

DEPARTMENT: Public Works

By: Marty Allan

Phone: 966-5356

RECOMMENDED ACTION AND JUSTIFICATION:

(Policy Item: Yes ___ No X)

Authorize Public Works to Advertise and Award a Contract to the Lowest Responsible Bidder for Fuel for the County's Fleet. Bid Opening is Set for Thursday, June 21, 2001 at 10:00 a.m. at the Public Works Office.

The bid is to be for three years beginning July 1, 2001 and ending June 30, 2004 with two additional one-year options.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board awarded the original bid to Chase's Foothill Petroleum effective July 1, 1992 and later authorized an extension of the bid with Chase's Foothill Petroleum.

Awarded new contract to Bartlett Petroleum effective July 1, 1998.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not rebid; extend current contract.

<p>COSTS: (X) Not Applicable</p> <p>A. Budgeted current FY> \$ _____</p> <p>B. Total anticipated Costs> \$ _____</p> <p>C. Required additional funding> \$ _____</p> <p>D. Internal transfers> \$ _____</p> <p>SOURCE: () 4/5th Vote Required</p> <p>A. Unanticipated revenues> \$ _____</p> <p>B. Reserve for contingencies> \$ _____</p> <p>C. Source description: > _____</p> <p>Balance in Reserve Contingencies, If Approved: \$ _____</p>	<p>SPECIAL INSTRUCTIONS: List the attachments and number the pages consecutively:</p> <p><u>1. Bid Package</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
---	--

CLERK'S USE ONLY

Res. No.: 01-149 Ord. No.: _____

Vote - Ayes: 5 Noes: _____

Absent: _____ Abstained: _____

Approved Denied

Minute Order Attached No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office

Date: _____

ATTEST: _____

MARGIE WILLIAMS, Clerk of the Board

By: _____

Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

_____ Recommended

_____ Not Recommended

_____ For Policy Determination

_____ Submitted with Comment

_____ Returned for Further Action

Comment: _____

C.A.O. Initials: _____

COUNTY of MARIPOSA

DEPT. OF PUBLIC WORKS



4639 Ben Hur Road
Mariposa, CA 95338
(209) 966-5356

May 23, 2001

Admin	Solid Waste
Airport	Facilities
Engineering	Fleet
Roads	Parks & Rec
	Transportation

James J. Petropulos
Director

NOTICE TO BIDDERS

GASOLINE AND DIESEL FUEL FOR MARIPOSA COUNTY FLEET PWB 01-01

Sealed bids for gasoline and diesel fuel for Mariposa County fleet, Public Works' Bid PWB 01-01 will be received by the Public Works Department, 4639 Ben Hur Road, Mariposa, California 95338, until 10:00 a.m. on Thursday, June 21, 2001. Opening of bids will be at 10:00 a.m. on Thursday, June 21, 2001 at the office of the Public Works Department. Postmarks will not be accepted as proof of delivery.

All bids shall be in a sealed envelope and be clearly marked "SEALED BID NO. PWB 01-01" on the front. Bids may be mailed or hand delivered to the Public Works Department and shall conform to the time restrictions above. A listing of County facilities to be included in the bid and the bid instructions are available at the Public Works Department.

The contract period of the successful bidder will be in effect from July 1, 2001 to June 30, 2004.

COUNTY OF MARIPOSA

BID SPECIFICATIONS

**FOR
GASOLINE, DIESEL FUEL, OILS AND FLUIDS USED IN OPERATION
OF THE COUNTY FLEET
PWB 01-01**

SCOPE:

This bid is for three (3) years with two (2) additional one-year options for the County of Mariposa for gasoline, diesel, oils and fluids used in the operation of the County fleet. The Notice of Award of Contract is anticipated to be issued on July 1, 2001 with the contract extending through June 30, 2004. Oils and fluids will be considered as a separate item and can be awarded independently of the fuel award.

PRICE:

Prices shall be quoted as DIFFERENTIALS. Differentials will be truncated to four (4) digits past the decimal (example: \$.12345 will be calculated as \$.1235).

All prices shall be F.O.B. destination. Bids quoting other than F.O.B. destination will be rejected.

All prices quoted shall be exclusive of State and Local Sales or Use Tax.

The unit price quoted on the contract price sheet shall include all rental or other costs for use of non-County tanks during the contract period, as well as any costs for tank installation and/or removal.

