
**SOUTHERN MARYLAND COOPERATIVE PURCHASING COMMITTEE
INVITATION TO BID (ITB)**

BID TITLE: Vehicle & Heating Fuels

BID NUMBER: ITB #SMCPC-0317

DEADLINE FOR QUESTIONS: MARCH 10, 2017, 4:00 PM, EST

CONTRACT PERIOD: MAY 1, 2017 – APRIL 30, 2018, WITH OPTION TO RENEW FOR TWO (2) ADDITIONAL ONE (1) YEAR PERIODS

INSURANCE CERTIFICATE REQUIRED: YES

BID OPENING DATE: MARCH 23, 2017

TIME OF BID OPENING: 2:00 PM EASTERN STANDARD TIME (EST)

PLACE OF BID OPENING: BROOKS ADMINISTRATIVE & INSTRUCTIONAL CENTER
BOARD ROOM
1305 DARES BEACH ROAD
PRINCE FREDERICK, MD 20678

BID MAILING ADDRESS: CALVERT COUNTY PUBLIC SCHOOLS
ATTN: KEVIN MICHAEL
DIRECTOR OF PROCUREMENT AND
RESOURCE MANAGEMENT
1305 DARES BEACH ROAD
PRINCE FREDERICK, MD 20678

E-MAIL ADDRESS: michaelk@calvertnet.k12.md.us

PROCUREMENT DIRECTOR: KEVIN MICHAEL

WEBSITES: <http://emaryland.buyspeed.com>
www.calvertnet.k12.md.us

NOTE: Please submit seven (7) complete sets of your bid response – one (1) original and six (6) copies. Please mark original in bold letters “ORIGINAL”.

INCLEMENT WEATHER

If Calvert County Public Schools administrative offices are closed due to inclement weather on the day a bid/proposal is “DUE”, that bid will be due at the same time the next business day the Calvert County Public Schools administrative offices are open.

BID PACKAGE

The Bid Package is free and Bidders are encouraged to download the package from www.emarylandmarketplace.com under the applicable bid number. The package can also be provided via email upon written request to the above email address.

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I. INTRODUCTION

This is a cooperative Invitation to Bid (ITB) issued by Calvert County Public Schools (CCPS) on behalf of Calvert, Charles and St. Mary's County Governments and Boards of Education, referenced hereafter as the Southern Maryland Cooperative Purchasing Committee (SMCPC). The purpose of this ITB is to solicit bids from experienced and qualified Bidders to supply and deliver the fuels listed below:

87 Octane Reformulated Gasoline with 10% Ethanol
Clear Ultra Low Sulfur Diesel
Premium Clear Ultra Low Sulfur Diesel
Dyed Ultra Low Sulfur Diesel
#2 Distillate Heating Oil

The awarded Contractor shall supply and deliver as required by the bid documents, all fuels to the various delivery sites identified in Attachment A.

Each local County Government and Board of Education will execute their own Purchase Order (P.O.) with the Contractor in accordance with each locality's purchasing policies and procedures.

Minority Business Enterprises vendors are encouraged to bid on the requirements of this bid.

The SMCPC reserves the right to accept or reject any bid or any item listed therein. The SMCPC further reserves the right to waive any informality in bids received.

The resulting Contract shall be from May 1, 2017 through April 30, 2018 with option to renew for two (2) additional one (1) year periods. The resulting Contract will not exceed this time frame. Services shall be supplied to SMCPC per the bid documents. Bids shall be sealed, marked on the outside of the package "ITB #SMCPC-0317 bearing the name and address of the Bidder. Bids shall be addressed to and received at the following location on or before the bid opening date and time which is March 23, 2017, 2:00 PM, EST. Immediately after 2:00 PM EST on that date, the bids will be publicly opened and read aloud.

Calvert County Public Schools
Attention: Kevin Michael
Director of Procurement and Resource Management
1305 Dares Beach Road
Prince Frederick, MD 20678

Bidders shall assume *full responsibility* for timely delivery of the bid response to the location designated for receipt of bids. Bids received after the time and date (March 23, 2017, 2:00 PM EST) of receipt will be returned unopened. Please submit seven (7) complete sets of your bid response – one (1) original and six (6) copies. Please mark original in bold letters "ORIGINAL".

II. INFORMATION FOR BIDDERS

It is the intent of the SMCPC that should this bid be accepted and awarded; the Contract will consist of the bid solicitation documents, any amendments, the bidder's response to the bid solicitation and the SMCPC written acceptance/notice of award. The Escalator Price quoted in the Bidder's bid response shall be firm fixed for the total contract period which shall not exceed the stated time frame. All Contract renewals will be issued by Kevin Michael, Director of Procurement and Resource Management, or designee, on behalf of the SMCPC to the Contractor and shall be effective for all participating jurisdictions. Automatic Contract renewals are prohibited. It is anticipated that the Contract resulting from this bid will be effective May 1, 2017 – April 30, 2020.

INQUIRIES/COMMUNICATIONS

Prospective Bidders may request that SMCPC clarify information contained in this bid. All such requests must be made in writing to Kevin Michael, Director of Procurement and Resource Management. SMCPC will not respond to any requests for clarification received after 4:00 P.M., EST, March 10, 2017. Questions may be emailed to Kevin Michael, Director of Procurement and Resource Management at michaelk@calvertnet.k12.md.us. An amendment will be issued, if necessary, to answer all questions and clarifications subsequent to the deadline for questions. The amendment will be posted on

<https://emaryland.buyspeed.com> under the applicable bid number as well as online at www.calvertnet.k12.md.us under the Procurement & Resource Management Department section.

III. GENERAL TERMS AND CONDITIONS

DISPUTES

The resulting Contract award from this ITB shall be subject to the provisions of Title 15, Subtitle 2, of the State Finance and Procurement Article of the Annotated Code of Maryland and COMAR 21.10 (Administrative and Civil Remedies). Pending resolution of a claim, the Contractor shall proceed diligently with the performance of the Contract in accordance with the decision of the SMCPD.

MARYLAND LAW PREVAILS

This Agreement shall be governed by the internal laws of Maryland, without giving effect to its choice of law provisions, and any action brought by or between the parties shall vest jurisdiction and venue exclusively in the Courts located in southern Maryland.

TERMINATION FOR CONVENIENCE

The SMCPD shall have the right to terminate the Contract at its own convenience for any reason by giving thirty (30) days prior-written notice of termination to the Contractor. In such event, the Contractor shall be paid an amount equal to the lesser of: (1) the actual cost of any Work, labor or materials actually performed or in place or (2) the pro rata percentage of completion based upon any schedule of payments set forth in the Contract Documents. Each subcontract shall contain a similar termination provision for the benefit of the Contractor and the SMCPD. The Contractor shall not be entitled to receive anticipated profits on unperformed portions of the work. The SMCPD shall have the right to employ an independent accounting firm to verify any amounts claimed by the Contractor to be due under this Paragraph.

TERMINATION FOR DEFAULT

The SMCPD may, by written notice to the Contractor, terminate the whole or any part of the Contract in any one of the following circumstances:

- a. If the Contractor fails to deliver the Goods or perform the Services within the Time(s) for Performance specified in the Contract, and does not cure such failure within a period of ten (10) days after receipt of notice from the Procurement Manager or their designee;
- b. If the Contractor fails to perform any of the other provisions of the Contract, fails to make progress so as to endanger performance of the Contract in accordance with its terms, and does not cure such failure within a period of ten (10) days after receipt of notice from the Procurement Manager or their designee; or
- c. Without further notice, if the Contractor defaults in the performance of its duties pursuant to paragraphs (a) and/or (b) above more than twice within any consecutive twelve (12) month period, whether or not the Contractor subsequently cures such earlier defaults.

In the event the SMCPD terminates this Contract in whole or in part as indicated above, the SMCPD may purchase from other vendors Goods or Services similar to those terminated. The defaulting Contractor shall be liable to the SMCPD for any excess costs for such similar Goods or Services.

FORCE MAJEURE

Except for defaults of subcontractors at any tier, the Contractor shall not be liable for any excess costs of failure to perform if the failure to perform this Contract arises from causes beyond the control and without the fault or negligence of the Contractor. Excusable causes include, but are not limited to, acts of God or of the public enemy and acts of the federal or state government in either their sovereign or contractual capacities. If the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is beyond the control of both the Contractor and the subcontractor, and without the fault or

negligence of either, the Contractor shall not be liable for any excess costs for failure to perform, unless the subcontracted Goods or Services were obtainable from other sources in sufficient time for the Contractor to meet the required Time(s) for Performance.

ASSIGNMENT

The Contract shall not be assigned, sublet or transferred, in whole or in part, by operation of law or otherwise, by either of the parties hereto except with the prior written consent of the other. Unless specifically stated, no written consent to an assignment shall operate to release or discharge the assignor from any duty or responsibility under the Contract.

BID PROTEST PROCEDURES

A bid protest shall be filed with the Purchasing Department by submitting a protest in writing to Kevin Michael, Director of Procurement and Resource Management, 1305 Dares Beach Road, Prince Frederick, MD 20678, or in person at 1305 Dares Beach Road, Prince Frederick, MD 20678. The Protest must be received by 4:00 PM EST on the seventh (7th) business day after the award. Protests shall include the bid number, the basis of the protest, the relief sought and whether the protester wishes to have a conference with respect to the protest.

COMPLIANCE WITH LAWS

The Bidder/Contractor hereby represents and warrants that:

- It is qualified to do business in the State of Maryland and that it will take such action as, from time to time hereafter, may be necessary to remain so qualified;
- It is not in arrears with respect to the payment of any monies due and owing the State of Maryland, or any department or unit thereof, including but not limited to the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of this contract;
- It shall comply with all federal, state and local laws, regulations and ordinances applicable to its activities and obligations under this Contract; and
- It shall obtain, at its expense, all licenses, permits, insurance and governmental approvals, if any, necessary to the performance of its obligations under this Contract.

eMARYLAND MARKETPLACE (eMM)

Maryland State Law requires the SMCPD to publish notices of procurements and procurement awards on eMaryland Marketplace (eMM). The requirement extends only to contracts procured through competitive sealed bidding, competitive sealed proposals and noncompetitive negotiations, and to procurements whose value equals or exceeds that for State contracts that must be published on eMM. Vendors/Contractors are encouraged to register as a Vendor with eMM at <https://emaryland.buyspeed.com>. Vendors/Contractors must be registered with eMM to receive Contract award. If you require assistance, contact the help desk at emaryland@dgs.state.md.us or call 410-767-1492.

