

INVITATION TO BID

The Sanitary District of Decatur, Illinois will receive bids as follows:

Product: **Gasoline and Diesel Fuel**

Purchase Period: May 1, 2018 through April 30, 2019
Bid price shall remain in effect for entire purchase period.

Bid Time and Date: 10:00 a.m. C.D.T., April 12, 2018
Bids will be opened immediately thereafter.
Late bids will be returned unopened.

Bid Price Firm: 60 days from bid date.

Bid Submission: Sealed envelope addressed to:

Director of Operations and Compliance
Sanitary District of Decatur
501 Dipper Lane
Decatur, IL 62522

Marked on the outside of the envelope:

Bid for Gasoline & Diesel Fuel

Due: 10:00 a.m.
April 12, 2018

The Sanitary District of Decatur reserves the right to reject any and all bids or to accept any bid considered advantageous to the District.

SCOPE

Supply fuel to the Sanitary District of Decatur. Yearly usage is estimated at 5,400 gallons of Unleaded Gasoline and 26,800 gallons of No. 2 Diesel Fuel. These listed quantities may be increased or decreased to meet the requirements of the Sanitary District of Decatur. No minimum quantity is guaranteed. The award of this contract will be for the period of May 1, 2018 through April 30, 2019

The District will notify the vendor when and where a delivery of fuel is required. Following is an estimated yearly usage and delivery size per location.

Supplier will automatically blend the fuel for optimal cold weather performance, and will keep a constant supply of fuel in place regardless of overall fuel supply.

Supplier will provide 24 hour, seven day a week deliveries when necessary to meet emergencies.

Supplier will collect and remit the proper fuel taxes, as required, and will inform the customer of any impending changes in taxation, EPA requirements, or fuel formulations.

<u>Location</u>	<u>Storage Quantities per Location</u>		<u>Estimated Total Yearly Quantity</u>	
	<u>Diesel Gal</u>	<u>No Lead Gal</u>	<u>Diesel</u>	<u>No Lead</u>
Dipper Lane	1,000	1,000	3,000	5,000
Wyckles Road	4,000		23,000	
St. Louis Bridge Pump Station	550		200	
Finley Creek Pump Station	550		200	
Lake Shore Drive Pump Station	1,000		200	
Dipper Lane - Effluent Pump Station	1,000		200	
Hickory Point Pump Station		375		200
Faries Park Pump Station		550		200

Bidder's Responsibilities

The bidder shall satisfy all conditions and qualifications set forth in the invitation to bid, instructions, and specifications. Failure to do so may render the bidder's proposal invalid and unacceptable.

The bidder shall explain and describe any and all exceptions to these bid specifications. The explanation and description shall be submitted in duplicate with the Bidder's bid. Please note that the taking of any exception may result in the bid being deemed non-responsive if it is determined by the District to be a material variance from the specifications and bidding documents.

The bidder shall fill out and sign the attached bid summary sheet.

No minimum or maximum quantity to be purchased under this agreement is stated or implied herein.

Questions pertaining to these specifications may be directed to David Collard at 217/422-6931, ext. 214.

General Requirements

Tests: The District reserves the right to have gasoline or diesel fuel analyzed by an independent laboratory to determine if the product meets the requirements as stated herein. The District reserves the right to cancel this contract within five days if the bidder's product does not meet requirements as stated herein.

Bid pricing shall be based on a fixed price differential above the Oil Price Information Service ("OPIS") Forsyth terminal Average Rack price for gasoline and dyed diesel fuel, and the OPIS Champaign terminal Average Rack price for biodiesel, on the date of delivery to the District. The price differential shall remain fixed for the duration of the contract. The bid price differential is for fuel delivered to the District at the location requested. No additional charge shall be allowed for transportation, freight, or delivery. No additional vendor charges or fees shall be allowed except as described below (winter diesel).

The District is exempt from Illinois sales tax and federal excise tax. Tax exemption documentation will be provided to the successful bidder upon request. The only fees and taxes that may be invoiced to the District are the Illinois UST fee (currently \$0.003 per gallon), the Illinois Environmental Impact fee (currently \$0.008 per gallon), State Motor Fuel tax (varies by fuel type), and Federal LUST tax (currently \$0.001 per gallon). These taxes and fees shall be itemized on each invoice submitted to the District.

An additional charge will be allowed for diesel fuel delivered between November 15 and March 15 for any blends or additives required for the fuel to perform satisfactorily under cold weather conditions. This charge shall be itemized on the invoices for such deliveries.

A copy of the OPIS price report documenting the appropriate terminal average rack price for each delivery date shall be included with each invoice submitted to the District. The invoiced fuel price shall be the sum of the appropriate terminal average rack price and the fixed price differential as bid.

Invoices must be received by the 10th day of a month in order for the District's Board of Trustees to consider payment at that month's meeting.

GASOLINE SPECIFICATIONS

The gasoline provided to the District shall be unleaded gasoline containing 10 percent ethanol, minimum 87 Octane, and shall comply in all respects with current ASTM standards for this product. The bidder shall supply a Safety Data Sheet with the bid.

DIESEL FUEL SPECIFICATIONS

The diesel fuel provided to the District shall comply in all respects with current ASTM standards for this product.

Diesel fuel delivered to the District's Wyckles Road vehicle fuel storage tanks shall consist of a biodiesel blend of Ultra-Low Sulfur #2 CLR diesel fuel and five percent biodiesel, as mandated by Section 12-705.1 of the Illinois Vehicle Code. Diesel fuel delivered Dipper Lane and other locations is utilized for operation of diesel-powered generators and shall be Ultra Low Sulfur Dyed #2 diesel fuel with no biodiesel blend. The bidder shall supply a Safety Data Sheet with the bid.

**SANITARY DISTRICT OF DECATUR
GASOLINE AND DIESEL FUEL
BID SUMMARY**

Sanitary District of Decatur
501 Dipper Lane
Decatur, IL 62522
ATTN: David Collard, Director of Operations and Compliance

I/We _____
the undersigned, having carefully examined the specifications prepared by you, do hereby offer this bid to the Sanitary District of Decatur in accordance with the specifications.

Gasoline and Diesel Fuel Bid:

\$ _____ (Fixed price differential) above the Oil Price Information
Service Average Rack price at the Forsyth or Champaign, Illinois terminal as specified in the Invitation to Bid.

Dated this _____ day of _____, 2018

Signature

Printed Name and Title

Firm

Mailing Address

Telephone

Email Address

Note: All fields above are required.