

REQUEST FOR QUOTE

CITY OF NORMAN FLEET DIVISION

**Unleaded/Diesel
FUEL CONTRACT**

RFQ NO. 2425-7

**Thursday, July 18 2024
5:00 PM.**

**CITY OF NORMAN, OKLAHOMA
CLEVELAND COUNTY**



Public Works Department
Fleet Division
1301 Da Vinci Street
Norman, Oklahoma 73069-6560
Phone: (405) 292-9709

**PUBLIC NOTICE
REQUEST FOR QUOTE
RFQ NO. 2425-7**

INVITATION TO BID NUMBER 2425-7

The City of Norman, Oklahoma, is soliciting proposals from interested parties for UNLEADED/DIESEL FUEL CONTRACT.

Any correspondence, questions, or requests for copies of the **Request for Quote** should be directed to: Mike White, Fleet Program Manager, 1301 Da Vinci Street, Norman, Oklahoma 73069, Telephone No. (405) 292-9709.

Proposals will be received in the Fleet Program Manager's office at 1301 Da Vinci Street, Norman, Oklahoma 73069, until 5:00 PM, Thursday, July 18, 2024.

All proposals must be marked with the following statement: "City of Norman Unleaded/Diesel Fuel Contract."

Bids shall be made in accordance with the Notice to Bidders, Requirements for Bidders, Plans or Specifications, and Bidders Proposal, which are on file and available for examination at the Office of the Purchasing Division.

All bids shall remain on file at least forty-eight (48) hours before a contract can be made and entered into thereon.

Bids will be open at 2:00 PM, Friday, July 19, 2024.

Bids received more than ninety-six (96) hours, excluding Saturdays, Sundays, and holidays, before the time set for opening of bids, as well as bids received after the time set for opening of bids will not be considered and will be returned unopened.

The City Council of the City of Norman reserves the right to reject any and all bids and to waive any or all formalities of the bidding process.

City of Norman

REQUEST FOR QUOTE

Please review the following and respond where necessary.

#	Name	Note	Response
1	Compliance with Specifications	<p>Acknowledge by stating yes or no that you understand and are in compliance with the material specifications. If not in full compliance you must provide documentation detailing the areas of non-compliance.</p> <p>State YES or NO</p> <p>Only RFQs that include an acceptance of specifications Form for Bidders, Affidavit of Non-Collusion, and/or documentation of non-compliance will be considered.</p>	<p><u>Yes</u> (Required)</p>
2	Renewal Option 4 Year Upon Review	<p>The City shall have the option to renew this contract annually, for a term no longer than four (4) total years, provided that the services and process continue to be acceptable to both parties. Pricing shall be reviewed at the beginning of each renewal period at which time the Fleet Superintendent will determine whether to renew.</p>	<p><u>Yes</u> (Required)</p>
3	Negotiate Like Items	<p>The City shall have the option to negotiate pricing for any additional item(s) or like item(s) not listed in this solicitation, under the terms, conditions and specifications of the Request to Quote.</p> <p>State YES or NO</p>	<p><u>Yes</u> (Required)</p>
4	References	<p>Provide the names and phone numbers of five (5) accounts for which you have provided goods or services similar to those specified, preferably ones in government or municipality service. Include Company Name, Contact Name, Contact Phone Number, and E-mail (if available). Note if any are similar to the City of Norman. Use separate sheet. Mark it "Attachment A"</p>	
5	Non-Collusion Affidavit	<p>The Non-Collusion Form must be printed, executed and returned to the Fleet Division upon award of bid to your company, along with the Form for Bidders.</p>	<p><u>Yes</u> (Required)</p>
6	Pricing Disclosure	<p>The vendor will be required to send daily price notifications and any notice of price changes prior to delivery to the following email address: www.fleetmaintenance@normanok.gov</p>	<p><u>Yes</u> (Required)</p>
8	Fuel Quantities	<p>On a 3 year average, The City of Norman uses 225,000+ gallons of unleaded and 200,000+ gallons of diesel per year. The City expects to use similar amounts during the next four (4) years.</p>	

9 Fuel Delivery The Vendor must provide fuel to the City within twelve hours of the requested delivery. Minimum order will be a combined unleaded/diesel total of 6500 gallons. Acknowledge by stating yes or no that you understand and are in compliance. State YES or NO

Yes (Required)

10 Gallon Allowances per Order Provide minimum and maximum gallons allowed on orders for both bobtail and transport orders.

