

**IT IS THE VENDOR'S RESPONSIBILITY TO CHECK  
FOR ADDENDUMS PRIOR TO SUBMITTING PROPOSALS**

**NOTICE TO BIDDERS  
SPECIFICATION NO 07-103**

The City of Lincoln, Nebraska intends to purchase and invites you to submit a sealed bid for:

**ANNUAL REQUIREMENTS  
FOR  
MOTOR FUELS**

Sealed bids will be received by City of Lincoln, Nebraska on or before **12:00 noon Wednesday, April 04, 2007**, in the office of the Purchasing Agent, **"K" Street Complex (SW Wing), Suite 200, 440 So. 8th Street**, Lincoln, NE 68508. Bids will be publicly opened and read aloud in the First Floor Conference Room at the "K" Street Complex.

Bid specification may be downloaded from the City's website at [www.lincoln.ne.gov](http://www.lincoln.ne.gov) Keyword: Bid, select current year, select bid specification. Prospective submitters must monitor the bid listing for any addendums.

Bidders should take caution if U.S. mail or mail delivery services are used for the submission of bids. Mailing should be made in sufficient time for bids to arrive in the Purchasing Division, prior to the time and date specified above. Late bid will not be considered.

COMPANY NAME \_\_\_\_\_

**PROPOSAL  
SPECIFICATION NO. 07-103  
BID OPENING TIME: 12:00 NOON  
DATE: April 04, 2007**

**ADDENDA RECEIPT:** The receipt of addenda to the specifications numbers \_\_\_\_ through \_\_\_\_ are hereby acknowledged. Failure of any bidder to receive any addendum or interpretation of the specifications shall not relieve the bidder from obligations specified in the bid request. all addenda shall become part of the final contract document.

**THE ANNUAL REQUIREMENTS  
FOR MOTOR FUELS  
BIDDING SCHEDULE**

**NOTE: GROSS DELIVERED PRICE PER GALLON SHALL BE BASED ON TERMINAL PRICE IN EFFECT 12:01 A.M., MARCH 30, 2007, F.O.B. THE LINCOLN TERMINAL.**

<u>Item No.</u>	<u>Description</u>	<u>Estimated Annual Qty</u>	<u>U/M</u>	<u>Unit Price</u>	<u>Total Price</u>
1.	Gasoline, Automotive, Unleaded Regular, Truck Transport Delivery	571,179	Gal.	\$ _____	\$ _____
2.	(OPTION) Gasohol, 10% Ethanol Blend, Truck Transport Delivery	Cost per gal.	Gal.	\$ _____	-
3.	Diesel Fuel, No. 1 Ultra Low Sulfur, Truck Transport Delivery	200,000	Gal.	\$ _____	\$ _____
4.	Diesel Fuel, No. 2 Ultra Low Sulfur, Truck Transport Delivery	728,394	Gal.	\$ _____	\$ _____
5.	Tank Wagon Delivery Charge Truck Transport Delivery	45,221	Gal.	\$ _____	\$ _____
6.	Anti-Gel and Cetane Improver Product Name _____	Cost per gal.	Gal.	\$ _____	\$ _____
7.	Response time for Emergency Fuel Delivery Service	Cost per gal.	Gal.	\$ _____	\$ _____
8.	Major Supplier of Motor Fuels to be use Term of Agreement _____	Cost per gal.	Gal.	\$ _____	\$ _____
9.	Emergency Treatment for Direct Equipment Tank Applications Fuel Blend/Product Ratio _____	Cost per gal.	Gal.	\$ _____	\$ _____
10.	2% Soy Oil 2. Product Name _____	Cost per gal.	Gal.	\$ _____	\$ _____
11.	Premium Diesel with 2% Soy Oil	Cost per gal.	Gal.	\$ _____	\$ _____

**NO BID SECURITY IS REQUIRED**

Special provisions for Commodity Term Contracts are included with the specification document. Bidders are urged to read the Special Provisions before completing the following sections of the Proposal.

Term of Agreement is one (1) year, July 1, 2007 through June 30, 2008.

Contract Extension Renewal is an option: Yes \_\_\_\_\_ No \_\_\_\_\_

**TERM PRICE CLAUSE: BIDDER MUST STATE**

- (a) Bid prices firm for the full contract period: \_\_\_\_\_; or
- (b) Bid prices subject to escalation/de-escalation: \_\_\_\_\_.
- (c) If (b), state period for which prices will remain firm:  
Through \_\_\_\_\_.

**INTER-LOCAL PURCHASING:** The City/County desires to make available to other local government entities of the State of Nebraska, by mutual agreement with the successful bidder, and properly authorized inter-local purchasing agreements, the right to purchase the same services, at the prices quoted, for the period of this contract. Each bidder shall indicate on the Bid Form in the space provided below if he/she will honor Political Subdivision orders in accordance with the contract terms and conditions, in addition to orders from City of Lincoln/Lancaster County.

