



**Public Works  
Request for Proposal**

Fuel Purchase  
Third and Fourth Quarters of 2019

City of Moorhead  
December 26<sup>th</sup>, 2018

The City of Moorhead is seeking price quotations for fuel purchases and delivery of product to the Public Works Facility from qualified vendors for the third and fourth quarter of 2019. These fuel contracts are for #2 Diesel, and No-Lead 10% Ethanol 87 octane gasoline.

The Fuel Price quoted shall include;  
Any local freight charges.  
Any and all Local, State, and Federal Taxes and Fees

Deliveries of fuel will be at the City of Moorhead Public Works Facility located at 700 15<sup>th</sup> Ave N. The tank capacity is 10,000 gallons for Diesel and 10,000 gallons for Gasoline. The typical delivery amount is 7,500 gallons. Deliveries will be made in a timely fashion to ensure the tanks do not reach empty.

When there is a shortage of product at the pipeline and long wait times, a demurrage charge may be added after the first hour. A demurrage charge per hour must be included on the bid sheet commencing with a second hour of wait time shall be with the submitted quotation.

The City of Moorhead uses various mixtures of fuel depending on the time of year. For winter use, diesel may be a blend of #1 and #2 with a cold weather additive. Bio diesel may also be used during the summer months. Splash blending for products like bio-diesel will be acceptable. Blended diesel and #1 diesel will be priced off the #2 diesel contracted price plus the market differential. The blended diesel total quantity will account toward the contracted quantity of #2 diesel.

Additional products purchased outside of the contracted amount will be current rack price at the time of purchase.

The contract will be awarded to the vendor with the lowest total price.

The City of Moorhead may elect not to make an award. The City of Moorhead reserves the right to reject all quotations and request quotations to be submitted at a later date or the City of Moorhead may elect to make a partial award (either diesel or unleaded).

Payment to vendors will be honored within 15 days of receiving both product and invoice.

Approved vendors must E-mail quotations to the City of Moorhead as indicated below. Verbal quotes will not be accepted.

When an award is made the successful bidder will be notified January 15<sup>th</sup>, 2019 by 09:30 AM.

**Quotations are Due by January 15<sup>th</sup>, 2019 by 09:00 AM Central Time.**

Submit quotations by e-mail or fax to:

**Fax 218-299-5426 Att. Paul Fiechtner**  
(Staff will document the time when quotations arrive by fax)

**E-mail Address the email to the following group:**  
[Paul.Fiechtner@ci.moorhead.mn.us](mailto:Paul.Fiechtner@ci.moorhead.mn.us)

**If an award is not made the next scheduled time will be determined by City of Moorhead and sent to the vendors.**

## **Additional information**

### **Submissions by e-mail**

Attach a PDF of the 2019 Bid Submission Sheet.

Request a read receipt. If you do not receive a read receipt, call 218-299-5446.

### **Questions**

Questions concerning this Request for Proposal can be submitted to the Facilities and Fleet Manager via email at [Paul.Fiechtner@ci.moorhead.mn.us](mailto:Paul.Fiechtner@ci.moorhead.mn.us). Questions and requests for clarification or change received by January 11<sup>th</sup>, 2019 at 11:00 AM Central Time and will be answered via addenda. Any changes to the RFP resulting from such questions will be made only via addenda to the RFP. Responses from Owner not contained in an official addendum to the solicitation will not be binding on Owner. The final addenda, if any, will be released no later than January 14<sup>th</sup> at 11:00 AM Central Time. Addenda will be posted on the website. Proposers are encouraged to check on the status of all addenda prior to submission of their proposal.

### **Protests**

Protests related to this solicitation must be submitted in writing and will only be accepted from prospective Bidder or Offerors whose direct economic interest would be affected by the award of a Contract or failure to award a Contract.

### **Insurance**

Upon signing of contract, the awarded vendor must provide acceptable insurance. This insurance is to include General Liability in the amount of \$2,000,000 and Commercial Auto in the amount of \$2,000,000.

### **Unused Fuel**

In the event Buyer does not take delivery of the contracted quantity for the delivery period, Contractor can sell the volume not lifted in the open market the last 2 days of the quarter contract or the first 5 days of the following quarter contract. If the open market price is less than the fixed forward pricing above, the Buyer will pay Contractor the amount equal to the volume not lifted times the difference between the open market price and the fixed forward price. If the open market price is more than the fixed forward pricing above, the Contractor will pay Buyer the amount equal to the volume not lifted times the difference between the open market price and the fixed forward price.

### **Failure to Perform**

If, during any month of the delivery period, Contractor fails to deliver the contracted volume, and such failure is not excused, and the Replacement Price (cost incurred by Buyer to secure the contracted for volume) is greater than the Contract Price, then Contractor shall be liable for and shall pay Buyer the amount equal to the volume not delivered times the difference between the Replacement Price and the Contract Price.

**City of Moorhead Fuel Bid for 3rd and 4th Quarter of 2019**  
**Due by 09:00 AM Central Time, January 15th, 2019**  
**Please list below your prices on a quarterly basis.**

\$ Per Gallon will **INCLUDE**  
 Any local freight/delivery charges.  
 Any and all Local, State, and Federal Taxes and Fees

\*Blended Diesel and #1 Diesel may be purchased and will be priced off the #2 Diesel contracted price plus the market differential. The #1 Diesel quantity will account toward the contracted quantity of #2 Diesel.

\*Higher grades of gasoline may be purchased and will be priced off the contracted price plus the market differential. The higher grade gasoline quantity will account toward the contracted quantity of No-Lead 10 Ethanol 87 Octane.

<u>3rd Quarter (July 1 - September 30)</u>	<u>Gallons</u>	<u>Cost/Gallon</u>
#2 Diesel Fuel	30,000	_____
No-Lead 10 Ethanol 87 Octane	25,000	_____

<u>4th Quarter (October 1 – December 31)</u>		
#2 Diesel Fuel	35,000	_____
No-Lead 10 Ethanol 87 Octane	20,000	_____

Total Gallons #2 Diesel	65,000	\$ _____
Total Gallons No-Lead	<u>45,000</u>	\$ _____
	110,000	
	<b>TOTAL</b>	\$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span>

Demurrage Charge per hour **after** the first hour \_\_\_\_\_

**Vendor:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_