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**WASHTENAW COUNTY  
BOARD OF COUNTY ROAD COMMISSIONERS**  
555 NORTH ZEEB ROAD  
ANN ARBOR, MICHIGAN 48103  
WWW.WCROADS.ORG

ROY D. TOWNSEND, P.E.  
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SHERYL SODERHOLM SIDDALL, P.E.  
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DIRECTOR OF OPERATIONS  
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## **INVITATION TO BID**

Sealed bids will be received at the Administration Building of the Washtenaw County Road Commission at their office, 555 North Zeeb Road, Ann Arbor, Michigan until **9:30 A.M., Wednesday, February 21, 2018** at which time they will be publicly opened and read for furnishing the following:

- AUTOMOTIVE AND HEAVY DUTY TRUCK BATTERIES
- HARDWARE - BOLTS/WASHERS/NUTS
- GASOLINE AND DIESEL FUEL
- LUBRICATING OILS

Proposals, bid forms and other information are available at the office of the Road Commission at the above address or the website at [www.wcroads.org](http://www.wcroads.org).

**BIDS MUST BE COMPLETED ON THE PROVIDED FORM AND SHALL BE SIGNED BY AN AUTHORIZED AGENT OF THE BIDDER AND SHALL BE SUBMITTED IN A SEALED ENVELOPE THAT IS PLAINLY MARKED ON THE OUTSIDE AS TO THE CONTENTS. BIDS FAILING TO MEET THIS REQUIREMENT WILL NOT BE CONSIDERED.**

The Board reserves the right to reject any or all bids or any part of same; to waive irregularities and/or informalities and to make the award in part or entirety as may appear to be in the best interest of the County of Washtenaw.

BOARD OF COUNTY ROAD COMMISSIONERS  
OF THE COUNTY OF WASHTENAW

*Douglas E Fuller*

Douglas E. Fuller  
Chair

jrm  
CC: file

**WASHTENAW COUNTY ROAD COMMISSION**  
**GASOLINE and DIESEL FUEL BID**

Sealed bids will be received at the Administration Building of the Washtenaw County Road Commission, 555 North Zeeb Road, Ann Arbor, Michigan until **9:30 A.M., Wednesday, February 21, 2018** at which time they will be publicly opened and read for furnishing the following:

■ Various Grades of Gasoline & Diesel Fuel

The Washtenaw County Road Commission, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of gender, disability, race, color, or national origin in consideration for an award.

**BIDS MUST BE COMPLETED ON THE PROVIDED FORM AND SHALL BE SIGNED BY AN AUTHORIZED AGENT OF THE BIDDER AND SHALL BE SUBMITTED IN A SEALED ENVELOPE THAT IS PLAINLY MARKED ON THE OUTSIDE AS TO THE CONTENTS. BIDS FAILING TO MEET THIS REQUIREMENT WILL NOT BE CONSIDERED.**

The Board reserves the right to reject any or all bids or any part of same; to waive irregularities and/or informalities and to make the award in part or entirety as may appear to be in the best interest of the County of Washtenaw.

Bids will be evaluated based on product offered compared to product descriptions and specifications requested, overall suitability of the item offered, delivery, price, quality of bidder's performance in the past awards and any other terms and conditions indicated in this bid request.

The quantities used last year, as listed on the bid form, are for reference and information only. Actual quantities may be more or less than the quantities stated.

#### GASOLINE

- a. Unleaded gasoline Ethanol E10 to be billed and paid for on metered gallons, and not temperature corrected. All proposals for E10 unleaded gasoline which meet or exceed the specifications will be considered.
- b. Unleaded gasoline - must meet requirements: EPA A.S.T.M. specifications in relation to Ethanol E10 unleaded; with minimum  $\frac{R+M}{2}$  index of 87.0 Octane.
- c. Gasoline to be shipped by transport or tank wagon F.O.B. to Washtenaw County Road Commission locations. All fuel deliveries must have bill of lading or meter printouts showing actual number of gallons dropped at point of delivery. Tank level readings will be manually done by the driver before and after delivery and noted on the delivery receipt. A copy of the rack delivery sheet from the terminal shall accompany the delivery receipt.