\_\_\_\_\_ YES \_\_\_\_\_ NO

If **AYES**, Contract supplier or suppliers may honor pricing and extend the contract to political sub-divisions, cities and counties. Terms and conditions of the contract must be met by political sub-divisions, cities and counties. Under no circumstances shall the City of Lincoln/Lancaster County be contractually obligated or liable for any purchases by these political sub-divisions, cities or counties.

**COMPANY REPRESENTATIVE** responsible for the administration of this Agreement:

NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
PHONE NO. \_\_\_\_\_

**AFFIRMATIVE ACTION PROGRAM:** Successful bidder will be required to comply with the provisions of the City's Affirmative Action Policy (Contract Compliance, Sec. 1.16). The Equal Opportunity Officer will determine compliance or non-compliance, upon a complete and substantial review of successful bidder's equal opportunity policies, procedures and practices.

The undersigned bidder, having full knowledge of the requirements of the City of Lincoln for the below listed items and the contract documents (which include Notice to Bidders, Instructions to Bidders, this Proposal, Specifications, Contract, and any and all addenda) and all other conditions of the Proposal, agrees to sell to the City the listed items for the performance of this Specification, complete in every respect, in strict accordance with the contract documents at and for unit prices listed.

The undersigned into a contract signatory for the bidder represents and warrants that he has full and complete authority to submit this proposal to the City, and to enter if this proposal is accepted.

**RETURN 2 COMPLETE COPIES OF PROPOSAL AND SUPPORTING MATERIAL.  
MARK OUTSIDE OF BID ENVELOPE:  
SEALED BID FOR SPEC. 07-103,  
ALONG WITH COMPANY NAME AND ADDRESS**

\_\_\_\_\_  
**COMPANY NAME**

\_\_\_\_\_  
**BY (Signature)**

\_\_\_\_\_  
**STREET ADDRESS or P.O. BOX**

\_\_\_\_\_  
**(Print Name)**

\_\_\_\_\_  
**CITY, STATE ZIP CODE**

\_\_\_\_\_  
**(Title)**

\_\_\_\_\_  
**TELEPHONE No. FAX No.**

\_\_\_\_\_  
**(Date)**

\_\_\_\_\_  
**E-MAIL ADDRESS**

\_\_\_\_\_  
**ESTIMATED DELIVERY DAYS**

Bids may be inspected in the Purchasing Division during normal business hours **after** tabulation and review by a Purchasing Agent. Bid tabulations can be viewed on our website at: [lincoln.ne.gov](http://lincoln.ne.gov) Keyword: **Bid** The Intent to Award will be listed on the website when a recommendation is received from the Department.

# INSTRUCTIONS TO BIDDERS

## CITY OF LINCOLN, NEBRASKA

### 1. BIDDING PROCEDURE

- 1.1 Bidder shall submit one (1) complete set of the bid documents and all supporting material, unless otherwise stipulated. All appropriate blanks shall be completed. Any interlineation, alteration or erasure on the specification document shall be initialed by the signer of the bid. Bidder shall not change the proposal form nor make additional stipulations on the specification document. Any amplified or qualifying information shall be on the bidder's letterhead and firmly attached to the specification document.
- 1.2 Bid prices shall be submitted on the Proposal Form included in the bid document.
- 1.3 Bidders may submit a bid on an "all or none" or "lump sum" basis, but should also submit a quotation on an item-by-item basis. Bidding documents shall be clearly marked indicating the kind of proposal being submitted.
- 1.4 Any person signing a bid for a firm, corporation, or other organization must show evidence of his authority so to bind such firm, corporation, or organization.
- 1.5 Bids received after the time and date established for receiving bids will be rejected.
- 1.6 If bidding on a Construction Contract, the City of Lincoln's Standard Specifications for Municipal Construction 2006 shall apply.
  - 1.6.1 Bidders may obtain this document from the City's Design Engineering Division of Public Works & Utilities for a small fee.
  - 1.6.2 Said document can be reviewed at Design Engineering or the Purchasing Division.
  - 1.6.3 The Standard Conditions are available on the web site.  
<http://www.lincoln.ne.gov/city/pworks/engine/dconst/standard/stndspec/index.htm>

