



**FRANKLIN COUNTY  
PURCHASING DEPARTMENT  
INVITATION FOR BID (IFB) COVER PAGE**

IFB NO: 201761

TITLE: Fuel

Bid Schedule & Deadlines:

October 11, 2017	Bid Release Date
October 11, 18, 25, 2017	Advertising Period
October 27, 2017, 2:00 pm	Deadline for Submitting Questions
November 6, 2017 at 9:00 AM	Deadline to Submit Bids
November 6, 2017 at 10:00 AM	Bid Opening Date I Time

BID responses must be received no later than "Deadline to Submit Bids"  
November 6, 2017 at 9 am

*\*Awarding is good for one year, January 1, 2018 through December 31, 2018. \**

Kathy Hardeman, Purchasing Agent, Phone: 636-583-6356

Ann Struttmann, Assistant Purchasing Agent, Phone: 636-584-6279

Email: [purchasing@franklinmo.net](mailto:purchasing@franklinmo.net)

Submittal Instructions: Print this BID Packet in its entirety and complete all pages per instructions. Print the SEALED BID LABEL found in Attachment 1 of this packet and attach to the front of your envelope.

## BID SUBMISSION CHECKLIST

\_\_\_\_\_ I have reviewed the bid schedule and deadlines, located on the IFB cover page

\_\_\_\_\_ I have read ALL Terms and Conditions and Bid documents closely

(Located at [www.franklinmo.org/bidopps](http://www.franklinmo.org/bidopps))

**THE ITEMS LISTED BELOW ARE THE REQUIRED DOCUMENTATION FOR SUBMITTING A BID**

### **USE THESE FORMS ONLY**

\_\_\_\_\_ IFB Cover page

\_\_\_\_\_ Contractual Terms and Conditions Acknowledgement (page 5)

\_\_\_\_\_ Affidavit for Work Authorization is completed and Notarized (page 6&7)

\_\_\_\_\_ Current, signed W-9 is included in Bid (page 8)

\_\_\_\_\_ Completed Affidavit of Paid Property Taxes and Notarized (page 9)

\_\_\_\_\_ Completed Vendor Information Request and Website Information Forms (page 10&11)

\_\_\_\_\_ Bid Pricing Form completed and signed (page 12)

\_\_\_\_\_ Proof of Insurance

\_\_\_\_\_ I have one original and two copies that are labeled accordingly

\_\_\_\_\_ Envelope is sealed and label attached (page 13)

## **SCOPE OF WORK**

This section of the IFB includes requirements as well as desirable attributes and provisions relating specifically to the scope of work requirements of the Franklin County Entity. The contents of this section include mandatory requirements that will be required of the successful bidder and subsequent contractor. The bidder is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The bidder's response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the bid is accepted by Franklin County. The bidder must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes by the bidder (if any) in the appropriate section of Pricing, page 12 of IFB.

## SPECIFIC REQUIREMENTS

1. Contractor must be able to provide Fuel to the requesting departments, which meet or exceed the specifications contained in this document.
2. Unit prices to include all costs associated with loading, hauling and unloading at the specified locations.
3. Sales tax is not to be included in quoted price.
4. Fuel should be priced per gallon.
5. Fuel requested will be in varying quantities.
6. The types of requesting fuel are 87 octane gasoline, #2 low sulfur diesel, and #2 low sulfur diesel with winter additive.
7. Diesel with winter additive shall contain winter additive at the rate specified by the manufacturer.
8. Franklin County has two locations with above ground fuel storage tanks utilizing a quick coupler system.
  - Franklin County Highway Department, 1360 Riverview Drive, Union, MO 63084
  - Franklin County Highway Department, 4987 Highway ZZ, Gerald MO 63084
9. Franklin County additional needs may include an onsite tank and/or fuel tanker on stand-by.
10. Each day the contractor will be responsible for quoting their delivered prices before 2:00 p.m. Central Standard Time. The quoted price shall apply to the following day's purchase. Friday's quote will apply to Monday's purchase. Deliveries on normal business days within 24 hours of order, excluding holidays and weekends.
11. Contractor must be able to provide service to all locations/departments necessary. Normal business hours are Monday through Friday 8:00 a.m. – 4:30 a.m. (CST). However, these times must be verified with the requesting department. County observed holidays will be provided upon request.
12. Franklin County, at its own expense, reserves the right to sample any material for the purpose of having an independent laboratory test of the material for conformance to specifications as listed above. Product that does not meet the above listed specifications will cause all of the shipment to be returned at the Contractor's expense.

