

# INVITATION FOR BID

RFP 2010-PW-0036



## Twelve / Twenty Four Hour Gasoline Service

*"Douglas - the premier southwestern border community."*

## **Bid Notice**

**NOTICE IS HEREBY GIVEN** that the Mayor and Common Council of the City of Douglas will receive sealed Bid Proposals until Three O'clock p.m. (3:00 p.m.) on the 17th day of March, 2010 for the following:

### **Twelve/ Twenty Four – Hour Gasoline Service**

Specifications are on file and may be obtained at the office of Purchasing Agent, 425 10<sup>th</sup> Street, Douglas, Arizona. Bids will be received until the above hour specified and will be opened and publicly declared on said date and time at a Bid Opening to be conducted by the Purchasing Agent in the Council Chambers. Address all Bids to City of Douglas, City Clerk, Brenda Aguilar, 425 10<sup>th</sup> St., Douglas, Arizona 85607, specifying on the outside wrapper the nature of the Bid and reference RFP# 2010-PW-0036. The Council reserves the right to reject any Bid, defer action on Bids and to waive any informality thereof. Any late submissions will be returned to the sender.

Dated at Douglas, Arizona this February 17, 2010

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Brenda Aguilar  
City Clerk  
City of Douglas

## BID PROPOSAL FORM

### PROPOSAL:

- |    |                                   |                     |          |
|----|-----------------------------------|---------------------|----------|
| 1. | Twelve – hour (Unleaded Gas)      | Discount per gallon | \$ _____ |
|    | Twelve – hour (Diesel fuel)       | Discount per gallon | \$ _____ |
| 2. | Twenty Four – hour (Unleaded Gas) | Discount per gallon | \$ _____ |
|    | Twenty Four – hour (Diesel fuel)  | Discount per gallon | \$ _____ |
| 3. | Total Bid Discount Price          |                     | \$ _____ |

**Gas prices shall be a discount per gallon from the lowest pump price in The City of Douglas.**

**Prices will be monitored and audited bi-monthly.**

**If discrepancies arise, The City of Douglas has the right to terminate the contract, and will award the contract to the next lowest bidder.**

These discounts shall remain in effect from July 1, 2010 through June 30, 2011, at which time the contract can be extended based on the City of Douglas Council approval.

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_

\_\_\_\_\_  
Firm Submitting Bid

\_\_\_\_\_  
Authorized Personnel (Please Print)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

Date: \_\_\_\_\_



## **GENERAL CONDITIONS AND PROVISIONS**

The City of Douglas will review the proposals and select the Bid that is in the best interest of the City.

The City is a participant in the Arizona State Purchasing Program as well as Intergovernmental Purchasing Agreements: Therefore, bids will be considered from suppliers which have submitted proposals under these programs. Suppliers should inform the City Purchasing Agent of any bids that are applicable to this bid call.

Bidder must state brand name and / or manufacturer of each item proposed in his Bid. Guarantee and / or warranty must also be stated. Brand names mentioned in the Bid Call do not indicate a preference, and are used only as reference to the type and quality of material or equipment desired.

Bidder will be prepared to give a complete demonstration of the merits of the units offered as directed by the Purchaser. The units so demonstrated shall be complete as offered by the Bidder of this bid.

Bids will be considered on material complying substantially with specifications provided, each deviation is stated and the substitution is described.

Time of availability is part of the consideration and must be stated in definite terms, as this may be a factor in making the award.

Questions pertaining to this Bid Call should be directed to John Alvarez, Purchasing Agent, at 520-417-7317 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

The "Call for bids" or Notice to Dealers" as advertised is made part of these "General conditions and Provisions".

The City of Douglas reserves the right to reject any or all Bids, to waive any informalities in bid, to accept in whole or in part such Bid or Bids as may deemed in the best interest of the City.

## **SPECIFICATIONS**

### **GENERAL:**

To provide gasoline for all vehicles in all Departments for the City of Douglas, until June 30, 2011, at which time the contract can be extended based on City Council approval.

### **FEATURES:**

Twelve – hour unleaded (87 octane) gasoline service. The twelve-hour shift would be from 6:00 a.m. to 6:00 p.m.

Twelve – hour Diesel Fuel. The twelve – hour shift would be from 6:00 a.m. to 6:00 p.m.

Twenty-Four hour Unleaded and Diesel Fuel Services.

The successful bidder shall submit a weekly billing outlining fuel consumption. The bill would include **City vehicle number, license plate number, vehicle mileage, employee signature, and employee printed name.**

Invoices submitted to the City of Douglas must reflect the total price of gas less Federal tax.

### Bidders Check List

1. \_\_\_\_\_ Three (3) completed copies of each firm's proposal.
2. \_\_\_\_\_ The Original Copy, being so marked, must be signed with the firm's name and bear the hand written signature of an officer or employee having authority to bind the company to his or her signature.
3. \_\_\_\_\_ Each Proposal shall include the legal name of the organization and a statement as to whether or not it is a sole proprietorship, partnership, a corporation, or any other legal entity.

**OFFER AND ACCEPTANCE**

TO: The City of Douglas

The undersigned hereby offers and agrees to furnish the material, equipment or service in compliance with all terms, statements of work, conditions, specifications, and amendments in the solicitation. Signature also certifies understanding and compliance with City of Douglas Standard Terms and Conditions.

For clarification of this offer, contact:

_____	_____
State of Arizona Transaction (Sales) Privilege Tax License Number	Name
_____	_____
Federal Employer Identification Number	Phone Number
_____	_____
Company Name	Signature of Person Authorized to Sign Offer
_____	_____
Mailing Address	Printed Name
_____	_____
City                      State      Zip	Title

**ACCEPTANCE OF OFFER**

This offer is hereby accepted.

The Contractor/Vendor is now bound to provide the materials, equipment or services listed by the attached contract and based upon the Solicitation, including all terms, conditions, specifications, statement of work, amendments, etc. and the Contractor's/Vendor's Offer as accepted by the City.

This contract shall henceforth be referred to as Contract.

The Contractor has been cautioned not to commence any billable work or to provide any material or service under this contract until Contractor/Vendor receives a formal Notice to Proceed, Purchase Order, or is otherwise directed to do so in writing by the City's Authorized Representative.

This Agreement is entered into this 1<sup>st</sup> day of July 2010.

CONTRACTOR/VENDOR:

CITY:

\_\_\_\_\_

\_\_\_\_\_  
John Alvarez  
Purchasing Agent

\_\_\_\_\_  
Curtis Shook  
City Manager