

## **BID #WG19-36 SPECIFICATIONS**

It is the purpose of these specifications to provide a **management system** for the dispensing of on-site motor fuel (on-site fuel is supplied by Baldwin County) for the use by Baldwin County.

The **management system** shall be installed at the following Baldwin County locations:

BRATS/Sheriff Facility located in Robertsdale

Foley Highway Barn

Foley Satellite Courthouse

Fairhope Satellite Courthouse

Magnolia Sanitary Landfill

Silverhill Highway Barn

Sheriff's Facility located in Bay Minette

Bay Minette Highway Barn

**And any new sites as required by the Baldwin County Commission.**

Award shall be based on the service fee per gallon, the management tools and reporting provided, the security of the system, and the ability of the Vendor to sell the motor fuel tax exempt at the time of purchase (exempt from those taxes to which Baldwin County is exempt).

Vendor shall invoice Baldwin County on a weekly basis for the service fee at on-site facilities and for only the motor fuels dispensed into authorized vehicles. Vendor shall submit only one weekly invoice which shall include all service fees and fuel charges. **Vendor will be paid twice monthly.**

Baldwin County shall be responsible for all costs associated with placing telephone and electrical capabilities at each of the on-site facilities upon which automated terminals are placed.

**Baldwin County will supply all fuels used at County owned facilities.**

**The contract resulting from this ITB shall be for a period of three (3) years to begin on June 1, 2019 and run through May 30, 2023. At the end of the Contract, Vendor agrees to provide service on a month-to-month basis until the County can procure a new Contract through the ITB process.**

## **VENDOR'S REQUIREMENTS**

The successful vendor shall have thirty (30) days from the date of **notice to proceed** to implement this system.

The Vendor, at its sole cost, furnish all necessary labor, software and hardware needed to implement the proposed fleet fuel management program. The successful vendor will furnish all necessary equipment, **at its sole cost**, to implement a fuel management program. The Vendor shall provide, at its sole cost, all cards, including replacements, for a **one card system**. The

Vendor shall provide, at its sole cost, all service necessary to implement the proposed fleet fuel management program.

Equipment **must be** compatible with Siemens Hipath 4000 IP based Switch. Baud rate of 9600 up to 115200.

### **REPORTS AND MANAGEMENT TOOLS**

Vendor shall provide access for Baldwin County with on-line reporting 24/7 for all reports, the ability to get daily transactions and immediate addition and deactivation of fleet card and Driver IDs instantly. Vendor must provide on-line access via the internet to the County so it can manage the County accounts and order, replace or lock/unlock cards and Driver Ids. Vendor shall describe to the County its abilities regarding internet based on-line access and features that the County can use with the Vendor's fleet card system on-line. **The Vendor must be able to provide an acceptable electronic transaction file that the County may use to import transaction data into its internally operated systems.** The electronic transaction file must be available at a minimum frequency of weekly and must be available either via Email or Web.

The Vendor shall provide, at its sole cost, weekly reporting to Baldwin County. These reports shall include the following:

- A. Vehicle Department
- B. Vehicle number and description
- C. Date and time of fueling
- D. Name of operator or fueler
- E. Location of Fueling
- F. Gallons dispensed into vehicle
- G. Type of fuel
- H. Price and extended total price (excluding exempt taxes) of fueling
- I. Miles per gallon of vehicle or miles per hour meter
- J. A report that provides for the total number of gallons by fuel type
- K. Exception reports

Vendor shall have the ability to provide off-site commercial fueling locations within a 5 mile radius of the 8 Baldwin County owned fueling sites and throughout Alabama which shall be accessed by Baldwin County using the same program and having the same card controls and reporting capabilities as the on-site fueling transactions and program.

Upon request of Baldwin County, the Vendor shall, at its sole cost, provide the following monthly summary reports:

- A. Monthly recap of weekly information
- B. Beginning and ending mileage
- C. Monthly fleet analysis reports detailing the fuel expenses of each vehicle on a monthly and year to date basis
- D. Year to date fuel reports detailing month to date and year to date information for each vehicle in addition to total cost per mile information for each vehicle

The purpose of these reports is to allow Baldwin County to track and control its fleet expenses

and to extend the life of its vehicles.