MARYLAND SEX OFFENDER LAW

Pursuant to the State of Maryland's Criminal Procedure Article, Section 11-722, House Bill 642, and Senate Bill 508; Maryland Annotated Code, Article-Education, section 6-113:

“A person who enters into a contract with a county board of education or a nonpublic school may not knowingly employ an individual to work at a school if the individual is a registrant. A person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 5 years or a fine not exceeding \$5,000 or both.” Persons awarded contracts with the Boards of Education of St. Mary's County, Calvert County or Charles County are required to certify that no employee, Contractor, Contractor employee, material supplier, or their assigns, that is a registered sex offender will be allowed to enter onto school property at any time in the performance of the work, and failure to so certify will be grounds for not awarding a contract. It will be the responsibility of Contractors and assigns to obtain similar certification from all Contractors, materials suppliers, and other entities and assigns, performing work or services on school system property and to monitor adherence to this requirement. In the event that the Boards of Education of St. Mary's County, Calvert County or Charles County determines that a registered sex offender has entered upon school system property in the performance of work for a Contractor or assigns, such will be grounds for termination

of the contract. This provision shall be incorporated verbatim into all contracts and subcontracts for work and services performed for the Boards of Education for St. Mary's County, Calvert County or Charles County.

CRIMINAL BACKGROUND

Section 6-113 of the Education Article of the Maryland Code requires that a contractor/vendor or subcontractor for a local school system may not knowingly assign an employee to work on school property with direct, unsupervised, and uncontrolled access to children if the employee has been convicted of or pled guilty or nolo contendere to a crime involving a sexual offense, child sexual abuse, and crimes of violence.

The contractor/vendor shall require of its employees and any employee of a subcontractor or agent, who will have direct, unsupervised and uncontrolled access to children on school premises, to be fingerprinted and undergo a criminal history records check, as required by Section 5-560 of the Family Law Article, Annotated Code of Maryland. The vendor/contractor will not knowingly assign an employee, or permit any employee of a subcontractor or agent, to work with direct unsupervised and uncontrolled access to children on school premises if the employee has been convicted of or pled guilty or entered a plea of nolo contendere to child sexual abuse, a crime of violence, or a sexual offense in the third or fourth degree under the criminal laws of the State of Maryland. Violation of this provision may result in Termination for Cause.

PREPARATION AND EXECUTION OF BIDS

Bids should be made in the formats set forth in this bid document and on the Bid Submission Signature Form (Attachment I), Business Relationship Affidavit (Attachment II), Specs., Pricing and Delivery Information Sheet (Attachment III), Subcontractors (Attachment IV) References (Attachment V) with all required supplementary documentation. All forms should be completed in ink or typed. Fax bids will not be accepted. Any erasures or alterations must be initialed in ink by the bidder. Spaces left blank shall be deemed by SMCP, in its sole discretion, to be not applicable or "no bid". Bidders/Contractors must submit an original and six (6) complete copies of their bid signed by a person with authority to bind the Firm. Bids shall not be withdrawn or altered for a period of sixty (60) days after the bid opening.

BASIS OF PRICING

Attachment III, Specs., Pricing and Delivery Information Sheet outlines the specifications of services required. Please fill in the related prices. The successful Bidders/Contractors will be required to provide Vehicle & Heating Fuel as specified in the bid. Please indicate on Attachment III the escalator/differential price for all the items that you bid. All invoices must contain descriptive information as submitted in this bid.

Do not include Federal Excise or State Sales and Use Taxes, or any other taxes from which the County Government and Public School Systems are exempt. After award each participating member of the SMCP shall provide the successful Contractor with their exempt/non-exempt status for any given tax, and shall upon request provide exemption certificates accordingly.

MINORITY BUSINESS ENTERPRISES

Minority Business Enterprises (MBE) are encouraged to respond to this solicitation notice. Vendors who provide materials, supplies, equipment, and/or services under this Contract are encouraged to subcontract with Minority Business Enterprises.

CANCELLATION OR REJECTION OF BIDS, AND WAIVER OF NONCONFORMITIES

The SMCP reserves the right, in the exercise of its sole discretion, to cancel this bid or reject all bids. The SMCP will notify all interested Bidders, in writing, in the event of such cancellation or rejection. The SMCP also reserves the right to waive any minor informalities or nonconformity of any bid response to this ITB.

NON-APPROPRIATION OF FUNDS

Any resulting Contract from this bid is conditioned upon an annual appropriation made by State and County Government's approval of funds sufficient to pay the Contractor under the Contract. If such an appropriation is not made in any fiscal year, and the SMCP or any of its members lacks funds from other sources to pay the compensation due under the Contract, the SMCP or any of its members will be entitled at the beginning of or during such fiscal year to terminate the Contract or portions thereof as applicable. In that event, the SMCP or any of its members will not be obligated to make any payments under the Contract

beyond the amount properly appropriated for Contract payments in the immediately prior fiscal year. The SMCPD or the applicable member(s) will provide the Contractor with written notice of termination of the Contract due to non-appropriation of funds at least fifteen (15) calendar days before the effective date of the termination. However, the SMCPD or its member(s) failure to provide such notice will not extend the Contract into a fiscal year in which funds for Contract payments have not been appropriated.

MODIFICATIONS/WITHDRAWAL OF BIDS

A Bidder may modify or withdraw a bid at any time prior to the bids due date and time. All modifications or withdrawals must be in writing, and must be executed by a person with authority to bind the Bidder.

DISCRETION IN DETERMINING DEVIATIONS AND COMPLIANCE

The SMCPD shall determine whether Bidders have met the mandatory requirements of this bid. The SMCPD has the authority to determine whether any deviation from the requirements of this bid is material in nature, and the SMCPD may reject non-conforming bids. In addition, the SMCPD reserves the right to accept or reject any bid or any item listed therein. The SMCPD further reserves the right to waive any informality in bids received and may negotiate with all responsive and responsible Bidders in any manner deemed necessary to serve the best interests of the SMCPD.

MATERIALS SUBMITTED IN RESPONSE TO THIS BID

Any/all materials submitted in response to this ITB shall become the property of SMCPD. **Any information considered to be proprietary or confidential shall be so marked.**

INDEMNIFICATION

To the fullest extent permitted by law the Contractor shall indemnify and hold harmless SMCPD, their agents and employees from and against all claims, damages, losses, and expenses, including but not limited to attorney's fees, arising out of or resulting from provision of supplies and equipment.

AWARD OR REJECTION OF BIDS

It is the intent of the SMCPD to award a Contract or Contracts to lowest, responsive and responsible bidder(s).

SMCPD reserves the right to reject any or all proposals and to award to other than the low Bidders if deemed in the best interest of the SMCPD.

The successful Bidder(s) shall be responsive and responsible based on past performance of similar contract. The SMCPD shall be the sole judge in determining whether or not a Bidder meets these criteria.

It is the desire and intent of the SMCPD to award one Contract for all requirements. However, the SMCPD reserves the right to award separate Contracts for the products requested, if the SMCPD deems such awards to be in its best interest. The right is reserved to reject any or all bids and to waive informalities whenever such rejection or waiver is in the best interest of the SMCPD. Complete discretion is reserved in determining completeness and/or timeliness of bids, allowance on submission of additional information and any other matters and/or procedures determined by the SMCPD to be in its best interest.

REPAIRS TO DAMAGED PROPERTY

Any damage to SMCPD facilities caused by the Contractor, its agents, employees or subcontractors shall be repaired to its original condition. All repairs shall be performed at no cost to the SMCPD, and work must be coordinated with the entity so as not to disrupt normal operations.

TOBACCO FREE AND ALCOHOL/DRUG FREE ENVIRONMENT

SMCPD maintains a tobacco and alcohol/drug free environment. The Contractor shall not permit its employees, the employees of any subcontractors, suppliers, customers or others to use tobacco products (smoke or smokeless) or alcohol on the premises or on property owned or operated by the SMCPD. Possession of illegal drugs and/or drug paraphernalia is strictly prohibited.

Since some of the services provided in this Contract are in a school zone, strict penalties may result from infractions against these types of laws.

EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS

The SMCPD does not discriminate on the basis of race, color, religion, national origin, sex, age or disability in its programs, activities or employment practices. All Bidders/Contractors shall affirm that they do not discriminate with regard to individual political affiliation, religious beliefs, race, creed, national origin, sex, age or handicap in employment practices by so stating in the response to the bid.

PREPARATION AND SUBMISSION OF BID

Bids must be received by the location specified in Section I above on or before 2:00 PM EST, March 23, 2017. Bids received after that date and time will not be considered. The Bidder must complete the attached Bid Submission Form (Attachment I), Business Relationship Affidavit (Attachment II), Spec., Pricing and Delivery Sheet (Attachment III), Subcontractors (Attachment IV), References (Attachment V), and submit all with the official bid response. Please submit seven (7) complete sets of your bid response – one (1) original and six (6) copies. Please mark original in bold letters “ORIGINAL”.

EVALUATION OF BIDS

Bids will be evaluated based on Bidder’s Qualifications including responsiveness, responsibility and prices submitted for the list of items in Attachment III. Award may be made to multiple Contractors. Bidders may bid some or all of the items identified on Spec., Pricing and Delivery Sheet (Attachment III). SMCPD reserves the right to award the requirements of this bid in total or in part as is determined to be in the best interest of the SMCPD. The quantities and requirements in Attachment III are used for budget estimates and awards and therefore cannot be guaranteed. Actual requirements may be more or less depending on the needs of the SMCPD. SMCPD cannot guarantee issuance of any purchase orders.

IV. INSURANCE REQUIREMENTS

Each participating Entity may require the Contractor(s) to issue separate certificates of insurance, as their individual policies and procedures require, with respect to the ‘additionally insured requirements’ of section 2.1.5 below and the paragraphs between 2.1.5 and 2.1.6. The awarded Contractor(s) shall comply with this requirement.