### 2. BIDDER'S SECURITY

- 2.1 Bid security, as a guarantee of good faith, in the form of a certified check, cashier's check, or bidder's bond, may be required to be submitted with this bid document, as indicated on the Proposal Form.
- 2.2 If alternates are submitted, only one bid security will be required, provided the bid security is based on the amount of the highest gross bid.
- 2.3 Such bid security will be returned to the unsuccessful bidders when the award of bid is made.
- 2.4 Bid security will be returned to the successful bidder(s) as follows:
  - 2.4.1 For single order bids with specified quantities: upon the delivery of all equipment or merchandise, and upon final acceptance by the City.
  - 2.4.2 For all other contracts: upon approval by the City of the executed contract and bonds.
- 2.5 City shall have the right to retain the bid security of bidders to whom an award is being considered until either:
  - 2.5.1 A contract has been executed and bonds have been furnished.
  - 2.5.2 The specified time has elapsed so that the bids may be withdrawn.
  - 2.5.3 All bids have been rejected.
- 2.6 Bid security will be forfeited to the City as full liquidated damages, but not as a penalty, for any of the following reasons, as pertains to this specification document:
  - 2.6.1 If the bidder fails to deliver the equipment or merchandise in full compliance with the accepted proposal and specifications.
  - 2.6.2 If the bidder fails or refuses to enter into a contract on forms provided by the City, and/or if the bidder fails to provide sufficient bonds or insurance within the time period as established in this specification document.

### 3. BIDDER'S REPRESENTATION

- 3.1 Each bidder by signing and submitting a bid, represents that the bidder has read and understands the specification documents, and the bid has been made in accordance therewith.
- 3.2 Each bidder for services further represents that the bidder has examined and is familiar with the local conditions under which the work is to be done and has correlated the observations with the requirements of the bid documents.

### 4. CLARIFICATION OF SPECIFICATION DOCUMENTS

- 4.1 Bidders shall promptly notify the Purchasing Agent of any ambiguity, inconsistency or error which they may discover upon examination of the specification documents.
- 4.2 Bidders desiring clarification or interpretation of the specification documents shall make a written request which must reach the Purchasing Agent at least five (5) calendar days prior to the date and time for receipt of bids.

- 4.3 Changes made to the specification documents will be made by written addenda to all known prospective bidders and posted on the City-County website at [lincoln.ne.gov](http://lincoln.ne.gov) Keyword - Bid.
- 4.4 Oral interpretations or changes to the Specification Documents made in any other manner, will not be binding on the City; and bidders shall not rely upon such interpretations or changes.

### 5. ADDENDA

- 5.1 Addenda are written instruments issued by the City prior to the date for receipt of bids which modify or interpret the specification document by addition, deletion, clarification or correction.
- 5.2 Copies of addenda will be made available for inspection at the office of the Purchasing Agent and on the City-County website.
- 5.3 No addendum will be issued later than forty-eight (48) hours prior to the date and time for receipt of bids, except an addendum withdrawing the invitation to bid, or an addendum which includes postponement of the bid.
- 5.4 Bidders shall ascertain prior to submitting their bid that they have received all addenda issued, and they shall acknowledge receipt of addenda on the proposal form.

### 6. INDEPENDENT PRICE DETERMINATION

- 6.1 By signing and submitting this bid, the bidder certifies that the prices in this bid have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder prior to bid opening directly or indirectly to any other bidder or to any competitor; no attempt has been made, or will be made, by the bidder to induce any person or firm to submit, or not to submit, a bid for the purpose of restricting competition.

### 7. ANTI-LOBBYING PROVISION

- 7.1 During the period between the bid advertisement date and the contract award, bidders, including their agents and representatives, shall not lobby or promote their bid with any member of the City Council or City Staff except in the course of City-sponsored inquiries, briefings, interviews, or presentations, unless requested by the City.

### 8. BRAND NAMES

- 8.1 Wherever in the specifications or proposal form brand names, manufacturer, trade name, or catalog numbers are specified, it is for the purpose of establishing a grade or quality of material only; and the term "or equal" is deemed to follow.
- 8.2 It is the bidder's responsibility to identify any alternate items offered in the bid, and prove to the satisfaction of the City that said item is equal to, or better than, the product specified.
- 8.3 Bids for alternate items shall be stated in the appropriate brand on the proposal form, or if the proposal form does not contain blanks for alternates, bidder MUST attach to the specification documents on Company letterhead a statement identifying the manufacturer and brand name of each proposed alternate, plus a complete description of the alternate items including illustrations, performance test data and any other information necessary for an evaluation. The bidder must indicate any variances by item number from the specification document no matter how slight. Bidder must fully explain the variances from the specification document, since brochure information may not be sufficient.
- 8.4 If variations are not stated in the proposal, it will be assumed that the item being bid fully complies with the City's specifications.

### 9. DEMONSTRATIONS/SAMPLES

- 9.1 Bidders shall demonstrate the exact item(s) proposed within seven (7) calendar days from receipt of such request from the City.
- 9.2 Such demonstration can be at the City delivery location or a surrounding community.
- 9.3 If bidder does not have an item in the area, it will be at the bidder's expense to send appropriate City personnel to the nearest location to view and inspect proposed item(s).
- 9.4 If items are small and malleable, the bidder is proposing an alternate product, the bidder MUST supply a sample of the exact item. Samples will be returned at bidder's expense after receipt by the City of acceptable goods. Bidders must indicate how samples are to be returned.

