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## Request for Proposals

### RFP 2020-04 Furnish Petroleum & Propane Fuels FY21

The City of Dillingham is soliciting sealed bids for furnishing and delivering petroleum and propane fuels to various City facilities for the contractual period of November 8, 2020 through June 30, 2021, with the option to extend the contract from July 1, 2021 through June 30, 2022.

Inquiries should be directed to:

Public Works Director  
City of Dillingham  
PO Box 889  
Dillingham, AK 99576  
907 842-4598  
Email: [publicworks@dillinghamak.us](mailto: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 & Propane Fuel Bid
- Attachment C, Locations and Fuel Delivery Information

Please submit requirements to the address below on or before the deadline no later than 4:00 p.m. on Thursday, September 17, 2020, and mark the envelope to identify the project:

### **RFP 2020-04 Furnish Petroleum & Propane Fuels FY21**

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 Planner'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 fuel types identified below. The contract can be written for all the City’s fuel needs or a portion of the proposal, at the sole discretion of the City.

1. Contractor agrees to furnish and deliver all the City’s fuel requirements:

<u>Description</u>	<u>Estimated Annual 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 & propane 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 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 or propane.
4. All fuel tickets must include the date of delivery and 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.

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, from July 1, 2021 to June 30, 2022 at the existing bid rates. Written notice shall not be required if the option to extend the contract beyond June 30, 2021 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**

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**City of Dillingham  
PETROLEUM & PROPANE FUEL BID – FY21**

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 \_\_\_\_\_

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

Phone Contact \_\_\_\_\_

**Attachment B. Petroleum & Propane Fuel Bid**

Furnish Petroleum & Propane Fuels – Period covering November 8, 2020 through June 30, 2021, and if a contract extension has been exercised as described below, for the period covering July 1, 2021 to June 30, 2022.

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, from July 1, 2021 to June 30, 2022 at the existing bid rates. Written notice shall not be required if the option to extend the contract beyond June 30, 2021 is not exercised.

The furnishing and delivery of petroleum products shall be in accordance with the RFP and Specifications for the term of the contract. The price per gallon shall include the entire supplier costs associated with providing petroleum and propane 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 or gasoline or propane.**

Description	Estimated Annual Quantity	Fixed Price
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 FIRE STATION AIRPORT	#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 VITAVIK APTS, UNIT C

Location: #1 City Hall Address: 141 Main Street <b>Fuel Type #1 Heating Oil – Winter</b> <b>#2 Heating Oil - Summer</b> Tank Size: 1000 Gallon Tank <b>FILL CYCLE: BIWEEKLY</b>	Location: #2 Police Station Address: 404 D Street <b>Fuel Type #1 Heating Oil – Winter</b> <b>#2 Heating Oil - Summer</b> Tank Size: 1000 Gallon Tank <b>FILL CYCLE: BIWEEKLY</b>
Location: #3 Fire Station Downtown Address: 511 D Street <b>Fuel Type #1 Heating Oil – Winter</b> <b>#2 Heating Oil - Summer</b> Tank Size: 500 Gallon Tank <b>FILL CYCLE: BIWEEKLY</b>	Location: #4 Fire Station Lake Road Address: 1335 Aleknagik Rd <b>Fuel Type #1 Heating Oil – Winter</b> <b>#2 Heating Oil - Summer</b> Tank Size: 1000 Gallon Tank <b>FILL CYCLE: BIWEEKLY</b>
Location: #5 Fire Station Airport Address: 743 Airport Rd <b>Fuel Type #1 Heating Oil – Winter</b> <b>#2 Heating Oil - Summer</b> Tank Size: 500 Gallon Tank <b>FILL CYCLE: WEEKLY</b>	Location: #6 Senior Center Address: 515 1 <sup>st</sup> Avenue <b>Fuel Type #1 Heating Oil – Winter</b> <b>#2 Heating Oil - Summer</b> Tank Size: 1000 Gallon Tank <b>FILL CYCLE: BIWEEKLY</b> <b>Fuel Type Propane Delivered – As Needed</b>
Location: # 7 Library Address: 304 D Street <b>Fuel Type #1 Heating Oil – Winter</b> <b>#2 Heating Oil - Summer</b> Tank Size: 500 Gallon Tank <b>FILL CYCLE: WEEKLY</b>	Location: #8 Dock Small Office Address: 151 1 <sup>st</sup> Avenue <b>Fuel Type #1 Heating Oil – Winter</b> <b>#2 Heating Oil - Summer</b> Tank Size: 500 Gallon Tank <b>FILL CYCLE: BIWEEKLY</b>
Location: #9 Dock Large Office Address: 34 A Street <b>Fuel Type #1 Heating Oil – Winter</b> <b>#2 Heating Oil - Summer</b> Tank Size: 500 Gallon Tank <b>FILL CYCLE: BIWEEKLY</b>	Location: #10 Harbor Office/Animal Shelter Address: 240 Harbor Master Rd <b>Fuel Type #1 Heating Oil – Winter</b> <b>#2 Heating Oil - Summer</b> Tank Size: 500 Gallon Tank <b>FILL CYCLE: BIWEEKLY</b>
Location: #11 Harbor Bath House Address: 240 Harbor Rd <b>Fuel Type #1 Heating Oil – Winter</b> <b>#2 Heating Oil - Summer</b> Tank Size: 500 Gallon Tank <b>FILL CYCLE: BIWEEKLY</b>	Location: #12 Dock Equipment Tank Address: 151 1 <sup>st</sup> Street <b>Fuel Type: #1 Heating (Diesel)</b> Tank Size: 1500 Gallon Tank <b>FILL CYCLE: WEEKLY (MAY – OCT)</b>

