

City of Platteville
Contract 25-23
Fuel Supply Contract 2024-2026

Bids Due: Monday, October 30, 2023 - 10:00am

1) SCOPE OF WORK

Contractor shall inspect the above ground diesel fuel and unleaded gasoline tanks at the City Garage at 890 Valley Road on a periodic basis and refill said tanks when they are half full or below. The intent is to keep all tanks at least half full at all times. Contractor shall also have a local phone number to call and will deliver within 24 hours of a call from the appropriate City of Platteville employee.

2022 Fuel usage was 21,017 gallons of unleaded gasoline, 120 gallons of 91 Octane with no ethanol content and 13,810 gallons of Diesel fuel.

Should the alternate bids be awarded, the Contractor shall also inspect diesel and unleaded gasoline 500-gallon tanks, on a periodic basis and refill said tanks when they are half full or below, at the following locations on the University of Wisconsin-Platteville properties: Facilities Management, 1680 Greenwood Ave and Pioneer Farm, 29200 College Farm Road. Deliveries at both these locations must occur during Operating Hours, unless alternate plans are made.

The Facilities Management operates Monday through Friday from 7:30 AM – 3:30 PM and a delivery ticket should be left at the office after each delivery.

The Pioneer Farm will accept deliveries Monday through Friday from 6:00 AM – 8:00 PM with delivery tickets left in a drop box located by the fuel barrels.

At the Facilities Management location, estimated annual usage is 24,000 gallons of unleaded gasoline and 4,000 gallons of Diesel Fuel. The Pioneer Farm has an estimated annual usage of 3,500 gallons of Gasohol and 14,000 gallons of Diesel Fuel. The diesel usage at this location is dependent on farming activities which often create short-term usage demands requiring daily filling. During these periods, the University will call and request delivery within 24 hours.

All bid prices shall be in terms of wholesale price, plus markup. Wholesale price will include all state and federal taxes and markup will include any additional fees (state mandated or others) that will be charged.

Bidder will include a sample invoice in the bid packet. Contractor will identify terminal of origin and price at terminal in all invoices.

Contract shall include filling diesel fuel and unleaded gasoline at 1700 Greenwood Avenue, and diesel fuel at 38 Insight Drive and 1595 North Elm Street, within 24 hours of a call from the appropriate City of Platteville employee. The contractor is not

required to inspect the tanks at these locations.

Contract shall include filling unleaded fuel with no ethanol in truck mounted tank at 890 Valley Road, within 24 hours of a call from the appropriate City of Platteville employee.

Bid #1 will be the price for Diesel fuel, and all labor for onsite delivery of on-road Diesel Fuel #2, summer or winter blend as appropriate for the season, into the above ground tank at 890 Valley Road, 1700 Greenwood Avenue, 38 Insight Drive and 1595 North Elm Street.

Bid #2 shall be the price for fuel and all labor costs for onsite delivery of unleaded gasoline with no ethanol content into a truck mounted fuel tank at 890 Valley Road.

Bid #3 shall be the price for fuel and all labor costs for onsite delivery of E-10 blend of 90% unleaded gasoline and 10% ethanol into the above ground fuel tank at 890 Valley Road and 1700 Greenwood Avenue.

Alternate Bid #4 shall be the price for fuel and all labor costs for onsite delivery of unleaded gasoline (10% alcohol [ethanol] Unleaded) to 1680 Greenwood Ave and 29200 College Farm Road.

Alternate Bid #5 shall be the price for fuel and all labor costs for onsite delivery of Diesel Fuel, ULS#2 (Ultra Low Sulfur #2, 15ppm, .0015% Sulfur) for **on-road use** to 1680 Greenwood Ave.

Alternate Bid #6 shall be the price for fuel and all labor costs for onsite delivery of Diesel Fuel, ULS#2 (Ultra Low Sulfur #2, 15ppm, .0015% Sulfur) for **agricultural/off-road use** to 29200 College Farm Road.

For the City of Platteville's usage, is required that the unleaded gasoline with no ethanol content shall have a minimum of 91 Octane from the Terminal. Unleaded gasoline with 10% ethanol content shall have a minimum of 87 Octane from the Terminal. The #2 Diesel must have a Demulsifier and a minimum of 48 Cetane with 0% Biofuel. Bidders shall certify that their bid is for the specified octane/cetane level.

2) INSURANCE

The contractor shall take out and maintain during the life of the contract, such Public Liability and Property Damage Insurance as shall protect the City, the University of Wisconsin-Platteville, the Contractor, and any subcontractor in the following amounts:

Public Liability Insurance Bodily Injury	- \$1,000,000/\$2,000,000
Property Damage	- \$300,000
Automobile Public Liability Insurance Bodily Injury	- \$1,000,000
Property Damage	- \$100,000

The Contractor shall have the appropriate petroleum spill insurance. – Minimum \$1,000,000/\$2,000,000

Insurance shall include claims under workers compensation, disability benefits and other similar employee benefit acts.

The insurance policy shall contain a clause which will notify the City at least ten (10) days in advance of cancellation.

3) METHOD OF PAYMENT

The contractor shall present an invoice monthly with product, number of gallons, location, wholesale price, markup and any applicable taxes. City of Platteville locations and University of Wisconsin-Platteville locations should be listed and totaled separately, should the alternate bids be awarded. Invoices for both City and University location should be submitted to:

Director of Public Works, City of Platteville, PO Box 780, Platteville, WI 53818, or via email to: crofooth@platteville.org. Invoices submitted by the close of business on the first Tuesday of the month shall be paid in the first run of bills approved by the Common Council on the second Tuesday of the month.

4) LENGTH OF CONTRACT

The contract shall be from January 1, 2024, until December 31, 2026.

BIDDER'S PROPOSAL

FOR: Contract 25-23 Fuel Supply Contract 2024-2026

TIME FOR RECEIVING BIDS: Monday, October 30, 2023 - 10:00 a.m.

TO: Director of Public Works, Platteville, WI

BID

Include a sample invoice with this proposal.

1. **Diesel Fuel #2** (Summer or winter blend as appropriate) - delivered

@ wholesale (posted wholesale daily pump price at terminal including tax)
plus _____cents/gallon \$_____ per gallon
(written) (numerical)

2. **Unleaded Gasoline – no ethanol content** - delivered

@ wholesale (posted wholesale daily pump price at terminal including tax)
plus _____cents/gallon \$_____ per gallon
(written) (numerical)

3. **Unleaded Gasoline – E-10 Blend** – 90% unleaded gasoline, 10% ethanol

@ wholesale (posted wholesale daily pump price at terminal including tax)
plus _____cents/gallon \$_____ per gallon
(written) (numerical)

- Alternate 4. **Gasohol**– 10% alcohol [ethanol], Unleaded, - delivered to University of Wisconsin – Platteville locations

@ wholesale (posted wholesale daily pump price at terminal including tax)
plus _____cents/gallon \$_____ per gallon
(written) (numerical)

- Alternate 5. **Diesel Fuel ULS#2**– Ultra Low Sulfur #2, 15ppm, 00015% Sulfur for **on-road use**, - delivered to 1680 Greenwood Ave

@ wholesale (posted wholesale daily pump price at terminal including tax)
plus _____cents/gallon \$_____ per gallon
(written) (numerical)

