



DANE COUNTY
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

REQUEST FOR BID (RFB)

Revised 05/2021 (G/S)(LVP)(LCP)

BID NUMBER: **122059**

BID TITLE: **Motor Fuels
(Tankwagon Only)**

BID DEADLINE: **August 22, 2022
2:00 p.m. (CST)**

SUBMIT BID TO: **Purchasing Bid Dropbox**
www.danepurchasing.com

Late, faxed, mailed, hand-delivered or unsigned bids will be rejected

**DIRECT
ALL INQUIRES
TO:**

Pete Patten
Lead Purchasing Officer
(608) 267-3523
patten.peter@countyofdane.com
www.danepurchasing.com

BID SUBMISSION CHECKLIST

- Update Vendor Registration
- Read Entire Bid Document

Completed Bid Packet (In PDF Format)

- Section 1 – Vendor Information
- Section 2 – Bid Specifications
- Section 3 – Price Proposal

- Upload Bid Response to Purchasing Bid Dropbox

DATE ISSUED | July 25, 2022

VENDOR INFORMATION

VENDOR NAME: _____

Vendor Information (address below will be used to confirm Local Vendor Preference)			
Address			
City		County	
State		Zip+4	
Vendor Rep. Name		Telephone	
Title			
Email			
Dane County Vendor #			

Local Vendor Preference (Reference General Guidelines #1.6)
<input type="checkbox"/> Locally Based & Owned Vendor
<input type="checkbox"/> Locally Operated Vendor
<input type="checkbox"/> Non-Locally Operated Vendor
<input type="checkbox"/> No Local Vendor Preference

Local Content Vendor Preference (Reference General Guidelines #1.7)
<input type="checkbox"/> Dane County-Made
<input type="checkbox"/> Regionally-Made
<input type="checkbox"/> Wisconsin-Made
<input type="checkbox"/> No Preference

Cooperative Purchasing (Reference General Guidelines #1.8)
<input type="checkbox"/> I agree to furnish the commodities or services of this bid to municipalities and state agencies.
<input type="checkbox"/> I do not agree to furnish the commodities or services of this bid to municipalities and state agencies.

Fair Labor Practice Certification (Reference General Guidelines #1.9)
<input type="checkbox"/> Vendor has not been found by the National Labor Relations Board (“NLRB”) or the Wisconsin Employment Relations Commission (“WERC”) to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this bid submission is signed.
<input type="checkbox"/> Vendor has been found by the National Labor Relations Board (“NLRB”) or the Wisconsin Employment Relations Commission (“WERC”) to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this bid submission is signed.

Addenda – we hereby acknowledge receipt, review and use of the following addenda, if applicable.				
<input type="checkbox"/> Addendum #1	<input type="checkbox"/> Addendum #2	<input type="checkbox"/> Addendum #3	<input type="checkbox"/> Addendum #4	<input type="checkbox"/> None

Signature Affidavit
In signing this bid, we certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a bid; that this bid has been independently arrived at without collusion with any other bidder, competitor or potential competitor; that this bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor; that the above statement is accurate under penalty of perjury.
The undersigned, submitting this bid, hereby agrees with all the terms, conditions, and specifications required by the County in this Request for Bid, and declares that the attached bid and pricing are in conformity therewith.

Signature: _____

Title: _____

Printed Name: _____

Date: _____

BID AND SPECIFICATION OVERVIEW

Dane County as represented by the Purchasing Division will accept bids for the purchase of specified item(s) as described within this document.

Specification Compliance: Any deviation from the minimum specifications stated herein must be identified in detail in the Specifications Deviations section of the bid and must include a description of how the proposed item(s) differ from the bid requirements, along with detailed justification for such deviation. Bidder shall include photos and schematics as necessary, for complete clarification.

The specifications below describe an acceptable product. Minor variations in specification may be accepted if, in the opinion of County staff, they do not adversely affect the quality, maintenance or performance of the item(s). Dane County reserves the right to accept or reject any and all bids, to waive informalities and to choose the bid that best meets the specifications and needs of the County.

Term: The contract shall be effective on the date indicated on the Dane County purchase order or the Dane County contract execution date and shall run for one year from that date, with options by mutual agreement of the County and Contractor, to renew for up to four (4) additional one year terms.

If applicable, any renewal terms are not automatic extensions. Vendor performance may be taken into consideration in the decision by the contracting agencies and the Purchasing Division to either continue this contract into each possible renewal term or to terminate and re-bid this contract.

Term extensions/renewals must be agreed upon no later than July 1st each year.

