

**SKAGIT COUNTY
Public Works Department
1800 Continental Place
Mount Vernon, WA 98273**

PROPOSAL

PUBLIC WORKS CARD LOCK FUELING SERVICES

Skagit County, Washington

2020

All bid envelopes must be plainly marked on the outside, "**Sealed Bid, Public Works Card Lock Fueling Services**"

Sealed bids will be received at the following location by one of the following delivery methods no later than **Monday, July 27, 2020 at the hour of 2:30 p.m.** No late bid will be considered.

Bids may be hand delivered to: The Reception Desk of Skagit County Commissioners Office located at 1800 Continental Place, Mount Vernon, WA 98273;

Or,

Bids may be mailed to: Skagit County Commissioners
1800 Continental Place
Mount Vernon, WA 98273-5625

The bid opening date for this project will be **Monday, July 27, 2020**. The bids will be opened and read after **2:30 p.m.** on this date.

CONDITION OF AWARD:

It is the intent of Skagit County to award a contract to the lowest responsive and responsible bidder. All terms and conditions listed in the Contract Provisions and Specifications apply to this condition.

ENTIRE PROPOSAL TO BE RETURNED AS YOUR BID PACKAGE

FAILURE TO SIGN OR COMPLETE ALL INFORMATION CAN RESULT IN REJECTION OF THE PROPOSAL AS NON-RESPONSIVE.

Failure to return this Declaration as part of the bid proposal package will make the bid non-responsive and ineligible for award.

NON-COLLUSION DECLARATION

I, by signing the proposal, hereby declare, under penalty of perjury under the laws of the United States that the following statements are true and correct:

1. That the undersigned person(s), firm, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted.
2. That by signing the signature page of this proposal, I am deemed to have signed and have agreed to the provisions of this declaration.

NOTICE TO ALL BIDDERS

To report bid rigging activities call:

1-800-424-9071

The U.S. Department of Transportation (USDOT) operates the above toll free 'hotline' Monday through Friday, 8:00 a.m. to 5:00 p.m., Eastern Standard Time. Anyone with knowledge of possible bid rigging, bidder collusion, or other fraudulent activities should use the 'hotline' to report such activities.

The 'hotline' is part of USDOT's continuing effort to identify and investigate highway construction fraud and abuse and is operated under the direction of the USDOT Inspector General. All information will be treated confidentially and caller anonymity will be respected.

MUST ACCOMPANY EACH BID

BID PROPOSAL

BOARD OF SKAGIT COUNTY COMMISSIONERS
MOUNT VERNON, WASHINGTON 98273
2020

BID DUE ON Monday, July 27, 2020 NO LATER THAN 2:30 p.m.

Having carefully examined all documents enclosed herein, the undersigned proposes to perform all work in strict compliance with all documents, for the amount set forth below.

- Bid form must be signed.
- Use ink and print legibly.
- Initial and date any changes, erasures or cross-outs.

This certifies that the undersigned has examined the entire bid proposal and contract provisions and specifications for the:

Public Works Card Lock Fueling Services

and that the contract governing the work embraced in this work, and the method by which payment will be made for said work, is understood. The undersigned hereby proposes to undertake and complete the work, or as much thereof as can be completed with the money available in accordance with the said description of work and contract, and the following schedule of rates and prices.

Please complete and include all pages of the Bid Proposal.

BID PROPOSAL MUST BE SIGNED TO BE VALID!

Submit Sealed Bids By:	Monday, July 27, 2020, no later than 2:30 p.m.
Deliver or Mail Bids To:	Skagit County Commissioners Office 1800 Continental Place, Suite 100 Mount Vernon, WA 98273

In accordance with the Contract Specifications, we (Contractor) are submitting the following attachments with this bid:

Please Check

1.	Proposal Guaranty – in the Amount of Five Percent (5%) of Total Bid Price
2.	Card Lock Locations List with noted four (4) primary locations
3.	Submittal of entire bid proposal package (pages 1-11) , filled out and completed in INK
4.	Environmental Spill Response Plan
5.	Emergency Response Plan
6.	(Optional) Additional List of biodiesel availability with locations
7.	(Optional) Any additional information your company may find applicable to Skagit County for this bid

PROPOSAL – Signature Page

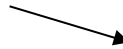
The bidder is hereby advised that by signature of this proposal he/she is deemed to have acknowledged all requirements and signed all certificates contained herein.

A proposal guaranty in an amount which is equal to five percent (5%) of the total bid price, in the form as indicated below is attached hereto:

- CASHIER'S CHECK In the amount of \$ _____ Dollars
- CERTIFIED CHECK In the amount of \$ _____ Dollars
(Payable to Skagit County)
- PROPOSAL BOND In the amount which is equal to five percent (5%) of the total bid price.