## **CONTRACTUAL TERMS AND CONDITIONS ACKNOWLEDGEMENT**

The undersigned Vendor/Contractor has read, understood, and accepted the Terms and Conditions as published in the Vendor Information Packet on the Franklin County Official Website located at:

<http://www.franklinmo.org/bidopps>

All terms and conditions as stated shall be adhered to by Vendor/Contractor upon acceptance of contract. Vendor/Contractor enters into this agreement voluntarily, with full knowledge of its effect.

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Vendor/Contractor Signature

Date

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Vendor/Contractor Name and Title

**AFFIDAVIT OF WORK AUTHORIZATION**

The grantee, sub grantee, contractor or subcontractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now \_\_\_\_\_ (Name of Business Entity Authorized Representative)  
as \_\_\_\_\_ (Position/Title)

first being duly sworn on my oath, affirm \_\_\_\_\_ (Business Entity Name) is enrolled and will continue to participate in the E-Verify Federal Work Authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to \_\_\_\_\_ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contractor, or subcontractor, if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that \_\_\_\_\_ (Business Entity Name)

does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services related to \_\_\_\_\_ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contract, or subcontract, if awarded.

*In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)*

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Subscribed and sworn to before me this \_\_\_\_\_ of \_\_\_\_\_, I am  
Day Month, Year

\_\_\_\_\_  
commissioned as a notary public within the County of \_\_\_\_\_, State of \_\_\_\_\_ and my commission expires on Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Date

**AFFIDAVIT OF WORK AUTHORIZATION**

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that \_\_\_\_\_ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above.

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Authorized Business Entity  
Representative's Name  
(Please Print)

Authorized Business Entity  
Representative's Signature

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Business Entity Name

Date

As a business entity, the grantee, sub grantee, contractor, or subcontractor must perform/provide the following. The grantee, sub grantee, contractor, or subcontractor shall check each to verify completion/submission:

- Enroll and participate in the E-Verify Federal Work Authorization Program (Website: <http://www.dhs.gov/e-verify>; Phone: 888-464-4218 Email: [e-verify@dhs.gov](mailto:e-verify@dhs.gov)) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify Federal Work Authorization Program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the grantee's, subgrantee's, contractor's, or subcontractor's name and the MOU signature page completed and signed, at minimum, by the grantee, subgrantee, contractor, or subcontractor and the Department of Homeland Security – Verification Division; (if the signature page of the MOU lists the grantee's, subgrantee's, contractor's, or subcontractor's name, then no additional pages of the MOU must be submitted).





## VENDOR REQUEST FOR INFORMATION

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Phone number \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Name Title \_\_\_\_\_

Email Address \_\_\_\_\_

May we send Bid Packet and Bid Information via email? \_\_\_\_\_

## WEBSITE INFORMATION

Does your company have a website? \_\_\_\_\_

If yes, please provide the website address below:

\_\_\_\_\_

Can products be ordered from the website? \_\_\_\_\_

Can we receive the pricing you have quoted us when ordering from the website?

\_\_\_\_\_

What form of payment is accepted on the website?

\_\_\_\_\_

# BID PRICING FORM

## 201761 Fuel

### REQUIRED PRICING

The bidder shall complete the following pricing table and provide firm, fixed pricing necessary to meet the mandatory requirements of the IFB.

All invoices must reflect discounts applied to final order.

Franklin County Highway Department, 1360 Riverview Drive, Union, MO 63084

87 Octane Gasoline/price per gallon: \_\_\_\_\_

#2 Low Sulfur Diesel/price per gallon: \_\_\_\_\_

#2 Low Sulfur Diesel w/winter additive/ price per gallon: \_\_\_\_\_

Franklin County Highway Department, 4987 Highway ZZ, Gerald MO 63084

87 Octane Gasoline/price per gallon: \_\_\_\_\_

#2 Low Sulfur Diesel/price per gallon: \_\_\_\_\_

#2 Low Sulfur Diesel w/winter additive/ price per gallon: \_\_\_\_\_

On site tank charge: \_\_\_\_\_

Stand-by Truck charge: \_\_\_\_\_

Minimum Trip charge: \_\_\_\_\_

Delivery Fee and Mileage if applicable: \_\_\_\_\_

Company Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Printed name and title \_\_\_\_\_

Franklin County reserves the right to request supporting documentation for the proposed pricing. In addition, it may be necessary to evaluate the bidder's expertise and experience in order to award a bid. Franklin County reserves the right to request reference information and/or proof of expertise if necessary.

# ATTACHMENT 1

## SEALED BID LABEL

PLEASE ATTACH LABEL TO OUTSIDE OF BID PACKAGE

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### SEALED BID RESPONSE ENCLOSED

DELIVER TO:

Purchasing Department  
400 East Locust St, Rm 206  
Union, MO 63084

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BID # 201761    DATE: 11/06/2017

DESCRIPTION: Fuel

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