1. General Insurance Requirements
 - 1.1 The Contractor shall not commence any supply, delivery or installation of any products or materials purchased by the (SMCPD) under this Contract until the Contractor has obtained at the Contractor’s own expense all of the insurance as required hereunder and such insurance has been approved by the SMCPD; nor shall the Contractor allow any subcontractor to commence work on any subcontract until all insurance required of the subcontractor has been so obtained and approved by the Contractor. Approval of insurance required of the Contractor will be granted only after submission to the SMCPD Purchasing Departments of original *Certificates of Insurance* signed by authorized representatives of the insurers or, at the SMCPD Purchasing Department’s request, certified copies of the required insurance policies. Upon award Contractors must submit with the original certificates of certified policies, a Contractor’s Insurance Checklist form completed by the Contractor and each of the Contractor’s Insurance Agents or Contractor’s Insurers (one form for each agent or insurer if multiple agents or insurers write the Contractor’s coverage’s).
 - 1.2 Insurance as required hereunder shall be in force throughout the term of the Contract and, in accordance with 2.1.1.iii., for two years after final payment by SMCPD under this Contract. Original certificates signed by authorized representatives of the insurers or, at SMCPD’s request, certified copies of insurance policies, evidencing that the required insurance is in effect, shall be maintained with the Purchasing Departments throughout the term of the Contract and for two years after final payment by SMCPD under this Contract.
 - 1.3 The Contractor shall require all subcontractors to maintain during the term of the Contract commercial general liability insurance, business auto liability insurance, and workers compensation and employers liability insurance to the same extent required of the Contractor in 2.1.1, 2.1.2, and 2.1.3 unless any such requirement

is expressly waived or amended by SMCPC in writing. The Vendor/Contractor shall furnish subcontractors' certificates of insurance to the SMCPC immediately upon request.

- 1.4 No acceptance and/or approval of any insurance by the SMCPC shall be construed as relieving or excusing the Contractor from any liability or obligation imposed upon the Contractor by the provisions of this Contract.
- 1.5 If the Contractor does not meet the insurance requirements of this Contract, the Contractor shall forward a written request to SMCPC for a waiver in writing of the insurance requirement(s) not met or approval in writing of alternate insurance coverage, self-insurance, or group self-insurance arrangements. If SMCPC denies the request, the Contractor must comply with the insurance requirements as specified in this Contract.
- 1.6 All required insurance coverage's must be underwritten by insurers allowed to do business in the State of Maryland and acceptable to SMCPC. The insurers must also have policyholders' rating of "A-" or better, and a financial size of "Class VII" or better in the latest evaluation by A. M. Best Company, unless SMCPC grants specific approval for an exception. SMCPC hereby grants specific approval for the acquisition of workers compensation and employers liability insurance from the Injured Workers Insurance Fund of Maryland.
- 1.7 Any deductible or retention amounts elected by the Contractor or imposed by the Contractor's insurer(s) shall be the sole responsibility of the Contractor.
- 1.8 If the SMCPC is damaged by the failure or neglect of the Contractor to purchase and maintain insurance as described and required herein, without so notifying SMCPC, then the Contractor shall bear all reasonable costs properly attributable thereto.

2. Contractor's Liability Insurance (Occurrence Basis)

- 2.1 The Contractor shall purchase and maintain the following insurance coverage's on an occurrence basis at not less than the limits specified below or required by law, whichever is greater:

- 2.1.1 Commercial general liability insurance or its equivalent for bodily injury, personal injury and property damage including loss of use, with minimum limits of:

\$1,000,000 each occurrence;
\$1,000,000 personal and advertising injury;
\$2,000,000 general aggregate; and
\$2,000,000 products/completed operations aggregate.

This insurance shall include coverage for all of the following:

- Liability arising from premises and operations;
- Liability arising from the actions of independent contractors;
- Liability arising from products and completed operations with such coverage to be maintained for two years after final payment by the CCPS under this Contract; and
- Contractual liability including protection for the Contractor from bodily injury and property damage claims arising out of liability assumed under this Contract.

- 2.1.2 Business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for all the following:

- Liability arising out of the ownership, maintenance or use of any auto (if no owned autos, then hired and non-owned autos only); and
- Automobile contractual liability.

- 2.1.3 Workers compensation insurance or its equivalent with statutory benefits as required by any state or Federal law, including standard "other states" coverage; employers liability insurance or its equivalent with minimum limits of:

\$100,000 each accident for bodily injury by accident;
\$100,000 each employee for bodily injury by disease; and
\$500,000 policy limit for bodily injury by disease.

2.1.4 Umbrella excess liability or excess liability insurance or its equivalent with minimum limits of:

\$1,000,000 per occurrence;
\$1,000,000 aggregate for other than products/completed operations and auto liability; and
\$1,000,000 products/completed operations aggregate and including all of the following coverage on the applicable schedule of underlying insurance:

- Commercial general liability;
- Business auto liability; and
- Employer's liability.

2.1.5 The SMCPD and their elected and appointed officials, officers, employees and authorized volunteers shall be named as additional insured on the Contractor's commercial general liability insurance and umbrella excess or excess liability insurance policies, if any, with respect to liability arising out of the products and/or materials, their installation or delivery, or related services provided under this Contract by Contractors.

The Contractor's commercial general liability insurance and the umbrella excess liability or excess liability policies, if required herein, must include the following manuscript additional insured language:

"This policy is amended to include as insured SMCPD and their elected and appointed officials, officers, employees and authorized volunteers, but only for liability arising out of "your product" or "your work" for SMCPD by or for you."

Special Note: ISO forms CG 2009 and CG 2010 entitled "Additional Insured – Owners, Lessees or Contractors - Scheduled Person or Organization" (previously Forms A and B respectively) are NOT ACCEPTABLE. A manuscript endorsement with the above wording is required.

2.1.6 Insurance or self-insurance provided to the SMCPD and its elected and appointed officials, officers, employees and authorized volunteers as specified herein shall be primary, and any other insurance, self-insurance, coverage or indemnity available to the SMCPD and their elected and appointed officials, officers, employees and authorized volunteers shall be excess of and non-contributory with insurance of self-insurance provided to the SMCPD and their elected and appointed officials, officers, employees and authorized volunteers as specified herein.

Waiver of Subrogation

To the fullest extent permitted by law, the Contractor and its invitees, employees, officials, volunteers, agents and representatives waive any right of recovery against SMCPD for any and all claims, liability, loss, damage, costs or expense (including attorneys' fees) arising out of the supply, delivery or installation of any products or materials provided by Contractor under this Contract. Contractor specifically waives any right of recovery against SMCPD and their elected and appointed officials, officers, volunteers, agents and employees for personal injury (and any resulting loss of income) suffered while working on behalf of SMCPD as an independent Contractor. Such waiver shall apply regardless of the cause of origin of the injury, loss or damage, including the negligence of SMCPD and their elected and appointed officials, officers, volunteers, agents and employees. The Contractor shall advise its insurers of the foregoing.

Acknowledgment of Contractor's Independent Contractor Status and No Coverage for Contractor under Board's Workers Compensation Coverage

Contractor hereby acknowledges its status as an independent contractor while supplying, delivering or installing products or materials on behalf of the SMCPD and that the SMCPD's workers compensation coverage or self-insurance is not intended to and will not respond to cover any medical or indemnity loss arising out of injury to the Contractor or its employees during the

Contractor's provision of goods or services to the SMCP. To the fullest extent permitted by law, the Contractor specifically waives any right of recovery against the SMCP and their elected and appointed officials, officers, volunteers, agents and employees for personal injury (and any resulting loss of income) suffered during the Contract by the Contractor for the SMCP. Such waiver shall apply regardless of the cause of origin of the injury, loss or damage, including the negligence of the SMCP and its elected and appointed officials, officers, volunteers, agents, and employees. The Contractor shall advise its insurers of the foregoing.

Damage to Property of the Contractor and its Invitees

To the fullest extent permitted by law, the Contractor shall be solely responsible for any loss or damage to property of the Contractor or its invitees, employees, officials, volunteers, agents and representatives while such property is on, at or adjacent to the premises of the SMCP's delivery locations.

V. SPECIAL PROVISIONS/SPECIFICATIONS:

GENERAL

All parts of this document shall become a part of the Special Provisions/Specifications.

It is the intent of the Specifications to provide complete information. Any omissions, errors, conflicts or discrepancies in the Specifications shall be called to the attention of the SMCP immediately.

Bidders may inspect the storage tanks of any site (with prior owner scheduling) to determine any problems associated with filling tanks. Each participating jurisdiction shall be responsible for furnishing tank registration data to the successful Contractor(s). Fuel shall not be pumped into any unregistered tank.

EXTENSION OF AWARD/CONTRACT

The selected Contractor may extend the terms, conditions and pricing of this bid to St. Mary's College, College of Southern Maryland and other State of Maryland Government, Colleges and Public Schools not specifically listed in this bid.

FUEL QUALIFICATIONS

All fuels shall meet anti-pollution requirements as outlined in "Regulations Governing the Control of Air Pollution in Area III" of the Maryland State Health Department as well as all other standards and requirements mandated by Federal and State of Maryland statutes.

The diesel fuel must meet all current U.S. Environmental Protection Agency guidelines and rules for low sulfur.

No Contractor may, without specific authorization, substitute a fuel of either a higher or a lower grade than that specified for each point of delivery.

If, for any reason, the fuel delivered to any of the sites is found unsuitable in grade, the Contractor, upon notification, shall remove it at once and replace it with a suitable grade at no cost to the SMCP.

BIDDER QUALIFICATIONS

All Bidders submitting bids shall have a minimum of five (5) years' experience, Licensed to do business in the State of Maryland for the supply and delivery of the products in this bid. Must regularly sell and deliver the products in this bid and have suitable modern equipment and manpower to perform all the requirements in accordance with the requirements of this ITB. The successful Bidder shall be responsive and responsible based on past performance of similar contract. The SMCP shall be the sole judge in determining whether or not a Bidder meets these criteria.

Bidders shall submit with their bids evidence that demonstrates they have the material, equipment and manpower to satisfactorily service the Southern Maryland region. This documentation should include, at a minimum, the name and location of any subcontractor haulers [See Attachment IV, Proposal Form B], and a listing of at least five (5) references for existing fuel

accounts [see Attachment V], particularly any existing accounts in the Southern Maryland region. All references should include a contact name and telephone number.

BIDS

Bidders are requested to submit bids showing an escalator/differential price for delivery. Total per gallon price will be calculated based on escalator price plus the official Oil Price Information Service (OPIS) List at the Baltimore, Maryland terminal. The price for each product for any given week shall be based on the brand rack average published price from Thursday of the prior week (as provided below this paragraph), plus the differential (Thursday's falling on an official holiday during the Contract term will have the prior Wednesday OPIS pricing submitted). The awarded Contractor will be required to furnish documentation to each participating jurisdiction on a weekly basis to include the official OPIS price for each product, the differential to be added and the final delivered price. This required documentation must be delivered via e-mail to each participating jurisdiction on the following Monday of the OPIS pricing. The contact and e-mail address will be supplied to the awarded vendor at the time of Contract award.

