INVITATION TO BID
2020-0903-002 Fuel Bid

The Board of County Commissioners will receive sealed bids for Unleaded Gasoline, Number 2 and Winterblend Diesel Fuel delivered to All Morgan County Fuel sites until 9:00 a.m. MST on Thursday, September 3, 2020 at the office of the County Commissioners, 218 West Kiowa Ave, Fort Morgan, Colorado. All bids will be publicly opened and read aloud in the Assembly Room in the basement of the Administration Building, located at 231 Ensign, Fort Morgan, Colorado.

Prices shall be for a period of six months beginning October 1, 2020 through March 31, 2020. The bid documents are on file in the office of the Administrative Services Manager, and also on the Morgan County Website at www.co.morgan.co.us.

All bids shall be submitted in writing and signed by the bidder or an authorized agent, and must include the bidders address and phone number. All bids must be clearly marked "**2020-0903-002 Fuel Bid**" and submitted in a sealed envelope by *September 2, 2020 at 2:00 p.m*. to:

Morgan County
Attn: Karla Powell
Administrative Services Manager
218 W Kiowa Ave
Fort Morgan, CO 80701

The Board of County Commissioners reserves the right to reject any or all bids and waive any formalities.

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Karla Powell
Administrative Services Manager
Morgan County, Colorado

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Complete bid packet has 10 pages of documents

GENERAL INSTRUCTIONS TO BIDDERS

1. A "Bid" is a responsive, conforming, unconditional, complete, legible, and properly executed offer by a Bidder to provide the work specified in the Request for Bids for the compensation specified.

2. Bids shall be clearly marked with the work name, contact person, mailing address, and telephone number of the Bidder.

3. It shall be the responsibility of the Bidder to ensure that the Bid is in proper form and in the County's possession by or before the time and date designated in the Request for Bids. Bids will not be accepted after the designated time and date. Any Bid received late will be returned to the Bidder unopened, if possible.

4. All participating firms, by their signature hereunder, shall agree to comply with all conditions, requirements, and instructions of this bid as stated or implied herein. Should the County omit anything from this bid package which is necessary to a clear understanding of the items required, or should it appear that various instructions are in conflict, and then the companies shall secure instructions from Ms Karla Powell in the Morgan County Administrative Services Department.

5. Participating firms are expected to examine all documents contained herein. Failure to do so shall in no way relieve a participating firm from obligations with respect to his or her offer or to the resultant award. Non responsive and incomplete submittal may be deemed cause for rejection.

6. Any item which does not meet all of the terms, conditions, or specifications of this package must be clearly indicated on the exceptions to the bid section of this document or on a separate sheet of paper and returned with your bid.

7. Withdrawal of inadvertently erroneous bids before the award may be permitted if the Bidder submits proof which clearly and convincingly demonstrates, as determined by the County, that an error was made. BIDS MAY NOT BE RE-SUBMITTED.

8. The County shall not reimburse any Bidder for any cost incurred in preparing a Bid or attending equipment demonstrations, inspections, pre-bid conferences, or interviews.

9. Substitutions or modifications to any of the terms, conditions, or specifications of this bid which are made by Morgan County after the packages have been distributed to prospective firms, and prior to the due date and time, will be made in writing, and signed by the Administrative Services Manager. No employee of Morgan County is authorized to, in any way, modify any of the terms, conditions, or specifications of this package, without written approval of the Administrative Services Manager. This is not to imply that offers will not be accepted or considered on specifications which are different than those herein.

10. The County reserves the right to determine, in its sole reasonable discretion, whether any Bid meets the needs or purposes intended and is within the approved budget. The County does not base its award on prices alone. Also to be considered are: quality of product; past experience with the Bidder or any subcontractors, consultants, products or suppliers; qualifications of the Bidder and/or subcontractors or suppliers; services offered; warranties; maintenance considerations; long-range costs; delivery; and similar conditions

11. The final award shall be made by the Board of County Commissioners in the best interests of Morgan County. **Morgan County may grant a 5% preference to local businesses. A local business shall be a business which maintains a physical place of business in Morgan County.**
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12. The County reserves the right to conduct such investigations as it deems necessary to assist in the evaluation of any Bid to establish the experience, responsibility, reliability, references, reputation, qualifications, or financial ability of any Bidder, manufacturer or supplier. The purpose of such investigation is to satisfy the County that the Bidder has the experience, resources, and commercial reputation necessary to supply the specified equipment and to perform the necessary warranty and product support in accordance with the Bid Documents in the prescribed manner and time.

