MARIPOSA COUNTY
BOARD OF SUPERVISORS

DEPARTMENT: Public Works
By: Marty Allan
Phone: 966-5356

AGENDA
ACTION FORM

AGENDA DATE: 6/5/01
AGENDA ITEM NO.: CA-2

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ___ No X ___)

Authorize Public Works to Advertise and Award a Contract to the Lowest Responsible Bidder for Fuel for the County's Fleet. Bid Opening is Set for Thursday, June 21, 2001 at 10:00 a.m. at the Public Works Office.

The bid is to be for three years beginning July 1, 2001 and ending June 30, 2004 with two additional one-year options.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board awarded the original bid to Chase's Foothill Petroleum effective July 1, 1992 and later authorized an extension of the bid with Chase's Foothill Petroleum.


LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not rebid; extend current contract.

COSTS: (X) Not Applicable
A. Budgeted current FY> $___________
B. Total anticipated Costs> $___________
C. Required additional funding> $___________
D. Internal transfers> $___________

SOURCE: ( ) 4/5th Vote Required
A. Unanticipated revenues> $___________
B. Reserve for contingencies> $___________
C. Source description: >
Balance in Reserve Contingencies, If Approved: $___________

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

1. Bid Package

__________________________________
__________________________________
__________________________________
__________________________________
__________________________________
__________________________________
__________________________________
__________________________________
__________________________________
__________________________________
__________________________________

CLERK'S USE ONLY
Res. No.: 50-149 Ord. No.: _______
Vote - Ayes: 5 Noes: _______
Absent: _______ Abstained: ______

Approved □ Denied □
□ Minute Order Attached □ No Action Necessary
The foregoing instrument is a correct copy of the original on file in this office
Date:

ATTEST: ____________________________
MARGIE WILLIAMS, Clerk of the Board
By: _______________________________
Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

______ Recommended
______ Not Recommended
______ For Policy Determination
______ Submitted with Comment
______ Returned for Further Action

Comment: ____________________________

__________________________________
C.A.O. Initials: ____________________
NOTICE TO BIDDERS

GASOLINE AND DIESEL FUEL
FOR MARIPOSA COUNTY FLEET
PWB 01-01

Sealed bids for gasoline and diesel fuel for Mariposa County fleet, Public Works’ Bid PWB 01-01 will be received by the Public Works Department, 4639 Ben Hur Road, Mariposa, California 95338, until 10:00 a.m. on Thursday, June 21, 2001. Opening of bids will be at 10:00 a.m. on Thursday, June 21, 2001 at the office of the Public Works Department. Postmarks will not be accepted as proof of delivery.

All bids shall be in a sealed envelope and be clearly marked “SEALED BID NO. PWB 01-01” on the front. Bids may be mailed or hand delivered to the Public Works Department and shall conform to the time restrictions above. A listing of County facilities to be included in the bid and the bid instructions are available at the Public Works Department.

The contract period of the successful bidder will be in effect from July 1, 2001 to June 30, 2004.
COUNTY OF MARIPOSA

BID SPECIFICATIONS

FOR

GASOLINE, DIESEL FUEL, OILS AND FLUIDS USED IN OPERATION
OF THE COUNTY FLEET

PWB 01-01

SCOPE:

This bid is for three (3) years with two (2) additional one-year options for the County of Mariposa for gasoline, diesel, oils and fluids used in the operation of the County fleet. The Notice of Award of Contract is anticipated to be issued on July 1, 2001 with the contract extending through June 30, 2004. Oils and fluids will be considered as a separate item and can be awarded independently of the fuel award.

PRICE:

Prices shall be quoted as DIFFERENTIALS. Differentials will be truncated to four (4) digits past the decimal (example: $.12345 will be calculated as $.1235).

All prices shall be F.O.B. destination. Bids quoting other than F.O.B. destination will be rejected.

All prices quoted shall be exclusive of State and Local Sales or Use Tax.

The unit price quoted on the contract price sheet shall include all rental or other costs for use of non-County tanks during the contract period, as well as any costs for tank installation and/or removal.

PRICES SHALL BE FIRM FOR THE CONTRACT PERIOD. HOWEVER, VENDORS WILL BE ALLOWED TO FLUCTUATE THEIR PRICE WITH THE POSTED PRICE AS FOLLOWS:

THE PRICE POSTED BY THE "OIL PRICING INFORMATION SERVICE (OPIS)" FOR STOCKTON RACKS, SHALL BE ESTABLISHED AS THE BASE PRICE. BIDDER SHALL QUOTE A DIFFERENTIAL THAT SHALL NOT CHANGE DURING THAT CONTRACT PERIOD. (NOTE INVOICING REQUIREMENT BELOW.) PRICES WILL BE BASED ON OPIS "DAILY AVERAGE" (UNBRANDED).