### 10. DELIVERY (Non-Construction)

- 10.1 Each bidder shall state on his proposal form the date upon which he can make delivery of all equipment or merchandise.
- 10.2 The City reserves the right to cancel orders, or any part thereof, without obligation, if delivery is not made within the time(s) specified on the proposal form.

- 10.3 All bids shall be based upon **inside** delivery of the equipment/ merchandise F.O.B. the City at the location specified by the City, with all transportation charges paid.
- 10.4 At the time of delivery, a designated City of Lincoln employee will sign the invoice/packing slip. The signature will only indicate that the order has been received and the items actually delivered agree with the delivery invoice. This signature does not indicate all items met specifications, were received in good condition and/or that there is not possible hidden damage or shortages.

**11. WARRANTIES, GUARANTEES AND MAINTENANCE**

- 11.1 Copies of the following documents must accompany the bid proposal for all items being bid:  
 11.1.1 Manufacturer's warranties and/or guarantees.  
 11.1.2 Bidder's maintenance policies and associated costs.
- 11.2 As a minimum requirement of the City, the bidder will guarantee in writing that any defective components discovered within a one (1) year period after the date of acceptance shall be replaced at no expense to the City. Replacement parts of defective components shall be shipped at no cost to the City. Shipping costs for defective parts required to be returned to the bidder shall be paid by the bidder.

**12. ACCEPTANCE OF MATERIAL**

- 12.1 All components used in the manufacture or construction of materials, supplies and equipment, and all finished materials, shall be new, the latest make/model, of the best quality, and the highest grade workmanship.
- 12.2 Material delivered under this proposal shall remain the property of the bidder until:  
 12.2.1 A physical inspection and actual usage of this material is made and found to be acceptable to the City; and  
 12.2.2 Material is determined to be in full compliance with the specifications and accepted proposal.
- 12.3 In the event the delivered material is found to be defective or does not conform to the specification documents and accepted proposal, then the City reserves the right to cancel the order upon written notice to the bidder and return materials to the bidder at bidder's expense.
- 12.4 Successful bidder shall be required to furnish title to the material, free and clear of all liens and encumbrances, issued in the name of the City of Lincoln, Nebraska, as required by the specification documents or purchase orders.
- 12.5 Selling dealer's advertising decals, stickers or other signs shall not be affixed to equipment. Vehicle mud flaps shall be installed blank side out with no advertisements. Manufacturer's standard production forgings, stampings, nameplates and logos are acceptable.

**13. BID EVALUATION AND AWARD**

- 13.1 The signed bid proposal shall be considered an offer on the part of the bidder. Such offer shall be deemed accepted upon issuance by the City of purchase orders, contract award notifications, or other contract documents appropriate to the work.
- 13.2 No bid shall be modified or withdrawn for a period of ninety (90) calendar days after the time and date established for receiving bids, and each bidder so agrees in submitting the bid.
- 13.3 In case of a discrepancy between the unit prices and their extensions, the unit prices shall govern.
- 13.4 The bid will be awarded to the lowest responsible, responsive bidder whose proposal will be most advantageous to the City, and as the City deems will best serve it's requirements.
- 13.5 The City reserves the right to accept or reject any or all bids; to request rebids; to award bids item-by-item, with or without alternates, by groups, or "lump sum"; to waive minor irregularities in bids; such as shall best serve the requirements and interests of the City.
- 13.6 In order to determine if the Bidder has the experience, qualifications, resources and necessary attributes to provide the quality workmanship, materials and management required by the plans and specifications, the Bidder may be required to complete and submit additional information as deemed necessary by the City. Failure to provide the information requested to make this determination may be grounds for a declaration of non-responsive with respect to the Bidder.
- 13.7 The City reserves the right to reject irregular bids that contain unauthorized additions, conditions, alternate bids, or irregularities that make the Bid Proposal incomplete, indefinite or ambiguous.

**14. INDEMNIFICATION**

- 14.1 The bidder shall indemnify and save harmless the City of Lincoln, Nebraska from and against all losses, claims, damages, and expenses, including, attorney's fees arising out of or resulting from the performance of the contract that results in bodily injury, sickness, disease, death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom and is caused in whole or in part by the Bidder, any subcontractor, any directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. This section will not require the Bidder to indemnify or hold harmless the City of Lincoln for any losses, claims damages, and expenses arising out of or resulting from the sole negligence of the City of Lincoln, Nebraska.
- 14.2 In any and all claims against the City or any of its members, officers or employees by an employee of the bidder, any subcontractor, anyone directly or indirectly employed by any of them or by anyone for whose acts made by any of them may be liable, the indemnification obligation under paragraph 13.1 shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or for the bidder or any subcontractor under worker's or workmen's compensation acts, disability benefit acts or other employee benefit acts.

