

JULIUS ALSANDOR
MAYOR



105 NORTH MAIN ST.
P.O. BOX 1879
OPELOUSAS, LA 70571-1879
(337) 948-2520
FAX (337) 948-2593

LEGAL NOTICE ADVERTISEMENT FOR BIDS

Notice is hereby given that sealed bids will be received by the Mayor and Board of Aldermen of the City of Opelousas, Louisiana, at the City of Opelousas Municipal Plaza Meeting Room, 105 N. Main Street, of said City up to the hour of 5:00 o'clock p.m. on

Tuesday, August 8, 2023

and then and there publicly opened and read aloud for furnishing of the following to wit:

Bid #01-23 **OFF-SITE FUEL 2 CARD SYSTEM**

Specifications may be examined or obtained at the office of the City Clerk of the City of Opelousas, Louisiana during the office hours from Monday through Friday of any week. All bids are to be submitted in sealed envelope addressed to the City Clerk of the City of Opelousas, Louisiana by the above-mentioned time and date. The City of Opelousas reserves the right to reject any and all bids and to waive informalities or irregularities in bids received.

DONE AND SIGNED at Opelousas, Louisiana, on this 11th day of July 2023.

/s/ Julius Alsandor
MAYOR

ATTEST:
/s/ Leisa S. Anderson
CITY CLERK



BOARD OF ALDERMEN
MARVIN RICHARD, ALDERMAN AT LARGE · MILTON BATISTE III, DISTRICT A · DELITA R. BROUSSARD, DISTRICT B · CHARLES CUMMINGS, DISTRICT C
SHERELL ROBERTS, DISTRICT D · CHASITY D. WARREN, DISTRICT E

An Equal Opportunity/Affirmative Action Employer

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INSTRUCTIONS TO BIDDERS

SEALED BIDS WILL BE OPENED AND READ ALOUD ON AUGUST 8, 2023, AT 5:00 P.M. AT THE REGULAR MEETING PLACE OF THE MAYOR AND BOARD OF ALDERMEN IN THE CITY OF OPELOUSAS MUNICIPAL PLAZA MEETING ROOM, 105 N. MAIN STREET, IN SAID CITY. THE CITY OF OPELOUSAS RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS AND TO WAIVE ANY INFORMALITIES OR IRREGULARITIES IN BIDS RECEIVED.

ALL BIDS MUST BE MARKED WITH THE BID NUMBER (BID #01-23) ON THE OUTSIDE OF THE ENVELOPE OR PACKAGE. PLEASE MARK "SEALED BID" ON PACKAGE OR ENVELOPE.

ALL SEALED BIDS SHALL BE MARKED:

**SEALED BID – OFF-SITE FUEL 2 CARD SYSTEM
(BID #01-23)**

AND **MAILED** TO:

CITY OF OPELOUSAS
CITY CLERK'S OFFICE
P. O. BOX 1879
OPELOUSAS, LA 70571-1879

OR

CITY OF OPELOUSAS
CITY CLERK'S OFFICE @ CITY HALL
105 N. MAIN STREET
OPELOUSAS, LA 70570

SEALED BIDS MAY ALSO BE OVERNIGHTED OR HAND-DELIVERED TO THE STREET ADDRESS LISTED ABOVE.

BOARD OF ALDERMEN

MARVIN RICHARD, ALDERMAN AT LARGE · MILTON BATISTE III, DISTRICT A · DELITA R. BROUSSARD, DISTRICT B · CHARLES CUMMINGS, DISTRICT C
SHERELL ROBERTS, DISTRICT D · CHASITY D. WARREN, DISTRICT E

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SPECIFICATIONS AND BID FORM FOR OFF-SITE GASOLINE/DIESEL FUEL TWO-CARD
SYSTEM OR ALTERNATE CARD SYSTEM FOR
THE CITY OF OPELOUSAS

(BID #01-23)

Sealed bids will be received by the City of Opelousas at the official meeting place, 105 North Main Street up until the hour of 5:00 p.m., on Tuesday, August 8, 2023, for off-site gasoline/diesel fuel. Bids may be mailed or hand-delivered - mark outside of envelope **"SEALED BID – OFF-SITE FUEL 2 CARD SYSTEM – BID #01-23"**. Term of Contract shall be for twelve (12) months beginning SEPTEMBER 1, 2023 and ending AUGUST 31, 2024 with service to begin SEPTEMBER 1, 2023.

