

CITY OF MOBILE

BID SHEET

This is Not an Order

Mailing Address:
 P. O. Box 1948
 Mobile, Alabama 36633
 (251) 208-7434

**Purchasing Department
 and Package Delivery:**
 Government Plaza
 4th Floor, Room S-408
 205 Government St
 Mobile, Alabama 36644

**READ TERMS AND CONDITIONS
 ON REVERSE SIDE OF THIS PAGE
 BEFORE BIDDING**

Typed by: nm Buyer: 007

Please quote the lowest price at which you will furnish the articles listed below

DATE	BID NO.	DEPARTMENT	Commodities to be delivered F.O.B. Mobile to:
10/12/2018	5216	Various	As Specified

This bid must be received and stamped by the Purchasing office not later than: 10:30 AM, Tuesday, October 30, 2018

QUANTITY	ARTICLES	UNIT	UNIT PRICE		EXTENSION	
			Dollars	Cents	Dollars	Cents
	FUEL					
	<p>The City of Mobile requests bids for: Regular E-10 Unleaded Gasoline and #2 Diesel Fuels.</p> <p>Prices on this bid are to remain firm for one (1) year from date of award. At the option of the City and the successful Vendor, the award may be extended for two (2) additional one (1) year periods.</p> <p>Fuel must be delivered by the next day close of receiving hours. Hours are: 7:30 A.M. – 2:30 P.M., unless otherwise stated at time of order.</p> <p>Delivery Tickets are required at the time of delivery. Ticket must state: Time and Date of delivery, Product, and Number of Gallons delivered. Fuel will be purchased at the Net Amount.</p> <p>Exact quantity of fuel to be purchased is an estimate. The City does attempt to place orders for fuel as close to amount needed. The City does not guarantee exact quantity to be purchased.</p> <p>The contract will be awarded to the Bidder having the lowest Mark-Up (margin) above the daily Oil Price Information Service (OPIS) prices. The City of Mobile uses the daily published State of Alabama OPIS prices, based off the “Rack Avg” pricing for the Montgomery, Alabama location. The margin is to include any and all charges, including profit and delivery charges, but must not include applicable taxes.</p> <p>Purchase Orders will be paid by the daily OPIS Price (Day of Delivery of Fuel), the contracted Mark-Up (margin) price, and applicable taxes.</p>					
	TOTAL					

**RETURN ONE SIGNED COPY OF THIS BID
 IN ENCLOSED ENVELOPE**

State delivery time within _____ days of receipt of P.O.

Firm Name _____

Typed Signature _____

By _____

We will allow a discount _____% 20 days from date of receipt of goods and correct invoice of completed order.

1. All quotations must be signed with the firm name and by an authorized officer or employee.
2. Verify your bid before submission as it cannot be withdrawn or corrected after being opened. In case of error in extension of prices, the unit price will govern.
3. If you do not bid, return this sheet and state reason. Otherwise, your name may be removed from our mailing list.
4. The right is reserved to reject any, or all quotations, or any portions thereof, and to waive technicalities if deemed to be in the interest of the City of Mobile.
5. This bid shall not be reassignable except by written approval of the Purchasing Agent of the City of Mobile.
6. State brand and model number of each item. All items bid must be new and latest model unless otherwise specified.
7. If bid results are desired, enclose a self-addressed and stamped envelope with your bid. (All or None bids only)
8. Do not include Federal Excise Tax as exemption certificate will be issued in lieu of same. The City is exempt from the Alabama and City sales taxes.
9. PRICES ARE TO BE FIRM AND F.O.B. DESTINATION UNLESS OTHERWISE REQUESTED.
10. BID WILL BE AWARDED ON ALL OR NONE BASIS UNLESS OTHERWISE STATED.
11. Bids received after specified time will be returned un-opened.
12. Failure to observe stated instructions and conditions will constitute grounds for rejection of your bid.
13. Furnish literature, specifications, drawings, photographs, etc., as applicable with the items bid.
14. Vendor May be required to obtain City of Mobile Business License as applicable to City of Mobile Municipal Code Section 34-50. For Business License inquiry contact the Revenue Department at (251) 208-7461 or cityofmobile.org/taxes.php.
15. If a bid bond is required in the published specifications, see below:
Each Bid Shall be Accompanied By A **Cashier's Check, Certified Check, Bank Draft Or Bid Bond** For the Sum Of Five (5) Percent Of The Amount Bid, Made Payable To The City Of Mobile And Certified By A Reputable Banking Institution. All Checks Shall Be Returned Promptly, Except The Check Of The Successful Bidder, Which Shall Be Returned After Fulfilling The Bid.
16. Contracts in excess of \$50,000 require that the successful bidder make every possible effort to have at least fifteen (15) percent of the total value of the contract performed by socially and economically disadvantaged individuals.
17. All bids/bid envelopes must have the bid number noted on the front. Bids that arrive unmarked and are opened in error shall be returned to vendor as an unacceptable bid.
18. If successful vendor's principal place of business is out-of-state, vendor may be required to have a Certificate of Authority to do business in the State of Alabama from the Alabama Secretary of State prior to issuance of a Purchase Order. Vendors are solely responsible for consulting with the Secretary of State to determine whether a Certificate is required. See www.sos.alabama.gov/BusinessServices/ForeignCorps.aspx . Please note that the time between application for and issuance of a Certificate of Authority may be several weeks.
19. Vendors do not need a City of Mobile Business License or Certificate of Authority from the Alabama Secretary of State to submit a bid, but will need to obtain the Business License and Certificate of Authority, if applicable, prior to issuance of a Purchase Order.

