

Request for Proposals

Fuels- #2 Fuel Oil, Propane and Diesel

Berkeley County Fire Service Board, Inc.

You are cordially invited to submit a proposal for fuels for our volunteer fire stations in accordance with the attached specifications, terms and conditions. Prospective bidders are advised to read this information over carefully prior to submitting a bid.

All Proposals must be submitted in a **sealed envelope, plainly marked:**

“Request for Proposal-Fuels”

Berkeley County Fire Service Board, Inc.
400 West Stephen Street, Suite 101
Martinsburg, WV 25401

Proposals shall be received Monday thru Friday, between the hours of 9:00 a.m. to 5:00 p.m. eastern standard time, excluding County holidays, until 5:00 p.m. eastern standard time on Wednesday, April 10, 2019 at the Berkeley County Fire Service Board office. Proposals will be reviewed and approved by the Berkeley County Fire Service Board and the Select Committee.

Complete copies of the Request for Proposal are available from the Fire Board’s Office at 400 West Stephen Street, Suite 101, Martinsburg, WV or by contacting Admin Director Donna Cross at dcross@berkeleywv.org.

All proposals received will be considered confidential and not available for public review until after a supplier has been selected.

The parties reserve the right to reject any or all proposals or any part thereof, to waive any formality, informality, information and/or errors in the proposal, to accept the proposal considered to be in the best interest of the parties.

Suppliers may submit any supporting information that will be beneficial in evaluating supplier and suppliers proposals. This Solicitation does not obligate parties to negotiate a contract with any supplier.

Suppliers must provide 1 original and 5 copies of the full proposal.

LATE PROPOSALS/BIDS: Any bids received after specified date and time will not be considered, nor will late bids be opened.

PAYMENT TERMS: The Berkeley County Fire Service Board, Inc is a tax exempt government agency. It is our custom to pay bills within 30 working days following delivery of, and receipt for, all items covered. All bills will be issued to the appropriate fire station but will have the mailing address of 400 W Stephen Street, Suite 101, Martinsburg, WV.

BID RESULTS: The Berkeley County Fire Service Board, Inc will not respond to phone inquiries for Bid Results, other than to identify the apparent low bidder and its total bid price quotation. Individuals or company representatives may secure a comprehensive bid analysis of a particular bid request by either attending a bid opening (which is open to all interested parties) or by sending a written request for the bid analysis along with a self-addressed stamped envelope.

General Information:

The fuel type in this solicitation is for #2 fuel oil, propane and diesel. The solicitation requests proposals for supplies to serve one or more of the fuels listed. We request that you provide a proposal which addresses the terms and structures requested and encourage additional proposal structures which you believe may be beneficial and should be considered. At minimum, proposals shall include, for each fuel type for which you are submitting a proposal, a firm-fixed price and an indexed price for each individual party and, if lower than the lowest comparable individual price, an aggregated price for the parties for the term specified by each party and the period beginning June 1, 2019. Alternative supply periods may be proposed if suppliers believe they provide value. Suppliers must provide complete pricing information for the aggregate load, as well as for the individual accounts for each party. Suppliers may also offer alternative pricing options that may provide value to the parties.

The successful bidder will be required to insure that all tanks at the different locations with a prearranged delivery schedule are always filled with adequate quantities to keep the system and equipment operational at all times. The supplier will be held responsible for any costs incurred for repairs and/or services required due to these fuel tanks being allowed to reach empty status. Routine scheduled delivery will be the responsibility of the fuel supplier.

Proposal Requirements:

Character of Service:

- Parties require firm delivery of 100% of the fuel requirements described herein
- Delivery Point-all facilities listed herein
- Title and ownership of fuel supply shall pass to the parties upon safe transfer of product to each facility

Commodity Types:

- Suppliers may submit proposals for all or some of the commodities sought in this solicitation

Contract Term:

- The contract term will be for a period of 1 year

Amendment: The contract term will be for a 5 year period.

Pricing – Parties request the following pricing

- Fixed price proposals
- Indexed price proposals
 - Parties prefer the ability to convert pricing for forward month periods to fixed prices: proposals should confirm this option and provide detail as to the process for converting indexed to fixed pricing
- Other structures which the supplier believes may be attractive and provide additional value
- All proposals should include any and all costs to deliver the fuel to the parties facilities
- Suppliers are requested to note whether altering deliveries or delivery schedule will lower cost
- Parties are requesting cost of ownership of tanks if applicable and any additional costs associated with this.

Itemization:

- The bid should include itemization to provide a cost for the #2 fuel oil, propane and diesel.

Usage:

- Contract volumes: Parties' requirements/usage at each facility is shown in Attachment 1: the data provided in Attachment 1 is indicative and will vary depending upon weather. This would include generators being used when needed for emergency shelters.

Other:

- Invoices- All invoices must provide all unit price components and volumes associated with the invoice charges
- Delivery Default
 - ° Auto-fill: The successful bidder shall at all times be responsible, where applicable, for maintaining sufficient fuel supply in all tanks that are on Automatic-Fill, and will be held liable for damages or loss resulting from insufficient fuel supply. Specifically, on any occasion that a tank runs out of fuel the supplier will incur a penalty equal to 10% of the contract price times the maximum tank volume of the tank that ran out of fuel. Once the customer calls the supplier and requests a fill, the supplier will be required to fill the tank within four (4) hours. Failure to fill the tank within four (4) hours shall be considered a default and if the Party is forced to secure supply from another third-party supplier, the supplier in default shall be responsible to reimburse the Party for the difference in price between the delivered price from the new third-party and the contract price from the supplier plus an administrative fee of 20% of the total delivered cost.

° Call for fill: The successful bidder shall at all times be responsible, where applicable, to deliver supply in response to a “Call for Fill” within 24 hours from the request for Fill, provided such request for Fill is made by the Party between the hours of 8:00 AM and 3:00 PM. Failure to deliver such requested supply shall be considered a default and if the Party is forced to secure supply from another third-party supplier, the supplier in default shall be responsible to reimburse the Party for the difference in price between the delivered price and the contract price.