**15. TERMS OF PAYMENT**

- 15.1 Unless stated otherwise, the City will begin processing payment within thirty (30) calendar days after all labor has been performed and all equipment or other merchandise has been delivered, and all such labor and equipment and other materials have met all contract specifications.

**16. LAWS**

- 16.1 The Laws of the State of Nebraska shall govern the rights, obligations, and remedies of the Parties under this proposal and any agreement reached as a result of this process.
- 16.2 Bidder agrees to abide by all applicable State and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, copyrights, patents and patent rights.

**17. AFFIRMATIVE ACTION**

- 17.1 The City of Lincoln-Lancaster County Purchasing Division provides equal opportunity for all bidders and encourages minority businesses and women's business enterprises to participate in our bidding process.

**18. LIVING WAGE**

- 18.1 The bidders agree to pay all employees employed in the performance of this contract, a base wage of not less than the City Living Wage per section 2.81 of the Lincoln Municipal Code. This wage is subject to change every July.

**19. EXECUTION OF AGREEMENT**

- 19.1 Depending on the type of service provided, one of the following three (3) methods will be employed. The method applicable to this contract will be checked below:
- a. This Contract shall consist of a **PURCHASE ORDER** and a copy of the suppliers signed bid (or referenced bid number) attached and that the same, in all particulars, becomes the agreement and contract between the parties hereto: that both parties thereby accept and agree to the terms and conditions of said bid documents, and that the parties are bound thereby and the compensation to be paid the Supplier is as set forth in the Supplier's Bid. Items not awarded, if any, have been deleted.
  - b. The contract shall consist of a **YEARLY AGREEMENT** and a copy of the suppliers signed bid attached and that the same, in all particulars, becomes the agreement and contract between the parties hereto. That both parties thereby accept and agree to the terms and conditions of said bid documents, and that the parties are bound thereby and the compensation to be paid the Supplier is as set forth in the Suppliers' Bid. Items not awarded, if any, have been deleted.
  - c. Three (3) copies of the **CONTRACT**, unless otherwise noted.
    - 1. City will furnish three (3) copies of the Contract to the successful Bidder who shall prepare attachments as required. Insurance as evidenced by a Certificate of Insurance, surety bonds properly executed, and Agreement signed with the date of signature shall be attached.
    - 2. The prepared documents shall be delivered to the City within 10 days (unless otherwise noted).
    - 3. The City will sign the Contract Agreement, insert the date of signature at the beginning of the Contract Agreement, prepare an Executive Order to go the Mayor for signature.
    - 4. Upon approval and signature from the Mayor, the City will return one copy to the Contractor.

# SPECIAL PROVISIONS FOR COMMODITY TERM CONTRACTS

CITY OF LINCOLN, NEBRASKA  
PURCHASING DIVISION

## 1. ESTIMATED QUANTITIES

- 1.1 The quantities set forth in the specification document are approximate and represent the estimated requirements of the City for the contract period.
- 1.2 Items listed may or may not be inclusive of City requirements for this category.
- 1.3 Category items not listed, but distributed by bidder are to be referred to as kindred items. Kindred items shall receive the same percentage of discount or pricing structure as items listed in the specification document.
- 1.4 The unit prices and the extended total prices shall be used only as a basis for the evaluation of bids. The actual quantity of materials necessary may be more or less than the estimates listed in the specification document, but the City shall be neither obligated nor limited to any specified amount. The City will, if possible, restrict increases/decreases to 20% of the estimated quantities listed in the specification document.

## 2. CONTRACT PERIOD

- 2.1 The material shall be delivered as ordered during the contract period, beginning from the date of contract and ending one (1) year from that date, or as otherwise indicated on the proposal form.
- 2.2 The City is interested in a one (1) year contract, with the option to renew for no more than **two** (2) additional one (1) year renewals. Bidder must indicate on the proposal form if extension renewals are an option. By mutual consent of both parties it is understood and agreed that the contract may be renewed only at the same prices and/or under the same conditions governing the original contract; and any request for an increase in price or a change in the contract conditions shall be interpreted as a request not to renew the contract at the end of the current contract period.

