

INVITATION TO BID

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

Product: **Gasoline and Diesel Fuel**

Purchase Period: 1 year: May 1, 2023 through April 30, 2024
2 year: May 1, 2023 through April 30, 2025
3 year: May 1, 2023 through April 30, 2026
Bid submissions for 1 year is required; up to 3 year is optional.
Bid price shall remain in effect for entire purchase period.

Bid Time and Date: 10:00 a.m. C.D.T., April 5, 2023
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 5, 2023

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 one two or three years at the discretion of the District based on the best interest of the District.

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 shall deliver fuel as herein specified regardless of work stoppage, strike, or other labor dispute and 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>Quantity</u> | <u>Storage Quantities per Location</u> | | <u>Estimated Total Yearly</u> | |
|-------------------------------------|--|--------------------|-------------------------------|----------------|
| | <u>Diesel Gal</u> | <u>No Lead Gal</u> | <u>Diesel</u> | <u>No Lead</u> |
| <u>Location</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 Ashley Bailey 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 to Dipper Lane and other locations is utilized for operation of diesel-powered generators and shall be Ultra Low Sulfur Tax -Exempt Dyed #2 diesel fuel with no biodiesel blend. The bidder shall supply a Safety Data Sheet with the bid.

Additional Requirements

A. Incurred Costs

The District will not be liable, under any circumstance, for any costs incurred by Firm in replying to this Bid.

B. Equal Employment Opportunity

Equal Employment Opportunity Clause, Section 6.1 of the Illinois Department of Human Rights Rules and Regulations shall be a material term of this agreement.

C. Sexual Harassment Policy

Pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/1-101 et. seq.) ("Act"), all Firms to this agreement must have, prior to awarding this agreement, in effect and in force a written sexual harassment policy.

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

Sanitary District of Decatur
501 Dipper Lane
Decatur, IL 62522
ATTN: Ashley Bailey, Director of Compliance and Innovation

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:

Year 1* \$ _____ (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.

Year 2 \$ _____ (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.

Year 3 \$ _____ (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.

COMPANY NAME*: _____

REPRESENTATIVE'S NAME*: _____

REPRESENTATIVE'S SIGNATURE*: _____

REPRESENTATIVE'S EMAIL ADDRESS*: _____

DATE*: _____ TELEPHONE*: _____

MAILING ADDRESS*: _____

*These fields are required.