Receipt is hereby acknowledged of Addendum(s) No.(s) _____, _____ & _____

S
I
G
N



Signature of Authorized Official(s):

Firm Name:

Address:

Phone No.

State of Washington Contractor's License No. _____

UBI No. _____ Employment Security Department No. _____

Note:

- (1) This proposal form is not transferable and any alteration of the firm's name entered hereon without prior permission from Skagit County will be cause for considering the proposal irregular and subsequent rejection of the bid.
- (2) Should it be necessary to modify this proposal either in writing or by electronic means, please make reference to the following title in your communication: **Public Works Card Lock Fueling Services.**

PROPOSAL MUST BE SIGNED

**FAILURE TO SIGN OR COMPLETE ALL INFORMATION CAN RESULT
IN REJECTION OF THE PROPOSAL AS NON-RESPONSIVE.**

PROPOSAL

BOARD OF SKAGIT COUNTY COMMISSIONERS
MOUNT VERNON, WASHINGTON 98273
2020

BID DUE ON Monday, July 27, 2020 NO LATER THAN 2:30 p.m.

1. Card lock primary locations

As described in the specifications (Page 10) section “*Card lock locations list*”. There are four (4) primary addresses for Skagit County that need local access to fuel. Provide four primary fuel locations from your company that will meet the guidelines listed in those specifications.

2. Fixed Margin over OPIS Fuel Pricing

Supplier shall invoice card lock fuel at OPIS daily average price per gallon plus a fixed margin in cents per gallon. The fixed margin over OPIS shall be firm for the life of the contract. Supplier must provide fuel at the Anacortes Rack Price, as it is the closest refinery to Skagit County. All other card lock locations outside of Skagit County shall be billed at nearest daily OPIS average. The fixed margin over OPIS shall be the same margin at every location available to Skagit County employees.

3. Bid Response Table

BID ITEM	DESCRIPTIONS	ANNUAL ESTIMATED USAGE	UNIT PRICE PER EACH GALLON OR CARD	FIRM MARGIN OVER OPIS DAILY PRICE/GALLON	1 YEAR FIXED MARGIN TOTAL	3 YEAR FIXED MARGIN TOTAL
A	Unleaded Fuel	155,000 gal	-----	\$	\$	\$
B	Premium Unleaded Fuel	500 gal	-----	\$	\$	\$
C	Ultra-Low Sulfur Diesel #2	88,000 gal	-----	\$	\$	\$
D	Alternative Fuels	-----	-----	\$	\$	\$
E	Diesel Exhaust Fluid (DEF)	1,000 gal	\$ /gal	-----	\$	\$
F	Cards issued at the time of the contract start date	500 Cards	\$ /card	-----	\$	\$
G	Cards damaged through normal wear and tear	As Needed	\$ /card	-----	\$	\$
H	Cards for additional vehicles	As Needed	\$ /card	-----	\$	\$
I	Emergency Response- Onsite Fueling Unleaded Fuel	-----	-----	\$	\$	\$
J	Emergency Response- Onsite Fueling Ultra-Low Sulfur Diesel #2	-----	-----	\$	\$	\$
				Total Bid:	\$	\$

4. Taxes/Prompt Payment Discounts

Skagit County does not pay federal excise tax. Describe all other applicable taxes and prompt payment discounts. Attach additional sheets if needed.

4.1 TAXES FOR LOCATION 1- BURLINGTON SHOP

Taxes (Describe)	Describe all applicable taxes to Skagit County	Price or	Percentage
1		\$ gallon	%
2		\$ gallon	%
3		\$ gallon	%
4		\$ gallon	%
5	Invoice prompt payment discount, deduct from quoted margin	\$ gallon	If paid within _____ calendar days of invoice

4.2 TAXES FOR LOCATION 2- SHERIFF'S OFFICE

Taxes (Describe)	Describe all applicable taxes to Skagit County	Price or	Percentage
1		\$ gallon	%
2		\$ gallon	%
3		\$ gallon	%
4		\$ gallon	%
5	Invoice prompt payment discount, deduct from quoted margin	\$ gallon	If paid within _____ calendar days of invoice

4.3 TAXES FOR LOCATION 3- CONCRETE SHOP

Taxes (Describe)	Describe all applicable taxes to Skagit County	Price or	Percentage
1		\$ gallon	%
2		\$ gallon	%
3		\$ gallon	%
4		\$ gallon	%
5	Invoice prompt payment discount, deduct from quoted margin	\$ gallon	If paid within _____ calendar days of invoice