## 3. BID PRICES

- 3.1 Bidders must state on the proposal form if the bid prices will remain firm for the full contract period; or if the bid prices will be subject to escalation/de-escalation.
- 3.2 Escalation/De-escalation Clause: In the event that prevailing market conditions warrant an adjustment in bid prices contained in the contract, the following escalation/de-escalation clause shall be the only clause applicable or acceptable to the City:
  1. Contractor shall give written notice to the Purchasing Agent of any proposed changes from contract prices not less than thirty (30) calendar days prior to the effective date of said price changes.
  2. Such notice must be accompanied by a certified copy of the supplier's advisory or notification to the contractor of price changes.
  3. No price escalation will be authorized in excess of the amount of the increase referred to on the supplier's notice.
  4. The approved price change shall be honored for all orders received by the contractor after the effective date of such price change.
  5. Approved price changes are not applicable to orders already issued and in process at time of price change.
  6. The City reserves the right to audit and/or examine any pertinent books, documents, papers, records or invoices relating directly to the contract transaction in question after reasonable notice and during normal business hours.

7. The Purchasing Agent retains the right to determine whether or not such proposed price changes are in the best interests of the City.
8. If in the opinion of the Purchasing Agent any proposed increase is found unacceptable, the Purchasing Agent reserves the right to cancel the contract upon thirty (30) calendar days written notice.
9. Contractors must tie any price change clause to an industry-wide or otherwise nationally recognized index, or some other form of verifiable document. Contractor will put the Purchasing Agent on the mailing lists for such publication so that the Purchasing Agent can monitor said changes. Such membership will be at no cost to the City.

## 4. CONTRACT AWARD NOTIFICATION

- 4.1 The Purchasing Division will issue a Contract Award Notification to all successful bidders. Such contract award notification will incorporate the City's specifications, and may incorporate the bidder's specifications.
- 4.2 No action need be taken by the contractors at time of receipt of such Contract Award Notification.
- 4.3 Orders for materials will be made as needed by the various City Departments.

## 5. QUARTERLY REPORT

- 5.1 The contractor shall provide to the Purchasing Agent a quarterly report, showing all purchases made under the terms and conditions of the contract.
- 5.2 Such quarterly report shall itemize the following information:
  1. Each ordering department.
  2. Items and quantities purchased by department.
  3. Total dollar amount of purchases by department

## 6. TERMINATION OF CONTRACT

- 6.1 This contract may be terminated by either party upon thirty (30) days prior notice in writing to the other party. The Owner may terminate this contract immediately, under breach of contract, if the Contractor fails to perform in accordance with the terms and conditions. In the event of any termination of contract by the Contractor, the Owner may purchase such supplies and/or services similar to those so terminated, and for the duration of the contract period the Contractor will be liable for all costs in excess of the established contract pricing.

# SPECIFICATIONS FOR MOTOR FUELS

## 1. SPECIAL PROVISIONS FOR COMMODITY TERM CONTRACTS

### 1.1 Estimated Quantities

- 1.1.1 Quantities shown on the proposal form are approximate, based on prior annual usage, and represent the estimated requirements for the contract period.
- 1.1.2 Items listed may or may not be inclusive of all requirements for the categories of motor fuels.
- 1.1.3 Items not listed, but distributed by the bidder are to be referred to as kindred items, and shall receive the same pricing structure as items listed in the specification documents.
- 1.1.4 Unit prices and extended prices shall be used only as a basis for the evaluation of bids.
  - 1.1.4.1 The actual quantity of material necessary may be more or less than the estimates listed on the proposal form.
  - 1.1.4.2 City shall be neither obligated nor limited to any specified amount.
  - 1.1.4.3 City will, if possible, restrict increases/decreases to 20% of the estimated quantities listed on the proposal form.

### 1.2 Contract Period

- 1.2.1 Motor fuels shall be delivered as ordered during the contract period, beginning **July 1, 2007 through June 30, 2008.**
- 1.2.2 The City is interested in a one (1) year contract, with option to renew for additional one (1) year periods, not to exceed two (2) such renewals.
  - 1.2.2.1 Bidder must indicate on the proposal form if renewals are an option.
  - 1.2.2.2 By mutual consent of both parties it is understood and agreed that the contract may be renewed only under the same conditions governing the original contract; and any request for a change in the contract conditions shall be interpreted as a request not to renew the contract at the end of the current contract term.

### 1.3 Contract Award and Notification

- 1.3.1 The Purchasing Division will issue a Contract Award Notification to all successful bidders.
  - 1.3.1.1 Such contract award notification will incorporate the City-s specifications, and may incorporate the bidders specifications.
- 1.3.2 No action need be taken by the contractors at time of receipt of such Contract Award Notification.
- 1.3.3 Orders for motor fuels will be made as needed by the various City Departments.

### 1.4 Quarterly Report

- 1.4.1 The contractor shall provide to the Purchasing Agent a quarterly report, showing all purchases made under the terms and conditions of the contract.
- 1.4.2 Such quarterly report shall itemize the following information:
  - 1.4.2.1 Each ordering department
  - 1.4.2.2 Items and quantities purchased by department
  - 1.4.2.3 Total dollar amount of purchases by department

## 2. DELIVERY REQUIREMENTS

### 2.1 Stick Readings:

- 2.1.1 Stick readings for each tank shall be made before and after each filling and shall be recorded on a signed sales slip by the delivery person.
- 2.1.2 One (1) copy of the delivery ticket shall accompany each invoice.
  - 2.1.2.1 **This requirement shall be strictly adhered to.**
- 2.1.3 Delivery tickets shall be **CLEARLY** marked with tank number and quantity for each filling.