TANKS:

Contractor will cooperate fully with previous supplier, if necessary, to arrange change-out of tanks and credit County for unused fuel in the tanks. There shall be little or no interruption of service to the County.
BID REQUIREMENTS:

The card lock system must be a two (2) card system, one (1) assigned to a County employee and one (1) assigned to a vehicle. Cards are to be supplied by the contractor. Replacement cards must be readily available. Cards to be for restricted product. Local networking service will be required.

QUANTITY:

The total quantity shown is approximate and is for bid evaluation purposes only. The quantity is not guaranteed.

Any contract resulting from this bid will expire on June 30, 2004, and may be renewed on an annual basis for two (2) additional years by mutual consent.

The County will not be obligated or required to purchase any of the contractor's surplus inventory resulting from the expiration of this contract.

The County may purchase fuel from other than the contractor in the event of an emergency.

MINIMUM ORDER:

Requests for delivery shall state which tank(s) are to be filled at each location. Less than minimum deliveries may be made when agreed to by both the contractor and the using location (i.e. "keep full" deliveries).

REGULAR DELIVERY REQUIREMENTS:

Delivery is to be completed in full within 24-hours of the receipt of order by the contractor for outlying areas listed.

Contractor agrees to deliver fuel during regular working hours, 8:00 a.m. to 5:00 p.m., Monday through Friday, except County-observed holidays.

EMERGENCY FUELING REQUIREMENTS:

Emergency fueling for emergency vehicles must be available during power outages and emergency situations.

Deliveries requested outside the regular working hours and days shall be considered an emergency. Additional charge for delivery shall be $_______________ (bidder to complete). This charge shall be per quarter hour, "portal to portal," and be a non-award factor.

Emergency deliveries are not anticipated to occur and shall be kept to a minimum by the ordering agencies. Emergency orders may be placed by telephone with the written order presented to the contractor at the time of delivery.
Contractor is required to advise the Department of Public Works, Fleet Maintenance Division, of any repetitive emergencies occurring at a single site.

ALLOCATIONS:

In the event the contractor's supply of awarded items is reduced for reasons beyond the contractor's control to a level which prevents the supply of the County's requirements in full, the contractor agrees to supply the County no less than a proportionate share delivered to similar accounts, unless federal regulations require otherwise. If such reduction occurs, the County reserves the right to cancel all or part of the contract without prejudice to either party, by giving the contractor thirty (30) days written notification.

ORDERING PROCEDURE:

Items will be ordered by the Public Works Department directly from the contractor.

DELIVERY LOCATIONS:

Typically, many of the delivery locations are semi-remote, and access may only be possible over narrow, winding, unpaved roads. These roads may often limit delivery to trucks without trailers and in some instances, smaller-than-normal trucks may be required. During the winter or periods of inclement weather, making deliveries may be especially difficult. Snow chains may be required. BIDDERS NOT FAMILIAR WITH THE PHYSICAL SURROUNDINGS OF ANY LOCATION ARE STRONGLY ADVISED TO PERSONALLY VIEW THOSE LOCATIONS PRIOR TO BIDDING. Lack of familiarity with a delivery location will in no way relieve a contractor from his responsibility to fulfill a contract in full accordance with the terms and conditions of this bid.

DELIVERY EQUIPMENT:

Contractor will be required to make deliveries at the time specified in the vehicles suitable for each individual location. These vehicles shall be equipped as required by applicable laws, rules or regulations with all components such as connectors and hoses of the proper size, length, etc., necessary to successfully complete delivery. All delivery vehicles and/or trailers must have accurate metering equipment to enable County personnel to verify quantities delivered.

INVOICING REQUIREMENTS:

An itemized monthly billing listing the following by vehicle: date, time, type of fuel, operator, price at time of fueling, odometer or hour meter reading, quantity pumped and total for month.

The contractor shall render invoices as instructed by the County Public Works Department. In addition to the above, billing must be submitted on a 3-inch disk, mode, or CD compatible for down-loading into the County's cost accounting software to eliminate manual data entry.
Invoices must reflect the tank number and/or location.

**CONTRACTOR’S RESPONSIBILITY:**

The contractor shall perform all deliveries to County facilities in a safe and professional manner. Contractor’s equipment shall be in good working order and all personnel shall be trained in safety measures to preclude accidents endangering County personnel or property.