**Attachment C. Locations and Fuel Delivery Information (Continued)**

<p>Location: #13 Waste Water Treatment Lagoons  Address: 826 Tower Rd  <b>Fuel Type #1 Heating Oil – Winter</b>  <b>#2 Heating Oil - Summer</b>  Tank Size: 500 Gallon Tank  <b>FILL CYCLE: WEEKLY</b></p>	<p>Location: #14 Water Treatment Plant  Address: 524 Central Ave  <b>Fuel Type #1 Heating Oil – Winter</b>  <b>#2 Heating Oil - Summer</b>  Tank Size: 500 Gallon Tank  <b>FILL CYCLE: WEEKLY</b></p>
<p>Location: #15 Water Treatment Plant Generator  Address: 524 Central Ave  <b>Fuel Type #1 Heating Oil – Winter</b>  <b>#2 Heating Oil - Summer</b>  Tank Size: 500 Gallon Tank  <b>FILL CYCLE: BIWEEKLY</b></p>	<p>Location: #16 Public Works Equipment  Address: 808 2<sup>nd</sup> Avenue  <b>Fuel Type #1 Heating Oil – Winter</b>  <b>#2 Heating Oil - Summer</b>  Tank Size: 1500 Gallon Tank  <b>FILL CYCLE: WEEKLY</b></p>
<p>Location: # 17 Public Works Shop  Address: 810 2<sup>nd</sup> Avenue  <b>Fuel Type #1 Heating Oil – Winter</b>  <b>#2 Heating Oil - Summer</b>  Tank Size: 1000 Gallon Tank  <b>FILL CYCLE: WEEKLY</b></p>	<p>Location: #18 Public Works Quonset Bldg.  Address: 808 2<sup>nd</sup> Avenue  <b>Fuel Type #1 Heating Oil – Winter</b>  <b>#2 Heating Oil - Summer</b>  Tank Size: 1000 Gallon Tank  <b>FILL CYCLE: WEEKLY</b></p>
<p>Location: #19 Municipal Landfill Incinerator  Address: Landfill Rd  <b>Fuel Type #1 Heating Oil – Winter</b>  <b>#2 Heating Oil - Summer</b>  Tank Size: 500 Gallon Tank  <b>FILL CYCLE: BIWEEKLY</b></p>	<p>Location: #20 Municipal Landfill Transfer Shack  Address: Landfill Rd  <b>Fuel Type #1 Heating Oil – Winter</b>  <b>#2 Heating Oil - Summer</b>  Tank Size: 300 Gallon Tank  <b>FILL CYCLE: BIWEEKLY</b></p>
<p>Location: #21 Landfill Equipment Tank  Address: Landfill Road  <b>Fuel Type #1 Heating Oil – Winter</b>  <b>#2 Heating Oil - Summer</b>  Tank Size: 500 Gallon Tank  <b>FILL CYCLE: WEEKLY</b></p>	<p>Location: # 22 Comm-service Incinerator Tank  Address: Landfill Road  <b>Fuel Type #1 Heating Oil – Winter</b>  <b>#2 Heating Oil - Summer</b>  Tank Size: 300 Gallon Tank  <b>FILL CYCLE: BIWEEKLY</b></p>
<p>Location: # 23 Public Safety Fuel Depot  Address: 404 D Street  <b>Fuel Type: Unleaded Gasoline</b>  Tank Size: 1500 Gallon Tank  <b>FILL CYCLE: WEEKLY</b></p>	<p>Location: #24 Vitavik Apartments, Unit C  Address: 1726 Waskey Road  <b>Fuel Type #1 Heating Oil – Winter</b>  <b>#2 Heating Oil - Summer</b>  Tank Size: 500 Gallon Tank  <b>FILL CYCLE: BIWEEKLY</b></p>
	<p>Propane Filled at the Pump as Needed.</p> <p>Other Buildings as the need arises following written notification from the City.</p>