### 2.2 Inspection:

- 2.2.1 Upon request from any agency, the vendor shall conduct tests and inspections of delivered fuels to insure compliance with the Materials Specifications.
- 2.2.2 Test results shall be submitted in writing to the Purchasing Agent.

2.3 Truck Transport Delivery:

- 2.3.1 Deliveries shall be made by truck transport within twenty-four (24) hours after notification by any agency.
- 2.3.2 Truck transport delivery shall consist of any minimum load as defined as follows:
  - 2.3.2.1 8,000 gallons of gasoline
  - 2.3.2.2 7,000 gallons of diesel fuel.
  - 2.3.2.3 Truck transport minimum loads may consist of any one (1) type of fuel, or any combination of fuels, as ordered by any agency.
- 2.3.3 Truck transport deliveries shall be made to the following locations:

**Tank Capacities in Gallons**

<b><u>Agency/Location</u></b>	<b><u>Unleaded Gasoline</u></b>	<b><u>Diesel Fuel</u></b>
<b>2.3.3.1 POLICE GARAGE</b> 635 "J" Street Lincoln, Nebraska	20,000	--
<b>2.3.3.2 STARTRAN</b> 710 "J" Street Lincoln, Nebraska	--	30,000
<b>2.3.3.3 PUBLIC WORKS, FLEET SERVICES</b>		
2.3.3.3.1 Site 0001 901 North 6th St.	20,000	10,000
2.3.3.3.2 Site 0002 3200 Baldwin Avenue	30,000	30,000
2.3.3.3.3 Site 0003 3180 South Street	16,000	10,000
2.3.3.3.4 Site 0011 3201 South Coddington Blvd.	12,000	6,000
2.3.3.3.5 Site 0006 21st & "M" Street	20,000	10,000
2.3.3.3.6 Site 0007 2021 North 27th Street	20,000	10,000
2.3.3.3.7 Site 0010 6400 Normal Blvd.	12,000	6,000
2.3.3.3.8 Site 0012 5045 Colby Street	12,000	6,000

**Tank Capacities in Gallons**

<b><u>Agency/Location</u></b>	<b><u>Unleaded Gasoline</u></b>	<b><u>Diesel Fuel</u></b>
<b>2.3.3.4 SANITARY LANDFILL</b> 2.3.3.4.1 6001 Bluff Road	--	12,000
<b>2.3.3.5 LANCASTER COUNTY ENGINEER</b> 2.3.3.5.1 444 Cherry Creek Road Lincoln, Nebraska	16,000	10,000
<b>2.3.3.6 LINCOLN WATER SYSTEM</b> 2.3.3.6.1 E. Hwy 6 Ashland, Nebraska	-	150,000

2.4 Tank Wagon Delivery

- 2.4.1 Deliveries shall be made by tank wagon within twenty-four (24) hours after notification by any department.
- 2.4.2 Tank wagon deliveries shall generally be made during normal business hours, Monday through Friday, 8:00 a.m. through 3:00 p.m. (6:45 a.m. through 4:15 p.m. for Sanitary Landfill Sites).
- 2.4.3 Tank wagon deliveries may consist of any one (1) type of fuel, or any combination of fuels, as ordered by the various departments.

2.4.4 Tank wagon deliveries shall be made to the following locations:

<u>Location</u>	<u>Tank Capacities in Gallons</u>	
	<u>Unleaded Gasoline</u>	<u>Diesel Fuel</u>
2.4.4.1 NORTHEAST TREATMENT PLANT 7000 N. 70th Street, Lincoln, Nebraska	150	150
2.4.4.2 NORTHEAST SLUDGE INJECT. SITE 7000 McKelvie Rd., Lincoln, Nebraska	--	300
2.4.4.3 HOLMES GOLF COURSE 6800 Pioneers Park	1,000	500
2.4.4.4 MAHONEY GOLF COURSE 8300 Adams Street, Lincoln, Nebraska	1,000	1,000
2.4.4.5 PIONEERS GOLF COURSE Pioneers Park, Lincoln, Nebraska	1,000	100
2.4.4.6 HIGHLANDS GOLF COURSE 5600 NW 17 Street, Lincoln, Nebraska	500	500
2.4.4.7 SANITARY LANDFILL 5101 No. 48th St., Lincoln, Nebraska	--	1,500
2.4.4.8 PARKS NW 3130 N 5 <sup>TH</sup> , Lincoln Nebraska	500	500
2.4.4.9 DENSMORE PARK 6601 S 14 <sup>TH</sup> , Lincoln Nebraska	500	500

2.5 The needs of emergency response services may require additional deliveries during extreme emergency situations twenty-four (24) hours per day.