BID CONTINUATION SHEET

QUANTITY	ARTICLES	UNIT	UNIT PRICE		EXTENSION	
			Dollars	Cents	Dollars	Cents
	<p>Page 3 of 6</p> <p>Analysis Reports must be performed by an independent laboratory that the City of Mobile chooses. If requested, failure to provide Specifications, Samples, Protocols, or Analysis Reports or to provide this information in a timely manner will result in bid rejection or contract cancellation.</p> <p>BAD FUEL: If substantial proof is received that delivered fuel was not good, (i.e. contained materials damaging to Fuel Tanks) or that the product does not meet specifications, the Vendor will be notified and will have an opportunity to make good on the delivery and any damages that occurred from the bad fuel. Repeated offenses will result in contract cancellation and possible exclusion on future bids by a time period determined by the City of Mobile Purchasing Agent.</p> <p>If a Vendor breaks contract with the City of Mobile on this fuel contract, it will be excluded from the next two (2) fuel bids.</p> <p>PRICING: Gasoline Unleaded Regular E-10 87 Octane Rating 1000 – 8199 Gallons per Delivery</p> <p align="right">_____</p> <p align="right">Margin Price per Gallon</p> <p>Gasoline Unleaded Regular E-10 87 Octane Rating 8200 Gallons or More per Delivery</p> <p align="right">_____</p> <p align="right">Margin Price per Gallon</p> <p>Diesel #2 (Ultra Low Sulfur) Clear on Road 1000 – 2000 Gallons per Delivery</p> <p align="right">_____</p> <p align="right">Margin Price per Gallon</p> <p>TO BE AWARDED ON A PER ITEM BASIS.</p>					
			TOTAL			

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READ ABOVE INSTRUCTIONS BEFORE QUOTING

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By _____

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	Page 4 of 6					
	The following are Locations, Numbers, and Sizes of Fuel Tanks for the City of Mobile:					
	<u>Motor Pool</u> <u>745 South Broad St., Mobile, AL 36604</u> 2 Ea. 10,000 Gallon Tanks (Unleaded, in ground, "Manifolded")					
	<u>Municipal Garage</u> <u>770 Gayle St., Mobile, AL 36604</u> 2 Ea. 10,000 Gallon Tanks (Unleaded, in ground)					
	<u>3rd Precinct</u> <u>2165 St. Stephens Rd., Mobile, AL 36617</u> 1 Ea. 4,000 Gallon Tank (Unleaded, above ground, Bobtail Delivery only)					
	<u>Langan Park</u> <u>4901 Museum Dr., Mobile, AL 36608</u> 1 Ea. 10,000 Gallon Tank (Unleaded, above ground) 2 Ea. 1,000 Gallon Tanks (Diesel, in ground)					
	<u>5th Precinct</u> <u>8080 Airport Blvd., Mobile, AL 36608</u> 1 Ea. 10,000 Gallon Tank (Unleaded, above ground)					
	<u>The Wave Transit</u> <u>1224 West I-65 Svc. Rd., S., Mobile, AL 36606</u> 1 Ea. 1,200 Gallon Tank (Unleaded, above ground) 1 Ea. 150 Gallon Tank (Diesel, above ground)					
	The City of Mobile has the right to add delivery Locations within Mobile City Police Jurisdiction.					
	<u>Fire Station #7</u> <u>5525 Commerce Blvd., Mobile, AL 36619</u> 1 Ea. 2000 Gallon Tank (Diesel, above ground)					
			TOTAL			

