

CITY OF PIQUA, OHIO

**Purchasing Department
201 W. Water St.
Piqua, OH 45356**

Date: August 13, 2018

For further information contact:
Bev Yount, CPPB/Purchasing Analyst
Phone: 937-778-4002
Fax: 937-778-1130
Email: byount@piquaoh.org

Your sealed, written bid is requested for: A fuel oil purchasing program per the included bid form and specifications.

Bids must be received in Purchasing Office, 201 W. Water St., Piqua, OH 45356 via delivery or mail no later than: 2:00 P.M. Tuesday, August 28, 2018

Envelopes shall be plainly marked: **IFB 1832 Fuel Oil Purchasing Program** on left, lower corner of envelope

User agency: Wastewater Dept., 121 Bridge St., Piqua, OH 45356

Submit signed original bid and one (1) copy of the bid.

Bidder is requested to use the City's bid form that is enclosed, as none other will be accepted. LEGIBLE INFORMATION MUST BE GIVEN IN THE SPACES PROVIDED.

A copy of the Bid Tabulation may be obtained by sending a stamped self-addressed envelope or will be sent via email if an address is provided. The Bid Tabulation is also posted to our website at www.piquaoh.org. All federal, state, and local laws regarding competitive bidding, anti competitive practices, and conflict of interest shall be applicable to this I.F.B.

Bids are to include all shipping costs to the point of delivery as indicated above.

The City of Piqua is exempt from payment of federal excise taxes and state retail sales taxes (Federal Excise Tax Exemption Certification No. 31-6000136).

State Manufacturer and Model No. of items you are bidding and send DESCRIPTIVE LITERATURE on same with your bid. Any brand names on our bid form are to establish quality levels and do not indicate preference.

The City of Piqua reserves the right to reject any or all bids, to waive any irregularities in a bid, or to accept the bid or bids which the judgment of proper officials, is in the best interest of the City.

The City of Piqua reserves the right to accept a part or parts of a bid unless otherwise restricted in the bid. If you are not in a position to quote, advise to this effect so we may keep your name on our active bid list.

We are not permitted to accept emailed, phone or fax bids.

**BID to the
City of Piqua, Ohio
Purchasing Department**

Reply To I.F.B. No.: 1832

No Later Than: 2:00 P.M. August 28, 2018

The undersigned proposes and agrees to furnish any or all items bid and to deliver them to the specific destination at the prices stated herein. NOTE: The following are **DELIVERED** prices.

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1. Bidder agrees to supply fuel oil to the CITY for Bidder's Wholesale price plus \$ _____ per gallon from time of award until June 30, 2020.
2. Average wholesale cost for fuel oil in 2017: _____
3. Average wholesale cost for fuel oil from January-July 2018: _____
4. Wholesale cost for fuel oil on August 1, 2018: _____
5. Wholesale cost for fuel oil on August 10, 2018: _____

BIDDER is to use the average Wholesale costs in lines 2 thru 5, above to provide a basis for comparative analysis of bids. The City of Piqua acknowledges the uncertainties and fluctuations in the wholesale cost of fuel oil. Therefore, the method of bidding shall be in relation to the wholesale cost of fuel oil for the duration of the contract.

The undersigned bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with the City of Piqua and to perform all work as specified or indicated in the bidding documents for the bid price and in accordance with all other terms and conditions of the bidding documents. The Successful Bidder will be prepared to begin dispensing fuel to the City no later than 30 days after a contract is signed. The City will determine the actual start date of dispensing fuel. Bidder agrees that fuel will be available to the City at all times.

Bidder further represents that this bid is genuine and not made in the interest of or on behalf of any undisclosed Individual or Entity and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham bid; Bidder has not solicited or induced any Individual or Entity to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over the City.

