



**CHARLEVOIX COUNTY
CHARLEVOIX COUNTY ROAD COMMISSION BOARD
2018 ANNUAL BULK DIESEL FUEL BID**

NOTICE TO BIDDERS

The Charlevoix County Road Commission invites qualified contractors to bid on the annual requirement for Bulk Diesel Fuel. Bids must be on Road Commission furnished forms (available at the main office, 1251 Boyne Ave., Boyne City, MI 49712-0039, phone (231) 582-7330 plainly marked as to contents and presented at the main office before the 11AM, Friday, February 23, 2018 bid opening.

The Road Commission reserves the right to accept or reject any or all bids, but will only award in the best public interest.

**ROAD COMMISSION BOARD
CHARLEVOIX COUNTY**

**Russell MaGee
Denny Way
Keith Ogden**

**Chairman
Vice-Chairman
Member**

INSTRUCTIONS, CONDITIONS AND SPECIFICATIONS

NON-DISCRIMINATION

The contractor, including any sub-contractors, shall not under this contract discriminate against any qualified person with a disability or any person based on race, color, national origin, sex, age or limited English proficiency. The Road Commissions non-discrimination requirements apply to all road construction projects regardless of funding source. Federally funded projects (including those with any past federal participation) will included a more detailed explanation of the various sections of the 1964 Civil Rights Act, showing titles, section numbers and codes.

HOLD HARMLESS AGREEMENT

The Bidder shall hold harmless the Charlevoix County Road Commission against all claims for damages to public or private property, for injuries to persons, or for other claims arising out of the performance or non-performance of the contracted work, whether during the progress or after the completion thereof. By signing this bid, the Bidder accepts and agrees to all provisions of the hold harmless and insurance requirements.

INSURANCE: WORKERS COMPENSATION

To protect the Charlevoix County Road Commission against claims that might arise from the contractors work, the contractor must provide proof of the following minimum insurance coverage:

Commercial General Liability

\$2,000,000	General Aggregate Limit other than Products/Completed Operations
\$2,000,000	Products/Completed Operations Aggregate Limit
\$1,000,000	Personal & Advertising Injury Limit
\$1,000,000	Each Occurrence Limit
\$ 500,000	Fire Damage Limit (any one fire)

The contractor must list the Charlevoix County Road Commission, its commissioners, officers, employees and agents as additional insured on the Commercial Liability policy.

If a motor vehicle is used to provide services under this Contract, the Contractor must have vehicle liability insurance for bodily injury and property damage as required by law on any auto used in the Contractor's business.

The Contractor must list the Charlevoix County Road Commission, its commissioners, officers, employees and agents as additional insured on the vehicle liability policy.

Workers disability compensation insurance must meet statutory requirements.

Note: The Contractor must provide proof of above insurance coverage within 14 days of tentative bid award (tentative bid award means the Road Commission has chosen a particular bidder as offering a bid in the best public interest, but will only award after the bidder/contractor complies with the insurance requirements, and signs the contract within 14 days).

The proof certificates(s) must be prepared by the insurance provider, not the contractor, and the certificate must state that the insurance will not be cancelled, reduced, or not renewed for at least thirty days after project begins.

MARK ENVELOPES

All bids shall be in sealed envelopes plainly marked as to contents, and shall exhibit bidders name.

BID DEADLINE

Late bids shall not be accepted.

BID PRICE

Bid prices shall be F.O.B. Ironton Garage, 11705 Shaw Rd., Charlevoix, MI, 49720, Charlevoix County. All bids shall be firm until March 31, 2019.

Bulk Diesel Fuel - 2018
James Vanek, Staff Engineer

RIGHT TO REJECT

The Charlevoix County Road Commission reserves the right to reject any or all bids and to award the bid deemed in the best public interest.

PAYMENT

Payment shall be within 30 days of invoice, providing all deliveries invoiced have met all contract specifications.

TAXES

The Charlevoix County Road Commission is exempt from Federal Excise, State and Local taxes; therefore bid shall not include taxes.

OVERSIGHT

There shall be no extra payment for Bidders oversight, or for increased cost of "short load" material transportation.

PREMIUM DIESEL FUEL SPECIFICATIONS:

- Premium Diesel fuel shall be delivered to Ironton garage only.
- Anticipated yearly diesel usage is 52,000 gallons*. Ironton garage tanks has a 10,000-gallon capacity.
- **PREMIUM DIESEL FUEL required** or pre-approved equivalent, low sulfur, minimum 50 cetane rating.
- Successful contractor shall pull the diesel fuel from the fuel depot resulting in the cheapest price to the road commission (rack price plus cost over rack).

NOTE: Estimated yearly gallons are offered as a bidding guide and may vary from estimated figures.

GENERAL NOTES:

Bid price shall be quoted as COST OVER RACK PRICE, delivered to the Ironton garage facility at 11705 Shaw Rd., Charlevoix, MI 49720.

Each invoice shall show terminal rack price and state terminal location for rack price quoted. Bidder shall deliver within 24 hours of notice.

Bidder shall state any other conditions that may affect their ability to meet the conditions specified.

2018 BULK PREMIUM DIESEL FUEL BID SHEET

APPROXIMATE GALLONS	COST PER GALLON OVER RACK	PREMIUM TREATMENT RATE (per gallon)
52,000 Gallons Ironton Garage (FOB)	\$	\$
Payment Terms:		

BIDDER INFORMATION

BIDDERS NAME	_____
ADDRESS	_____ _____
TELEPHONE	_____
FAX NUMBER	_____
SUBMITTED BY	_____
TITLE	_____
DATE	_____