REQUEST FOR PROPOSAL
FOR
MUNICIPAL VEHICLE FUELING CONTRACT

1) BACKGROUND

It is the intention of the City of Delaware to engage a highly qualified, appropriately licensed, and experienced company to provide motor vehicle fuel services for the City of Delaware. In accordance with the City of Delaware Codified Ordinances, the City of Delaware invites qualified companies to submit proposals for the provision of motor vehicle fuel for the City of Delaware's fleet of emergency service, passenger, construction and maintenance vehicles and equipment. On an annual basis, the city utilizes and average of 78,000 gallons of regular unleaded gasoline; 90,000 gallon of diesel fuel; and 7,000 gallons of off-road diesel fuel. City services and operations require uninterrupted access to fuel on a 24-hour basis, seven days a week. Safe, convenient and dependable access to fuel is critical for maintaining efficient city operations. The City of Delaware operates a fleet of on and off-road vehicles and equipment including two-hundred self-propelled cars, pickup trucks, vans, SUV's, dump trucks, tractors and emergency service vehicles, in addition to multiple gas-powered attachments and hand operated tools. To get an exclusive contract, the fuel facility selected must be able to service our largest vehicles including our 2010 Pierce Aerial Ladder Truck with an overall length of 46'-9"; width of 10'-0"; minimum wall to wall clear turning radii of 47'-10"; and gross vehicle weight of 82,000 Lbs. If the fuel facility can only service cars, note that clearly in your proposal. For safety purposes, the facility must have adequate space for all vehicles to be able to pull into a stall to fuel and exit forward without having to back or three-point-turn within the facility.

2) SELECTION PROCEDURE

The City of Delaware Selection Committee will review proposals. The Selection Committee will recommend the company that most effectively addresses the fuel service needs of the City. The City Manager reserves the right to reject all proposals or call for additional submittals.

3) SELECTION TIMETABLE

January 23, 2025	Distribution of Request for Proposals
February 06, 2025	Proposal Submission Deadline 4:00pm EST
February 10, 2025	Proposal review and recommendation

4) SUBMISSION REQUIREMENTS FOR THE PROPOSAL

The following summarizes the required information to be included with each submission.

A. Identification of Respondent

On a single page, identify the respondent business name, address, principle owner/manager, contact information including telephone numbers and email address.

B. Firm Experience

Provide a statement of similar service experience by the firm. Include the names of the companies that were recipients of your services, dates description, start and completion dates, address and phone numbers and email addresses. Limit response to only services provided in the Central Ohio area.

C. References

Provide a minimum of three references consisting of names, addresses, email addresses and telephone numbers of all clients with similar characteristics, attributes and requirements to the City of Delaware.

D. Scope of Services Proposal

Your proposal must include a detailed response to each item included in the Scope of Services. Note that the award of this contract will be based on the most responsive proposal received.

i. Describe the type of facility being included in the proposal, including age, ownership, and operational responsibility.

ii. Describe the location of the proposed fueling site(s); provide the travel distance (in miles) from the intersection of Sandusky and William Streets in Delaware.

iii. Describe the availability and storage capacity of each type of fuel at the proposed fueling site(s). Describe the number of fuel dispensers for each type of fuel dispensed.

iv. Describe the fuel brands offered at the site, and any octane ratings, anti-knock or anti-icing additives. If a form of Diesel Supreme is only utilized through the winter months, please provide available dates.

v. List site operating hours.

vi. Is the facility a staffed or self-service operation?

vii. Describe whether the facility has emergency backup power; How long can emergency power be provided, and is it provided to all pumps.

viii. If the facility is closed due to an incident, equipment failure, power outage or other reason, do you have alternate facilities to be able to provide uninterrupted supply of fuel? If so, describe the facility, location and protocol for accessing it.

ix. Does vendor have capacity to transport fuel to an active emergency or incident location where equipment operation must be continuous, i.e. active fire?

x. Describe fueling procedures and account tracking processes for individual facility users.

xi. Is the vendor able to provide fuel access cards for as many vehicles as the city needs at no additional costs? In the event a card is lost or stolen can the vendor or City of Delaware can disable the card immediately?

xii. Can the access cards be programmed to restrict fuel type, quantity and number of fill-ups in a 24-hour period?

xiii. Can the fuel cards be assigned additional parameters including employee number, vehicle number, current mileage or engine hours?

xiv. Can additional paraments be assigned that help limit entry of inaccurate information e.g. miles, hours etc.

xv. Can the invoicing be processed bi-monthly or monthly?

xvi. Can invoicing be presented by individual user, or by groups of vehicles, users, fuel type etc.?

xvii. Can invoicing be provided digitally in a .csv or .txt file?

xviii. How is the facility maintenance managed? How soon following a snow and ice event will the facility pavement be cleared?

xix. Please include a scaled exhibit with your proposal that depicts the general site layout, drive aisles, pump locations, access to streets etc.

xx. Provide records from the last three years identifying the total quantity of each type fuel dispensed at the facility.

xxi. Describe the methodology for pricing fuel types to be purchased by the

city.

xxii. Describe any bulk fuel purchase discounts if any that will be offered to the City for the various fuel types included in this contract.

5) INSURANCE REQUIREMENTS

The Contractor is responsible for maintaining the level and type of insurance coverage in all locations when working under the direction of this contract.

The Contractor shall obtain and maintain during the life of the contract such full insurance coverage wherein the City of Delaware is named as an additional insured, and shall protect himself, the City of Delaware and any Subcontractor performing work covered by the contract from claims from property damage, product liability and personal injury, including accidental death which may arise from operations be performed by the Contractor or by any Subcontractor or by anyone directly employed by either of those parties.

These policies shall contain the following special provisions: "The Company agrees that ten (10) days prior to cancellation or reduction of the insurance afforded by this policy, with respect to the contract involved, written notification shall be mailed to the City of Delaware, Municipal Building, 1 South Sandusky Street, Delaware, Ohio 43015.

Certificates of Insurance indicating the availability of the described coverage will be filed with the City of Delaware within five (5) business days from the award of the contract. The amounts of the insurance shall be as follows:

a. Public Liability Insurance for bodily injuries, including accidental death, in the amount of not less than $1,000,000 for each accident or occurrence and $1,000,000 aggregate, and
b. Property Damage Insurance in the amount not less than $1,000,000 for each accident or occurrence and $1,000,000 aggregate.

The successful contractor, vendor, etc… must submit their insurance certificate naming the City of Delaware as an additional insured on ISO Form CG 2010 (11/85 edition). All other forms will be rejected.

6) TERM OF CONTRACT

This contract is for the provision of services through December 31, 2027. The contract may be extended for two (2) additional one (1) year periods upon mutual agreement by both parties. This Contract can be terminated by (either party/ or City of Delaware) with a written 30-day advanced notice at any time. This Contract cannot be forwarded on to another agency in the event you change ownerships

without prior consent from the City of Delaware.

7) SUBMISSION DEADLINE AND FORMAT

Proposals may be submitted by mail or by email as indicated below. Proposals shall be presented with 8.5"x11" pages either in printed or digital format. Compliance with these guidelines is essential to the ability of the selection committee to evaluate submittals fairly.

Proposals must be received by 4:00pm on February 6th, 2025

By mail to:

Shane Harding, Public Works, Operations Manager
City of Delaware – Public Works Department
440 E William Street
Delaware, Ohio 43015

OR

By email to:

sharding@delawareohio.net

With Subject Heading "Municipal Fuel Proposal"

For questions regarding submitting your proposal, please contact Shane Harding, Operations Manager at (740) 203-1810