Contact Chris Melvin, Wastewater Superintendent, at 937-778-2088 or via e-mail cmelvin@piquaoh.org with any questions regarding the specifications. All questions must be received in writing by 3:00 p.m. on August 23, 2018 and will be answered directly to the person making the inquiry and also posted to the City's website. Any addendums will be distributed to all known potential bidders and posted on our web site at www.piquaoh.org. All vendors are responsible for checking this site for any additional information

THE UNDERSIGNED HEREBY CERTIFIES THAT ITEMS FURNISHED AS A RESULT OF THIS BID WILL BE IN FULL ACCORDANCE WITH THE CITY OF PIQUA SPECIFICATIONS APPLYING THERETO UNLESS EXCEPTIONS ARE STATED ABOVE.

All delivery costs are included in this quotation regardless of F.O.B. designation.

Bidding Company: _____

Cash Discount Allowed: _____ % 10th Proximo.
Leave blank if your terms are Net 30 days.

Address: _____

Delivery will be made within _____ calendar days after receipt of order.

City State Zip Code

By: _____
Name and Title (please print or type)

Prices quoted will remain firm for acceptance within 90 calendar days after bid opening unless otherwise stated.

Signature: _____

Phone No.: _____ /Fax No.: _____

Fed. I.D. No.: _____

E-mail Address: _____

GENERAL SPECIFICATIONS

1. BIDDER'S INFORMATION & QUALIFICATIONS

To demonstrate Bidder's qualifications to perform the work, within five days of City's request, Bidder shall submit written evidence such as financial data, previous experience, present commitments, equipment manufacturers to be used, and other such data as may be called for. The Successful Bidder will be expected to enter into a contract with the City of Piqua for the purpose of supplying fuel oil for the City. All documents submitted will become public record, available for public inspection, unless specifically identified as proprietary.

2. INTERPRETATIONS AND ADDENDA

All questions must be submitted in writing to Chris Melvin, Wastewater Superintendent, at cmelvin@piquaoh.org no later than 4:00 p.m. on Thursday, August 23, 2018. Responses will be sent directly to the person making the inquiry and all questions and answers will be posted to the website at www.piquaoh.org. Addenda may be issued to clarify, correct or change the bidding documents as deemed advisable by the City. Only questions answered by Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect. Bidders are responsible to check the City's website for any Addenda which may be required to be signed and submitted with their bid.

3. INDEMNITY

Successful Bidder shall indemnify and hold harmless City of Piqua, its officers, elected officials, employees, from and against any and all claims for damage to the person or property of anyone or any entity arising from the conduct of Successful Bidder's business or from any activity, work or things done, permitted or suffered by Successful Bidder in or about the Premises or elsewhere and shall further indemnify and hold harmless City of Piqua from and against any and all claims, costs and expenses arising from any breach or default in the performance of any obligation on Successful Bidder's part to be performed under the terms of this Contract, or arising from any act or omission of Successful Bidder, or any of Successful Bidder's agents, contractors, employees and from and against all costs, attorney's fees, expenses and liabilities incurred by City of Piqua as the result of any such use, conduct, activity, work, things done, permitted or suffered, breach, default or negligence, and in dealing reasonably therewith, including but not limited to the defense or pursuit of any claim or any action or proceeding involved therein; and in case any action or proceeding be brought against City of Piqua by reason of any such matter, Successful Bidder upon notice from City of Piqua, shall defend the same at Successful Bidder's expense by counsel reasonably satisfactory to City of Piqua and City of Piqua shall cooperate with Successful Bidder in such defense. City of Piqua need not have first paid any such claim in order to be so indemnified. Successful Bidder, as a material part of the consideration to City of Piqua, hereby assumes all risk of damage to property of Successful Bidder or injury to persons, in upon or about the Premises arising from any cause and Successful Bidder hereby waives all claims in respect thereof against City of Piqua, except to the extent such damages or claims result from the gross negligence or willful misconduct of the City of Piqua, its officers, elected officials, and employees.

