

# **County Request for Proposals for Annual Gasoline/Diesel Fuel Needs**

**January 2024 – December 2024.**

## **RFP Process**

The Board of Commissioners of the County of LaGrange (“Board”) on behalf of LaGrange County, Indiana (“County”) hereby make this request for proposals (“RFP”) for the supply of gasoline and diesel fuel sufficient to meet all daily fuel needs of County-owned vehicles during the year 2022 (“Fuel Requisition”). Sealed proposals will be opened at the Board of Commissioners meeting room on Monday, October 16, 2023 local time or shortly thereafter at the County Office Building and either read aloud or made available for viewing to those interested.

The Board will award the proposal to the Offeror whose responsible and responsive offer is deemed most advantageous to the County. Conformance with the RFP is the most important factor in the award, then price, then convenience. The Board reserves the right to reject any or all proposals, to waive technicalities or irregularities therein, and to delete any proposal item. No proposal shall be withdrawn after the opening of proposals without the consent of the Board for a period of sixty (60) days after the scheduled time for receiving the same. The Board may discuss sufficiently conforming proposals with their respective Offerors after the opening.

## **RFP Specifications**

The County desires lowest price-per-gallon proposals for the following items.

1. **Gasoline** – around 56,000 gallons of unleaded gasoline with a minimum octane rating of 87, Top-Tier gasoline is requested, spread out evenly throughout the year as needed by County-owned vehicles, we request that the fuel provided comes from one single source/brand.
2. **Diesel** – around 85,000 gallons of #2 Premium Ultra low sulfur diesel fuel, spread out evenly throughout the year as needed by County-owned vehicles. The diesel fuel shall have: minimum cetane 50; total sulfur content – less than 15 ppm; flash point – minimum 125° F; Cloud point 5° F; specifications must meet or exceed ASTM D975 Diesel Fuel Oil Specifications; and product must meet Cummins L10 injector deposit testing specifications for detergents.

Each proposal shall take the following considerations into account.

1. Price-per-gallon quotes should not include tax. The County is tax exempt and will furnish a tax-exempt certificate upon request.
2. Fluctuating prices should be based upon the price of fuel on October 1, 2023.
3. Fuel must be available to all County-owned vehicles at all locations within the County, the departments included for LaGrange County are as follows, Highway, Sheriff, Surveyor, Parks, Prosecutor, Soil & Water, Building, Planning/Zoning, Health.

4. Purchase at each location must accept as part of its payment methods a card identifying the user and/or identifying the vehicle into which fuel is dispensed.
5. The selected Offeror shall provide a monthly report of purchases throughout the year. Such reports will indicate the following: the date and time of sale; the fuel type; the vehicle's current mileage; and the name of the cardholder making each purchase.
6. Failure to abide by these provisions shall be grounds for rescission of the award and/or contract at any time throughout the 2024 calendar year.
7. A sample proposal form has been attached to this RFP as Exhibit A.
8. Further inquiries should be directed to the Highway Department, Jamie Witham, 300 E. Factory St. LaGrange, IN 46761, (260) 499-6359, [jwitham@lagrangecounty.org](mailto:jwitham@lagrangecounty.org).

### **Proposal Requirements**

Each proposal for the Fuel Requisition shall comply with all the following requirements.

1. Each proposal shall be submitted in a sealed envelope at the office of the LaGrange County Auditor, County Office Building, 114 W. Michigan St., LaGrange, IN. 46761, until 9:00 a.m. local time on Monday, October 16, 2023.
2. Each sealed envelope must clearly indicate the name, address, and telephone number of the offeror and be marked "2024 Fuel Requisition."
3. Each proposal shall include a completed Proposal Form, as found in Exhibit A.
4. Each proposal shall include a completed and notarized Affidavit, as found in Exhibit B.
5. All documents used in the proposal shall be submitted in duplicate.

#### **[Proposal-Specific Requirements]**

6. Each proposal shall specify the octane rating of the proposed gasoline supply and the information about the proposed diesel fuel supply.
7. Each proposal shall specify the terminal source and brand of fuel for the fuel supply.
8. Each proposal shall describe winter diesel fuel target cold flow, CFPP and Pour Point numbers, and procedures and pricing for winter blending of diesel fuel.
9. Each proposal shall explain its methodology for establishing its firm price.
10. Each proposal shall designate all complying fuel purchase locations within the County.
11. Each proposal shall list and explain any required contract terms.

## Exhibit A

### LaGrange County 2024 Annual Gasoline/Diesel Proposal Form

Company Name		
Authorized Agent		
Address Line #1		
County	State	Zip Code
Email	Phone	Fax

#### Price-per-Gallon Proposal

Item	Firm Price	Fluctuating Price	Octane/Cetane Rating	Brand	Source
Unleaded Gasoline					
Diesel Fuel					

**Additional Questions** – Fully answer the items below, and attach additional sheets as necessary.

1. Describe winter diesel fuel target cold flow, CFPP and Pour Point numbers, and procedures and pricing for winter blending of diesel fuel.

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2. Designate all complying fuel purchase locations within the County

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3. List and explain any required contract terms.

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## Exhibit B

### AFFIDAVIT

STATE OF )  
 )  
COUNTY OF )

I, the undersigned agent of the firm, company, corporation, or partnership (collectively, "entity") represented below, concerning the 2024 LaGrange County fuel requisition process, affirm under the penalties for perjury that all the following statements are true to the best of my knowledge.

Neither I, nor any other representative, member, or agent of the entity, has entered into any combination, collusion, or agreement with any person 1) relative to the price to be offered by anyone; 2) nor to prevent any person from making an offer; 3) nor to induce anyone to refrain from making an offer. The proposal submitted herewith is made without reference to any other offer or agreement. Further, no person, firm, or corporation has received, is receiving, or will receive, directly or indirectly, any rebate, fee, gift, commission, or thing of value on account of any such offer or agreement.

I acknowledge that I have the right and power to submit the proposal attached hereto on behalf of the entity below, that I have fully read the request for proposals, that I have understood its terms, and that any assertions in response thereto are true to the best of my knowledge, that I have had an opportunity to consult with independent legal counsel, and submitted the proposal voluntarily.

Company: \_\_\_\_\_

Representative and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Witness my hand and notarial seal this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

Notary Public: \_\_\_\_\_

Signature: \_\_\_\_\_

My Commissions expires: \_\_\_\_\_, Resident of \_\_\_\_\_ County.

## **NOTICE TO OFFERORS**

The Board of Commissioners of the County of LaGrange on behalf of LaGrange County, Indiana (“County”) hereby gives notice that it makes a request for proposals (“RFP”) for the supply of gasoline and diesel fuel sufficient to meet all daily fuel needs of County-owned vehicles during the year 2024. Each proposal shall be submitted in a sealed envelope to the office of the LaGrange County Auditor, County Office Building, 114 W. Michigan St., LaGrange, IN 46761 by 9:00 a.m. local time on Monday, October 16, 2023. Detailed specifications, requirements for submitting proposals, and (new) required forms are on file at the LaGrange County Highway, c/o Jamie Witham, 300 E. Factory St. LaGrange, IN 46761, (260) 499-6359, [jwitham@lagrangepublicworks.org](mailto:jwitham@lagrangepublicworks.org).

[Instructions to Publisher: Attached is the advertisement for the Request for Proposals (RFP) Notice for the 2024 LaGrange County Fuel Requisition. Please have it published two times, but at least one week apart, with the final publication date guaranteed by October 13, 2023 , in both LaGrange newspapers.]

Kathryn Hopper

LaGrange County Auditor