OPIS header used for 87 octane gasoline as stated in the solicitation:

OPIS NEWSLETTER PRICES – BALTIMORE, MD
Vol xx, No. xx Issued xx-xx-xx for Prices confirmed through xx-xx-xxxx
OPIS GROSS RFG ETHANOL(10%) PRICES
OPIS GULF COAST DELIVERED SPOT (SRI)
BRD RACK AVG

OPIS headers used for Clear Ultra Low Sulfur & Premium Clear Ultra Low Sulfur Diesel Fuel as stated in the solicitation:

OPIS NEWSLETTER PRICES – BALTIMORE, MD
Vol xx, No. xx Issued xx-xx-xx for Prices confirmed through xx-xx-xxxx
OPIS GROSS ULTRA LOW SULFUR DISTILLATE PRICES
OPIS GULF COAST DELIVERED SPOT (SRI)
BRD RACK AVG

OPIS header used for Dyed Ultra Low Sulfur Diesel Fuel (off-road/generator use) as stated in the solicitation:

OPIS NEWSLETTER PRICES – BALTIMORE, MD
Vol xx, No. xx Issued xx-xx-xx for Prices confirmed through xx-xx-xxxx
OPIS GROSS ULTRA LOW SULFUR RED DYE DISTILLATE PRICES
OPIS GULF COAST DELIVERED SPOT (SRI)
BRD RACK AVG

OPIS header used for #2 Distillate Heating Fuel as stated in the solicitation:

OPIS NEWSLETTER PRICES – BALTIMORE, MD
Vol xx, No. xx Issued xx-xx-xx for Prices confirmed through xx-xx-xxxx
OPIS GROSS NO. 2 DISTILLATE PRICES
OPIS GULF COAST DELIVERED SPOT (SRI)
BRD RACK AVG – No. 2 HS

DELIVERY

The tank locations and capacities are detailed in Attachment A. All pricing shall include FOB destination delivery. Additional locations may be added, as necessary, throughout the term of this Contract.

To the extent possible, deliveries shall be made on an automatic basis. If necessary, however, orders may be placed by the using agencies on a “will call” basis against this Contract. The delivery of these orders shall be made within twenty-four (24) hours following such notification unless specifically requested otherwise. In an emergency, deliveries shall be made within four (4) hours following notification. Additional charges for emergency deliveries are not allowed.

With the exception of emergencies, deliveries shall be made during normal working hours at each site, Monday through Friday, excluding holidays. Contractor is responsible for contacting each entity for each site normal work hours. In the event the

Contractor cannot deliver fuel within the specified time parameters, the using agencies shall have the right to purchase fuel from another supplier. Any additional costs incurred by the using agencies as a result of the failure of the Contractor to deliver within the specified time period shall be reimbursed by the Contractor.

Metered delivery tickets shall be signed by the owner authorized representative and the delivery personnel at the time delivery is made.

Requirements for metered deliveries shall be as follows:

- Tank Wagon Deliveries – All deliveries must be metered with readings imprinted on delivery ticket;
- Transport Deliveries – In those instances when delivery vehicles are equipped with meters, deliveries must be metered and imprinted on ticket.

*** If delivery vehicles are not meter equipped, transport loads will be metered and sealed at the terminal. Written evidence of such metering shall be provided to the user at time of delivery.**

Any specific rules and regulations relating to the handling of fuels in the vicinity of public buildings, as issued by the Fire Marshall for the State of Maryland, shall be strictly adhered to.

DAMAGE, SPILLAGE, AND STICK READINGS

In accordance with the above, the delivery driver must stick the tanks before filling to prevent overflowing. Tank readings before and after delivery must be indicated on delivery ticket.

The Contractor shall be solely responsible for damages sustained to adjoining or adjacent property owners caused by delivery trucks, operation personnel or spillage.

All precautions necessary to ensure a clean delivery shall be taken by the driver of the delivery vehicle. The responsibility for damage, spillage or cross contamination occurring during the delivery of fuel shall rest with the Contractor.

If the Contractor fails to remedy any such damage within a reasonable length of time, the locality will provide necessary labor and materials to repair same and charge this to the Contractor. No such action will be taken without first notifying the Contractor and giving them a reasonable time to reply. Each locality will be entitled to deduct the cost of any repairs or clean up from the monies due the Contractor. It will be the responsibility of the Contractor to notify the owner and the proper regulatory agencies and take immediate containment measures in the event of a spill.

INVOICING

For each delivery made, an individual invoice shall be prepared. All invoices must be accompanied by signed proof of delivery. Delivery tickets must be metered. Invoices may be submitted individually or they may be compiled on a monthly basis. In either case, a monthly statement shall be submitted for purposes of reconciliation and invoice processing. Payment Terms shall be Net 30 Days. Billing shall be on the gross amount of product delivered, without adjustments for temperature. Discounts for early payment may be offered, but will not be considered as a basis of award.

TESTING

Each County Government and Public School System reserves the right to sample a quantity of the fuel from any delivery at any delivery location. The cost of testing a representative sample of any order or shipment for acceptance shall be borne by the County Government or Public School System unless the order or shipment is rejected for failure to meet the requirements of the specifications or purchase description. If the sample fails to meet the specifications, the cost of testing will be charged to the Contractor.

QUANTITIES/TERM

The quantities shown on Attachment A are ESTIMATES. The SMCPD reserves the right to increase or decrease quantities and to add or delete delivery sites.

The term of the Contract shall be for the period awarded irrespective of the quantities listed herein or the actual fuel required during the Contract period.

SUBCONTRACTORS

Bidders shall submit, in writing, the names of subcontractors who may be employed for any portion of the work or material the Bidders is to furnish (see Attachment IV). Bidder shall provide any information the SMCPD may require in order to know whether said subcontractor is reputable, reliable, and able to perform the work they propose to do. The SMCPD reserves the right to approve or reject any subcontractor.

VI. FUEL SPECIFICATIONS

APPLICABLE DOCUMENTS

The most current edition of the following documents shall form a part of this specification:

- American Society for Testing and Materials (ASTM); Petroleum Products and Lubricants; Annual Book of Standards;
- Motor Fuel Specifications, Office of the Comptroller, State of Maryland, Article 56, Section 157B; and
- Article 43 of the Annotated Code of the State of Maryland, Chapter 18, Regulations 1 through 7 governing the Control of Air Pollution in the State of Maryland

VEHICULAR AND OFF-ROAD/GENERATOR FUELS

The gasoline, diesel on-road and off-road/generator fuels to be furnished and delivered under this Contract shall conform to the ASTM standards delivered in geographic section 2, which includes Maryland. The specifications and proposal sheets are to be in accordance with ASTM standards and latest supplements thereto.

NO.2 HEATING FUEL OIL

All fuel oil shall meet anti-pollution requirements as outlined in "Regulations Governing the Control of Air Pollution in area III" of the Maryland State Health Department.

All fuel oil delivered shall be homogeneous products consisting of hydrocarbon oil free from grit, acid and fibrous or other foreign materials likely to clog or injure burners or valves and shall meet all local, state, federal, and other regulatory agencies' minimum requirements for Sulphur content.

All fuel oil must comply with the requirements as specified in Commercial Standard CS 12-48 developed by the trade under procedure of the National Bureau of Standards and issued by the United States Department of Commerce.

No Contractor may, without specific written authorization, substitute a fuel oil of either a higher or lower grade than that specified for each delivery point.

If, for any reason, the oil delivered to any of the sites is found to be unsuitable in grade for heating plants, the Contractor, upon written notification, shall remove it at once and replace it with a suitable grade.

ATTACHMENT A

**ST. MARY'S COUNTY GOVERNMENT
TANK LOCATIONS/CAPACITIES/USAGE**

87 OCTANE UNLEADED GASOLENE with 10% ETHANOL

FACILITY LOCATION	ABOVE/BELOW GROUND	TANK SIZE/GALS.	2016 ACTUAL FILL	FILL PLAN
Leonardtown Fuel Facility 41870 Baldrige St. Leonardtown, MD 20650	Below	2 @ 10,000 gal. ea.	217,618 gal.	Will Call
Dept. of Public Works St. Andrews Fuel Facility 44829 St. Andrews Church Rd. California, MD 20619	Below	10,000 gal	82,494 gal.	Will Call
St. Mary's Municipal (Wicomico) Golf Course 35794 Aviation Yacht Club Dr. Chaptico, MD 20621	Below	2 @ 550 gal ea.	4,764 gal.	Automatic
2016 ACTUAL USAGE			304,876	

PREMIUM CLEAR ULTRA LOW SULFUR DIESEL FUEL

FACILITY LOCATION	ABOVE/BELOW GROUND	TANK SIZE/GALS.	2016 ACTUAL FILL	FILL PLAN
Dept. of Public Works St. Andrews Fuel Facility #55 44829 St. Andrews Church Rd. California, MD 20619	Below	10,000 gal.	173,057 gal.	Will Call
		1,000 gal. (skid tank)		Will Call
St. Mary's Municipal (Wicomico) Golf Course 35794 Aviation Yacht Club Rd. Chaptico, MD 20621	Above	550 gal	1,472 gal.	Automatic
Dept. of Public Works Leonardtown Fuel Facility #56 41870 Baldrige Street Leonardtown, Md. 20650	Above (Pump fill)	10,000 gal.	57,044 gal.	Will Call
2016 ACTUAL USAGE			231,573	

No. 2 DISTILLATE HEATING OIL

FACILITY LOCATION	ABOVE/BELOW GROUND	TANK SIZE/GALS.	2016 ACTUAL FILL	FILL PLAN
Emergency Operations Center -#01 44829 Courthouse Dr. Leonardtown, MD 20650	Below	2 @ 3,000 gal. ea.	1,935 gal.	Automatic
Rec & Parks Maint. Shop - #11 44833 St. Andrews Church Rd. California, MD 20619	Below	1,000 gal.	958 gal.	Automatic
St. Mary's Courthouse - #26 41605 Courthouse Dr. Leonardtown, MD 20650	Below	10,000 gal	67,323 gal.	Will Call