4. INSURANCE

For the duration of the contract, the Successful Bidder is required to procure and maintain insurance against claims for injuries to persons or damages to property which may arise. The insurance should have commercial general liability limits of \$1,000,000 per occurrence for bodily injury, personal injury and property damage. The minimum general aggregate shall be \$1,000,000. The automobile liability limit shall be at least \$500,000 per accident for bodily injury and property damage where applicable. Ohio's stopgap employer's liability with a \$1,000,000 limit shall be provided. The Successful Bidder shall furnish the City with certificates of insurance naming the City, its officials, agents, employees and volunteers as an additional insured. The coverage shall be primary to the additional insureds and not contributing with any other insurance or similar protection available to the additional insureds whether available coverage by primary, contributing or excess.

All coverage shall be written on an occurrence basis. The coverage described above shall contain a 30 day written notice of cancellation, non-renewal and/or material changes addressed to the City.

5. SALES AND USE TAXES

The City of Piqua is exempt from federal excise taxes and sales taxes (Exemption No. 31-6000136). Such taxes shall not be included in the Bid.

6. WHOLESALE FUEL OIL SUPPLIER (must be available for City to verify wholesale costs at any time)

Name: _____

Address: _____

Contact Person: _____

Phone Number: _____

Email address: _____

7. REFERENCES

List three references whom you have done similar business with for at least 5 years.

1. Company Name: _____

Contact Person: _____

Address: _____

Phone: _____

Email address: _____

2. Company Name: _____

Contact Person: _____

Address: _____

Phone: _____ Email address: _____

3. Company Name: _____

Contact Person: _____

Address: _____

Phone: _____ Email address: _____

8. LOCATION

The Successful Bidder must deliver fuel oil to the Wastewater Plant at 121 Bridge St., Piqua, OH 45356 within 36 hours of a City employee calling in an order. The delivery ticket must be signed by a City employee in order to be validated.

9. PERFORMANCE

No minimum or maximum amount of fuel oil to be provided under this Agreement is stated or implied herein. This contract will be subject to cancellation if the service and/or fulfillment of these specifications are found to be unsatisfactory by the City. Our current City estimate for use is approximately 1,250 gallons per month, with a 1,950 gallon tank. We do reserve the right to adjust the amount of our orders either up or down as the City sees fit. There are no guarantees as to the quantity of fuel oil that will be purchased under this contract.

10. REQUIREMENT OF WRITTEN CONTRACT

Successful Bidder is required to enter into a contract within 30 days of notice of award or their offer will no longer be valid and the City will proceed with the next Successful Bidder.

