

**THE COUNTY OF HILL  
REQUEST FOR PROPOSAL**

**INTENT:** The intent of this Request For Proposal is to solicit proposals from qualified firms to provide FUEL MANAGEMENT SERVICES at Off-Site Locations

**SUBMISSION DATE : Monday, December 21, 2009 - 5 :00 p.m.  
Hill County Judge's Office, 1st Floor**

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**INSTRUCTIONS TO BIDDERS:**

Proposals must be received in the office of the County Judge on or before 5pm Monday, December 21,2009 with the proposals to be opened the following morning during Commissioners' Court. Proposals received after 5pm Monday, December 21, 2009, whether delivered or mailed will not be considered, and will be returned to the Offer.

In order to assure your Request For Proposal is fairly considered, it must be submitted in a properly sealed envelope, **clearly marked on the outside lower left hand corner surface with the numbers "09-1208"**. Proposals marked otherwise may be opened prematurely.

**PLEASE MAIL YOUR PROPOSALS TO:**

HILL COUNTY JUDGE  
P. O. Box 457,  
**HILLSBORO, TEXAS 76645**

**PLEASE HANDDELIVER YOUR PROPOSALS TO:**

**HILL COUNTY JUDGE  
80 N. Waco St, 1<sup>st</sup> Floor  
HILLSBORO, TX 76645**

**BIDDERS ARE RESPONSIBLE FOR MAKING SURE THEIR PROPOSALS GET TO  
COUNTY JUDGE BEFORE REQUIRED BID OPENING DATE**

**Bidders will use the attached forms for responding to this proposal.** The Request For Proposal numbers, "09-1208", shall appear on any additional intonation furnished by your firm.

A proposal that is in the possession of the County Judge may be withdrawn by the bidder in person (with the proper identification) or by written request up to the time of the bid opening. Proposals may not be withdrawn after the opening time. Proposals may be altered by telegram, letter or fax transmission bearing the signature or name of authorized personnel, provided it is received prior to the time and date of opening. Alterations should not reveal the proposal price but should indicate any addition, subtraction, or other changes.

Hill County is a political subdivision of the State of Texas and is exempt from usual sales taxes. Hill County is also exempt from all state taxes on unleaded and low sulfur diesel fuel.

The Commissioners' Court of Hill County reserves the right to reject any and all proposals. To accept in whole or part, to waive any informalities in the proposals received, to accept proposals separately or combine proposals as it shall deem to be in the best interest of Hill County.

Proposals are solicited for furnishing quotations only and implies no obligation on the part of Hill County. Hill County reserves the right to negotiate in private with all responsible bidders in order to obtain the best possible contract for overall County purposes.

The failure of any firm to comply with the terms of this Request for Proposal will subject any Contract or Purchase Order to revocation.

Questions regarding the specifications, bid process, approval of bids, and acceptance should be directed to:

**SUSAN SWILLING  
HILL COUNTY AUDITOR  
P. O. BOX 783  
80 N. Waco St, 3<sup>rd</sup> Floor  
Hillsboro, TX 76645  
254-582-4060 phone  
254-582-4033 fax  
auditor@co.hill.tx.us**

**JUSTIN LEWIS  
HILL COUNTY JUDGE  
P. O. BOX 457  
HILLSBORO, TX 76645  
254-582-4020 phone  
254-582-4028 fax  
countyjudge@co.hill.tx.us**

**MINIMUM SPECIFICATIONS FOR  
FUEL MANAGEMENT SERVICES RFP  
#09-1208**

**SCOPE AND INTENT**

The intent of the proposal is to provide for the purchase and dispensing of off-site consignment of unleaded and diesel fuels for the use of Hill County for a either a three (3) month period or a fifteen (15) month period beginning January 1, 2010 through March 31, 2010 or January 1, 2010 through March 31, 2011. The proposal will be split into two (2) categories: **City of Hillsboro Suppliers and Supplies located outside of Hillsboro**. Bidders should be aware that the County reserves the right to award each category to a different vendor if it is in the best interest of the County. Information on each of the two categories is provided below:

**Off-site Fuel Supply: City of Hillsboro.** This category involves the provision of off-site stations located in the City of Hillsboro. A fuel management system and automation system is required for this category.

**Off-site Fuel Supply: Suppliers located outside City of Hillsboro.** A fuel management system and automation system is required for this category. The availability of numerous stations throughout the County (outside the City of Hillsboro) is an important consideration. Suppliers may bid for one or all locations. The County reserves the right to reject bids in this category that do not provide adequate access to stations throughout the County. The decision as to whether a bid provides adequate access to stations throughout the County shall be at the sole discretion of the County. County has a need from time to time to purchase fuel outside of the County and will consider bids for those purposes as well.

**FUEL BID BASIS** Bidders are permitted to use Bid based on Vendor's Cost Plus or Opis Price Plus. OPIS bid Basis is preferred.