Contractor shall have adequate equipment for delivery of goods on proposed contract.

Contractor shall have adequate on-site office and personnel resources for responding to the County’s needs, on weekdays during the hours of 7:30 a.m. through 5:00 p.m. Contractor shall have 24-hour, 7-day emergency telephone service. If contractor cannot meet this requirement, indicate alternative plan to provide equivalent level of service.

**MODIFICATION OF CONTRACT:**

Any contract resulting from this bid may be modified in whole or in part upon mutual agreement of both parties. Such modification shall be in writing, signed and dated by authorized representatives of each party.

Any questions regarding this bid proposal may be referred to Marty Allan, Mariposa County Public Works Department, (209) 966-5356.
SIGNATURE OF BIDDER WITH BUSINESS ADDRESS THIS _____DAY OF

SIGNATURE: __________________________

TITLE: __________________________

BUSINESS: __________________________

ADDRESS: __________________________

THE MARIPOSA COUNTY BOARD OF SUPERVISORS RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.
# COUNTY FUEL TANKS
## AS OF JUNE 30, 2000
### FOR FISCAL YEAR 1999-2000

<table>
<thead>
<tr>
<th>USING DEPARTMENT</th>
<th># OF TANKS</th>
<th>LOCATION</th>
<th>SIZE</th>
<th>TYPE OF FUEL</th>
<th>1999-00 Usage</th>
<th>DIFFERENTIAL $ PER GAL.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheriff's Office</td>
<td>1</td>
<td>Barretts Cove</td>
<td>1000</td>
<td>Prem. Unleaded</td>
<td>3,325</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boating</td>
<td>1</td>
<td>Boating-Bear Valley</td>
<td>550</td>
<td>Prem. Unleaded</td>
<td>2,677</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All</td>
<td>1</td>
<td>Coulterville</td>
<td>1000</td>
<td>Reg. Unleaded</td>
<td>10,151</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All</td>
<td>1</td>
<td>Coulterville</td>
<td>1000</td>
<td>Diesel</td>
<td>11,766</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Districts</td>
<td>1</td>
<td>Yosemite West</td>
<td>1000</td>
<td>Diesel</td>
<td>695</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Districts</td>
<td>1</td>
<td>Yosemite West</td>
<td>500</td>
<td>Reg. Unleaded</td>
<td>1,060</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>County Fire</td>
<td>1</td>
<td>Lushmeadows</td>
<td>350</td>
<td>Diesel</td>
<td>330</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>County Fire</td>
<td>1</td>
<td>Ponderosa Basin</td>
<td>550</td>
<td>Reg. Unleaded</td>
<td>0</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>County Fire</td>
<td>1</td>
<td>Ponderosa Basin</td>
<td>500</td>
<td>Diesel</td>
<td>0</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All</td>
<td></td>
<td>Cardlock</td>
<td></td>
<td>Reg. Unleaded</td>
<td>79,712</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All</td>
<td></td>
<td>Cardlock</td>
<td></td>
<td>Diesel</td>
<td>41,238</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>90,923</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Reg. Unleaded</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Prem. Unleaded</td>
<td>6,002</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Diesel</td>
<td>54,029</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL GALLONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>150,954</td>
<td></td>
</tr>
</tbody>
</table>
## Oils & Fluids Used

<table>
<thead>
<tr>
<th>Description / Requirements</th>
<th>Tubs</th>
<th>Quarts</th>
<th>Gallons</th>
<th>5 Gal. Pails</th>
<th>1/4 Drums</th>
<th>55 Gal. Drums</th>
</tr>
</thead>
<tbody>
<tr>
<td>10W30 Motor Oil</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>API SJ/SH, ILSAC GF-2/GF-1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15W40 Motor Oil</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>API CG-4, CF-2, CF/SJ</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>80W90 Gear Oil</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Service Limited Slip</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ATF</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mercon/Dexron III</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Torque Fluid 56</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meets J.I. Case &amp; John Deere Req.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Red Antifreeze</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dex-Cool GM Requirements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Green Antifreeze</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Universal, Low Silicate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moly 2 Grease Chassis Grease</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NLGI 2 Lithium Complex</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Speed Wheel Grease</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NLGI No.2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Indicate price in the appropriate column.
SIGNATURE OF BIDDER WITH BUSINESS ADDRESS THIS _______DAY OF

SIGNATURE: __________________________

TITLE: __________________________

BUSINESS: __________________________

ADDRESS: __________________________

THE MARIPOSA COUNTY BOARD OF SUPERVISORS RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.