FACILITY LOCATION	ABOVE/BELOW GROUND	TANK SIZE/GALS.	2016 ACTUAL FILL	FILL PLAN
Adult Detention Center - #46 41880 Baldrige St. Leonardtown, MD 20650	Below	2 @ 10,000 gal.	69,839 gal.	Will Call
Board of Elections - #04 41650 Tudor Hall Rd. Leonardtown, MD 20650	Below	4,000 gal.	0 gal. (500 estimated)	Automatic
Health Department - #41 21580 Peabody St. Leonardtown, MD 20650	Below	8,000 gal.	2,984 gal.	Automatic
Charlotte Hall Welcome Center - #61 37575 Charlotte Hall School Rd. Charlotte Hall, MD 20622	Below	1,000 gal.	725 gal.	Automatic
Airport - #64 44174 Airport Rd. Hollywood, MD 20636	Below	1,000 gal.	4,859 gal.	Automatic
Hollywood Rec Center - #68 24400 Mervell Dean Rd. Hollywood, MD 20636	Below	6,000 gal.	5,172 gal.	Automatic
Old Carver Elementary School #96 47382 Lincoln Ave. Lexington Park, MD 20653	Below	8,000 gal.	12,447 gal.	Automatic
Piney Point Keeper's Quarters - #73 44705 Lighthouse Rd. Piney Point, MD 20674	Above	250 gal.	962 gal.	Automatic
Piney Point Museum - #80 44720 Lighthouse Rd. Piney Point, MD 20674	Above	250 gal.	1,678 gal.	Automatic
Margaret Brent Rec Center - #60 29679 Point Lookout Rd. Helen, MD 20635	Below	1,000 gal.	1,961 gal.	Automatic
Leonard Hall Rec Center - #57 23145 Leonard Hall Dr. Leonardtown, MD 20650	Below	2,000 gal.	5,720 gal.	Automatic
Chesapeake Building #27 41770 Baldrige Street Leonardtown, Md 20650	Above	1,000 gal.	3,920 gals.	Automatic
Leonardtown Library Building #22 23250 Hollywood Road Leonardtown MD 20650	Below	6,000 gal.	0 gals. (4,000 estimated)	Automatic
Potomac Building - #28 23115 Leonard Hall Dr. Leonardtown, MD 20650	Below	4,000 gal.	4,751 gal.	Automatic
2016 ACTUAL USAGE			185,234 (+4500 Estimated)	

ATTACHMENT A**ST. MARY'S COUNTY PUBLIC SCHOOLS
TANK LOCATIONS/CAPACITIES/USAGE****No. 2 DISTILLATE HEATING OIL**

FACILITY LOCATION	ABOVE/BELOW GROUND	TANK SIZE/GALS.	EST. ANNUAL USAGE/GALS	TRUCK TYPE	REMOTE FILL PORT	FILL PLAN
Benjamin Banneker Elem. School 27180 Point Lookout Road Loveville, MD 20656 301-475-0260	Below	10,000	14,500	Transport	No	Will Call
Benjamin Banneker Early Childhood Center 27110 Point Lookout Road Loveville, Maryland 20656 301-475-0260	Below	5,000	4,500	Tank Wagon	No	Will Call
Bethune Educational Center 22975 Colton Point Road Bushwood, MD 20618 301-769-4600	Below	4,000	6,000	Tank Wagon	No	Will Call
Captain Walter F Duke Elem. School 23595 Hayden Farm Lane Leonardtown, MD 20650 240-309-4658	Below	10,000	13,000	Transport	No	Will Call
Chopticon High School 25390 Colton Point Road Morganza, MD 20660 301-475-0215	Below	15,000	40,000	Tank Wagon 6,500 gal	No	Will Call
Division of Supporting Services 27190 Point Lookout Road Loveville, Maryland 20659 301-475-4256 X 6	Below	4,000	3,000	Tank Wagon	No	Will Call
Dr. James A Forrest Career and Technology Center 24005 Point Lookout Road Leonardtown, MD 20650 301-475-0242	Below	15,000	35,500	Tank Wagon 6,500 gal	No	Will Call
Dynard Elem. School 23510 Bushwood Road Chaptico, Maryland 20621 301-769-4804	Below	12,000	14,000	Transport	No	Will Call
Green Holly Elem. School – Side A 46060 Millstone Landing Road Lexington Park, Maryland 20653 301 -863-4064	Below	10,000	12,000	Tank Wagon	No	Will Call
Green Holly Elem. School – Side B 46060 Millstone Landing Road Lexington Park, Maryland 20653 301 -863-4064	Below	10,000	10,000	Transport	No	Will Call
Hollywood Elem. School 44345 Joy Chapel Road Hollywood, Maryland 20636 301-373-4350	Below	10,000	14,500	Transport	No	Will Call

Leonardtown Elem School 22885 Duke Street Leonardtown, Maryland 20650 301-475-0250	Below	3,000	14,000	Tank Wagon	No	Automatic
Leonardtown High School 23995 Point Lookout Road Leonardtown, Maryland 20650 301-475-0200	Below	20,000	49,500	Transport	No	Will Call
Leonardtown Middle School 24015 Point Lookout Road Leonardtown, Maryland 20650 301-475-0230	Below	10,000	31,000	Transport	No	Will Call
Lettie Marshall Dent Elem. School 37840 New Market Turner Road Mechanicsville, Maryland 20659 301-472-4500	Below	10,000	8,000	Transport	No	Will Call
Margaret Brent Middle School 29675 Point Lookout Road Helen, Maryland 20635 301-884-4635	Below	10,000	19,500	Transport	No	Will Call
Mechanicsville Elem. School 28585 Three Notch Road Mechanicsville, Maryland 20659 301-472-4800	Below	12,000	10,000	Transport	No	Will Call
Oakville Elem. School 26410 Three Notch Road Mechanicsville, Maryland 20659 301-373-4365	Above	10,000	13,000	Tank Wagon	No	Will Call
Park Hall Elem. School 20343 Hermanville Road Park Hall, Maryland 20667 301-863-4054	Below	10,000	18,500	Transport	No	Will Call
Piney Point Elem. School 44550 Tall Timbers Road Tall Timbers, Maryland 20690 301-994-2205	Below	8,000	13,000	Tank Wagon	No	Will Call
Ridge Elem. School 49430 Airedale Road Ridge, Maryland 20680 301-872-0200	Below	8,000	8,500	Tank Wagon	No	Will Call
Spring Ridge Middle School 19856 Three Notch Road Lexington Park Maryland 20653 301-863-4031	Below	10,000	35,000	Transport	No	Will Call
Town Creek Elem. School 45805 Dent Drive Lexington Park, Maryland 20653 301-863-4044	Below	4,000	8,500	Tank Wagon	No	Will Call
White Marsh Elem. School 29090 Thompson Corner Road Mechanicsville, Maryland 20659 301-472-4600	Below	4,000	6,000	Tank Wagon	No	Will Call
EST. TOTAL ANNUAL USAGE			401,500			

DYED ULTRA LOW SULFUR DISTILLATE-EMERGENCY GENERATORS

FACILITY LOCATION	ABOVE/BELOW GROUND	TANK SIZE/GALS.	EST. ANNUAL USAGE/GALS	TRUCK TYPE	REMOTE FILL PORT	FILL PLAN
Benjamin Banneker Elem. School 27180 Point Lookout Road Loveville, MD 20656 301-475-0260	Above	129	150	Tank Wagon	No	Will Call
Bethune Educational Center 22975 Colton Point Road Bushwood, MD 20618 301-769-4600	Above	300	250	Tank Wagon	No	Will Call
Captain Walter F Duke Elem. School 23595 Hayden Farm Lane Leonardtown, MD 20650 240-309-4658	Above	350	250	Tank Wagon	No	Will Call
Chopticon High School 25390 Colton Point Road Morganza, MD 20660 301-475-0215	Above	300	350	Tank Wagon	No	Will Call
Chopticon High School – Sewer Plant 25390 Colton Point Road Morganza, MD 20660 301-475-0215	Above	300	200	Tank Wagon	No	Will Call
Division of Supporting Services 27190 Point Lookout Road Loveville, Maryland 20659 301-475-4256 X 6	Above	308	150	Tank Wagon	No	Will Call
Dynard Elem. School 23510 Bushwood Road Chaptico, Maryland 20621 301-769-4804	Above	308	150	Tank Wagon	No	Will Call
Dr. James A Forrest Career and Technology Center 24005 Point Lookout Road Leonardtown, MD 20650 301-475-0242	Above	550	250	Tank Wagon	No	Will Call
Esperanza Middle School 25390 Colton Point Road Morganza, MD 20660	Above	300	100	Tank Wagon	No	Will Call
Green Holly Elem. School – Side B 46060 Millstone Landing Road Lexington Park, Maryland 20653 301 -863-4064	Above	300	50	Tank Wagon	No	Will Call
Hollywood Elem. School 44345 Joy Chapel Road Hollywood, Maryland 20636 301-373-4350	Above	250	100	Tank Wagon	No	Will Call
Leonardtown Elem School 22885 Duke Street Leonardtown, Maryland 20650 301-475-0250	Above	200	100	Tank Wagon	No	Will Call
Leonardtown High School 23995 Point Lookout Road Leonardtown, Maryland 20650 301-475-0200	Above	400	150	Tank Wagon	No	Will Call

Margaret Brent Middle School 29675 Point Lookout Road Helen, Maryland 20635 301-884-4635	Above	300	100	Tank Wagon	No	Will Call
Park Hall Elem. School 20343 Hermanville Road Park Hall, Maryland 20667 301-863-4054	Above	200	50	Tank Wagon	No	Will Call
Spring Ridge Middle School 19856 Three Notch Road Lexington Park Maryland 20653 301-863-4031	Above	298	100	Tank Wagon	No	Will Call
EST. TOTAL ANNUAL USAGE			2,500			

ATTACHMENT A**CHARLES COUNTY GOVERNMENT
TANK LOCATIONS/CAPACITIES/USAGE****87 OCTANE UNLEADED GASOLENE with 10% ETHANOL**

FACILITY LOCATION	ABOVE/BELOW GROUND	TANK SIZE/GALS.	EST. ANNUAL USAGE/GALS	TRUCK TYPE	REMOTE FILL PORT	FILL PLAN
Charles County Sanitary Landfill 12305 Billingsley Road Waldorf, MD 20602	Above	1,000	6,000	Tank Wagon	No	Automatic
Department of Public Works – Facilities 1001 Radio Station Road La Plata, MD 20646	Below	12,000	175,000	Transport	No	Will Call
Department of Public Works – Utilities 5310 Hawthorne Road La Plata, MD 20646	Below	10,000	80,000	Transport	Yes	Will Call
Sheriff's Office (Old State Police Barracks) 2160 Old Washington Road Waldorf, MD 20601	Below	12,000	165,000	Transport	Yes	Will Call
White Plains Park 1015 St. Charles Parkway White Plains, MD 20695	Above	1,000	6,800	Tank Wagon	No	Automatic
Sheriff's District #1 Headquarters 6855 Crain Highway La Plata, MD 20646	Below	12,000	235,000	Transport	No	Will Call
EST. TOTAL ANNUAL USAGE			667,800			