List Deliverable Gallons:
 Minimum Bobtail 1000
 Maximum Bobtail 4200
 Minimum Transport 500
 Maximum Transport 8800

#	QTY	UOM	Description	Response
1	1	GAL	UNLEADED GASOLINE; TRANSPORT TRUCK; 87 minimum octane, (no blended fuels)	List prices, if applicable Freight \$ <u>.0252</u> Freight Surcharge \$ <u>.0076</u> Profit \$ <u>.0050</u> Other \$ <u> </u>
Item Notes: Bid price shall be per gallon (including all fees) Supplier Notes: Does Not Include .0172 Fee State & Federal				
2	1	GAL	UNLEADED GASOLINE; BOBTAIL TRUCK; 87 minimum octane, (no blended fuels)	List prices, if applicable Freight \$ <u> </u> Freight Surcharge \$ <u> </u> Profit \$ <u>.12</u> Other \$ <u> </u>
Item Notes: Bid price shall be per gallon (including all fees) Supplier Notes: Does Not include .0172 Fee State & Federal				
3	1	GAL	#2 DIESEL FUEL; TRANSPORT TRUCK; (ultralow sulfur) 15 PPM (no blended fuels)	List prices, if applicable Freight \$ <u>.0288</u> Freight Surcharge \$ <u>.0086</u> Profit \$ <u>.0050</u> Other \$ <u> </u>
Item Notes: Bid price shall be per gallon (including all fees) Supplier Notes:				
4	1	GAL	#2 DIESEL FUEL; BOBTAIL TRUCK; (ultralow sulfur) 15 PPM (no blended fuels)	List prices, if applicable Freight \$ <u> </u> Freight Surcharge \$ <u> </u> Profit \$ <u>.12</u> Other \$ <u> </u>
Item Notes: Bid price shall be per gallon (including all fees) Supplier Notes:				

#	QTY	UOM	Description	Response
5	1	GAL	#2 DIESEL FUEL; BOBTAIL TRUCK; (ultralow sulfur) Winter Blend 15 PPM	
				List prices, if applicable
Item Notes: Bid price shall be per gallon (including all fees)				Freight \$ _____
Supplier Notes:				Freight Surcharge \$ _____
				Profit \$ <u>.12</u>
				Other \$ _____
7	1	GAL	#2 DIESEL FUEL; TRANSPORT TRUCK; (ultralow sulfur) Winter Blend 15 PPM	
				List prices, if applicable
Item Notes: Bid price shall be per gallon (including all fees)				Freight \$ <u>.0288</u>
Supplier Notes:				Freight Surcharge \$ <u>.008</u>
				Profit \$ <u>.0050</u>
				Other \$ <u>0.125</u>

FUEL TANK LOCATIONS

<u>DEPARTMENT</u>	<u>ADDRESS</u>	<u>(Gallon Capacity)</u>	
		<u>UNLEADED</u>	<u>DIESEL</u>
North Base	1301 Da Vinci Street	10,000	10,000
Westwood Golf Course	2300 Westport Drive	1,000	1,000
Little Axe Fire Station #5	1000 168th Ave. S.E.	500	500
Alameda Street Fire Station #6	7405 East Alameda	500	500
Fire Station #7	2207 Goddard Avenue		500
Police Station Generator	201 W. Gray #B		1,000
Water Plant	3000 East Robinson		10,000

Bidder understands that all prices shown are inclusive of all fees and charges, and additional or non-disclosed fees will not be applicable to accepted bid pricing.

Reviewed and approved:

Mike White
Fleet Program Manager

Date

CITY OF NORMAN
PUBLIC WORKS
Fleet Division

FORM FOR BIDDERS
Request for Quote No. 2425-7

Opening of Bids
City of Norman
Fleet Administration
1301 Da Vinci Street
Norman, Oklahoma 73069

Bid Opening
July 19, 2024
2:00 PM

Dear Bidder:

The undersigned bidder declares that before preparing this bid the detailed specifications were carefully read and that this bid is made with full knowledge of the kind, quality, and quantity of the materials or services to be furnished.

The undersigned bidder offers and proposes to furnish the materials, equipment, or other services hereinafter set forth, in the manner and under the conditions and in accordance with the specifications on file in the Office of the Purchasing Agent.

The quantity of this product to be purchased by the City of Norman may be any number in the anticipated quantity range hereinafter listed. This is an estimated quantity to be purchased, but does not in any way bind the City of Norman to purchase said quantity. Purchase orders are applicable for one year from Council approval date. All bids are to be made on a per unit basis.