PURPOSE

It is the purpose of this specification to provide for the purchase and dispensing of OFF-SITE CONSIGNMENT MOTOR FUELS for the use of the City of Opelousas, Louisiana.

Award shall be based on the total price per gallon as well as the OFF-SITE location(s) available.

Three month usage of motor fuel by the City of Opelousas is approximately 3,500 gallons of #2 Diesel Fuel and 30,000 gallons of Unleaded Fuel.

Contractor shall invoice the City of Opelousas on a bi-weekly basis for only the motor fuels dispensed into authorized vehicles. Payments for services rendered will be made on a monthly basis.

Contractor at his sole cost shall furnish all necessary hardware and software to implement the proposed automated fuel system. The Contractor will purchase the existing fuel supply at the City's cost. Also, the Contractor shall provide at his sole cost all cards including replacement for the two (2) credit card system or alternate card system.

ON-CONSIGNMENT REQUIREMENTS:

On-Consignment, for the purpose of the bid shall be described as follows:

The successful Bidder shall invoice the City of Opelousas on a bi-weekly basis for only the motor fuels dispensed into authorized vehicles.

Bidder (Contractor) at its sole expense shall provide bi-weekly and monthly reports to the City of Opelousas to substantiate the fuels invoice. The required bi-weekly report shall be sent with the invoice and shall include the following:

1. Vehicle Department
2. Vehicle number and description
3. Date and time of fueling
4. Name of driver or fueler
5. Location of fueling
6. Vehicle mileage
7. Gallons dispensed into vehicle
8. Type of fuel
9. Price and extended total of fueling
10. Miles per gallon of vehicle

Monthly reports shall include the following:

1. Monthly recap of bi-weekly report information
2. Beginning and ending mileage
3. Provision for maintenance service description and amounts
4. Cost per mile for fuels used

(Monthly report shall be sent to the office of the Mayor and the City Clerk)

System shall consist of a two (2) credit card system or alternate card system.

BIDDERS REQUIREMENTS:

The system is to be fully implemented by SEPTEMBER 1, 2022.

The Contractor at his sole cost shall furnish all necessary labor, hardware and software needed to implement the proposed automated fuel system.

The Contractor shall provide at his sole cost all cards including replacements for the two credit card system or alternate card system.

Unlimited training sessions, at no cost to the City of Opelousas, as needed until the City staff is completely trained.

Exemption Certificates for Federal Tax to be furnished by the Bidder.

BID REQUIREMENTS:

Prices quoted shall include all fees involved in the OFF-SITE Consignment Fuel Program. Amount per gallon must exclude Federal Tax.

Location or site of suppliers.

The motor fuels and service fees shall be added together for the price per gallon to be charged to the City of Opelousas.

The Consignment Service Fee shall be the same throughout the entire term of the contract.

If the City of Opelousas has to purchase fuel from another supplier due to the failure of the contractor's service or equipment, the contractor shall reimburse (credit) the City of Opelousas. The City of Opelousas shall receive credit for the difference in cost of fuel purchased from another supplier and the price charged by the Contractor including all other associated costs.

The successful Bidder must make available the Oil Price Information Service Publication to the City of Opelousas.

GASOLINE:

Regular Unleaded (Minimum Octane 87)

Mid-Grade Unleaded (Minimum Octane 89)

Premium Unleaded (Minimum Octane 92)

BASE PRICE: WEEKLY PRICE ESTABLISHED BY OPIS, LAKE CHARLES TERMINAL

Louisiana Fuel Tax-0.2

DIESEL FUEL No. 2

ALCOHOL AND ETHANOL ADDITIVES WILL NOT BE ACCEPTED. ALL MOTOR FUELS MUST MEET OR EXCEED FEDERAL AND STATE SPECIFICATIONS.

