



REQUESTS FOR PROPOSALS RFP 2023-1019-001 Fuel

The Board of County Commissioners will receive sealed proposals for Unleaded Gasoline, Number 2 Diesel and Winterblend Diesel Fuel delivered to All Morgan County Fuel Sites, until 12:00 p.m. MST, Wednesday, October 18, 2023 at the office of the County Commissioners, 218 West Kiowa Ave, Fort Morgan, Colorado. All responses will be publicly opened and read aloud 9:00 a.m. MST, Thursday, October 19, 2023. Location of proposal openings will be at 218 West Kiowa Ave, Fort Morgan, Colorado, Vendors and/or public will be able to view RFP opening via a Zoom meeting. Details will be posted on the county website at: <https://morgancounty.colorado.gov/bids-and-proposals>.

The RFP is on file in the office of Administrative Services Department at 218 West Kiowa Avenue, Fort Morgan, CO and also on the Morgan County Website at <https://morgancounty.colorado.gov>

All Proposals can be submitted as follows:

- Email – Proposals may be emailed to: bccadmin@co.morgan.co.us. Emailed proposals must include the following statement on the email: **“I hereby waive my right to a sealed proposal”**. An email confirmation will be sent when the County receives the proposal within 24 hours of normal business hours.
- Hand delivery - Two (2) copies of the proposal may be hand delivered to the Office of the Board of County Commissioners, 218 W. Kiowa Ave. Fort Morgan, CO 80701.
- Mail - All proposals must be clearly marked on the envelope **RFP 2023-1019-001**.

Please address as follows:

Morgan County
Attn: Dusty Corliss, Accounting Specialist
218 W Kiowa Ave
Fort Morgan, CO 80701

Dusty Corliss
Accounting Specialist
Morgan County, Colorado

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Complete response packet contains 10 pages of documents

GENERAL INSTRUCTIONS TO RESPONDERS

1. A “proposal” is a responsive, conforming, unconditional, complete, legible, and properly executed offer by a responder to provide the product specified in the Request for Proposal (RFP) for the compensation specified.
2. Responses shall be clearly marked with the **RFP 2023-1019-001**, Company Name, contact person, mailing address, telephone number of the responder, and contact email address.
3. It shall be the responsibility of the responder to ensure that the response is in proper form and in the County’s possession by or before the time and date designated in the RFP. Responses will not be accepted after the designated time and date. Any response received late will be returned to the responder unopened, if possible.
4. If a mistake is made or discovered during or after the County’s review of responses, the County reserves the right to determine which party made the mistake and whether the mistake is material and, after these determinations, the County, in its sole reasonable discretion, shall decide whether to accept or reject the proposal. No advantage shall be taken by any party of manifest clerical errors or omissions in any proposal. Responders shall notify the County immediately of any errors or omissions that are encountered.
5. Any item which does not meet all of the terms, conditions, or specifications of this package must be clearly indicated on the exceptions section of the Proposal Reply Form or on a separate sheet of paper and returned with the proposal.
6. The County shall not reimburse any responder for any cost incurred in preparing a proposal or attending equipment demonstrations, inspections, pre-proposal conferences, or interviews.
7. Any amplification, clarification, explanation, interpretation, or correction of a response shall be made only by written addendum, and a copy of the addendum shall be mailed or delivered to each person receiving a RFP. The County is not responsible for any amplification, clarification, explanation, or interpretation or correction of a proposal not contained in written addenda.
8. The County reserves the right to determine, in its sole reasonable discretion, whether any proposal 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 responder or any subcontractors, consultants, products or suppliers; qualifications of the responder and/or subcontractors or suppliers; services offered; warranties; maintenance considerations; long-range costs; delivery; and similar conditions.
9. 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.**

10. The County reserves the right to conduct such investigations as it deems necessary to assist in the evaluation of any proposal to establish the experience, responsibility, reliability, references, reputation, qualifications, or financial ability of any responder, manufacturer or supplier. The purpose of such investigation is to satisfy the County that the responder has the ability to supply the specified product and to perform the necessary warranty and product support in accordance with the RFP in the prescribed manner and time.
11. The County reserves the right, if it deems such action to be in its best interests, to reject any and all responses or to waive any irregularities or informalities therein. Any incomplete, false, or misleading information provided by any responder shall be grounds for rejection of the proposal. If proposals are rejected, the County further reserves the right to investigate and accept the next best proposal in order of ranking, or to reject all proposals and re-solicit for additional proposals.
12. No proposal shall include federal excise taxes or state or local sales or use taxes.
13. Each proposal shall include a statement of standard warranty of the manufacturer.
14. Any response received as a result of this request is prepared at the responder's expense and becomes County property and is therefore a public record upon opening by the County.
15. If responder considers any of the information being submitted to be trade secrets, privileged information, or confidential commercial, financial, geological, or geophysical data, it is responder's responsibility to label the information as such. Otherwise, all information submitted shall be available as a public record for public inspection.
16. By submitting a proposal, the responder acknowledges that (a) the preparation of the proposal, 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 product; (c) all responsive documents are understood; and (d) the responder has the ability to deliver the product/equipment as specified herein in accordance with the RFP.
17. No proposal may be withdrawn for a period of sixty (60) days after the deadline for proposals

PROPOSAL REQUIREMENTS

1. Prices shall be for a period of six months beginning November 1, 2023 through April 30, 2024.
2. 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.
3. Morgan County will only accept bids from vendors within a 100 mile radius of Morgan County.
4. 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.
5. 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.
6. Bids pricing shall be F.O.B. to the delivery locations specified.
7. All bids must be inclusive of all applicable taxes.
8. Quantities listed at locations are approximations. The County reserves the right to increase or decrease the quantities without adjustments in bid price.
9. 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.
10. On an as needed basis for winter applications, Morgan County will define the blend rate for Number 1 and Number 2 diesel fuels (Winterblend).
11. 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.
12. All bids must be submitted on the "Bidder Reply Form"
13. 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 October 11, 2023 to determine the “base” price for midgrade unleaded, #1 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 information for the product(s) delivered, as proof of the Denver rack pricing, 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

<u>LOCATION</u>	<u>TYPE OF FUEL</u>	<u>STORAGE</u>	<u>SIX</u> <u>MONTHS USAGE</u> <u>ESTIMATE</u>
Fort Morgan	Diesel No lead	12,000 gallons 12,000 gallon	75,000 gallons 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
16 Mi. South Brush	Diesel	500 gallons	4,000 gallons



PROPOSAL REPLY FORM
2023-1019-001 Fuel
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Proposal Reply Form

Name and Address of Responder:

Name of Company_____

Address of Company_____

City_____State_____Zip Code_____

Phone Number_____Fax Number_____

E-Mail Address_____

Representative_____Title_____

Signature_____

Proposal

See Page 2 for Proposal Pricing

Exceptions to Proposal

Attach additional sheets if needed.