CLEAR ULTRA LOW SULFUR DIESEL

FACILITY LOCATION	ABOVE/BELOW GROUND	TANK SIZE/GALS.	EST. ANNUAL USAGE/GALS	TRUCK TYPE	REMOTE FILL PORT	FILL PLAN
Department of Public Works – Facilities 1001 Radio Station Road La Plata, MD 20646	Above	12,000	80,000	Transport	No	Will Call
Department of Public Works – Utilities 5310 Hawthorne Road La Plata, MD 20646	Above	10,000	32,000	Transport	Yes	Will Call
Sheriff's Office (Old State Police Barracks) 2160 Old Washington Road Waldorf, MD 20601	Above	3,000	8,500	Tank Wagon	No	Will Call
White Plains Park 1015 St. Charles Parkway White Plains, MD 20695	Above	550	4,000	Tank Wagon	No	Automatic
EST. TOTAL ANNUAL USAGE			124,500			

PREMIUM ULTRA LOW SULFUR DIESEL (EMERGENCY GENERATORS)

FACILITY LOCATION	ABOVE/BELOW GROUND	TANK SIZE/GALS.	EST. ANNUAL USAGE/GALS	TRUCK TYPE	REMOTE FILL PORT	FILL PLAN
Charles County Courthouse (District Court) 11 Washington Avenue La Plata, Md 20646	Above	300	300	Tank Wagon	No	Will Call
Charles County Government Building 200 Baltimore Street La Plata, Md 20646	Above	2,400	2,400	Tank Wagon	No	Will Call
Department of Community Services 8190 Port Tobacco Road Port Tobacco, MD 20677	Above	275	275	Tank Wagon	No	Will Call
Crime Lab 100 Kent Avenue La Plata, MD 20646	Above	500	150	Tank Wagon	No	Will Call
Detention Center Annex (Old) 6845 Crain Highway La Plata, MD 20646	Above	1,000	500	Tank Wagon	No	Will Call
Health Department 4545 Crain Highway White Plains, MD 20695	Above	500	500	Tank Wagon	No	Will Call
Health Department Annex 10480 Theodore Green Boulevard White Plains, MD 20695	Above	415	415	Tank Wagon	No	Will Call
Nanjemoy Community Center 4375 Port Tobacco Road Nanjemoy, MD 20662	Above	660	200	Tank Wagon	No	Will Call
Department of Public Works – Vehicle Maintenance 10420 Audie Lane La Plata, MD 20646	Above	500	500	Tank Wagon	No	Will Call
Sheriff's Office Headquarters 6915 Crain Highway La Plata, MD 20646	Above	500	100	Tank Wagon	No	Will Call
Waldorf West Library 10405 O'Donnell Place Waldorf, MD 20602	Above	130	50	Tank Wagon	No	Will Call
Sheriff's District #3 Sub-Station 3670 Leonardtown Road Waldorf, MD 20601	Above	1,100	300	Tank Wagon	No	Will Call
Department of Emergency Services 10425 Audie Lane La Plata, MD 20646	Above	1,000	175	Tank Wagon	No	Will Call
Tri-County Animal Shelter – Radio Tower 6709 Animal Shelter Road Hughesville, MD 20637	Above	540	175	Tank Wagon	No	Will Call
Breeze Farm Radio Tower 15960 Cobb Island Road Newburg, MD 20664	Above	540	175	Tank Wagon	No	Will Call
Detention Center Annex Radio Tower 6847 Crain Highway La Plata, MD 20646	Above	1,170	200	Tank Wagon	No	Will Call

Gilbert Run Radio Tower 13140 Charles Street (MD Route 6) Charlotte Hall, MD 20622	Above	540	175	Tank Wagon	No	Will Call
Glasva School – Radio Tower 11004 Crain Highway Newburg, MD 20664	Above	540	175	Tank Wagon	No	Will Call
Charles County Landfill – Radio Tower 12315 Billingsly Road East Waldorf, MD 20602	Above	540	175	Tank Wagon	No	Will Call
Nanjemoy Radio Tower 4377 Port Tobacco Road Nanjemoy, MD 20662	Above	540	175	Tank Wagon	No	Will Call
Pisgah Radio Tower 6655 Mason Springs Road La Plata, MD 20646	Above	540	175	Tank Wagon	No	Will Call
Radio Station Radio Tower 5945 Radio Station Road La Plata, MD 20646	Above	320	140	Tank Wagon	No	Will Call
Waldorf Radio Tower 3470 Rockefeller Court Waldorf, MD 20602	Above	540	175	Tank Wagon	No	Will Call
Indian Head Radio Tower Bailey Road, on Navy Base Indian Head, MD 20640	Above	540	175	Tank Wagon	No	Will Call
EST. TOTAL ANNUAL USAGE			7,780			

DYED ULTRA LOW SULFUR DIESEL (OFF ROAD VEHICLES)

FACILITY LOCATION	ABOVE/BELOW GROUND	TANK SIZE/GALS.	EST. ANNUAL USAGE/GALS	TRUCK TYPE	REMOTE FILL PORT	FILL PLAN
Charles County Sanitary Landfill 12305 Billingsley Road Waldorf, MD 20602	Above	3,000	40,000	Tank Wagon	No	Automatic
Charles County Sanitary Landfill 12305 Billingsley Road Waldorf, MD 20602	Above/Skid	1,000	28,000	Tank Wagon	No	Automatic
Charles County Sanitary Landfill 12305 Billingsley Road Waldorf, MD 20602	Above/Skid	500	3,500	Tank Wagon	No	Automatic
Charles County Sanitary Landfill 12305 Billingsley Road Waldorf, MD 20602	Above/Skid	500	3,500	Tank Wagon	No	Automatic
EST. TOTAL ANNUAL USAGE			75,000			

No. 2 DISTILLATE HEATING OIL

FACILITY LOCATION	ABOVE/BELOW GROUND	TANK SIZE/GALS.	EST. ANNUAL USAGE/GALS	TRUCK TYPE	REMOTE FILL PORT	FILL PLAN
Charles County Courthouse (Circuit Court) 200 Charles Street La Plata, Md 20646	Above	4,000	15,000	Tank Wagon	No	Automatic
Charles County Courthouse (District Court) 11 Washington Avenue La Plata, Md 20646	Above	4,000	10,000	Tank Wagon	No	Automatic

Charles County Government Building 200 Baltimore Street La Plata, Md 20646	Above	8,000	25,000	Tank Wagon	No	Automatic
Department of Community Services 8190 Port Tobacco Road Port Tobacco, Md 20677	Above	5,000	11,000	Tank Wagon	No	Automatic
Crime Lab 100 Kent Avenue La Plata, Md 20646	Above	500	1,500	Tank Wagon	No	Automatic
Detention Center (New) 6905 Crain Highway La Plata, Md 20646	Above	10,000	30,000	Tank Wagon	No	Automatic
Detention Center Annex (Old) 6845 Crain Highway La Plata, Md 20646	Above	10,000	18,000	Tank Wagon	No	Automatic
Jude House 9505 Crain Highway Bel Alton, Md 20644	Above	1,000	2,500	Tank Wagon	No	Automatic
La Plata Library 2 Garret Avenue La Plata, Md 20646	Above	2,000	2,500	Tank Wagon	No	Automatic
Public Works – Body Shop (Cold Storage) 10410 Audie Lane La Plata, Md 20646	Above	500	1,500	Tank Wagon	No	Automatic
Public Works – Sign Shop 10420 Audie Lane La Plata, Md 20646	Above	275	1,000	Tank Wagon	No	Automatic
Public Works – Vehicle Maintenance 10420 Audie Lane La Plata, Md 20646	Above	1,000	1,500	Tank Wagon	No	Automatic
Sheriff's Office District 1 6855 Crain Highway La Plata, Md 20646	Above	2,000	4,500	Tank Wagon	No	Automatic
Sheriff's Office Headquarters 6915 Crain Highway La Plata, Md 20646	Above	3,000	6,500	Tank Wagon	No	Automatic
United Way (Turner House) 10250 La Plata Road La Plata, Md 20646	Above	275	500	Tank Wagon	No	Automatic
EST. TOTAL ANNUAL USAGE			131,000			

ATTACHMENT A

**CALVERT COUNTY PUBLIC SCHOOLS
TANK LOCATIONS/CAPACITIES/USAGE**

87 OCTANE UNLEADED GASOLENE with 10% ETHANOL

FACILITY LOCATION	ABOVE/BELOW GROUND	TANK SIZE/GALS.	2016 ACTUAL FILL	TRUCK TYPE	REMOTE FILL PORT	FILL PLAN
Maintenance Yard 1305 Dares Beach Road Prince Frederick, MD 20678	Above	2,000	47,506	Tank Wagon	No	Automatic /Weekly
TOTAL 2016 ACTUAL FILL			47,506			

PREMIUM CLEAR ULTRA LOW SULFUR DIESEL FUEL

FACILITY LOCATION	ABOVE/BELOW GROUND	TANK SIZE/GALS.	2016 ACTUAL FILL	TRUCK TYPE	REMOTE FILL PORT	FILL PLAN
Maintenance Yard 1305 Dares Beach Road Prince Frederick, MD 20678	Above	1,000	6,576	Tank Wagon	No	Automatic /Weekly
TOTAL 2016 ACTUAL FILL			6,576			