13. The County reserves the right, if it deems such action to be in its best interests, to reject any and all Bids or to waive any irregularities or informalities therein. Any incomplete, false, or misleading information provided by any Bidder shall be grounds for rejection of the Bid. If Bids are rejected, the County further reserves the right to investigate and accept the next best Bid in order of ranking, or to reject all Bids and re-solicit for additional Bids.

14. No Bid shall include federal excise taxes or state or local sales or use taxes.

15. Any Bid received as a result of this request is prepared at the Bidder's expense and becomes County property and is therefore a public record upon opening by the County.

16. If you consider any of the information being submitted to be trade secrets, privileged information, or confidential commercial, financial, geological, or geophysical data, it is your responsibility to label the information as such. Otherwise, all information submitted shall be available as a public record for public inspection.

17. By submitting a bid, the offerer acknowledges that (a) the preparation of the bid, and other quotations herein contained, does not obligate the County in any way; (b) the County assumes no obligation to enter into an agreement for the Work; (c) all bid documents are understood; and (d) the offerer has the equipment, technical ability, personnel and facilities to complete the work as specified herein in accordance with the bid documents.

18. No Bid may be withdrawn for a period of sixty (60) days after the deadline for Bids.

BID REQUIREMENTS

1. The Board of County Commissioners will receive sealed bids for Unleaded Gasoline, Number 2 and Winterblend Diesel Fuel delivered to All Morgan County Fuel sites until 2:00 p.m. MST on Wednesday, September 2, 2020 at the office of the County Commissioners, 218 West Kiowa Ave, Fort Morgan, Colorado. All bids will be publicly opened and read aloud in the Assembly Room in the basement of the Administration Building, located at 231 Ensign, Fort Morgan, Colorado.

2. Prices shall be for a period of six months beginning October 1, 2020 through March 31, 2020.

3. Supply and delivery of fuels to All location sites outlined in this bid document are required, bids that do not include delivery to all locations will not be considered.

4. Morgan County will only accept bids from vendors within a 100 mile radius of Morgan County.

5. A bill of lading or delivery ticket shall accompany each delivery and shall show product, quantity, and posted terminal price for the day delivery is made to County.

6. Invoices shall be sent at least weekly to Morgan County Accounts Payable, P.O. Box 189, Fort Morgan, CO 80701. Invoices must be itemized and be accompanied by the corresponding OPIS reports for the date of delivery.

7. Bids pricing shall be F.O.B. to the delivery locations specified.

8. All bids must be inclusive of all applicable taxes.

9. Quantities listed at locations are approximations. The County reserves the right to increase or decrease the quantities without adjustments in bid price.

10. Bid award will be based on the total six month cost to furnish and deliver estimated fuel quantities to the County of Morgan at the locations listed.

11. On an as needed basis for winter applications, Morgan County will define the blend rate for Number 1 and Number 2 diesel fuels (Winterblend).

12. The selected fuel supplier agrees to, at no additional charge, blend fuel additives into all diesel fuels delivered to Morgan County. Morgan County reserves the right to purchase fuel additives from whomsoever it chooses and supply said additives to the fuel supplier for blending at the time of delivery. Morgan County, at its discretion, may purchase additives from the fuel supplier.

13. All bids must be submitted on the “Bidder Reply Form”

14. All Bids submitted must include Two (2) copies of the submitted documents.

PRICING CONDITIONS

1. The "Base" price for all fuel delivered to Morgan County under this bid shall be the average Denver rack price, for the product being delivered as reflected on the OPIS report dated the day of actual delivery. (Refiner price to reseller at the terminal) For bid purposes, utilize and include the OPIS Report for Denver dated August 20, 2020 to determine the base price for midgrade unleaded and #2 diesel.

2. The selected supplier will increase or decrease the "base" price during the contract period six (6) months as reflected by the average Denver rack price for each actual delivery date. The supplier shall furnish a copy of the OPIS report and rack invoice along with the supplier's invoice for payment with each delivery to the County of Morgan.

3. Bidders shall include a "reseller's" price in the bid, which shall be fixed for the contract period. The "reseller's" price shall be the amount the bidder will add to the "base" price to cover the bidder's cost of service (delivery, overhead, profit, etc.) to the County of Morgan. **The "reseller's price shall not be increased during the contract period.**

4. The State Environmental Fee, Federal LUST Fee and Federal Oil Spill Fee should not be included in the "reseller's" price per gallon. Bidder must identify the current rate for each of these fees. These fees may change during the contract period according to approved rate changes by the appropriate agencies.

