

**SPECIFICATIONS**  
**FOR**  
**GASOLINE & DIESEL FUEL**  
**FUELING STATION**  
**SERVICES**

**REBID**

**CITY OF GREENVILLE, OHIO**  
*and*  
**GREENVILLE CITY SCHOOLS**

**2023**



*City of Greenville, Ohio*  
100 Public Square  
Greenville, Ohio 45331  
Engineering Department  
Phone: 937-548-4930  
kbenge@cityofgreenville.org

## **NOTICE TO BIDDERS**

Sealed bids for **Gasoline and Diesel Fuel Fueling Station Services REBID** for the City of Greenville jointly with Greenville City School District shall be received by the Board of Control, c/o Katie Benge, Municipal Building, 100 Public Square, Greenville, Ohio 45331, until 10:00 AM, May 31, 2023, at which time they will be opened and read aloud in the Municipal Council Room.

The bids shall be received in accordance with the Invitation to Bidders, Instructions to Bidders, Specifications and Proposal Forms, all of which may be obtained from the City Planning & Zoning Office.

The City of Greenville is an Equal Opportunity Employer M/F.

Ryan Delk  
Safety/Service Director

PUBLISH: May 17, 2023  
May 24, 2023



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100 Public Square  
Greenville, Ohio 45331  
Engineering Department  
Phone: 937-548-4930  
[kbenge@cityofgreenville.org](mailto:kbenge@cityofgreenville.org)

## **INVITATION TO BIDDERS**

Sealed Proposals properly endorsed "Bid for Fueling Services REBID" shall be received by the Board of Control, c/o Katie Bengé, Municipal Building, 100 Public Square, Greenville, Ohio 45331, until 10:00 AM, May 31, 2023, at which time they will be opened and read aloud in the Municipal Council Room.

Each bid shall contain the full name of every person or company interested in bidding and shall be accompanied by a Bid Bond for the full amount (100%) of the bid **OR** a Certified Check, Cashier's Check, or Letter of Credit on some solvent bank made payable to the City of Greenville, Ohio in the amount of ten percent (10%) of the total bid, as evidence of good faith by the bidder that a contract shall be entered into and its performance secured. The deposits of all bidders shall be returned when the successful bidders have entered into a contract and have furnished the necessary Performance Bonds or when all bids have been rejected. The bid guaranty filed pursuant to the foregoing shall be governed by the provisions of Section 153.54 of the Ohio Revised Code and all relevant divisions thereof.

The bids shall be received in accordance to the Invitation to Bidders, Instruction to Bidders, Instructions to Bidders, and Proposal Form, all of which may be obtained from the City Planning & Zoning / Board of Control office.

Ryan Delk  
Safety/Service Director

# INSTRUCTIONS TO BIDDERS

## PROPOSAL FORM

The proposal must be submitted on the Proposal Form furnished by the City of Greenville in a sealed envelope plainly marked "**Bid for Fueling Services REBID**".

## QUANTITIES

The quantities that are shown on the Proposal Form are approximate and the City of Greenville, Ohio reserves the right to purchase any amount needed by it at the Unit Price Bid for the length of the contract.

## BID BOND

Each bid shall contain the full name of every person or company interested in bidding and shall be accompanied by a Bid Bond for the full amount (100%) of the bid **OR** a Certified Check, Cashier's Check or Letter of Credit on some solvent bank in the sum of ten percent (10%) of the total bid made payable to the City of Greenville, Ohio as evidence of good faith by the bidder that a contract shall be entered into and its performance secured. The deposits of all bidders shall be returned when the successful bidders have entered into a contract and have furnished the necessary Performance Bonds or when all bids have been rejected. The Bid Guaranty filed pursuant to the foregoing shall be governed by the provisions of Section 153.54 of the Ohio Revised Code and all relevant divisions thereof.

## NON-COLLUSION AFFIDAVIT

Bidders are required to file on forms furnished by the City and shall submit a completed Non-Collusion Affidavit at the time their bid is filed.

## TAXES

The person or company will at the time of bid supply a statement affirmed under oath that the person with whom the contract is to be made was not charged at the time the bid was submitted with any delinquent CAT / Corporate taxes **OR** that such person was charged with delinquent taxes, in which case the statement shall also set forth the amount of such due and unpaid delinquent taxes and any due and unpaid penalties and interest thereon. A copy of such statement shall be incorporated into the contract by and between the bidder and the City, pursuant to Section 5719.052 of the Ohio Revised Code. The statements required are found with the bidding documents.

## BID WITHDRAWAL

No bidder shall withdraw his bid for a period of 60 days.

## REJECTION OF BIDS

The City of Greenville reserves the right to reject any and all bids and to waive any informality.

## BEST BID

The City shall in its opinion accept the best bid for the materials advertised and shall enter into such contracts that will maintain the safety, health, and welfare of its citizens.

## INSURANCE

The Bidder must be able to furnish to the City and to be made part of the Contract, an Insurance Certificate showing that the Bidder is adequately covered with insurance for loss to property or injury that may arise for any reason during the period that said equipment is being operated for the City, a copy of which shall be made part of the contract. This certificate shall name the City of Greenville,

Ohio as an "additional insured". The amount of the liability guaranteed by the contract shall be not less than \$1,000,000.00 for damages for any one incident and not less than \$2,000,000.00 in the aggregate; said policy shall be filed with the Auditor of the City of Greenville, Ohio prior to the effective date of the Contract.