Standard Terms and Conditions

1. **BILLING:** All goods or services must be billed to the City of Piqua and at prices not exceeding those stated on the purchase order. If prices or terms do not agree with your quotation, you must notify the Purchasing Department within three business days or your disagreement is waived.
2. **INVOICE:** Prepayment or progress payments are not permitted unless prior permission is obtained from the Finance Department. All invoices are to be in duplicate and are to be mailed to the Finance Department and shall reference the City's purchase order number. Failure to include the purchase order number may prevent timely payment. Each purchase order must be invoiced separately. Unless specified otherwise, the invoice will only be paid upon completion of the order. The City of Piqua may issue payments to vendors electronically upon mutual agreement of both parties.
3. **CASH DISCOUNTS:** All cash discount terms will be effective from date of actual receipt and acceptance of the items purchased, or receipt of correct and acceptable invoice, whichever is later.
4. **FREIGHT: NO COLLECTION FREIGHT SHIPMENTS WILL BE ACCEPTED.** All quotations are solicited on a "delivered price" basis. When, in rare instances, the City accepts a quotation not including all shipping charges, your claim for reimbursement, must be itemized on the invoice and supported with a copy of the original freight bill.
5. **TAXES:** The City of Piqua is exempt from payment of Federal excise taxes and State retail sales taxes. Our Federal Excise Tax Exemption Certificate Number is 31-6000136. You are responsible for all Social Security taxes and Workers' Compensation contributions for yourself or any of your employees.
6. **DELIVERIES:** All deliveries on this order must be in full accordance with specifications, properly identified with the purchase order number and must not exceed the quantities specified.
7. **CANCELLATION:** The City of Piqua reserves the right to cancel this order by written notice if you do not fulfill your contractual obligations with respect to timeliness, quality and/or any other reason.
8. **DEFAULT PROVISIONS:** In case of your default, the City of Piqua may procure the items from other sources and hold you responsible for any excess costs occasioned thereby and any other damages permitted by law, if you have been notified in writing by the City of Piqua you are in default and you have failed to cure the default within the time specified.
9. **NO VERBAL AGREEMENTS:** The City of Piqua will be bound only by the terms and conditions of this order, and will not be responsible for verbal agreements made by any officer or employee of the City of Piqua. In order to be binding on the parties, any changes made to these Terms and Conditions shall be in writing and signed by both parties.
10. **PATENT AND COPYRIGHT INFRINGEMENT:** It is hereby understood (and by acceptance of this order) you agree to defend, indemnify and save harmless the City of Piqua, Ohio, its officers, agents and employees from any and all loss, costs or expense on account of any claim, suit or judgment as a result of, caused by, or incident to any patent, copyright or trademark infringement and/or royalty, actual or claimed, because of the use or disposition by said City of any article enumerated on this order and sold to said City pursuant to this order.
11. **INSPECTION:** The City of Piqua may inspect the items ordered hereunder during their manufacture, construction and/or preparation at reasonable times and shall have the right to inspect such items at the time of their delivery and/or completion. Items furnished hereunder may at any time be rejected for defects revealed by inspection, analysis, or by manufacturing operations or use after delivery even though such items may have previously been inspected and accepted. Such rejected items may be returned to you for full refund to City of Piqua including shipping and transportation charges.
12. **WARRANTY:** You warrant that the items and their production or completion shall not violate any federal, state or local laws, regulations or orders. You warrant all items delivered hereunder to be free from defects of material or workmanship, to be good quality, and to conform strictly to any specifications, drawings or samples which may have been specified or furnished by the City of Piqua, and you further warrant that you have good title to the items free and clear of all liens and encumbrances and will transfer such title to the City of Piqua. Said warranties shall not negate nor limit any implied warranties of merchantability or fitness. This warranty shall survive any inspection, delivery, acceptance or payment by the City of Piqua.
13. **RISK OF LOSS:** Title and risk of loss to and with respect to the items shall remain with you until the items in a complete state have been delivered to and accepted by the City of Piqua or to an agent or consignee duly designated by the City of Piqua at the location specified on the face hereof, items which are to be shipped shall be shipped F.O.B. destination unless otherwise specified by the City of Piqua. A packing slip must accompany each such shipment and if a shipment is to a consignee or an agent of the City of Piqua, a copy of the packing slip shall be forwarded concurrently to the City of Piqua. If no such packing slip is sent, the count or weight by the City of Piqua or its agent or consignee is agreed to be final and binding on you with respect to such shipment.
14. **SAVE HARMLESS:** You shall indemnify and hold the City of Piqua, its officers, elected officials, agents, consignees, employees, volunteers, and representatives harmless from and against all expenses, damages, claims, suits, or liabilities (including attorney's fees of the City of Piqua) of every kind whatsoever by reason of, arising out of, or in any way connected with, accidents, occurrences, injuries or losses to or any person or property which may occur before or after acceptance of the completed items by the City of Piqua upon or about in any way due to resulting from, in whole or in part, the preparation, manufacture, construction, completion, and/or delivery of the items, including such as are caused by your subcontractors and excluding only such as are caused by the sole negligence of the City of Piqua other than where the City of Piqua's negligence consists of its failure to discover a condition caused or permitted to exist by you or any subcontractor of yours.
15. **INSURANCE:** If requested by the City of Piqua, you shall maintain policies of liability insurance such types and such amounts and with such companies as may be designated by the City of Piqua, which policies shall be written so as to protect the City of Piqua and you from the risks enumerated in Section 14. Such policies of insurance shall not be cancelable except upon thirty (30) days written notice to the City of Piqua and proof of such insurance shall be furnished by you to the City of Piqua. In addition, such policies shall protect all your subcontractors. You agree to make prompt written report to the insurance company involved of all accidents, occurrences, injuries or losses which may occur and of any and all claims made against the persons insured under said policies of insurance and to send copies of such reports to the City of Piqua within twenty-four (24) hours of the time that you obtained knowledge of the occurrence thereof.
16. **SPECIFICATIONS CONFIDENTIAL:** Any document marked confidential or proprietary, received from The City of Piqua, shall not be released by the Company prior to the City's consent that the information to be released is disclosable and/or a public record. The City shall receive immediate notice of any other document disclosed by the Company.
17. **EXAMINATION OF PREMISES:** If work is to be performed hereunder on the premises of the City of Piqua, you represent that you have examined the premises and any specifications or other documents furnished in connection with the items and that you have satisfied yourself as to the condition of the premises and site and agrees that no allowance shall be made in respect of any error as to such on your part.
18. **CLEANING OF PREMISES:** If work is to be performed hereunder on the premises of the City of Piqua, you shall at all times keep the premises free from accumulation of waste material or rubbish. At the completion of the items you shall leave the premises and the items broom-clean.
19. **EQUAL EMPLOYMENT OPPORTUNITY:**

