

CITY OF KOTZEBUE
 REQUEST FOR PROPOSAL - RFP # 2024-05
 HEATING FUEL DELIVERY SERVICE
 FROM JANUARY 1, 2025 THROUGH DECEMBER 31, 2025

The City of Kotzebue is soliciting bids for delivery of heating fuel to the City's tanks listed below:

<u>Tank Location</u>	<u>Tank Capacity</u>	<u>Fill Schedule*</u>
City Hall	1,000 gallons	weekly
Devil's Lake	2,000 gallons	yearly
Fire Training Center, in-ground	1,000 gallons	biweekly
Fire Training Center, on stand	500 gallons	weekly
Dog Pound	55 gallons	weekly
Kotzebue Regional Jail Kitchen	100 gallons	biweekly
Kotzebue Regional Jail, tank A	1,000 gallons	biweekly
Kotzebue Regional Jail, tank B	1,000 gallons	biweekly
Arctic Spirits	350 gallons	biweekly
Kotzebue Police Department	1,000 gallons	biweekly
Kotzebue Youth Center	1,000 gallons	once a month
Parks & Recreation Gym	500 gallons	biweekly
Public Works Shop	2,000 gallons	biweekly
Transit Building	500 gallons	biweekly
Water Treatment Plant	5,000 gallons	biweekly
Quonset Hut	500 gallons	weekly <u>Oct thru May</u>
	500 gallons	weekly <u>Oct thru May</u>
Baler Building	1,000 gallons	biweekly
*Fill Schedule subject to change		

Mobile Equipment Tank

Ultra Low Sulfur Diesel	weekly
Gasoline	weekly

Annual fuel usage is approximately:

Heating oil HO-HS DF1 MV	85,000 gallons
ULSD ULS DF1 MV	22,000 gallons
Gasoline UNL Reg 87	17,000 gallons

Instructions to Bidders:

1. All bids shall be submitted in a sealed envelope, clearly marked "#RFP 2024-05" and delivered to the City Clerk before December 6, 2024. Deliver to City Hall at 258-A Third Avenue, or mail to City of Kotzebue, P. O. Box 46, Kotzebue, AK, 99752. All bids will be opened at this time. Any bids not received by this date or time will be deemed non-responsive.
2. No Email or fax transmissions will be allowed. Any bids received other than by sealed envelope prior to the deadline will be deemed non-responsive.

3. The successful bidder shall be required to sign the attached “Fuel Delivery Service Agreement”, which includes provisions for insurance, within five (5) days after receiving the Notice of Award from the City. Failure to sign the agreement with five (5) days of receiving notice shall deem the bid null and void.
4. The City of Kotzebue reserves the right to reject any and all bids, to request clarification of a respondent’s bid, to modify or alter any or all of the terms of the bid, and to waive any and all technicalities or informalities it deems appropriate.

Submission Requirements:

1. The City is requesting that the vendor submit a FIXED FEE rate sheet attached for fuel delivery services.
2. Vendor shall supply a draft contract with the option to be renegotiated annually with an option to renew for up to two consecutive twelve-month periods.
3. Vendor shall supply a short summary of any other cost savings plans they provide.
4. Vendor shall submit a fee schedule for any services not covered in the proposal price.

Disbursement of monies by the City of Kotzebue shall be subject to set-off pursuant to the provisions of section 3.16.110 of the Municipal Code for any accounts receivable of the general government and municipal utilities funds indebtedness due to the city from any such person, firm or corporation contracting with the City.

Sealed bids will be opened at **Kotzebue City Hall, Friday, December 6, 2024 at 3:00 pm**. Bids not received by this date will be deemed non-responsive.

CITY OF KOTZEBUE
NON-COLLUSION CLAUSE

1. By submission of this offer, the offeror certifies, and in the case of a joint offer, each party thereto, certifies as to its own organization, that in connection with this procurement:
 - a. The prices of this offer have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor.
 - b. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror, prior to opening in the case of an advertised procurement, or prior to award in the case of a negotiated, directly or indirectly, procurement to any other offeror or to any competitor.
 - c. No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not submit an offer for that purpose of restricting competition.

2. Each person signing this offer certifies that:
 - a. He is the person in the offeror's organization responsible within that organization, for the decision as to the prices being offered, herein, and that he has not participated, and will not participate in any action contrary to 1a through 1c above.
 - b. He is not the person in the offeror's organization responsible within that organization, for the decision as to the prices being offered, herein, but that he has been authorized, in writing, to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in, any action contrary to 1c above and as their agent, does hereby so certify; and he has not participated, and will not participate in any action contrary to 1a through 1c above.

Signature of Authorized Representative

Date

Printed Name of Authorized Representative

Title

Company Name

CITY OF KOTZEBUE
REQUEST FOR PROPOSAL - RFP #2024-05 HEATING FUEL DELIVERY SERVICE
FROM JANUARY 1, 2025 THROUGH DECEMBER 31, 2025

I am authorized by my company to bid on the Heating Fuel Delivery Service to the City of Kotzebue. I agree to the terms and conditions of the “Heating Fuel Delivery Service Agreement” and bid as follows:

Item	Heating Fuel Delivery Service Agreement	Price Per Gallon \$ _____	
Item	Ultra Low Sulfur Diesel	\$ _____	
Item	Gasoline	\$ _____	

Company Name

Date

Company Address

Signature of Authorized Representative

Company Address

Printed Name of Authorized Representative

Company Telephone

Title

Company Fax

Company e-mail Address