PRICES SHALL BE FIRM FOR THE CONTRACT PERIOD. HOWEVER, VENDORS WILL BE ALLOWED TO FLUCTUATE THEIR PRICE WITH THE POSTED PRICE AS FOLLOWS:

THE PRICE POSTED BY THE "OIL PRICING INFORMATION SERVICE (OPIS)" FOR STOCKTON RACKS, SHALL BE ESTABLISHED AS THE BASE PRICE. BIDDER SHALL QUOTE A DIFFERENTIAL THAT SHALL NOT CHANGE DURING THAT CONTRACT PERIOD. (NOTE INVOICING REQUIREMENT BELOW.) PRICES WILL BE BASED ON OPIS "DAILY AVERAGE" (UNBRANDED).

TANKS:

Contractor will cooperate fully with previous supplier, if necessary, to arrange change-out of tanks and credit County for unused fuel in the tanks. There shall be little or no interruption of service to the County.

BID REQUIREMENTS:

The card lock system must be a two (2) card system, one (1) assigned to a County employee and one (1) assigned to a vehicle. Cards are to be supplied by the contractor. Replacement cards must be readily available. Cards to be for restricted product. Local networking service will be required.

QUANTITY:

The total quantity shown is approximate and is for bid evaluation purposes only. The quantity is not guaranteed.

Any contract resulting from this bid will expire on June 30, 2004, and may be renewed on an annual basis for two (2) additional years by mutual consent.

The County will not be obligated or required to purchase any of the contractor's surplus inventory resulting from the expiration of this contract.

The County may purchase fuel from other than the contractor in the event of an emergency.

MINIMUM ORDER:

Requests for delivery shall state which tank(s) are to be filled at each location. Less than minimum deliveries may be made when agreed to by both the contractor and the using location (i.e. "keep full" deliveries).

REGULAR DELIVERY REQUIREMENTS:

Delivery is to be completed in full within 24-hours of the receipt of order by the contractor for outlying areas listed.

Contractor agrees to deliver fuel during regular working hours, 8:00 a.m. to 5:00 p.m., Monday through Friday, except County-observed holidays.

EMERGENCY FUELING RREQUIREMENTS:

Emergency fueling for emergency vehicles must be available during power outages and emergency situations.

Deliveries requested outside the regular working hours and days shall be considered an emergency. Additional charge for delivery shall be \$_____ (bidder to complete). This charge shall be per quarter hour, "portal to portal," and be a non-award factor.

Emergency deliveries are not anticipated to occur and shall be kept to a minimum by the ordering agencies. Emergency orders may be placed by telephone with the written order presented to the contractor at the time of delivery.

Contractor is required to advise the Department of Public Works, Fleet Maintenance Division, of any repetitive emergencies occurring at a single s. .

ALLOCATIONS:

In the event the contractor's supply of awarded items is reduced for reasons beyond the contractor's control to a level which prevents the supply of the County's requirements in full, the contractor agrees to supply the County no less than a proportionate share delivered to similar accounts, unless federal regulations require otherwise. If such reduction occurs, the County reserves the right to cancel all or part of the contract without prejudice to either party, by giving the contractor thirty (30) days written notification.

ORDERING PROCEDURE:

Items will be ordered by the Public Works Department directly from the contractor.

DELIVERY LOCATIONS:

Typically, many of the delivery locations are semi-remote, and access may only be possible over narrow, winding, unpaved roads. These roads may often limit delivery to trucks without trailers and in some instances, smaller-than-normal trucks may be required. During the winter or periods of inclement weather, making deliveries may be especially difficult. Snow chains may be required. **BIDDERS NOT FAMILIAR WITH THE PHYSICAL SURROUNDINGS OF ANY LOCATION ARE STRONGLY ADVISED TO PERSONALLY VIEW THOSE LOCATIONS PRIOR TO BIDDING.** Lack of familiarity with a delivery location will in no way relieve a contractor from his responsibility to fulfill a contract in full accordance with the terms and conditions of this bid.

DELIVERY EQUIPMENT:

Contractor will be required to make deliveries at the time specified in the vehicles suitable for each individual location. These vehicles shall be equipped as required by applicable laws, rules or regulations with all components such as connectors and hoses of the proper size, length, etc., necessary to successfully complete delivery. All delivery vehicles and/or trailers must have accurate metering equipment to enable County personnel to verify quantities delivered.

INVOICING REQUIREMENTS:

An itemized monthly billing listing the following by vehicle: date, time, type of fuel, operator, price at time of fueling, odometer or hour meter reading, quantity pumped and total for month.