2.6 Such emergency deliveries will require the capability of direct pumping into another motor vehicle, such as fire apparatus.

### 3. INVOICING, TAXES AND PRICE CHANGES

#### 3.1 Invoicing:

3.1.1 **All invoices shall indicate motor fuel prices in effect at time of order**, and shall be rendered on the basis of gross gallons delivered with meter readings indicated on a sales slip.

3.1.2 Invoices shall indicate your terms of payment.

3.1.3 Tank wagon delivery charge shall be shown as a separate item on the invoice.

3.1.4 **Note:** The City of Lincoln's and Lancaster County's normal terms of payment are thirty (30) days after receipt of materials.

3.1.5 Indicate on your proposal form your discount structure for early payment.

3.1.6 In no event will an early payment discount be considered which calls for payment in less than fifteen (15) days from date of invoice.

#### 3.2 Taxes:

3.2.1 The City of Lincoln and Lancaster County are exempt from federal excise taxes on fuels purchased for their use.

3.2.2 The City of Lincoln and Lancaster County shall pay all Nebraska Motor Fuel taxes due; and shall be responsible for filing all appropriate State of Nebraska Department of Revenue Motor Fuels Tax forms for diesel fuel taxes due or owing.

### 3.3 Price Changes:

3.3.1 Contractor shall issue written price change notifications to the following individuals:

**NOTE: IT IS PREFERRED THAT PRICE CHANGE NOTIFICATIONS BE ISSUED VIA INTERNET ELECTRONIC MAIL (E-MAIL). INDIVIDUAL'S E-MAIL ADDRESSES ARE INDICATED BELOW:**

3.3.1.1 Assistant Superintendent  
Ashland Water Treatment Plant  
E. Highway 6, Box 144  
Ashland, Nebraska 68003  
[rroberts@ci.lincoln.ne.us](mailto:rroberts@ci.lincoln.ne.us)

3.3.1.2 Operations Clerk  
Fleet Services  
901 North 6th Street  
Lincoln, Nebraska 68508  
[pjshuster@ci.lincoln.ne.us](mailto:pjshuster@ci.lincoln.ne.us)

3.3.1.3 Maintenance Superintendent  
StarTran  
710 "J" Street  
Lincoln, Nebraska 68508  
[gknust@ci.lincoln.ne.us](mailto:gknust@ci.lincoln.ne.us)

3.3.1.4 Fleet Manager  
Lincoln Police Garage  
635 "J" Street  
Lincoln, Nebraska 68508  
[pwenzl@Lincoln.ne.gov](mailto:pwenzl@Lincoln.ne.gov)

3.3.1.5 Shop Supervisor  
Lancaster County Engineer  
Building B, 444 Cherrycreek Rd.  
Lincoln, Nebraska 68528  
[bfleisher@co.lancaster.ne.us](mailto:bfleisher@co.lancaster.ne.us)

3.3.1.6 Superintendent  
Sanitary Landfill  
2400 Theresa Street  
Lincoln, Nebraska 68521  
[kwelding@ci.lincoln.ne.us](mailto:kwelding@ci.lincoln.ne.us)

3.3.2 Price change notifications shall be issued for changes in the vendors terminal price and for changes in truck transport freight charges and Nebraska motor fuel taxes.

3.3.3 Motor fuel price changes during the term of the agreement shall be based on the vendor's terminal price from a major supplier F.O.B. the Lincoln Terminal.

3.3.3.1 Contractor shall maintain on file major supplier's refinery price letter indicating price revisions F.O.B. Lincoln Terminal.

## 4. **BIDDING PROCEDURE AND AWARD OF BID**

### 4.1 Bidding Procedure:

4.1.1 Motor fuel prices indicated on the proposal form shall be based on bidder's terminal price effective **12:01 a.m., Friday, March 30, 2007, F.O.B. the Lincoln terminal.**

4.1.2 Bid prices shall indicate the gross delivered price per gallon for truck transport deliveries, including all truck transport costs, Nebraska motor fuel tax, Nebraska environmental fees and federal LUST fees, but excluding Federal excise taxes.

### 4.2 Award of Bid:

4.2.1 The City of Lincoln and Lancaster County reserve the right to award the bid by any of the following methods:

4.2.1.1 One combined award of bid for all types of motor fuels to all delivery locations.

4.2.1.2 Separate awards of bid for gasoline and diesel fuels.

4.2.2 The determination of the methods of award of bid shall be vested solely with the City of Lincoln and Lancaster County.