

County of Gem  
Fuel Bid – 24-001

INVITATION TO BID

Sealed bid proposals, plainly marked with “Fuel Bid, Bid 24-001 on the outside of the mailing envelope and the sealed bid envelope, shall be addressed to Gem County Board of Commissioners 415 East Main Street, Room 202, and will be accepted until **September 15th, 2023 at 4:00pm**. Bids will be opened **September 18th at 2:00pm**. The bids will be to provide the following to the County of Gem:

Dyed Diesel Fuel                      Approximately 50,000 gallons

Unleaded Gasoline                      Approximately 32,000 gallons

Delivery of all fuel to Gem County locations

Bid packages may be obtained from the County’s web site: [www.gemcounty.org](http://www.gemcounty.org). Questions may be addressed to Neal Capps, Director of Road & Bridge 208-365-3305 [ncapps@co.gem.id.us](mailto:ncapps@co.gem.id.us) .

**SPECIFICATIONS FOR GEM COUNTY FUEL BID 024-001**

The County of Gem (“County”) reserves the right to reject any or all bids, to waive technical deficiencies, and to accept any bid that it may deem to be in the best interest of the County.

It is the intent of this proposal to establish the primary source of supply for Dyed Diesel Fuel and Unleaded Gasoline.

Dyed Diesel Fuel	Approximately 50,000 gallons
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Unleaded Gasoline	Approximately 32,000 gallons
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The annual consumption for each type of fuel is an estimate only and the County reserves the right to purchase only the quantities necessary, whether more or less than the estimated amount is needed.

The brand and quality of the products being offered shall conform to industry standards. Bidders shall specify the name and location of their facility where the city may obtain these fuels. The location of the facility must be within the boundaries of the County of Gem.

The County of Gem’s payment terms are net 30 days. Invoices are to be sent separately to the departments of County of Gem Emmett, Idaho 83617. Each invoice must reference the vehicle, date, location, and driver who received the fuel. Every pump where fuel is dispensed must provide a receipt for the driver of the vehicle. Duplicate receipts must be provided when requested by the County.

**Vendor shall provide price per gallon markup over the rack price on the day of purchase for unleaded gasoline and for dyed diesel fuel.**

**All bid prices shall include any and all taxes, surcharges, and fees.**

Diesel Requirements: The diesel product supplied shall be formulated utilizing “ultra-low sulfur #2” blend stock on a year round basis. Winterized diesel from November 1 of each year to March 31 of each year.

The successful bidder shall, upon Notice of Award, furnish the following:

- 1) A card and/or key specific to each County vehicle;
- 2) A receipt to the driver of the vehicle to be turned in to the County. Receipt may be issued at the pump. If pump fails to issue a receipt it is the responsibility of the bidder

- to make sure a receipt is issued. A transaction receipt may automatically be emailed at the conclusion of the transaction to fulfill this requirement.
- 3) At least one (1) 24-hour location within Gem County that dispenses both dyed diesel and unleaded gas.
  - 4) A monthly statement that reconciles all gas purchases made by the County including the rack price on the day of the purchase and contracted markup.
  - 5) A monthly statement that shows all gas purchases by County department by vehicle.

Vendor will provide delivery of on-site dyed diesel fuel to these locations: Gem County Road and Bridge (402 North Hayes Ave., Emmett, Idaho, 208-365-3305), Gem County Road & Bridge (2636 Success Way, Emmett, Idaho, 208-365-3305) Ola, Idaho for Gem County Road and Bridge (11300 Ola School Road, Ola, Idaho, 208-365-3305), and to the Gem County Landfill (3495 Jackass Gulch, Emmett, Idaho, 208-365-2604). Vendor will provide delivery of on-site unleaded gasoline to Ola, Idaho for Gem County Road and Bridge (11300 Ola School Road, Ola, Idaho 208-365-3305). Vendor will coordinate with each location to ensure timely and consistent delivery of fuel on a weekly delivery schedule. Vendor will coordinate emergency delivery of fuel to the above locations upon County's request.

**Addenda to this bid document, if any, including written answers to questions, will be posted on the County of Gem website at [gemcounty.org](http://gemcounty.org) under the project heading. Addenda and updates will NOT be sent directly to firms. Vendors submitting a bid should check the website daily for addenda and updates after the release date. Firms should print out, sign, and return addenda with the proposal. Failure to do so may result in disqualification.**

The County of Gem, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

**BID PROPOSAL FORM**

**PAGE 1 OF 3**

**FUEL BID 24-001**

To the County of Gem, Idaho, herein called the County.

The undersigned, as Bidder, declares as follows:

1. All interested in the Bid as Principals are named herein.
2. No officer, agent, or employee of the County is directly or indirectly interested in this Bid.
3. The bidder has carefully read and examined the bid documents and agrees to be bound by the terms and conditions set forth therein;
4. The bidder understands that the bidder will supply or perform all labor, services, plant, machinery, apparatus, appliances, tools, supplies, and all other activities required by the bid documents in the manner and within the time therein set forth.

All Bids are to be submitted on this form and in a sealed envelope, plainly marked on the outside with the Bidder's name and address and the Project name as it appears at the top of the Proposal Form.

**BID PROPOSAL FORM**

**PAGE 2 OF 3**

**FUEL BID 24-001**

**1) Dyed Diesel**

Burley Rack- wholesale cost on the date fuel is received by County, plus markup of \_\_\_\_\_  
Cents/Gal

**2) Unleaded Gasoline (including regular and premium octane)**

Burley Rack-wholesale cost on the date fuel is received by County, plus markup of \_\_\_\_\_  
Cents/Gal

**3) Cost for Delivery to location off site per gallon \_\_\_\_\_ Cents/Gal**

**The bid prices listed shall include any and all taxes, fees, and/or surcharges.**

**BID PROPOSAL FORM**

**PAGE 2 OF 3**

**FUEL BID 24-001**

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this bid document, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Submitted by: \_\_\_\_\_

(PRINT NAME AND TITLE)

Signature: \_\_\_\_\_

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

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

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

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

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