#### DIESEL FUEL, ULTRA LOW SULFUR CLEAR

- a. Diesel fuel to be billed and paid for on metered gallons and not temperature corrected. All proposals for diesel fuel must meet or exceed the following specifications:
  1. Ultra Low Sulfur over the road #2 Clear.
  2. Must not contain any bio-diesel.
  3. Must meet EPA ASTM Cetane rating of 40 minimum.
- b. Fuel to be shipped by transport or tank wagon F.O.B. to Washtenaw County Road Commission locations. All fuel deliveries must have bill of lading or meter printouts showing actual number of gallons dropped at point of delivery. Tank level readings will be manually done by the driver before and after delivery and noted on delivery receipt. A copy of the rack delivery sheet from the terminal shall accompany the delivery receipt.

#### WINTER ADDITIVE FOR DIESEL FUEL

A winter diesel fuel additive may be requested to be added to the fuel delivery during the winter months on a load by load basis for operation in cold weather. This additional amount will be added to each gallon of diesel fuel delivered during cold weather months as requested by WCRC. Time period may vary, but typically November through March.

Suppliers are required to bid a set price per gallon for winter additives in their bid and list the name of the product being supplied. The product shall contain additives for cetane enhancer, lubricity, anti-gel, de-icer, stabilizers and cleaners.

LOCATIONS, TANK SIZE (GALLONS) AND ABOVE (AST) OR UNDER (UST) GROUND

<u>Location</u>	<u>Gasoline</u>	<u>Diesel</u>	<u>AST/UST</u>
District 1 - Ann Arbor 555 N. Zeeb Rd.	12,000	12,000	UST
District 2 - Ypsilanti 5250 W. Michigan Ave.	12,000	12,000	UST
District 3 - Chelsea 630 W. Middle St.	N/A	6,000	AST
District 4 - Manchester 219 N. Ann Arbor St.	4,200	10,000	UST
District 6 - Whitmore Lake 1222 E. North Territorial	2,000	10,000	AST

METHOD FOR BASE PRICING:

The Detroit Market Area OPIS 10:00 a.m. Daily Rack Contract Average will be used as the point of reference in evaluating bid prices. Bids are to be based on a factor above or below the average. Please indicate the factor per gallon which you are quoting. The factor will remain constant during the term of the contract.

Pricing will be based on the day of the order with delivery within 24 hours. Summer delivery hours are M-Th 6:00am-4:00pm. Winter delivery hours are M-F 7:00am-3:00pm.

Bidders may offer to extend the same pricing for up to four (4) additional one (1) year periods, by mutual agreement of both parties after each year. All other terms and conditions must remain the same for any additional periods.

Vendor must be able to deliver gas and diesel in the same transport load and also must be able to split a transport load between locations when necessary. Orders may not always be for a full transport load. The award for gasoline and diesel may be split.

The vendor will provide the required services and will not subcontract or assign the services without the Road Commission's written approval.

Either party may terminate this contract by giving thirty (30) days written notice to the other party.

Upon bid award, successful bidder shall supply all Material Safety Data Sheets (MSDS)



## GASOLINE AND DIESEL FUEL BID FORM

	FACTOR	ESTIMATED GALLONS	TANK SIZE/GAL
<b><u>Y1 ANN ARBOR - UNDERGROUND</u></b>			
E10 UNLEADED GASOLINE	_____	50,000	12,000
#2 ULSD CLEAR DIESEL FUEL	_____	90,000	12,000
<b><u>Y2 YPSILANTI - UNDERGROUND</u></b>			
E10 UNLEADED GASOLINE	_____	10,000	12,000
#2 ULSD CLEAR DIESEL FUEL	_____	60,000	12,000
<b><u>Y3 CHELSEA - ABOVE GROUND</u></b>			
#2 ULSD CLEAR DIESEL FUEL	_____	30,000	6,000
<b><u>Y4 MANCHESTER - UNDERGROUND</u></b>			
E10 UNLEADED GASOLINE	_____	5,000	4,200
#2 ULSD CLEAR DIESEL FUEL	_____	30,000	10,000
<b><u>Y6 WHITMORE LAKE - ABOVE GROUND</u></b>			
E10 UNLEADED GASOLINE	_____	5,000	2,000
#2 ULSD CLEAR DIESEL FUEL	_____	30,000	10,000

WINTER DIESEL FUEL ADDITIVE	_____	COST PER GALLON
MANUFACTURER OF ADDITIVE	_____	
PRODUCT NAME OF ADDITIVE	_____	

DELIVERY MUST BE MADE WITHIN 24 HOURS OF ORDER

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

ADDRESS: \_\_\_\_\_

SIGNED: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TERMS: NET 30 PRICES TO BE F.O.B. WCRC LOCATIONS LISTED ABOVE  
**FACTOR MUST BE FIRM FROM APRIL 1, 2018 THROUGH MARCH 31, 2019**