DEVIATION:

ANY DEVIATION FROM THIS SPECIFICATION MUST BE NOTED IN DETAIL AND SUBMITTED IN WRITING ON A SEPARATE DOCUMENT WITH THIS BID. THE ABSENCE OF THIS SPECIFICATION DEVIATION WILL HOLD THE BIDDER STRICTLY ACCOUNTABLE TO THE SPECIFICATIONS AS WRITTEN. FAILURE TO SUBMIT THIS DOCUMENT OF SPECIFICATION DEVIATION, IF APPLICABLE, SHALL BE GROUNDS FOR REJECTION OF THE ITEM WHEN OFFERED FOR DELIVERY.

AUDITS:

The City of Opelousas reserves the right to have representatives of the City of Opelousas or independent auditors inspect the records maintained by the Contractor concerning the products and services described herein.

SPECIFICATIONS FOR GASOLINE – UNLEADED, PREMIUM AND ROAD DIESEL

SCOPE:

These specifications cover a fuel suitable for use in spark ignition gasoline engines designed for operation with “unleaded premium” type gasoline, and Diesel Fuel suitable for trucks, tractors and other construction equipment.

Intended Use – Gasoline furnished under these specifications are intended for immediate use in spark ignition internal-combustion engines utilized in automotive and stationary equipment. The gasolines are not intended for static storage for extended periods. They should be stored in stand-by equipment for more than 60 days without replenishment because of auto-oxidation which can result in deterioration of the overall quality of gasoline.

Premium Unleaded Grade – Gasoline is intended for use in spark-ignition engines designed to operate with a gasoline of this anti-knock quality and/or when so required by equipment manufacturer’s recommendations. The grade may be required in 1971 or later model vehicles that have anti-knock requirements which exceed those of special grade.

Diesel Fuel – Diesel Fuel furnished under this proposal shall be number 2 diesel.

REQUIREMENTS:

General – This fuel shall be suitable for use in gasoline engines under normal operating conditions. The established practice of modifying the volatility of this gasoline with seasonal variation is expected.

Materials – The Gasoline and Diesel Fuel shall be volatile hydrocarbon fuels.

Legal Requirements – Gasoline and Diesel Fuel furnished under these specifications must meet all applicable legal requirements.

Octane Ratings: The Gasoline shall have a gasoline octane rating between 87 and 92.

Workmanship – The finished Gasoline and Diesel Fuel shall be visually free of un-dissolved water sediment and suspended matter and shall be clear and bright.

NOTE: PLEASE RESPOND TO THIS BID FORM IN THE ORDER PRINTED.



**BID PROPOSAL
BID #01-23**

**OFF-SITE GASOLINE/DIESEL FUEL TWO-CARD SYSTEM OR ALTERNATE CARD SYSTEM
FOR THE CITY OF OPELOUSAS
FOR FISCAL YEAR SEPTEMBER 1, 2023 THROUGH AUGUST 31, 2024
AS PER SPECIFICATIONS**

1. GASOLINE:

**REGULAR UNLEADED
MINIMUM OCTANE 87**

MARGIN _____

**MID-GRADE UNLEADED
MINIMUM OCTANE 89**

MARGIN _____

**PREMIUM UNLEADED
MINIMUM OCTANE 92**

MARGIN _____

BASE PRICE: WEEKLY PRICE ESTABLISHED BY OPIS, LAKE CHARLES TERMINAL

LA STATE FUEL TAX – 0.2

FEDERAL TAX: EXEMPT

2. DIESEL FUEL:

#2 DIESEL

BASE PRICE: WEEKLY OPIS PAD 3 REPORT, LAKE CHARLES TERMINAL

BIDS WILL BE BASED ON THE FOLLOWING ESTIMATED ANNUAL USAGE:

GASOLINE:

REGULAR UNLEADED 112,000 GALLONS

MID-GRADE UNLEADED 7,000 GALLONS

PREMIUM UNLEADED 7,000 GALLONS

DIESEL:

#2 DIESEL 9,000 GALLONS

ALL BIDS WILL BE SUBMITTED IN A SEALED ENVELOPE. THE FIRM'S NAME, ITEM BEING BID UPON INCLUDING BID NUMBER, AND STATE CONTRACT NUMBER (IF APPLICABLE), AND MUST BE CLEARLY STATED ON THE OUTSIDE OF THE ENVELOPE.

NAME OF FIRM SUBMITTING BID

STATE CONTRACT # (IF APPLICABLE)

AUTHORIZED REPRESENTATIVE

DATE SUBMITTED