(a) You agree that you will not discriminate against any employee or applicant for employment because of race, color, religion, sex, ancestry, national origin, place of birth, age, marital status, or handicap with respect to employment, upgrading promotion, or transfer, recruitment or recruitment advertising, lay-off determination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

(b) It is expressly agreed and understood by you that Section 19 (a) constitutes a material condition of this contract as fully as specifically rewritten herein, also that failure to comply therewith shall constitute a breach thereof entitling the City to terminate the contract at its option.

20. **AGREEMENT TO BE EXCLUSIVE:** This purchase order contains the entire agreement between the parties and supersedes all other oral agreements only when there is no executed contract between the parties. The parties acknowledge and agree that neither of them has made any representation with respect to the subject matter of this purchase order or any representation inducing the execution and delivery of this purchase order, except such representations as are specifically set forth here, and each party acknowledges that it has relied on these representations in connection with its dealings with the other.
21. **GOVERNING LAW:** This purchase order, the performance under it, and all suits and special proceedings under it, shall be construed in accordance with the laws of the State of Ohio. In any action, special proceeding or other proceeding that may be brought arising out of, in connection with, or by reason of this agreement, the laws of the State of Ohio shall be applicable and shall govern to the exclusion of the laws of any other forum, without regard to the jurisdiction in which the action or special proceeding may be instituted.
22. **ADDITIONAL RIGHTS:** Any rights or remedies granted to the City of Piqua in any part of this purchase order shall not be exclusive of, but shall be in addition to, any other rights or remedies granted in another part of this purchase order and any other rights or remedies that the City of Piqua may have at law or in equity in any such instance. Any litigation arising from disputes herein shall be instituted only in Miami County, Ohio.
23. **GOVERNING DOCUMENT:** Should there be any conflict between the terms of the executed contract and this purchase order, the terms of the contract govern.
24. **INDEPENDENT CONTRACTOR:** The contractor, his assigns, heirs, successors, employees and any and all subcontractors are independent contractors and are not agents and/or employees of the City of Piqua.
25. **ASSIGNMENT:** This purchase order is not assignable to any other entity or contractor. Assignment of the purchase order shall void the purchase order.

Bidder's List IFB #1832:

1. Schaffer Oil Co.
P.O. Box 13
Fort Loramie, OH 45845
2. Mansfield Oil Company – R.W. Earhart
P.O. Box 39
Troy, OH 45373
3. Kevin Mote Petroleum Distributor, Inc.
11611 W. St. Rt. 571
P.O. Box M
Laura, OH 45337
4. Burke Petroleum, Inc.
315 W. First St.
P.O. Box 7
Minster, OH 45865