

**BID SPECIFICATION SHEET FOR FB17-066**

CAMPUS FUEL

**Scope:**

Missouri Western State University is requesting bids for no lead/ethanol blend gasoline, premium grade clear diesel and red diesel for the project as described below:

**Timeline of Project:**

* A term contract for fuel for the period of January 1, 2017 through June 30, 2018 with the option to renew for an addition 4 (four) one year periods aligning with our fiscal year of July 1 to June 30 under the same terms and conditions.
* Bid opening November 30, 2016 2:00pm Purchasing Department, Popplewell 221

**Bid Specification:**

* The successful bidder will include the option to provide a 1,000 gallon tank suitable for disbursing diesel fuel at no expense to Missouri Western State University.
* The following is an estimate of annual usage. This is an estimate only. The University does not guarantee usage and reserves the right to increase or decrease quantities.
* No Lead/Ethanol Blend 20,000 gallons.
* Premium Diesel Fuel 12,000 gallons.
* Red Diesel 2000 gallons.
* Red diesel will only be purchased to fill our campus generators until such a time the 1000 gallon fuel tank is installed. We will convert the current 500 gallon diesel tank to red diesel for our Grounds equipment. The new tank will be used for clear diesel.
* In case of emergencies Missouri Western State University reserves the right to purchase from another supplier if the successful bidder cannot respond in a timely manner.
* Any questions need to be sent via email to purchase@missouriwestern.edu.

**Delivery:**

Deliveries will be made to Missouri Western State University Physical Plant fueling station and other locations on campus within two (2) working days of notification by Missouri Western State University personnel.

**Prices**

Materials and services furnished to Missouri Western State University are not subject to either Federal Excise Taxes or Missouri Sales Tax with the exception of the Road Tax. A tax exempt letter will be available upon request.

Evaluation of prices for the award of the bid will involve the unit price, bidders margin, all applicable taxes and will be delineated separately per gallon. The margin is to include all cost for delivery of the fuel and profit desired. This margin is to remain firm for the contract period.

**Invoices**

A purchase order will be issued to the successful bidder for the remaining six months of the 2016/17 fiscal year, January 2017 through June 2017, and each fiscal year (July – June) the contract is extended.

Orders will be placed on an “as needed basis” by authorized Missouri Western State University personnel. An itemized invoice will be submitted to the Missouri Western State University Physical Plant.

Invoices shall include the following information:

Specific description of the type of fuel, number of gallons, the cost for the day the order was placed, % margin (vendor markup) for fuel type ordered, applicable taxes, itemized final cost per gallon and the extended total price.

**Other**

The successful bidders shall be responsible for all equipment and activities necessary to transport the fuel and fill the fuel tanks. This includes all fittings and hoses necessary to completely transport the fuel from the transport vehicle to the fuel pump connection.

The supplier shall be responsible for the cleanup of any spills that occur during the delivery of fuel. The supplier shall also be responsible for the cost Missouri Western State University incurs as a result of any spills that occurs during delivery.

**Insurance**

Certificate of Liability Insurance is required with Missouri Western State University listed as the additional insured in the amount of $5,000,000.



**BID SPECIFICATION SHEET FOR FB17-063**

DATA CENTER EMERGENCY BACK-UP POWER SYSTEM

Prices listed are our prices as of November 28, 2016. The margin shall remain firm throughout the contract term (January 1, 2017 to June 30, 2018) with no adjustment, caveats, surcharges or fees. Bid prices to be based on bidders cost. All bid prices subject to any general increase or decrease.

1. No Lead, 10% Ethanol Blend

Cost $\_\_\_\_\_\_\_\_\_\_ per gallon

Margin $\_\_\_\_\_\_\_\_\_\_ per gallon

Taxes $\_\_\_\_\_\_\_\_\_\_ per gallon

Total $\_\_\_\_\_\_\_\_\_\_ per gallon

1. Premium Diesel Fuel, Ultra Clear, Low Sulfur

Cost $\_\_\_\_\_\_\_\_\_\_ per gallon

Margin $\_\_\_\_\_\_\_\_\_\_ per gallon

Taxes $\_\_\_\_\_\_\_\_\_\_ per gallon

Total $\_\_\_\_\_\_\_\_\_\_ per gallon

1. Red Diesel Fuel

Cost $\_\_\_\_\_\_\_\_\_\_ per gallon

Margin $\_\_\_\_\_\_\_\_\_\_ per gallon

Taxes $\_\_\_\_\_\_\_\_\_\_ per gallon

Total $\_\_\_\_\_\_\_\_\_\_ per gallon

Prices are based on the bidder price plus \_\_\_\_\_\_\_\_\_% or \_\_\_\_\_\_\_\_\_ cents per gallon. (choose one option) Margin shown above shall match amount shown here as margin.

The Undersigned hereby certifies that the above listed prices are their correct prices on November 28, 2016.

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supplier Source\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return this pricing sheet with your bid. Include any addendum(s) with your initials.

Pricing must be FOB Missouri Western State University.

All questions should be directed to Purchasing Manager, Kelly Sloan, (816) 271-4465, purchase@missouriwestern.edu

Missouri Western reserves the right to accept or reject any or all items of this bid.