**Vendor's Cost Plus** – Bids should be based on vendor's laid-in cost (including freight) plus applicable fuel taxes. Costs associated with the Bidder's responsibility associated with the required fuel management and automation system shall also be included in the price differential. Mark-up per gallon is the price differential quoted over the base price. Price differential must be a firm dollar amount during the contract and shall include four (4) decimal places. Vendor's cost records will be subject to review by the County Auditor. Cost will be based on the Vendor's most recent transport load preceding the purchase by the County and will fluctuate during the month. **All bids must be submitted on the attached form.**

The vendor's laid-in cost, price differential and applicable fuel taxes shall be added together for the price per gallon to be charged to Hill County. The price per gallon shall be adjusted according to vendor's cost, but the bidder's differential shall remain constant throughout the term of the contract.

**OPIS Price Plus.** The basis of the bid is the bidder's differential of the prices listed in the Oil Price Information Services (OPIS) Pad 3 Report for Austin, Texas. The price differential quoted shall include all fees involved (service, delivery, etc.) in the off-site consignment program, excluding taxes. Costs associated with the Bidder's responsibility associated with the required fuel management and automation system shall also be included in the price differential. The differential must be a firm dollar amount during the contract and shall consist of four (4) decimal places and shall be identified by the bidder as either positive or negative. **All bids must be submitted on the attached form.**

The OPIS price, bidder's differential, and taxes shall be added together for the price per gallon to be charged to Hill County. The price per gallon shall be adjusted each week in accordance with the OPIS report, but the bidder's differential shall remain constant throughout the term of the contract.

### **FUEL MANAGEMENT AND AUTOMATION SYSTEM**

The Fuel Management and Automation System is required for off-site fuel supply categories. In these categories the Bidder is responsible for all costs associated with the fuel management and automation system, including the replacement of lost or stolen cards.

The fuel management and automation system shall include a method of tracking and invoicing fuel usage and cost for all county vehicles, individually. Credit cards used for this system shall be limited to the purchase of gas and oil only. Bidder shall provide reports at least monthly with the following information to substantiate the fuels invoice.

### **REPORTING REQUIREMENTS**

A report summarizing the following information by vehicle for each transaction with totals:

- Date and time of each fueling
- Location of each fueling
- Drivers Name
- Odometer entered by the driver
- Fuel type purchased
- Quantity to the nearest tenth of a gallon
- Extended total amount of the transaction
- MPG since last fueling
- Total # of transactions for the vehicle for the month/reporting period
- Total dollars used by the vehicle for the month/reporting period

### **INSURANCE REQUIRED**

Standard Workers Compensation Insurance covering all personnel who will provide services under this contract, and

Commercial General Liability Insurance: \$500,000 minimum each occurrence limit; \$1,500,000 minimum aggregate limit.

### **PAYMENT OF INVOICES**

The successful bidder shall invoice the County on a monthly basis. Payment shall not be due earlier than thirty (30) days after the date of the invoice.

### **CANCELLATION**

The Hill County Commissioners' Court reserves the right to terminate this contract prior to the end of the period indicated on twenty-four (24) hours written notice, for unsatisfactory delivery and/or failure to meet the required specification(s).

### **PERFORMANCE**

Bidder agrees to maintain an adequate supply of fuel inventory for each location as required by customer's usage. Bidder assumes no responsibility for fuel outages caused by strikes, riots, floods, fire or acts of God or any other cause beyond the control of Bidder.

## **EVALUATION AND AWARD OF CONTRACT**

1)The County of Hill intends to make an award to the responsible bidder meeting all the requirements of the RFP whose proposal is the most advantageous to the County with reference to price, quantity, quality, and accessibility.

2)The Commissioners' Court of Hill County reserves the right to reject any and all proposals. To accept in whole or part, to waive any informalities in the proposals received, as it shall deem to be in the best interest of Hill County.

3)The County of Hill reserves the right to negotiate in private with all responsible bidders in order to obtain the best possible proposal for county purposes.

4)The County of Hill reserves the right to modify and negotiate changes in the transaction.

## **ESTIMATED FUEL USAGE - OFFSITE LOCATIONS**

City of Hillsboro - Unleaded Gasoline – past 12 months -31,000 gallons  
Low Sulfur Diesel – past 12 months- 1,200 gallons  
High Sulfur Diesel – past 12 months - none

Outside of Hillsboro – Unleaded Gasoline – past 12 months- 38,500 gallons  
Low Sulfur Diesel – past 12 months-14,500 gallons  
High Sulfur Diesel – past 12 months- 48,500 gallons

**PROPOSAL RESPONSE FORM**  
**PROPOSAL # 09-1208**  
**FUEL MANAGEMENT SERVICES**

**Please Indicate Bid Time Period**

**City of Hillsboro**

**3 Month Bid    15 Month Bid**

**Description**

**Price Differential/ gallon, including freight**

Regular Unleaded

\$ \_\_\_\_\_ per gallon

Low Sulfur Diesel

\$ \_\_\_\_\_ per gallon

High Sulfur Diesel

\$ \_\_\_\_\_ per gallon

**Please provide Vendor Location for fueling**

**Outside City of Hillsboro**

**3 Month Bid    15 Month Bid**

**Description**

**Price Differential/gallon, including freight**

Regular Unleaded

\$ \_\_\_\_\_ per gallon

Low Sulfur Diesel

\$ \_\_\_\_\_ per gallon

High Sulfur Diesel

\$ \_\_\_\_\_ per gallon

**Please provide list of Vendor Locations for fueling – Attach additional sheets if necessary**

Submitted by:

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

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_

Signature of Authorized Representative:

\_\_\_\_\_