#### **WORKMEN'S COMPENSATION**

The bidder must be able to furnish to the City and to be made part of the Contract, certification that the bidder is covered as an employer under the Workmen's Compensation Laws of the State of Ohio, a current copy of which shall be made part of the contract.

#### **CITY INCOME TAX**

Contractors working for the City of Greenville are required to register with the Greenville City Income Tax Office at the time the contracts are signed.

#### **OHIO TAX EXEMPTION**

An Ohio Tax Exemption Certificate is available at the Greenville City Auditor's Office.

#### **DISCRIMINATION AND INTIMIDATION**

The prohibition against discrimination and intimidation on account of race, creed or color is stated in Sections 153.59, 153.591, and 153.60 of the Ohio Revised Code, these sections shall be made a part of these specifications the same as if written in full within.

#### **LENGTH OF CONTRACT**

The contract shall be in effect from July 1, 2023 through June 30, 2025 with a one year renewal option by mutual agreement of the Contractor and the City no later than March 1, 2025.

#### **PERFORMANCE BOND**

In accordance with Section 735.06 of the Ohio Revised Code, a Performance Bond of one hundred percent (100%) of the amount of the contract, with satisfactory sureties, will be required for the faithful performance of the contract.

#### **PAYMENT**

Payment shall be made to the Contractor within thirty (30) days after the contractor's invoice has been approved by the Director of Public Safety/Service.

**CITY OF GREENVILLE, OHIO  
GASOLINE AND DIESEL FUELING STATION SERVICES  
TECHNICAL SPECIFICATIONS**

1. Fueling station must be located within 2 miles of or in the corporation limits of the City of Greenville, Ohio. Provide a listing of provider's other locations City vehicles can re-fuel in the event of travel.
2. Fueling station shall provide 24 hour availability for fuel pickup. Provide a listing of alternate fueling location(s) in the event weather or other emergency.
3. The area must be well lighted for night use.
4. Fueling station must have a driveway area large enough to handle large fire equipment and heavy excavation equipment; and a concrete or asphalt pad for easy access.
5. Security card systems as well as coding systems will be considered.
6. Service must provide detailed bi-weekly or monthly statement that includes vehicle tracking and "mile per gallon" features. *Sample billing invoice/management forms must be included with the bid and then be approved by City Auditor and School Treasurer.* All receipts at the pump must match monthly statement. Separate billing is required for the Greenville Transit vehicles, City vehicles and Greenville City School vehicles.
7. Prices quoted shall be fuel quote over wholesale market rate (cost of fuel + taxes).
8. This service will be for a two year term with an option to renew for an additional year if approved by the City and the Contractor.
9. Gasoline shall be quoted as "Unleaded Gasoline"; Diesel shall be "Regular Diesel".
10. Fuel spills caused by other than negligence of the City/School shall be the responsibility of the supplier.
11. Provide monthly a day-to-day record of the wholesale market rate which is used to determine the fee charged to the City of Greenville/Greenville City Transit/Greenville City Schools. (Submit with bid the day to day record for the month of March 2023.)
12. Provide the name and phone number of one company contact person the City can contact with any questions throughout the contract period.
13. City Departments utilizing this service include: Safety/Service, Police, Fire, Park, Street, Planning & Zoning, Storm, Water, Wastewater, Utility, Recreation, and Transit.
14. Greenville City School departments utilizing this service include: Transportation, Maintenance, Cafeteria, Athletic, and Career Technical Education.
15. Specify on proposal page if the proposed system can be used to purchase vehicle fluids at participating fueling stations. Billing for such items would need to be separate from the gasoline purchases.

# Gasoline and Diesel Fuel Fueling Station Services PROPOSAL

I, or we, \_\_\_\_\_ hereby propose to furnish to the City of Greenville, Greenville Transit, and Greenville City Schools the following Gasoline and Diesel Fuel Fueling Station Services as advertised for the Price set forth below:

Bidder Brand:		
Gallons per Billing Cycle	Gasoline Products Mark-up*	Diesel Products Mark-up*
< 6,500 gallons		
> 6,500 gallons		
Other Discounted Brands:	Gasoline Products Mark-up*	Diesel Products Mark-up*
Discount for Off Brands:	Gasoline Products Mark-up*	Diesel Products Mark-up*

\*Mark-up equals price added to wholesale market rate, including taxes.

*To figure the bond amount add the fuel quote (FQ) and the current wholesale market rate for April 30, 2023 (include taxes) (WM) and multiply by the 2022 fuel usage (22)\*; add together the totals to get the Total Bid.*

Gasoline = ((FQ) \_\_\_\_\_ + (WM on 4/30/23) \_\_\_\_\_) X (22) 30,557 = \_\_\_\_\_

Diesel = ((FQ) \_\_\_\_\_ + (WM on 4/30/23) \_\_\_\_\_) X (22) 60,810 = \_\_\_\_\_

TOTAL BID for bonding purposes.....\$ \_\_\_\_\_

TOTAL BID in words \_\_\_\_\_

\_\_\_\_\_ Dollars

Can system be used for vehicle fluids? \_\_\_\_ Yes or \_\_\_\_ No    Discount? \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone No. \_\_\_\_\_

Contact's E-Mail \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

FAX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

\_\_\_\_\_

FEDERAL ID NO. \_\_\_\_\_