Section I

Unit Price (in gallons)
(To include all fees)

BOBTAIL TRUCK

Unleaded Gasoline 87 Minimum Octane (no blended fuels)
#2 Diesel Ultra Low Sulfur 15 PPM (no blended fuels)
#2 Diesel Ultra Low Sulfur Winter Blend 15 PPM

\$.12
\$.12
\$.12

Section II

Unit Price (in gallons)
(To include all fees)

TRANSPORT TRUCK

Unleaded Gasoline 87 Minimum Octane (no blended fuels)
#2 Diesel Ultra Low Sulfur 15 PPM (no blended fuels)
#2 Diesel Ultra Low Sulfur Winter Blend 15 PPM

\$ 0378
\$.0424
\$.0549

All items or materials shall be delivered within 1 business day to the City of Norman with transportation charges prepaid by the bidder. The City shall complete payment within 30 days of invoice receipt.

AFFIDAVIT OF NON-COLLUSION

STATE Oklahoma)

COUNTY OF Oklahoma) ss

Joani Shelton _____, of lawful age, being first duly sworn, on oath says, that (s)he is the agent authorized by the bidder to submit the attached bid. Affidavit further states that the bidder has not been a party to any collusion among bidders in restraint to freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any city official or employee as to quantity, quality, or price in the prospective contract, or any other terms of prospective contract; or in any discussion between bidders and any city official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the City of Norman, Oklahoma any money or other thing of value, either directly or indirectly, in the procuring of the award of a contract pursuant to this bid.

**RED ROCK DISTRIBUTING CO.
ONE NW 50TH ST
PO BOX 18755
OKLAHOMA CITY, OK 73154-0755**

Bidder

By: Joani Shelton

Subscribed and sworn to before me on this 21st day of June, 2024.

Teresa Hollenbeck
NOTARY PUBLIC (or Judge)



Commission expires on: 4-13-26

Bid Document Addition:

To be added to section 108 of the standard bid document:

108.08 – PAYMENT TERMS

The City shall complete payment within 30 days of invoice receipt.

Contract Document Addition:

Payment terms - to be added to contract paragraph numbered as "2)" that addresses payments:

The City shall complete payment to the CONTRACTOR within 30 days of invoice receipt.

Purchase of materials for City Project – to be added where appropriate:

Materials and/or services purchased by CONTRACTOR in connection with the City project shall be subject to the payment of City sales tax. If the CONTRACTOR is appointed to be an agent of the City by City Council resolution, thereby exempting material purchases for the project from the payment of City sales tax, CONTRACTOR shall certify, in writing, on the copy of the invoice or sales ticket to be retained by said CONTRACTOR that the purchases are made for and on behalf of the City in accordance with 68 O.S. 1356, paragraph 10.

CERTIFICATE OF NONDISCRIMINATION

In connection with the performance of work under this contract, the Contractor agrees as follows:

- A. The contractor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, or marital status, including marriage to a person of the same sex. The Contractor shall take affirmative action to ensure that employees are treated without regard to their race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, or marital status, including marriage to a person of the same sex. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruiting or recruitment, advertising, lay-off, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor and Subcontractor shall agree to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions in this section.

- B. In the event of the Contractor's noncompliance with this nondiscrimination clause, the contract may be canceled or terminated by the City Council. The Contractor may be declared by the City Council ineligible for further contracts with the said agency until satisfactory proof of intent to comply shall be made by the Contractor.

- C. The Contractor agrees to include this nondiscrimination clause in any subcontracts connected with the performance of this agreement.

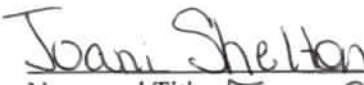
I have read the above stated clauses and agree to abide by their requirements.


Matthew Braun


Contractor

RED ROCK DISTRIBUTING CO.
ONE NW 50TH ST
PO BOX 18755
OKLAHOMA CITY, OK 73154-0755

ATTEST:


Name and Title Fuel Operations


Teresa Hollenbeck - Secretary

11/11/11

NOTICE TO BIDDERS / RFP RECIPIENTS

When submitting bids or responses to RFPs, corporate entities are required to comply with State law regarding authorized signatures.

State statute requires that bids/RFPs “be signed by the chair or vice chair of the Board of Directors, or the President, or by a Vice President, and attested by the Secretary or an Assistant Secretary; or by officers as may be duly authorized to exercise the duties....” 18 O.S. § 1007.A.2

However, if some other official with the corporation, such as a secretary signing a document, such signature needs to be accompanied by a certificate or a copy of a resolution adopted by the Board setting forth the authority of that individual to execute a contract.

With respect to limited liability corporations, every manager is an agent of the company for the purpose of business and binds the limited liability company. Therefore, instruments and documents shall be valid and binding upon the limited liability company if executed by one or more of its managers. 18 O.S. § 2019A

As set forth above when submitting bids and RFPs, certification adhering to the state statutes should accompany documents being turned in for review.