



Purchasing Department
100 E Normal – McClain 106
Kirksville, MO 63501
660.785.4159 660.785.7337 (fax)

REQUEST FOR BID

This Is Not An Order

Bid Request Number

2015-006

Date Published

June 4, 2014

BID MUST BE RECEIVED NO LATER THAN

Date and Time

Wednesday, June 18, 2014

2:00 PM Central Daylight Time

Please indicate: Minority Business

Yes _____

No _____

Contact Person: Lori Davenport, Buyer

660.785.4159

purchasingbuyer@truman.edu

Bid Description: Unleaded Gasoline and Diesel Fuel

STATEMENT: In compliance with the Laws of the State of Missouri, Chapter 34 (M.R.S. 1969), we hereby ask for bids FOB: Kirksville, Missouri, on the following items. Questions to be directed as outlined in specifications. All responses must be submitted on this official Request for Bids form and be signed.

Name of Company	Authorized Representative (Printed Name) / Title
Street Address	Authorized Signature
City, State, Zip Code	Email Address
Telephone Number	Fax Number

BID RETURN INSTRUCTIONS: Completed bid can be faxed to 660.785.7337, e-mailed to purchasingbuyer@truman.edu or walked in to Truman's Business Office. Walked in bids must be sealed and the Bid No. must be printed on the envelope.

**** IMPORTANT ****

By virtue of statutory authority, a preference will be given to materials, products, supplies, provision, and all other articles produced, manufactured, made or grown within the state of Missouri. See additional Missouri Preference Information attached.

**** NON-DISCRIMINATION ****

All contractors and sub-contractors doing business with the University must agree not to discriminate on the basis of race, color, religion, national origin, sex, disability or veteran status. If discrimination by a contractor or subcontractor is found to exist, the University must take appropriate action which may include, but not be limited to, cancellation of the contract, removal from all bidders' lists until corrective action is made an ensured, and referral to the Attorney General's Office.

**** IMPORTANT NOTICE ****

In order for any vendor to receive the additional Missouri preference as outlined in Executive Order 03-27, the economic impact documentation must be submitted with your quotation for consideration by Truman; otherwise, no additional Missouri preference will be given. See Attachment No. 1 for submission requirement. This applies even to Missouri vendors.

MISSOURI PREFERENCE INFORMATION ATTACHED

Please check if the Missouri Preference applies and if you have included the required information with your response.

____ YES – Additional Missouri Preference is requested and all required documentation has been submitted for this consideration. See Attachment No. 1, Missouri Preference Information, Item A-E, for required documentation. This applies even to Missouri vendors.

____ NO – I am not requesting Missouri Preference and thus have not submitted any additional documentation.

SPECIFICATIONS AND PRICING INFORMATION

Truman State University requests bids for unleaded gasoline and Number 2 Ultra Low Sulfur Diesel fuel (#2 Red Diesel) for use on their Grounds, Physical Plant, and Farm "off road" vehicles.

The successful bidder(s) will be issued a purchase order for fuel for the period July 1, 2014 through June 30, 2015. Truman State University reserves the right to renew for an additional two 1-year periods under the same terms and conditions.

Truman State University purchases fuel in less than full tanker volumes.

The following is an estimate of annual usage. This is an estimate only. Truman State University does not guarantee usage and reserves the right to increase or decrease quantities.

ESTIMATES.

Grounds

Unleaded Gasoline – 2,000 gallons
Diesel, ultra low sulphur #2 Red – 1,500 gallons

Maintenance

Unleaded Gasoline – 2,000 gallons

University Farm

Unleaded Gasoline – 500 gallons
Diesel, ultra low sulphur #2 Red – 700 gallons

Award will be made on an “all or none” or “item by item” basis whichever is in the best interest of the University.

In case of emergencies, Truman State University reserves the right to purchase from another supplier if the successful bidder cannot respond in a timely manner.

Delivery

Deliveries will be made to Truman State University within (2) working days of notification by Truman State personnel.

Prices

Bidders shall provide prices based on the Oil Price Information Services (OPIS) daily publication. The base price shall be on the OPIS average for Columbia Missouri terminal.

