



REQUESTS FOR PROPOSALS/BIDS

RFP# 24-2 Furnish Petroleum Fuels FY24

The City of Dillingham is soliciting sealed bids for furnishing and delivering petroleum fuels to various City facilities for the period _____, with the option to extend the contract from _____.

Inquiries should be directed to:

Purchasing Manager
City of Dillingham
PO Box 889
Dillingham, AK 99576
907 842-1823
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

Please submit them to the address below on or before the deadline no later than _____ p.m. on _____ [date], and mark the envelope to identify the project:

RFP# 24-2 Furnish Petroleum Fuels FY 24

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

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

City Clerk's Office
City of Dillingham
PO Box 889
Dillingham, AK 99576

Electronic and 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	75,000
No. 2 Heating/Diesel	30,000
Unleaded Gasoline	20,000
Propane Delivered	375
Propane at Pump	150

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.
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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.

With at least 30 days written notice to the lowest bidder(s), the City may at its sole discretion, exercise the option to extend the contract for a one year period for the next consecutive fiscal year, at the existing bid rates. Written notice shall not be required 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 4.20.240, Tax Delinquent List

Attachment A. Company Information

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

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 _____ and if a contract extension has been exercised as described in this bid proposal, extended for the next consecutive fiscal 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 FY24
No. 1 Diesel	75,000 gallons	\$ _____ per gallon \$ _____ Total
No 2 Diesel	30,000 gallons	\$ _____ per gallon \$ _____ Total
Unleaded Gasoline	20,000 gallons	\$ _____ per gallon \$ _____ Total
Propane Delivered	375 gallons	\$ _____ per gallon \$ _____ Total
Propane at Pump	150 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

<p>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</p>	<p>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</p>
<p>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</p>	<p>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</p>
<p>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</p>	<p>Location: #6 Senior Center Address: 515 1st Avenue Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 1000 Gallon Tank FILL CYCLE: BIWEEKLY</p>
<p>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</p>	<p>Location: #8 Dock Small Office Address: 151 1st Avenue Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 500 Gallon Tank FILL CYCLE: BIWEEKLY</p>
<p>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</p>	<p>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</p>
<p>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</p>	<p>Location: #12 Dock Equipment Tank Address: 151 1st Street Fuel Type #1 Heating Oil (Diesel) Tank Size: 1500 Gallon Tank FILL CYCLE: WEEKLY (MAY – OCT)</p>

Attachment C. Locations (CONTINUED)

<p>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</p>	<p>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</p>
<p>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)</p>	<p>Location: #16 Public Works Equipment Address: 808 2nd Ave Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 1500 Gallon Tank FILL CYCLE: WEEKLY</p>
<p>Location: #17 Public Works Shop Address: 810 2nd Ave Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 1000 Gallon Tank FILL CYCLE: WEEKLY (AS NEEDED)</p>	<p>Location: #18 Public Works Quonset Bldg Address: 808 2nd Ave Fuel Type #1 Heating Oil – Winter Fuel Type #2 Heating Oil – Summer Tank Size: 1000 Gallon Tank FILL CYCLE: WEEKLY</p>
<p>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</p>	<p>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</p>
<p>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</p>	<p>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</p>
<p>Location: #23 Public Safety Fuel Depot Address: 404 D Street Fuel Type Unleaded Gasoline Tank Size: 1500 Gallon Tank FILL CYCLE: WEEKLY</p>	<p>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)</p>
<p>Propane Filled at the Pump as Needed</p>	<p>Other buildings and locations as the need arises following written notification from the City.</p>