DYED ULTRA LOW SULFUR DISTILLATE OFF-ROAD/EMERGENCY GENERATORS

FACILITY LOCATION	ABOVE/BELOW GROUND	TANK SIZE/GALS.	2016 ACTUAL FILL	TRUCK TYPE	REMOTE FILL PORT	FILL PLAN
Maintenance Yard 1305 Dares Beach Road Prince Frederick, MD 20678	Above	475 140	103	Tank Wagon	No	Will Call Will Call
Barstow Elementary 295 Williams Road Prince Frederick, MD 20678	Above	214	35	Tank Wagon	No	Will Call
Career & Technology Academy 330 Dorsey Road Prince Frederick, MD 20678	Above	366 100	100	Tank Wagon	No	Will Call Will Call
Calvert Elementary 1450 Dares Beach Road Prince Frederick, MD 20678	Above	100	0	Tank Wagon	No	Will Call
Calvert High School 520 Fox Run Blvd. Prince Frederick, MD 20678	Above	381	58	Tank Wagon	No	Will Call
Calvert Middle School 655 Chesapeake Blvd. Prince Frederick, MD 20678	Above	214	87	Tank Wagon	No	Will Call
Huntingtown High 4125 N. Solomons Island Rd. Huntingtown, MD 20639	Above	370 90 100	336	Tank Wagon	No	Will Call Will Call Will Call
Mutual Elementary 1455 Ball Road Port Republic, MD 20676	Above	350	137	Tank Wagon	No	Will Call
Northern High School 2950 Chaneyville Road Owings, MD 20736	Above	300 100	135	Tank Wagon	No	Will Call Will Call

Patuxent Appeal Campus (PAC-I) 35 Appeal Lane Lusby, MD 20657	Below	550	55	Transport	No	Will Call
Plum Point Elementary 1245 Plum Point Road Huntingtown, MD 20639	Below	550	56	Transport	No	Will Call
Plum Point Middle 1475 Plum Point Road Huntingtown, MD 20639	Below	550	160	Transport	No	Will Call
Sunderland Elementary 150 Clyde Jones Road Sunderland, MD 20689	Below	550	100	Transport	No	Will Call
TOTAL 2016 ACTUAL FILL			1,362			

No. 2 DISTILLATE HEATING OIL

FACILITY LOCATION	ABOVE/BELOW GROUND	TANK SIZE/GALS.	2016 ACTUAL FILL	TRUCK TYPE	REMOTE FILL PORT	FILL PLAN
Appeal Elementary 11655 H. G. Trueman Road Lusby, MD 20657	Below	10,000	11,085	Transport	No	Will Call
Beach Elementary 7900 Old Bayside Road Chesapeake Beach, MD 20732	Below	10,000	9,696	Transport	No	Will Call
Brooks Administration 1305 Dares Beach Road Prince Frederick, MD 20678	Below	10,000	10,467	Transport	No	Will Call
Hunting Creek 4105 Old Town Road Huntingtown, MD 20639	Below	1,000	3,079	Transport	No	Automatic / Bi-weekly
Huntingtown Elementary 4345 Huntingtown Road Huntingtown, MD 20639	Below	10,000	13,161	Transport	No	Will Call
Huntingtown High 4125 N. Solomons Island Rd. Huntingtown, MD 20639	Below	15,000	24,580	Transport	No	Will Call
Maintenance Shop 1305 Dares Beach Road Prince Frederick, MD 20678	Above	550	2,222	Tank Wagon	No	Automatic / Bi-weekly
Mt. Harmony Elementary 900 W. Mt. Harmony Road Owings, MD 20736	Below	10,000	15,645	Transport	No	Will Call
Mutual Elementary 1455 Ball Road Port Republic, MD 20676	Below	10,000	9,088	Transport	No	Will Call
Northern High 2950 Chaneyville Road Owings, MD 20736	Below	15,000	22,828	Transport	No	Will Call
Northern Middle 2954 Chaneyville Road Owings, MD 20736	Below	15,000	17,611	Transport	No	Will Call
Patuxent Elementary 35 Appeal Lane Lusby, MD 20657	Below	10,000	9,050	Transport	No	Will Call

Plum Point Elementary 1245 Plum Point Road Huntingtown, MD 20639	Below	10,000	12,104	Transport	No	Will Call
Plum Point Middle 1475 Plum Point Road Huntingtown, MD 20639	Below	10,000	37,965	Transport	No	Will Call
St. Leonard Elementary 5370 St. Leonard Road St. Leonard, MD 20685	Below	10,000	8,033	Transport	No	Will Call
Sunderland Elementary 150 Clyde Jones Road Sunderland, MD 20689	Below	10,000 4,000	12,111	Transport	No	Will Call Will Call
Windy Hill Elementary 9550 Boyd's Turn Road Owings, MD 20736	Below	10,000	12,039	Transport	No	Will Call
Windy Hill Middle 9560 Boyd's Turn Road Owings, MD 20736	Below	15,000	16,501	Transport	No	Will Call
TOTAL 2016 ACTUAL FILL			247,265			

ATTACHMENT A

**CHARLES COUNTY PUBLIC SCHOOLS/BOARD OF EDUCATION
TANK LOCATIONS/CAPACITIES/USAGE**

No. 2 DISTILLATE HEATING OIL

FACILITY LOCATION	ABOVE/BELOW GROUND	TANK SIZE/GALS.	EST. ANNUAL USAGE/GALS	TRUCK TYPE	REMOTE FILL PORT	FILL PLAN
Paul Barnhart Elementary School 4800 Lancaster Circle Waldorf, MD 20603		15,000	22,000			Will Call
Berry Elementary School 10155 Berry Road Waldorf, MD 20603		10,000	16,000			Will Call
Dr. Gustavus Brown Elementary School 421 University Drive Waldorf, MD 20602		2@6,000/ 2,000	18,000			Will Call
William A. Diggs Elementary School 2615 Davis Road Waldorf, MD 20603		10,000	6,000			Will Call
Gale-Bailey Elementary School 4740 Pisgah-Marbury Road Marbury, MD 20658		10,000	12,000			Will Call
Dr. Thomas L. Higdon Elementary School 12872 Rock Point Road Newburg, MD 20664		15,000	24,000			Will Call
Indian Head Elementary School 4200 Indian Head Highway Indian Head, MD 20640		10,000	14,000			Will Call
Daniel of St. Thomas Jenifer Elementary School 2820 Jenifer School Lane Waldorf, MD 20603		10,000	20,000			Will Call
Malcolm Elementary School 14760 Poplar Hill Road Waldorf, MD 20601		20,000	13,000			Will Call
T.C. Martin Elementary School 6315 Olivers Shop Road Bryantown, MD 20617		10,000	12,000			Will Call
Mary H. Matula Elementary School 6025 Radio Station Road La Plata, MD 20646		15,000	15,000			Will Call
Arthur Middleton Elementary School 1109 Copley Avenue Waldorf, MD 20602		10,000	21,000			Will Call
Walter J. Mitchell Elementary School 400 Willow Lane La Plata, MD 20646		10,000	35,000			Will Call
Mt. Hope/Nanjemoy Elementary School 9275 Ironsides Road Nanjemoy, MD 20662		10,000	21,000			Will Call

Dr. Samuel A. Mudd Elementary School 820 Stone Avenue Waldorf, MD 20602		10,000	21,000			Will Call
Mary Burgess Neal Elementary School 12105 St. Georges Drive Waldorf, MD 20602		10,000	8,000			Will Call
J.C. Parks Elementary School 3505 Livingston Road Indian Head, MD 20640		10,000	20,000			Will Call
J.P. Ryon Elementary School 12140 Vivian Adams Drive Waldorf, MD 20601		10,000	20,000			Will Call
Eva Turner Elementary School 1000 Bannister Circle Waldorf, MD 20602		10,000	13,000			Will Call
William B. Wade Elementary School 2300 Smallwood Drive West Waldorf, MD 20603		15,000	15,000			Will Call
Theodore G. Davis Middle School 2495 Davis Road Waldorf, MD 20603		20,000	8,000			Will Call
John Hanson Middle School 3165 John Hanson Road Waldorf, MD 20601		2@15,000	30,000			Will Call
Matthew Henson Middle School 3535 Livingston Road Indian Head, MD 20640		10,000	15,000			Will Call
Mattawoman Middle School 10145 Berry Road Waldorf, MD 20603		15,000	27,000			Will Call
Piccowaxen Middle School 12834 Rock Point Road Newburg, MD 20664		10,000	20,000			Will Call
General Smallwood Middle School 4990 Indian Head Highway Indian Head, MD 20640		10,000	36,000			Will Call
Milton M. Somers Middle School 300 Willow Lane La Plata, MD 20646		10,000	30,000			Will Call
Benjamin Stoddert Middle School 2040 St. Thomas Drive Waldorf, MD 20602		10,000	39,000			Will Call
La Plata High School 6035 Radio Station Road La Plata, MD 20646		20,000	28,000			Will Call
Henry E. Lackey High School 3000 Chicamuxen Road Indian Head, MD 20640		20,000	55,000			Will Call
Maurice J. McDonough High School 7165 Marshall Corner Road Pomfret, MD 20675		20,000	43,000			Will Call
North Point High School 2500 Davis Road Waldorf, MD 20603		20,000	60,000			Will Call

Thomas Stone High School 3785 Leonardtown Road Waldorf, MD 20601		20,000	36,000			Will Call
Westlake High School 3300 Middletown Road Waldorf, MD 20603		20,000	38,000			Will Call
St. Charles High School 5305 Piney Church Road Waldorf, MD 20602		1,000	1,000			Will Call
Maintenance & Operations Building 101 5985 Radio Station Rd. La Plata, MD 20646		10,000	22,000			Will Call
F.B. Gwynn Educational Center 5998 Radio Station road La Plata, MD 20646		10,000	15,000			Will Call
Robert D. Stethem (Career Tech) 7775 Marshall Corner Road Pomfret, MD 20675		15,000	35,000			Will Call
Bumpy Oak Pomfret, MD 20675		500	2,000			Will Call
Child Care (Career Tech) 7775 Marshall Corner Road Pomfret, MD 20675		550	3,000			Will Call
Central Office Warehouse (in Back) 5980 Radio Station Rd. La Plata, MD 20646		15,000	15,000			Will Call
EST. TOTAL ANNUAL USAGE			904,000			

87 OCTANE UNLEADED GASOLENE with 10% ETHANOL

FACILITY LOCATION	ABOVE/BELOW GROUND	TANK SIZE/GALS.	EST. ANNUAL USAGE/GALS	TRUCK TYPE	REMOTE FILL PORT	FILL PLAN
Maintenance Shop 5965 Radio Station Rd. La Plata, MD 20646		10,000	85,000			Will Call
EST. TOTAL ANNUAL USAGE			85,000			

PREMIUM CLEAR ULTRA LOW SULFUR DIESEL FUEL

FACILITY LOCATION	ABOVE/BELOW GROUND	TANK SIZE/GALS.	EST. ANNUAL USAGE/GALS	TRUCK TYPE	REMOTE FILL PORT	FILL PLAN
Maintenance Shop 5965 Radio Station Rd. La Plata, MD 20646		15,000	6,500			Will Call
EST. TOTAL ANNUAL USAGE			6,500			