**SECURITY**

The Vendor, at its sole cost, shall provide a card system with adequate restrictions and limitations. Vendor will limit the following, through **Pre-Purchase** controls:

- A. Type of fuel allowed for each vehicle
- B. Number of gallons per purchase, per vehicle
- C. All purchases to fuel.

**AUDITS**

Baldwin County reserves the right to have its representatives or independent auditors inspect the records maintained by the Vendor concerning the products and services described herein.

**TAXES**

Baldwin County will pay only the following applicable motor fuel taxes:

Gasoline	Diesel
_____	_____
_____	_____
_____	_____

Baldwin County is exempt from all other applicable fuel taxes as provided by law or shown on certificate(s) of tax exemption on file at Baldwin County.

**BID REQUIREMENTS**

Prices quoted shall include all fees involved in the entire fleet management program.

**All Bidders shall bid as follows:**

The off-site price per gallon paid to the Vendor shall be based on the Mobile, Alabama, posted terminal schedule. The wholesale price of fuel, to be determined according to Mobile, Alabama terminal schedule, plus applicable taxes (those from which Baldwin County is not exempt), and the Vendor's service fee shall be added together to reach the total price per gallon to be charged to Baldwin County. The Vendor's service fee, the applicable taxes shall remain constant through the entire term of this contract.

The Vendor shall supply Baldwin County the applicable Mobile, Alabama terminal schedule upon request.

If Baldwin County must purchase fuel from another off- site supplier due to the failure of the Vendor's services or equipment, the Vendor shall credit Baldwin County for the difference, if

any, between that paid for fuel purchased from another supplier and that which the Vendor would have charged.

**CANCELLATION CLAUSE**

Baldwin County reserves the right to terminate this contract prior to the end of the period indicated upon seven (7) day's written notice, for failure to meet required specifications. In the event of termination, all fuel purchased prior to the effective date of termination shall be paid by Baldwin County.

**BID#WG19-36 RESPONSE FORM**

Fleet Fuel Management Program

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

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

Address: \_\_\_\_\_

\_\_\_\_\_

Company Rep. \_\_\_\_\_

\_\_\_\_\_

(Rep. Name Typed or Printed)

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Payment Terms: Vendor will be paid twice monthly.

The signature on this bid page certifies that the Bidder has carefully examined the instructions, terms and specifications applicable to, and made a part of this bid. Bidder further certifies that the prices shown in its bid is in full compliance with the conditions, terms and specifications of the bid, and that any exceptions taken thereto, may disqualify the bid. Bidder further certifies that it is capable of providing all the services and reports described in this bid. The purpose of this bid is to provide a fleet fuel management program for Baldwin County.

The total bid price per gallon for the on-site Service Fee shall be the only charge to Baldwin County, as per the attached specifications. The off-site bid price per gallon will be based on the applicable OPIS Thursday published wholesale price for fuel purchased each week, plus off-site service fee, plus nonexempt taxes.

For purposes of this bid and to achieve consistency in bid comparisons, the Vendor must use the Mobile, Alabama terminal schedule.

**Each bid must be accompanied by a certified check, cashier's check, or Bidder's bond in the amount of five hundred dollars (\$500.00).**

**BID#WG19-36 RESPONSE FORM**

Fleet Fuel Management Program

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**BASE BID**

**ON-SITE FUELING**

**Service Fee for on-site Fuel Management Program**

Product	Service Fee
Unleaded	_____
Diesel	_____
New Site Equipment Installation	_____

**INFORMATIONAL PURPOSES**

**OFF-SITE FUELING**

Product	Terminal Average	Service Fee	Total Taxes (not exempted)	Total Bid Price (per gallon)
Unleaded Plus	_____	_____	_____	_____
Diesel	_____	_____	_____	_____

**NOTE:** Bidder must sign this page in the space provided below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title