Anticipated Start Date: September 1, 2022

BID SPECIFICATIONS

Motor Fuels – Gasoline & Diesel – Tankwagon

1. Introduction

Dane County is seeking bids for **tankwagon** deliveries of motor fuels to be used by various County departments. The bid is structured to allow for daily fluctuations in market price (DTN pricing).

Tankwagon Quantities: The approximate annual usage of each type of fuel using rack average DTN pricing is:

1. *Gasoline 10,000 gallons using daily rack average DTN pricing
2. Diesel Fuel (U.L.S.D.) 30,000 gallons using daily rack average DTN pricing

* Gasoline may be either Unleaded Regular Gasoline (Clear, UNL 87) or Unleaded Regular Gasoline (Clear, 10% ethanol).

20,000 gallons of diesel fuel is projected to use a winter additive.

Fuel consumption varies due to seasonal equipment usage. The County makes no volume guarantees for the product purchased using the DTN pricing.

2. Calculation of Bid

Tankwagon

The total of the following line items:

- DTN Unleaded Regular Gasoline (10,000 gallons) multiplied by the (markup + delivery)
- DTN Ultra Low sulfur #2 Diesel (30,000 gallons) multiplied by the (markup + delivery)
- Winter Additive (20,000 gallons) multiplied by the markup
- Delivery will be based on a weighted average: Madison 10%, Mt. Horeb 35%, Springfield 10% and Portable Tanks 45%

3. Quality

The quality of all fuels purchased on this contract must meet or exceed the requirements set forth in the Wisconsin Administrative Code, Chapter ILHR 48 part II for Petroleum Product Specifications. Additional specifications for Ultra low sulfur diesel fuel must have a sulfur percentage, by weight, no greater than 15 ppm with a cetane index of at least 40.

Any biodiesel fuel must be derived from Soy Methyl Ester (e.g. BO5). The biodiesel must meet Oxidation and Stability test – (ASTM) D2274 @ 16 hours 95 degrees C / 100 degrees F. The cetane index is at least 47.

The unleaded regular gasoline and the unleaded regular gasoline with 10% ethanol shall have a minimum 87 octane.

4. Delivery

Delivery must be within 24 hours of phone order. A delivery ticket must be left with the person signing for the fuel, and a copy must be sent with the invoice. Vendors must have proof that truck meter is annually inspected and calibrated by the State of Wisconsin or the City of Madison.

Tankwagon deliveries are considered to be loads under 500 gallons.

5. Fuel Tank Testing

The vendor will test the following tanks as described as follows:

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Gasoline tanks: Distillation (ASTM D86), Octane Screening (FTIR test), Vapor Pressure (ASTM 5191), Water (ASTM 4814) and Ethanol (FTIR test) testing at the beginning of the contract and as requested to determine the gasoline's quality.

Diesel tanks: Karl Fisher D6304 testing at the beginning of the contract and as requested to determine the fuel's quality.

6. Site Inspection

It is the responsibility of the supplier to inspect any un-familiar location to determine site location, size of the tank, and accessibility to the storage tanks.

7. Taxes

Federal Tax

Dane County is exempt from payment of the federal excise tax on gasoline, diesel fuel delivered directly to a bulk storage tank. However, delivery of fuel into the fuel tank of the vehicle is not exempt.

Certification including the federal employer identification number of the agency using the fuel will be furnished to the contractor on request. The vendor is expected to maintain such records as are required to file a claim with the IRS for refund of the taxes paid by the vendor on deliveries to the state agencies.

State Tax

Dane County is required to pay the State motor fuel tax of \$0.309 on gasoline and the State special fuel tax on diesel fuel.

8. Tanks Supplied to the County

The vendor who is awarded the Tankwagon portion of the bid will be required to supply the tanks at the locations shown below.

LOCATION	ADDRESS	TYPE	TANK SIZE (GAL)	TANK TYPE
BADGER	3650 CTH T Madison, WI 53714	Tankwagon	1,000	Portable with gas/electric pump and meters.
PARKS DEPARTMENT	4318 Robertson Road Madison, WI 53714	Tankwagon	1,000	
VERONA COMPOST	1130 East Verona Ave. Verona, WI 53593	Tankwagon	1,000	
WAUNAKEE COMPOST	5254 Highway 19 Waunakee, WI 53597	Tankwagon	1,000	
ALBION SHED	1015 CTH A Edgerton, WI 53534	Tankwagon	1,000	
DC HIGHWAY CREW	TBD	Tankwagon	500	
DC HIGHWAY CREW	TBD	Tankwagon	500	

9. DTN Pricing

The total price of the product delivered to destination shall consist of following three factors:

1. DTN PRICE:

The modified "Price Base" shall be the rack average price before prompt payment discount for the grade as reported by the daily publication "DTNergy Fast Racks Service". The "PRICE BASE" is the Madison terminal rack average price.