The margin shall remain firm throughout the contract with no adjustments, caveats, surcharges or fees.

Unleaded Gasoline

OPIS Price \$_____ per gallon

- *This price will fluctuate according to OPS*

Taxes \$_____ per gallon

- *This price will be determined by the state of Missouri*

Margin Total \$_____ per gallon

- *The margin price will be the primary point of evaluation.*

Total \$_____ per gallon

Diesel, Ultra Low Sulphur (#2 Red Fuel)

OPIS Price \$_____ per gallon

Taxes \$_____ per gallon

Margin Total \$_____ per gallon

Total \$_____ per gallon

Evaluation of prices for the award of the bid will involve the unit price, all applicable taxes and the bidders' margin. It is the responsibility of the bidder to itemize all taxes. 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.

The University does not pay state or federal taxes unless otherwise required under law or regulation. The University's Missouri sales tax exemption number is 10001824.

Invoicing and Payment

Term contract blanket Purchase Orders will be issued to the successful bidder by Truman State University's Purchasing Department.

Orders will be placed on an "as needed basis" by authorized Truman State University personnel. Itemized invoices will be submitted Truman State University's Accounts Payable department on each purchase order. The Purchase Order Number must be listed on each invoice.

Invoices shall include the following information:

- Specific description of the type of fuel
 - Number of gallons
 - OPIS daily average for the day order was placed
 - Margin Total (vendor markup) for fuel type ordered
1. Applicable taxes, itemized
 2. Final cost per gallon
 3. Extended total price

Other

The successful bidder shall be responsible for all equipment and activities necessary to transport the fuel and fill the fuel tanks supplies by Truman State University. This shall include all fittings and hoses necessary to completely transport the fuel from the transport vehicle to the fuel tank connections.

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 Truman State University incurs as a result of any spills that occurs during delivery.

End of Specifications and Pricing Section

MISSOURI PREFERENCE INFORMATION

As a public institution, Truman must follow State of Missouri rules and regulations regarding the procurement of services. Executive Order 03-27 states Missouri state government agencies shall purchase a Missouri product unless it is determined that the value (including, but not limited to price, performance and quality) of the Missouri product does not meet the needs of the user. In assessing value, Truman may consider the economic impact to the State of Missouri for Missouri products versus the economic impact of products generated from out of state. This economic impact may include the revenues returned to the state through tax revenue obligations.

Vendors must provide the following information:

- a. A description of the proposed services that will be performed and /or the proposed products that will be provided by Missourians and/or Missouri products.
- b. A description of the economic impact returned to the State of Missouri through tax revenue obligations.
- c. A description of the Vendor's economic presence within the State of Missouri (e.g., type of facilities: sales offices; sales outlets; divisions; manufacturing; warehouse; other including Missouri employee statistics).
- d. If any products and/or services offered under this RFB are being manufactured or performed at sites outside the continental United States, the Vendor must disclose such fact and provide details with their proposal.
- e. MBE/WBE Certification. In accordance with Executive Order 98-21, firms are encouraged and may be required per the RFB to utilize certified minority and women-owned business in selecting other appropriate resources. Executive Order 98-21 directs state agencies to increase the participation of certified minority business enterprises (MBE) and women business enterprises (WBE) in state procurements. MBE/WBE certification by the State of Missouri, Office of Administration, Office of Equal Opportunity is required to be considered an eligible MBE/WBE in meeting participation goals. If you qualify as a MBE or a WBE as defined in 37.020 RSMo, please mark the appropriate blank below. To obtain an application for certification, go to the OEO Internet website and download an application at <http://www.oa.mo.gov/oao/Application-profit.pdf> or contact the MBE/WBE Certification Program at 877.259.2963 or email heyern@mail.oa.state.mo.us.

_____ MBE _____ WBE _____ Both

In the evaluation of responses, preferences shall be applied in accordance with Chapter 34 RSMo. Vendors should apply the same preferences in selecting other appropriate resources. By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown within the State of Missouri. Such preferences shall be given when quality is equal or better and delivered price is the same or less. Truman reserves the right to consider the value of money and any other economic impact factor as deemed appropriate and in the best interests of the University.