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	<p>Page 5 of 6</p> <p>State any special conditions or ordering instructions:</p> <hr/> <p>No Bid Bond is required.</p> <p>All vendors will be required to provide verification of enrollment in the E-Verify program. Additional information may be found at http://immigration.alabama.gov/</p> <p>If the successful vendor's principal place of business is out-of-state, vendor may be required to have a Certificate of Authority to do business in the State of Alabama from the Secretary of State prior to issuance of a Purchase Order.</p> <p>Vendors are solely responsible for consulting with the Secretary of State to determine whether a Certificate is required. See: www.sos.alabama.gov/BusinessServices/ForeignCorps.aspx. Please note that the time between application for the issuance of a Certificate of Authority may be several weeks.</p> <p>Upon notification, vendor will have 10 business days to provide the Certificate of Authority and the E-Verify numbers to the Purchasing Department before award can be completed. (Vendors will possibly need to pay the expedite fee to meet this requirement because application is not sufficient. We must have a copy of the certificate with your Company ID number).</p> <p>Vendors do not need a City of Mobile Business License or Certificate of Authority from the Alabama Secretary of State, nor the E-Verify for certification to submit a bid, but will need to obtain the Business License and Certificate of Authority verification and/or provide the E-Verify Certification, if applicable, prior to issuance of a Purchase Order.</p>					
			TOTAL			

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			Dollars	Cents	Dollars	Cents
	<p align="center">Page 6 of 6</p> <p>City of Mobile Business License is required. See Item 14 on Reverse of Page 1.</p> <p>The City of Mobile does not accept Vendors' terms and conditions.</p> <p>This bid must be signed and all pages returned including the terms and conditions on the Reverse of Page 1.</p> <p>For additional information, contact:</p> <p align="center"> City of Mobile Purchasing Department Jim Neese (Buyer) @ (251) 208-7401 <u>purchasing@cityofmobile.org</u> </p> <p align="center">CONTACT INFORMATION (PLEASE PRINT)</p> <p> COMPANY NAME _____ CONTACT NAME _____ COMPANY ADDRESS _____ _____ TELEPHONE NUMBER _____ FAX NUMBER _____ </p>					
			TOTAL			

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PURCHASING DEPARTMENT

Potential bidders are responsible to check this site for any **ADDENDUMS** that are issued. It is the responsibility of the **BIDDER** to check for, download, and include with their **BID RESPONSE** any and all **ADDENDUMS** that are issued for a specific **BID** published by the City of Mobile. Failure to download and include **ADDENDUMS** in your **BID RESPONSE** may cause your bid to be rejected.

This is a sealed bid. Any responses faxed or e-mailed will be rejected.

This is a sealed bid. Any response must be submitted in a sealed envelope with the bid number and bid opening date on the outside of the envelope.

Any response that arrives improperly marked or with no bid number and opening date on the outside of the delivery or express package and opened in error will be rejected and not considered.

It is the responsibility of the bidder to insure that their bid response is delivered to and received in the Purchasing Department before the date and time of the bid opening.

Be sure to read the Terms and Conditions. All bids are F.O.B. Destination unless otherwise stated.

Be sure to sign your bid!

Package/Bid Delivery Address:
Purchasing Department
205 Government St. Room S408
Mobile, AL 36644

(Request First Delivery)