



REQUESTS FOR BIDS

RFB# 2026-03 Furnish Petroleum Fuels FY27

The City of Dillingham is soliciting competitive sealed bids for furnishing and delivering petroleum fuels to various City facilities for the period November 01, 2026 through June 30, 2027, with the option to extend the contract for one year.

Inquiries should be directed to:

Kyle Gregory, Public Works Director
City of Dillingham
PO Box 889
Dillingham, AK 99576
907-842-4598
Email: publicworks@dillinghamak.us

SPECIFICATIONS

Submittal Requirements and Information

To be considered, please submit a completed copy of the following documents which are part of this bid proposal packet:

- Attachment A, Company Information
- Attachment B, Petroleum Fuel bid
- Attachment C, Locations and Fuel Delivery Information

Proposals should be submitted at PublicPurchase.com or delivered to the address below on or before the deadline no later than 1:00 p.m. on October 9, 2026. Any envelopes need to be marked to identify the project: **RFB# 2026-03 Furnish Petroleum Fuels FY27**

Packages should indicate the company's name, contact person, email and phone number.

Delivery instructions – mail or hand deliver in a sealed envelope to:

Finance – Procurement Manager
City of Dillingham
141 Main Street; PO Box 889
Dillingham, AK 99576

Bid opening will occur in the Council Chamber of City Hall at 2:00 pm on October 9th. This meeting will also be available at the following online location: Zoom
Meeting ID: 920 483 0473; passcode: 99576 or dial: 1(719)359-4580 or 1(253)205-0468

Faxed proposals will not be accepted.

Notice of Intent to Award

The City shall notify all bidders of its intent to award. A contract to award will be confirmed at a city council meeting following the bid deadline

Scope of Work

Contract will be awarded to the Contractor with the lowest fuel price for either diesel or gasoline. The contract can be written for all the City's fuel needs or a portion of the proposal.

1. Contractor agrees to deliver all the City's fuel:

<u>Description</u>	<u>Estimated Gallons</u>
No. 1 Heating/Diesel	43,000
No. 2 Heating/Diesel	18,000
Unleaded Gasoline	12,000
Propane Delivered	215
Propane at Pump	85

Refer to Attachment C for the list of facilities receiving petroleum fuels.

2. Petroleum and propane fuel will be delivered to the list of City of Dillingham facilities under one of the following two conditions:
 - "Keep Full" – the contractor shall be responsible for monitoring, at least every two weeks (unless otherwise noted), the fuel levels in the storage tank to ensure a constant supply.
 - Upon an oral or written request from approved City personnel, the petroleum contractor shall furnish and deliver the requested fuel within four hours (4) of said request.
3. Bids may be provided for either No.1 & 2 Heating/Diesel and/or Unleaded Gasoline and/or propane fuel types. Contract may be awarded to the lowest bid for diesel or gasoline.
4. All fuel tickets must be signed by City Personnel.

Conditions of Offering and Acceptance

This is a Request for Proposal/Bid only and is not a guarantee the City of Dillingham will purchase any or all of the products or services indicated in this invitation.

The City of Dillingham reserves the right to reject or accept any and all bids, to waive irregularities or informalities in the procurement process, and to give particular attention to the qualifications of the proposer.

The City reserves the right to revise or clarify the Request for Proposal/Bid, respond to questions, and/or extend or shorten the due date of proposals.

The City retains the right to cancel the Request for Proposal/Bid if the City determines it is in their best interest. Any cost incurred by proposers for the preparation and submittal of the bid is the sole responsibility of the bidder.

A bid may be corrected or withdrawn by a written request received prior to the deadline for receipt of bid proposals.

All bid proposals and other material submitted become City property and may be returned only at their option.

The City assumes no responsibility or liability for the transmission, delay, or delivery of bid proposals by either public or private carriers.

Any and all media announcements pertaining to this RFP/ITB require the City's prior written approval.

The bidder agrees to allow the City at least 30 days from the bid date to enter into a contract with the selected bidder for the price offered by the bidder.

The City intends to award a contract, subject to negotiation of a satisfactory agreement based upon the City's standard professional services contract form.

The City may, at its sole discretion, exercise the option to extend the contract for a one-year period for the next consecutive year; July 1 – June 30, at the existing bid rates. Written notice shall be provided, at least 30 days prior to expiration, if the option to extend the contract is not exercised.

Gasoline will be dispensed from the bidder's pump. Authorized City personnel will "self-serve" into City vehicles and equipment requiring gasoline.

Contractor shall in performance of a contract, comply with all applicable federal, state and local laws, ordinance, orders, rules and regulations applicable to its performance.

Contractor must be in compliance with Dillingham Municipal Code (DMC) 4.16 Business License and DMC 4.20 Sales Tax as well as state and federal licensing.

All products will be sold with the lowest applicable federal, state, and local taxes. i.e. heating, power generation and equipment use fuel will not be billed with "road" tax applied.

Volumes provided are estimates and may vary by 20%. Locations may vary from time to time. The City shall provide notice to the contractor of location changes as they occur.