2. MARKUP BID PRICE:

The "MARKUP BID PRICE" shall be the amount in cents per gallon. The "MARKUP BID PRICE" shall

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include all storage & handling costs, overhead and profit.

All "MARKUP BID PRICES" are to be expressed as a decimal.

Example:

If the markup bid price is nine and three quarter's cents per gallon, express as \$0.0975.

If the markup bid price is three quarters of a cent per gallon, express as \$0.0075.

3. DELIVERY:

The "DELIVERY PRICE" price shall include all transportation costs.

10. DTN Price Change

The "MARKUP PRICE" and "DELIVERY PRICE" are firm for the life of the contract including any possible renewals. The "DTN PRICE" is subject to change daily.

DTN PRICE - "DAILY PRICE" shall be adjusted daily. The adjusted "DAILY PRICE" shall be the rack average price before prompt payment discount for the grade as reported by the daily publication. The daily DTN PRICE (dtnFastRacks) shall be supplied daily to the County by the low bidder.

NOTE: Dane County will use only DTENERGY Fast Rack's Data Transmission Network for all terminal fuel pricing in this contract. In event "DTENERGY" is not published for a period of time, the average price as indicated in the last published edition should apply until the next publication is received.

11. DTN Price Computation

Follow the example below for the TOTAL COST calculation. The DTN price is the DTN Daily Rack Average. The Oil Spill Liability Tax is currently \$0.00 for #2 diesel, regular no-lead, and regular no-lead w/10% ethanol (as charged by government agency), State Inspection Fee of \$0.0200 per gallon, the State Motor Fuel Tax or special Fuel Tax of \$0.3090 and the LUST tax \$0.0010/ gallon (if applicable) should be added to respective terminal price. Dane County will pay increases in taxes and fees. Vendor must have written documentation of the taxes and fees increases. A NORA fee will not be paid separately and must be included in other pricing.

Markup Price	\$0.03710 / gallon
Delivery Price	\$0.02000 / gallon
Oil Spill Liability Tax	\$0.00000 / gallon
Inspection fee	\$0.02000 / gallon
State Tax	\$0.30900 / gallon
LUST tax	\$0.00100 / gallon
DTN price	\$1.76680 / gallon
TOTAL COST	\$2.15390 / gallon

SPECIFICATION DEVIATIONS

Check One:

- No deviations from bid specifications
- Deviations from the bid specifications are present – see list below

<u>Item #</u>	<u>Deviation Explanation</u>
_____	_____
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PRICE PROPOSAL

VENDOR NAME: _____

Pricing shall be inclusive of all labor, delivery costs and other expenses necessary to provide product in accordance with the specifications and terms and conditions of this bid document and your proposal.

#	TYPE	Markup Price - Tankwagon	
1	Unleaded Regular Gasoline - Clear, UNL 87	\$	/ gal
2	Unleaded Regular Gasoline - Clear, 10% Ethanol	\$	/ gal
3	Ultra Low Sulfur #2 Diesel, Undyed, ULS #2	\$	/ gal
4	Ultra Low Sulfur #1 Diesel, Undyed, ULS #1	\$	/ gal
#	LOCATION	Delivery Price - Tankwagon	
5	Badger – 1,000 gal tank	\$	/ gal
6	DC Parks Department – 1,000 gal tank	\$	/ gal
7	Verona Compost – 1,000 gal tank	\$	/ gal
8	Waunakee Compost – 1,000 gal tank	\$	/ gal
9	Albion Shed – 1,000 gal tank	\$	/ gal
10	1,000 gallon portable tanks – Locations As Needed	\$	/ gal
11	500 gallon portable tanks – Locations As Needed	\$	/ gal
#	ADDITIONAL CHARGES	Price - Tankwagon	
12	Additional Charge for Winter Additive (for -30° F)	\$	/ gal
13	Additional charge for Dane County to request the vendor to split a delivery between more than one delivery locations.	\$	/ extra stop
14	Additional charge for premium diesel: <u>Detergency</u> - superior rating in Cummins L-10 engine test to provide one tank clean up. <u>Corrosion</u> - NACE Rating of A, highest rating available <u>Lubricity HFRR</u> - maximum 460 micrometers <u>Stability</u> - minimum of 80% in light reflectance	\$	/ gal