



Hamilton County School District

Business Services Department
5686 US Highway 129 South, Suite 1
Jasper, Florida 32052
Phone: 386.792.1228 – Fax: 386.792.3681

Dorothy Wetherington-Zamora, Superintendent

April Perez, Director of Business Services

School	Board	Members
Cheryl McCall	–	District 1
Gary Godwin	–	District 2
Saul Speights	–	District 3
Johnny Bullard	–	District 4
Sammy McCoy	–	District 5

REQUEST FOR PROPOSALS

DATE:

Wednesday July 5, 2023

SOLICITATION #:

RFP 24-102

SOLICITATION NAME:

Fuel Products and Delivery

BIDS DUE:

Monday, July 17, 2023
No Later Than: 3:00 PM

SUBMISSION OF BIDS:
(NOTE 'SEALED BID'
ON ENVELOPE)

Hamilton County School District
ATTN: FINANCE
5686 US Highway 129 South, Suite 1
Jasper, FL 32052

BID SUMMARY:

The District requests proposals for the
provision and delivery of fuel products.

KEY STIPULATIONS:

The following weights will be applied to each
factor or bid amount:

Diesel -	82 %
Off-Road Diesel -	05 %
Gasoline -	13 %

The winning bidder will be notified upon
completion of the bid tabulation. However,
the Bid will be officially awarded at the next
School Board Meeting currently scheduled for
Tuesday, July 18, 2023.

BID DETAILS

1. Proposals are solicited from the public for provision and delivery from July 1, 2023 to June 30, 2024 of the following fuel products:
 - a. Diesel (Ultra-Low Sulfur #2 Undyed) – Estimated annual need: 65,000 gallons
 - b. Off-Road Diesel – Estimated annual need: 5,000 gallons
 - c. Gasoline (Regular Unleaded 87 or Higher) – Estimated annual need: 10,000 gallons
2. Locations and fuel type(s) needed at each location are as follows:
 - a. General Services (Jasper, FL) – Diesel, Off-Road Diesel, Gasoline.
 - b. Hamilton County High School (Jasper, FL) – Off-Road Diesel.
 - c. Hamilton County Elementary School (Jasper, FL) – Off-Road Diesel.
3. All sealed bids will be opened in the office of the Director of Business Services in the Business Services Department on Monday, July 17, 2023, at 3:15 PM. Any interested party may attend the bid opening.
4. Bidders must include the words ‘SEALED BID’ on the exterior of the envelope to avoid unintentional opening and to maintain bid integrity.
5. Required documentation for this RFP is as follows:
 - a. Bid Submission Sheet (3 pages - Template attached)
 - b. Supporting Invoice
 - c. Non-Collusion Affidavit (Template attached)
 - d. Proof of Insurance (Requirements attached)
6. Only the top three (3) qualifying bids will be included on the tabulation sheet. The final tabulation sheet will be posted to the District website and will accompany this document under awarded or expired bids.
7. Qualifying sealed bids must be submitted on the attached Bid Submission Sheet. All information on the Bid Submission Sheet must be addressed and be in compliance with all other bid details and stipulations in order to constitute a qualifying sealed bid.
8. Bidders that properly complete and submit all required documentation will be ranked by total weighted bid for all fuel products. The winning bidder(s) will be notified upon completion of the bid tabulation. However, the Bid will be officially awarded at the next School Board Meeting currently scheduled for Tuesday, July 18, 2023.
9. In the event a winning bidder fails to meet the requirements under this RFP, the next lowest bidder will be notified and given the opportunity to fulfill the requirements herein at that bidder’s original bid amount and under the terms and conditions already established in this RFP.

10. To schedule an appointment to inspect the facilities or to otherwise inquire about the District's fuel requirements, bidders will need to contact Mike Cohen, Transportation Supervisor, at (386) 792-7900. Appointments must be scheduled for Monday thru Thursday, between 9:00 AM and 2:00 PM. The last day to call and schedule an appointment is Thursday, July 13, 2023.
 11. Please direct all other inquiries, including any errors or inconsistencies found in this RFP, to April Perez, Director of Business Services, at (386) 792-7835.
 12. The District reserves the right to reject any bid and/or cancel the RFP based on information provided by the bidder and/or according to its best interest.
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BID SUBMISSION SHEET
RFP 24-102 – Fuel and Fuel-Related Products
Due Date: Monday, July 17, 2023, at 3:00 PM

Bidder Information

Name:	
FEID, if applicable:	Date:
Primary Contact:	
Address:	City, State, ZIP:
Phone No.:	Email Address:

Company Information

1. Years in Business:	2. Number of Employees:
_____	_____
3. Business Focus:	

4. Location of Headquarters and Branch Offices:	

5. Experience with School Boards:	

6. School Board Reference Contact Info:	

7. Value-Added Capabilities or Additional Information:	

Bid Pricing

Component of Price	Diesel (Ultra-Low Sulfur #2 Undyed)	Off-Road Diesel	Gasoline (Regular Unleaded 87 or Higher)
Invoice Price: For Diesel and Gas: DTN FastRacks at Terminal # _____, _____, FL/GA as of June 30, 2023 (A)	\$	\$	\$
Vendor Markup	\$	\$	\$
Transportation	\$	\$	\$
Florida State Tax	\$	\$	\$
Hamilton County Tax	\$	\$	\$
Pollution Tax	\$	\$	\$
Other _____	\$	\$	\$
Other _____	\$	\$	\$
Vendor Differential (B)	\$	\$	\$
Total Bid Price (A+B)	\$	\$	\$

