided with a thirty (30) day written notice of contract termination. Rebidding will then be necessary.
- Supplier must notify Michael Brooks, Public Works Superintendent 912-287-4404 of any changes that occur during the contract period.

Insurance Coverage:

- Supplier must have insurance on all motor vehicles in their fleet in accordance with State, Federal and Local laws. Minimum coverage shall be \$1,000,000.00 per incident.
- 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.

Emergency Plan of Action:

- Supplier shall submit a Plan of Action to minimize fuel supply interruption in case of an emergency situation. (Example: power outage, pump damaged/out of service, natural disaster, etc.).

Quality Assurance:

- Supplier shall provide inspections of pumping equipment and filters by company representative at no cost to Ware County.
- Supplier shall provide, at no cost to Ware County, annual equipment filter changing.
- *Please indicate on "Attachment C" the inspection methods and frequency offered.*

ATTACHMENT A

Fuel Pricing

Delivery Point	Fuel Type	Tank Size/Type	Average Delivery Quantity	Brand	OPIS Average as of 4/09/10	Freight Factor (+ or -)
Ware County Public Works 3699 Harris Road Waycross, GA 31503	Gas-Regular Unleaded 87 Octane *NO ETHANOL*	10,000 Gallon Below Ground	8,500			
	Diesel-Low Sulfur #2	10,000 Gallon Below Ground	7,400			

Prices will remain in effect for the duration of the contract. All quantities are approximate and may vary during bid period

Copy of OPIS sheet must be submitted with bid

ATTACHMENT A
Fuel Pricing-Continued

	Gas (87 Octane)	Diesel (Low Sulfur #2)
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	\$	\$

All charges must be included. No hidden charges

ATTACHMENT C

Inspection Methods/Frequency:

Quarterly Quality Control Inspections

Annual Quality Control Inspections

Quality Control record keeping

Insurance Coverage:

Please provide detailed information regarding coverage.

EXCEPTIONS

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

Deliveries on an “as needed” basis:

Insurance coverage:

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