The contractor shall render invoices as instructed by the County Public Works Department. In addition to the above, billing must be submitted on a 3-inch disk, mode, or CD compatible for down-loading into the County's cost accounting software to eliminate manual data entry.

Invoices must reflect the tank number and/or location.

CONTRACTOR'S RESPONSIBILITY:

The contractor shall perform all deliveries to County facilities in a safe and professional manner. Contractor's equipment shall be in good working order and all personnel shall be trained in safety measures to preclude accidents endangering County personnel or property.

Contractor shall have adequate equipment for delivery of goods on proposed contract.

Contractor shall have adequate on-site office and personnel resources for responding to the County's needs, on weekdays during the hours of 7:30 a.m. through 5:00 p.m. Contractor shall have 24-hour, 7-day emergency telephone service. If contractor cannot meet this requirement, indicate alternative plan to provide equivalent level of service.

MODIFICATION OF CONTRACT:

Any contract resulting from this bid may be modified in whole or in part upon mutual agreement of both parties. Such modification shall be in writing, signed and dated by authorized representatives of each party.

Any questions regarding this bid proposal may be referred to Marty Allan, Mariposa County Public Works Department, (209) 966-5356.

SIGNATURE OF BIDDER WITH BUSINESS ADDRESS THIS _____ DAY OF
_____, 2001.

SIGNATURE: _____

TITLE: _____

BUSINESS: _____

ADDRESS: _____

THE MARIPOSA COUNTY BOARD OF SUPERVISORS RESERVES THE RIGHT TO
REJECT ANY OR ALL BIDS.

COUNTY FUEL TANKS
AS OF JUNE 30, 2000
FOR FISCAL YEAR 1999-2000

<u>USING DEPARTMENT</u>	<u># OF TANKS</u>	<u>LOCATION</u>	<u>SIZE</u>	<u>TYPE OF FUEL</u>	<u>1999-00 Usage</u>	<u>DIFFERENTIAL \$ PER GAL.</u>
Sheriff's Office	1	Barretts Cove	1000	Prem. Unleaded	3,325	\$
Boating	Chase's 1	Boating-Bear Valley	550	Prem. Unleaded	2,677	\$
All	Chase's 1	Coulterville	1000	Reg. Unleaded	10,151	\$
All	1	Coulterville	1000	Diesel	11,766	\$
Special Districts	1	Yosemite West	1000	Diesel	695	\$
Special Districts	1	Yosemite West	500	Reg. Unleaded	1,060	\$
County Fire	1	Lushmeadows	350	Diesel	330	\$
County Fire	1	Ponderosa Basin	550	Reg. Unleaded	0	\$
County Fire	1	Ponderosa Basin	500	Diesel	0	\$
All		Cardlock		Reg. Unleaded	79,712	\$
All		Cardlock		Diesel	41,238	\$
TOTALS				Reg. Unleaded	90,923	
				Prem. Unleaded	6,002	
				Diesel	54,029	
TOTAL GALLONS					150,954	

OILS & FLUIDS USED

DESCRIPTION / REQUIREMENTS	TUBES	QUARTS	GALLONS	5 GAL. PAILS	1/4 DRUMS	55 GAL. DRUMS
10W30 MOTOR OIL						
API SJ/SH, ILSAC GF-2/GF-1						
15W40 MOTOR OIL						
API CG-4, CF-2, CF/SJ						
80W90 GEAR OIL						
FULL SERVICE LIMITED SLIP						
ATF						
MERCON/DEXRON III						
TORQUE FLUID 56						
MEETS J.I. CASE & JOHN DEERE REQ.						
RED ANTIFREEZE						
DEX-COOL GM REQUIREMENTS						
GREEN ANTIFREEZE						
UNIVERSAL, LOW SILICATE						
MOLY 2 GREASE CHASSIS GREASE						
NLGI 2 LITHUM COMPLEX						
HIGH SPEED WHEEL GREASE						
NLGI NO.2						

Indicate price in the appropriate column.

SIGNATURE OF BIDDER WITH BUSINESS ADDRESS THIS _____ DAY OF
_____, 2001.

SIGNATURE: _____

TITLE: _____

BUSINESS: _____

ADDRESS: _____

THE MARIPOSA COUNTY BOARD OF SUPERVISORS RESERVES THE RIGHT TO
REJECT ANY OR ALL BIDS.