TYPICAL SPECIFICATIONS

Unleaded Gasoline - Midgrade:

API Gravity	56
LBS/Gallon	6.3
Octane Rating	87-89
90 % Distillation, F.	310
Sulfur, ppm	80 Max.
Copper Strip Corrosion, @122F.	1A
Acidity	NEG
Gum, Existant, MG/100ml	1.0
Oxidation stability, Min.	240

Ultra Low Sulfur Diesel Fuel #2:

API Gravity	36
LBS/GAL	7.0
Cetane Number	40 Min.
90% Distillation, F. Min/Max	540/640
Viscosity, cSt @ 40C. Min/Max	1.9/4.1
Sulfur, ppm	15 Max.
Lubricity, HFRR, microns	520 Max.
Copper Strip Corrosion, 3 hr @ 50C.	No. 3 Max
Flash Point, F.	125 Min.
Cloud Point, F.	20 Max.
Ash, Wt. %	0.01 Max
Water & Sediment, Vol. %	0.05 Max

*Values listed above represent typical properties. Values may vary by location.

LOCATIONS, FUEL TYPES, STORAGE AND USAGE

LOCATION	TYPE OF FUEL	STORAGE	SIX MONTHS USAGE ESTIMATE
Fort Morgan	Diesel	12,000 gallons	75,000 gallons
	No lead	12,000 gallon	65,000 gallons
14 Mi. North Fort Morgan	Diesel	500 gallons	4,000 gallons
13 Mi. South Fort Morgan	Diesel	500 gallons	4,000 gallons
Snyder #1	Diesel	500 gallons	4,000 gallons
Snyder #2	Diesel	500 gallons	4,000 gallons
Weldona	Diesel	3,000 gallons	8,000 gallons
Wiggins	Diesel	3,000 gallons	8,000 gallons
Landfill	Diesel	4,500 gallons	5,500 gallons
14 Mi. South Brush	Diesel	500 gallons	4,000 gallons

BIDDER REPLY FORM
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2020-0903-002 Fuel Bid

The undersigned is familiar with the specifications and conditions for supplying fuel to the County of Morgan for a period of 6-months, effective October 1, 2020 through March 31, 2020 and proposes to sell and deliver to the County of Morgan for the prices indicated.

Current Fee Rate (per gallon): State Environmental Fee $_____

Federal LUST Fee $_____

Federal Oil Spill Fee $_____

Total Current Fees $_____

Site	Location	Fuel Type	Base Price per Gallon (OPIS)	Reseller's Price per Gallon (Bid)	Total Current Fees per Gallon (From Above)	Total Price per Gallon
Fort Morgan	17303 County Road S Fort Morgan CO 80701	#2 Dyed Diesel				
Fort Morgan	17303 County Road S Fort Morgan CO 80701	Midgrade Unleaded				
14 miles North of Fort Morgan	31328 Highway 52 Fort Morgan, CO 80701	#2 Dyed Diesel				
13 Miles South of Fort Morgan	1/4 Mile North of Road F on Road 20 Fort Morgan, CO 80701	#2 Dyed Diesel				
Snyder #1	29505 Third Street Snyder, CO 80750	#2 Dyed Diesel				
Snyder #2	29505 Third Street Snyder, CO 80750	#2 Dyed Diesel				
Weldona	7555 Highway 144 Weldona, CO 80653	#2 Dyed Diesel				
Wiggins	5530 County Road L Wiggins, CO 80654	#2 Dyed Diesel				
Landfill	21448 County Road 22 Fort Morgan, CO 80701	#2 Dyed Diesel				
14 Miles South of Brush	Corner of Road F and Road 30 Brush, CO 80723	#2 Dyed Diesel				

***To Calculate Total Price per Gallon use Base Price per gallon + Reseller Price per gallon + Total Current Fees per gallon = Total Price per gallon.**

Base prices are based on the average Denver rack price on OPIS report. Report dated 08/20/2020. (Bidder must attach specified OPIS Report.) All bids must be inclusive of all applicable taxes.

BIDDER REPLY FORM
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2020-0903-002 Fuel Bid

NAME AND ADDRESS OF BIDDER:

Name of Company_____

Address of Company_____

City_____State_____Zip Code_____

Representative_____ Title_____

Signature_____

Phone Number_____ Fax Number_____

Email:_____

Date: _____