Attachment A. Company Information

**City of Dillingham
PETROLEUM FUEL BID – FY_27_____**

Contractor's Name _____ Title _____
Authorized Agent

d.b.a. Company Name _____

City Business License Number# _____

Alaska State Business License Number# _____

Signature _____ Date _____
Authorized Agent Above

Mailing Address _____

Phone Contact _____

Attachment B. Petroleum Fuel Bid

Furnish Petroleum Fuels – Period Covering November 1, 2026 – June 30, 2027
and if a contract extension has been exercised as described in this bid proposal, extended for the next consecutive year, at the existing bid rates.

The furnishing and delivery of petroleum products shall be in accordance with the Invitation to Bid and Specifications for the term of the contract. The price per gallon shall include the entire supplier costs associated with providing petroleum fuels, storage, and delivery. **Bids may be provided for either No.1 & 2 Heating/Diesel and/or Unleaded Gasoline and/or Propane fuel types. Contract may be awarded to the lowest bid for diesel, gasoline or propane.**

Description	Estimated Annual Quantity	Fixed Price November 1, 2026 – June 30, 2027
No. 1 Diesel	43,000 gallons	\$_____per gallon \$_____Total
No 2 Diesel	18,000 gallons	\$_____per gallon \$_____Total
Unleaded Gasoline	12,000 gallons	\$_____per gallon \$_____Total
Propane Delivered	215 gallons	\$_____per gallon \$_____Total
Propane at Pump	85 gallons	\$_____per gallon \$_____Total
Total Bid		\$_____

Company _____

Date _____

Signature _____

Title _____

Attachment C. Locations and Fuel Delivery Information

TANK SITES

#1 City Hall	#2 Police Station	#3 Fire Station Downtown
#4 Fire Station Lake Road	#5 Vitavik Apts, Unit C and G	#6 Senior Center
#7 Library	#8 Dock Small Office	#9 Dock Large Office
#10 Harbor Office/Animal Shelter	#11 Harbor Bath House	#12 Dock Equipment Tank
#13 WWTP Lagoons	#14 Water Treatment Bldg	#15 Generator WTP
#16 Public Works Equip	#17 Public Works Shop	#18 Public Works Quonset
#19 Landfill Incinerator	#20 Landfill Office	# 21 Landfill Equipment.
#22 Comm. Svc Incinerator	# 23 Public Safety Vehicle Fuel	#24 Old Harbor Office

Location: #1 CITY HALL Address: 141 Main Street Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 1000 Gallon Tank FILL CYCLE: BI WEEKLY	Location: #2 POLICE STATION Address: 404 D Street Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 1000 Gallon Tank FILL CYCLE: BI WEEKLY
Location: #3 FIRE STATION DOWNTOWN Address: 511 D Street Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: BI WEEKLY	Location: #4 FIRE STATION LAKE ROAD Address: 1335 Aleknagik Rd Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 1000 Gallon Tank FILL CYCLE: BI WEEKLY
Location: #5 Vitavik Apt. C & G Address: 1726 Waskey Road Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: BI WEEKLY	Location: #6 Senior Center Address: 515 1 st Avenue Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 1000 Gallon Tank FILL CYCLE: BIWEEKLY
Location: #7 Library Address: 304 D Street Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: BIWEEKLY	Location: #8 Dock Small Office Address: 151 1 st Avenue Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: BIWEEKLY
Location: #9 Dock Large Office Address: 34 A Street Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: WEEKLY	Location: #10 Harbor Office/Animal Shelter Address: 240 Harbor Master Rd Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: WEEKLY
Location: #11 Harbor Bath House Address: 240 Harbor Road Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: BIWEEKLY	Location: #12 Dock Equipment Tank Address: 151 1 st Street Fuel Type #1 Heating Oil (Diesel) Tank Size: 1500 Gallon Tank FILL CYCLE: WEEKLY (MAY – OCT)

Attachment C. Locations (CONTINUED)

Location: #13 Waste Water Treatment Lagoons Address: 826 Tower Rd Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: WEEKLY	Location: #14 Water Treatment Plant Address: 524 Central Ave Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: WEEKLY
Location: #15 Water Treatment Plant Generator Address: 524 Central Ave Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: BIWEEKLY (AS NEEDED)	Location: #16 Public Works Equipment Address: 808 2 nd Ave Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 1500 Gallon Tank FILL CYCLE: WEEKLY
Location: #17 Public Works Shop Address: 810 2 nd Ave Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 1000 Gallon Tank FILL CYCLE: WEEKLY (AS NEEDED)	Location: #18 Public Works Quonset Bldg Address: 808 2 nd Ave Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 1000 Gallon Tank FILL CYCLE: WEEKLY
Location: # 19 Landfill Incinerator Address: Landfill Rd Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: BIWEEKLY	Location: #20 Landfill Transfer Bldg Address: Landfill Rd Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 300 Gallon Tank FILL CYCLE: BIWEEKLY
Location: #21 Landfill Equipment Tank Address: Landfill Road Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: WEEKLY	Location: #22 Comm. Svc. Incinerator Address: Landfill Rd Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 300 Gallon Tank FILL CYCLE: BIWEEKLY
Location: #23 Public Safety Fuel Depot Address: 404 D Street Fuel Type Unleaded Gasoline Tank Size: 1500 Gallon Tank FILL CYCLE: WEEKLY	Location: #24 Old Harbor Office Address: 240 Harbor Master Rd Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: BIWEEKLY (TEMP UNTIL LEASED)
Propane Filled at the Pump as Needed	Other buildings and locations as the need arises following written notification from the City.