Stipulations and Fuel Specifications

- The invoice price for the bids above will be based on the DTN FastRacks Average Price at the vendor's Terminal for June 30, 2023.** Input that information in the Bid Pricing table above.
- Submit a copy of a dealer invoice for the prices utilized in the table above. If no invoice exists for June 30, 2023, please submit a copy for any date from June 15, 2023 through June 29, 2023. However, per stipulation No. 1, the prices in the table above must be based on June 30, 2023.
- Provide a description of the type and quality of the products that will be provided:
 - Diesel: _____

- Off-Road Diesel:
-

- Gasoline:
-

4. **For all fuel products, The Terminal from which the Invoice Price is obtained and the Vendor-Specific Differential will be fixed through June 30, 2024. Total price per gallon will fluctuate in correlation with changes in invoice prices and any changes in direct tax rates.**
 5. The District will select the lowest, responsive, qualifying bidder based on the total average price resulting from the following weights:
 - Diesel - 82 %
 - Off-Road Diesel - 05 %
 - Gasoline - 13 %
-

Assurances

I, the undersigned, as the owner or legally authorized representative of the above named company or individual, do hereby agree that:

- We have read and understood all instructions and stipulations contained herein; AND
- All information included in this Bid Submission Sheet, to the best of our knowledge, is accurate and meets the requirements set forth in this RFP; AND
- We have performed due diligence, whether by inquiry, observation, and/or inspection, and have determined that the above named company or individual possesses the knowledge, resources, and abilities needed to meet the fuel and/or fuel related product requirements for all listed facilities and estimated quantities as set forth in this RFP; AND
- We will comply with all applicable laws and regulations pertaining to fuel transport and delivery; AND
- We will obtain and maintain and provide verification upon request of the insurance requirements as set forth in this RFP.

Signature:

Date:

Print Name:

Title:

NON-COLLUSION AFFIDAVIT

State of Florida

County of Hamilton

_____being first duly sworn, deposes and says that:

(1) He/she is the Owner, Partner, Officer, Representative, or Agent

of the Proposer that has submitted the attached Proposal;

(2) He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

(3) Such Proposal is genuine and is not a collusive or sham Proposal;

(4) Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from proposing in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Proposer, firm or person to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any other of its agents' representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed, and delivered in the presence of:

BY: _____

Printed Name: _____

Title: _____

INSURANCE REQUIREMENTS

GENERAL LIABILITY

1. Contractor shall maintain commercial general liability insurance with a minimum limit of \$1,000,000 per occurrence, \$2,000,000 general aggregate, and \$2,000,000 Products/Completed Operations Aggregate for bodily injury and property damage.
2. If work performed under the contract will require contact with students' coverage must include sexual abuse and molestation.
3. The policy must name The School Board of Hamilton County, Florida, its Officers, Employees, Volunteers and Agents as additional insured using ISO additional insured endorsement CG 20 26 or its equivalent.
4. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs available to The School Board of Hamilton County, Florida using ISO endorsement CG 20 01 or its equivalent.

AUTOMOBILE LIABILITY

1. Contractor shall maintain automobile liability insurance with a minimum limit of \$1,000,000 each accident for bodily injury and property damage.
2. Coverage must include all owned, leased, hired, non-owned, and employee non-owned vehicles and, where applicable, provide personal injury protection.

WORKERS' COMPENSATION/EMPLOYERS' LIABILITY

1. Contractor agrees to maintain workers' compensation coverage in accordance with Chapter 440, Florida Statutes as may be amended from time to time, including employer's liability insurance.
2. The minimum Employers' Liability limits required are \$500,000/\$500,000/\$500,000.
3. Coverage will apply to all those persons rendering services to Contractor for The School Board of Hamilton County, Florida.
4. The policy will provide a Waiver of Subrogation endorsement in favor of The School Board of Hamilton County, Florida, its Officers, Employees, Volunteers and Agents.

NOTICE OF CANCELLATION:

1. Each insurance policy required by the insurance provisions of this contract shall provide the required coverage and shall not be suspended, voided, or canceled except after thirty (30) days' prior written notice has been given to The School Board of Hamilton County, Florida, except when cancellation is for non-payment of premium; then ten (10) days' prior notice may be given.
2. Such notice shall be sent directly to The School Board of Hamilton County, Florida.
3. If any insurance company refuses to provide the required notice, the Contractor or its insurance broker shall notify The School Board of Hamilton County, Florida of any cancellation, suspension, or non-renewal of any insurance within seven (7) days of receipt of insurer's notification to that effect.

IF APPLICABLE:

1. Contractor shall maintain professional liability insurance with a minimum limit of \$1,000,000 each claim and \$2,000,000 aggregate covering professional misconduct or lack of ordinary skill for those positions defined in the scope of services in the contract.
2. Consultant/service provider must provide proof of coverage for up to three (3) years after the completion of the project.

The Contractor agrees to provide the Board with a certificate or certificates of insurance evidencing the required insurance. Compliance with the requirements of this paragraph shall not relieve the Contractor of its liability and obligations under this Agreement.

BID TABULATION SHEET
RFP 24-102 – Fuel and Fuel-Related Products
Due Date: Monday, July 17, 2023, at 3:00 PM

Bid Item #	Weight	Bidder A (Awarded Bid)			Bidder B			Bidder C		
		Vendor	Bid	Weighted Bid	Vendor	Bid	Weighted Bid	Vendor	Bid	Weighted Bid
Diesel	82 %		\$	\$		\$	\$		\$	\$
Off-Road Diesel	05 %		\$	\$		\$	\$		\$	\$
Gasoline	13 %		\$	\$		\$	\$		\$	\$
Total Weighted Bid	100 %									

Attestation for Bid Opening:

Signature: _____ Date: _____

Print Name: _____ Title: _____

Attestation for Bid Tabulation:

Signature: _____ Date: _____

Print Name: _____ Title: _____