4.4 TAXES FOR LOCATION 4- GUEMES ISLAND FERRY TERMINAL

Taxes (Describe)	Describe all applicable taxes to Skagit County	Price or	Percentage
1		\$ gallon	%
2		\$ gallon	%
3		\$ gallon	%
4		\$ gallon	%
5	Invoice prompt payment discount, deduct from quoted margin	\$ gallon	If paid within _____ calendar days of invoice

5. Required and desired amenities at primary card lock locations

These amenities are for the four (4) required locations inside Skagit County:

Amenity Item #	Required Amenities, Card Lock Facilities	Primary Locations- Does your company comply? Yes or No			
		1	2	3	4
1	Access seven (7) days per week				
2	Access 24 hours per day				
3	Convenient ingress/egress for oversized equipment				
4	Adequate turning radius for large trucks				
5	Adequate clearance for tractor trailers up to 70 feet				
6	No more than five (5) minutes average wait time for fuel				
7	Pumps covered by canopy that has adequate clearance for oversized equipment				
8	Well- lit area				
9	Minimum of one (1) diesel pump				
10	Minimum of one (1) unleaded pump				
11	Minimum of one (1) premium unleaded pump				
12	Safety breakaway hoses on all pumps				
	Desired Amenities				
1	One (1) high-speed diesel pump (min. 25 gal/minute)				
2	Power backup available				
3	Security monitoring system				
4	Restrooms				
5	Air, water, window cleaner and paper towels available				

6. Supplier Information

Indicate which one of the following best describes your company and the number of years in business under the current company name.

Check Applicable Box	Description	Years in Business
	Refiner	
	Branded Jobber	
	Unbranded Jobber	
	Distributor	
	Dealer	
	Other (Describe)	

7. Customer Online Interface

Indicate whether your company complies with the following list of requirements.

Item #	Description of Online Services	Does your company comply?	
		Yes	No
1	Web based application		
2	Access for Skagit County employees to modify cards online, 24 hours a day		
3	Ability for Skagit County employees to request new cards		
4	Ability for Skagit County employees to delete cards		
5	Ability for Skagit County employees to add new employees or vehicles		
6	Ability for Skagit County employees to delete employees or vehicles		
7	Ability for Skagit County employees to create transaction reports and export to PDF or excel format		
8	Access to view individual transactions and create reports by location, EQ #, Pin #, fuel type, fuel quantity in gallons, price per gallon, time/date, and odometer		

PAGE INTENTIONALLY LEFT BLANK

ENTIRE PROPOSAL TO BE RETURNED AS YOUR BID PACKAGE

**FAILURE TO SIGN OR COMPLETE ALL INFORMATION CAN RESULT IN REJECTION OF
THE PROPOSAL AS NON-RESPONSIVE**

FOR EVALUATION AND AWARD PURPOSES

The bidder is hereby advised that by signature of this proposal he/she is deemed to have acknowledged all requirements and signed all certificates contained herein.

**FAILURE TO SIGN OR COMPLETE ALL INFORMATION ON THE FORMS PROVIDED CAN
RESULT IN REJECTION OF THE PROPOSAL AS
NON-RESPONSIVE.**

**SUBMIT THE
ENCLOSED PROPOSAL
BOND FORM WITH
YOUR PROPOSAL**

**USE OF OTHER FORMS
MAY SUBJECT YOUR
BID TO REJECTION**

PROPOSAL BOND

KNOW ALL MEN BY THESE PRESENTS, That we, _____

_____ of

_____ as principal, and the

_____ a corporation duly

organized under the laws of the State of _____,
and authorized to do business in the State of Washington, as surety, are held and firmly bound unto Skagit County in the full and penal sum of five (5) percent of the total amount of the bid proposal of said principal for the work hereinafter described for the payment of which, well and truly to be made, we bind our heirs, executors, administrators and assigns, and successors and assigns, firmly by these presents.

The condition of this bond is such, that whereas the principal herein is herewith submitting his or its sealed proposal for the following construction, to wit:

Public Works Card Lock Fueling Services

said bid and proposal, by reference thereto, being made a part hereof.

NOW THEREFORE, If the said proposal bid by said principal be accepted, and the contract be awarded to said principal, and if said principal shall duly make and enter into and execute said contract and shall furnish bond as required by Skagit County within a period of ten (10) days from and after said award, exclusive of the day of such award, then this obligation shall be null and void, otherwise it shall remain and be in full force and effect.

IN TESTIMONY WHEREOF, The principal and surety have caused these presents to be signed and sealed this _____ day of _____, 2020.

(Principal)

(Surety)

(Attorney-in-fact)