CHARLES COUNTY PUBLIC SCHOOLS (CCPS) GENERATOR FUEL

ULTRA LOW SULFUR PREMIUM DIESEL

LOCATIONS	MANUFACTURER	KW RATING	TANK SIZE	FILL PLAN
Central Office, 5980 Radio station Rd., La Plata MD 20646	Onan	155 KW	275 gals	WILL CALL
Dr. James Craik, Elementary School, 7725 Marshall Corner Rd., Pomfret, MD 20675	Onan	60 KW	275 gals	WILL CALL
Theodore G.Davis, Middle Schools, 2495 Davis Rd., Waldorf, MD 20603	Kohler	81 KW	375 gals	WILL CALL
William A. Diggs, Elementary School, 2615 Davis Rd., Waldorf, MD 20603	Cummins	75 KW	270 gals	WILL CALL
Dr Gustavus Brown, Elementary School, 421 University Dr., Waldorf MD. 20602	Kohler	20 KW	80 gals	WILL CALL
FB Gwynn Center, 5998 Radio Station Rd. La Plata, MD 20646	Generac	15 KW	138 gals	WILL CALL
John Hanson, Middle School, 3165 John Hanson Dr., Waldorf, MD 20601	Onan	30 KW	275 gals	WILL CALL
Dr. Thomas L. Higdon, Elementary School, 12872 Rock Point Rd., Newburg, MD 20664	Onan	50 KW	300 gals	WILL CALL
Indian Head, Elementary School, 4200 Indian Head HWY, Indian Head, MD 20648	Generac	20 KW	275 gals	WILL CALL
Daniel of St. Thomas Jenifer, Elementary School, 2820 Jenifer School Lane, Waldorf, MD 20603	Kohler	25 KW	275 gals	WILL CALL
La Plata, High School, 6035 Radio Station Rd., La Plata, MD 20646	Generac	50 KW	275 gals	WILL CALL
Henry E. Lackey , 3000 Chicamuxen Rd., Indian Head, MD 20640	Spectrum	180 KW	300 gals	WILL CALL
Malcolm, Elementary School, 14760 Popular Hill Rd., Waldorf, MD 20601	Generac	50 KW	60 gals	WILL CALL
Mary H. Matula, 6025 Radio Station Rd., La Plata, MD 20646	Kohler	80 KW	300 gals	WILL CALL
Maurice J. McDonough, High School, 7165 Marshall Corner Rd., Pomfret, MD 20675	Generac	55 KW	355 gals	WILL CALL
Mary Burgess Neal, Elementary School, 12105 St. Georges Dr., Waldorf MD 20602	Cummins	50 KW	235 gals	WILL CALL
J. C. Parks, Elementary School, 3505 Livingston Rd., Indian Head, MD 20640	Generac	60 KW	300 gals	WILL CALL
Piccowaxen, Middle School, 12834 Rock Point Rd., Newburg, MD 20664	Caterpillar	75 KW	300 gals	WILL CALL
General Smallwood, Middle School 4990 Indian Head Hwy, Indian Head, MD 20640	Generac	15 KW	60 gals	WILL CALL
St. Charles, High School, 5305 Piney Church Rd., Waldorf MD 20602	Generac	300 KW	1,000 gals	WILL CALL
Starkey Information Technology System, 5980 Radio Station Rd., La Plata, MD 20646 (In Back of Main Bldg near warehouse)	Kohler	250 KW	975 gals	WILL CALL
Benjamin Stoddert, Middle School, 2040 St. Thomas Dr., Waldorf, MD 20602	Generac	15 KW	60 gals	WILL CALL
Thomas Stone, High School, 3785 Leonardtown Rd., Waldorf, MD 20601	Onan	100 KW	275 gals	WILL CALL
Eva Turner, Elementary School, 1000 Bannister Rd., Waldorf, MD 20602	Generac	20 KW	275 gals	WILL CALL
Robert Stethem VoTech Center, 7775 Marshall Corner Rd. Pomfret, MD 20675	Generac	50 KW	138 gals	WILL CALL
Annex 1, 5985 Radio Station Rd., La Plata, MD 20646	Generac	130 KW	225 gals	WILL CALL
Total			7,671	

CCBOE CONTACTS:

April Murphy, Operations Supervisor, 301/934-7295, E-mail: amurphy@ccboe.com

Bernard Barnes, Assistant Operations Supervisor, 301/934-7293, E-mail: bbarnes@ccboe.com

Brian Ball, Energy Manager, 301/934-7228, E-mail: bball@ccboe.com

Steve Vance, Maintenance Supervisor, 301/392-7572, E-mail: svance@ccboe.com

Glen Belmore, Risk Manager, 301/934-7275, E-mail: gbelmore@ccboe.com

ATTACHMENT A

**CALVERT COUNTY GOVERNMENT
TANK LOCATIONS/CAPACITIES/USAGE**

FACILITY/LOCATION	TANK SIZE/GALS	EST. ANN. USAGE/GAL.	FILL PLAN	ABOVE/UNDERGROUND
REGULAR UNLEADED GASOLINE - 87 OCTANE WITH 10% ETHANOL				
Chesapeake Hills Golf Course Maintenance Building 11352 H G Trueman Road Lusby, MD 20657	500	3,855	Automatic No Deliveries After 3:00 p.m.	Above
Chesapeake Hills Golf Course Cart Barn 11352 H G Trueman Road Lusby, MD 20657	250	1999	Automatic No Deliveries After 3:00 p.m.	Above
Cove Point Park 750 Cove Point Road Lusby, MD 20657	280	1,488	Automatic	Above
Dunkirk District Park 10750 Southern Maryland Blvd. Dunkirk, MD 20754	250	637	Automatic	Above
Hallowing Point Park 4755 Hallowing Point Road Prince Frederick, MD 20678	280	1,428	Automatic	Above
Calvert County Gas Pump 345 Stafford Road Prince Frederick, MD 20678	20,000	339,330	Will Call	Under
Total		348,737		
HEATING FUEL				
FACILITY/LOCATION	TANK SIZE/GALS	EST. ANN. USAGE/GAL.	FILL PLAN	ABOVE/UNDERGROUND
Calvert Marine Museum Annex 14130 Solomons Island Road Solomons, MD 20688	275	804	Automatic	Above
Cove Point Lighthouse – Keeper’s House 3500 Lighthouse Blvd. Lusby, MD 20657	275	738	Automatic	Above
Solid Waste/Appeal Landfill 410 Sweetwater Lane Lusby, MD 20657	550	92	Automatic	Above
Broomes Island Community Center 4080 School Road Broomes Island, MD 20615	1,000	1185	Automatic	Above
Dowell House 4889 Leonard Avenue St. Leonard, MD 20685	1,000	880	Automatic	Above
Courthouse 175 Main Street Prince Frederick, MD 20678	8,000	3,217	Automatic	Under
Phillips House 28 Duke Street Prince Frederick, MD 20678	1,000	940	Automatic	Above

Detention Center 325 Stafford Road Prince Frederick, MD 20678	10,000	32,235	Automatic	Under
Fairview Community Center 8120 Southern Maryland Blvd Owings, MD 20736	1,000	1496	Automatic	Above
Total		41,587		
FACILITY/LOCATION	TANK SIZE/GALS	EST. ANN. USAGE/GAL.	FILL PLAN	ABOVE/UNDERGROUND
GENERATORS - CLEAR ULTRA LOW SULFUR DIESEL				
Courthouse Generator - EOC 175 Main Street Prince Frederick, MD 20678	4,000	1,000	Will Call	Under
Courthouse Annex Generator 176 Main Street Prince Frederick, MD 20678	280	169	Will Call	Above
Health Services Center Generator 975 Solomons Island Road, North Prince Frederick, MD 20678	490	114	Will Call	Above
Public Safety Building Stafford Road (next to 325 Stafford Road) Prince Frederick, MD 20678	1000	NEW	Will Call	Above
Calvert House Generator - Sheriffs Office 30 Church Street Prince Frederick, MD 20678	280	95	Will Call	Above
Substance Abuse Facility Generator 280 Stafford Road Barstow, MD 20610	693	347	Will Call	Above
Pump Station #1 1000 Tobacco Road Prince Frederick, MD 20678	300	82	Will Call	Above
Pump Station #2 538 Hawk Hill Drive Prince Frederick, MD 20678	200	87	Will Call	Above
Pump Station #3 204 North Prince Frederick Blvd. Prince Frederick, MD 20678	200	35	Will Call	Above
Pump Station #4 100 Hospital Road Prince Frederick, MD 20678	200	37	Will Call	Above
Prince Frederick WWTP I 455 Sugar Notch Road Prince Frederick, MD 20678	300	131	Will Call	Above
Prince Frederick WWPS #7 400 Fairgrounds Road Prince Frederick, MD 20678	250	40	Will Call	Above
Prince Frederick WWTP II 1000 Tobacco Ridge Road Prince Frederick, MD 20678	1,500	401	Will Call	Above
Chesapeake Heights Tower-WPS 4106 Cassell Blvd Prince Frederick, MD 20678	200	40	Will Call	Above
College of So. Md WWPS 115 J.W. William Road Prince Frederick, MD 20678	80	80	Will Call	Above

Solomons WWTP Genset #1 500 Sweetwater Road Solomons, MD 20688	1,000	200	Will Call	Above
Solomons WWTP Genset #2 500 Sweetwater Road Solomons, MD 20688	500	100	Will Call	Above
Headworks WWPS 14155 Solomons Island Road Solomons, MD 20688	1,000	500	Will Call	Above
Total		3,458		
FACILITY/LOCATION				
	TANK SIZE/GALS	EST. ANN. USAGE/GAL.	FILL PLAN	ABOVE/UNDERGROUND
GENERATORS - CLEAR ULTRA LOW SULFUR DIESEL (continued)				
Fleet Maintenance Facility 251 Schooner Lane Prince Frederick, MD 20678	500	200	Will Call	Above
Calvert Marine Museum 14130 Solomons Island Road Solomons, MD 20688	300	40	Automatic Every 3 Months	Above
Calvert Marine Museum 14130 Solomons Island Road Solomons, MD 20688	275	49	Will Call	Above
Solomons Standpipe WPS 12655 H G Trueman Road Solomons, MD 20688	150	130	Will Call	Above
Solomons SPS 2 14261 Solomons Island Road Solomons, MD 20688	Est. 100	New	Will Call	Above
Solomons SPS4 80 Charles Street Solomons, MD 20688	Est, 100	New	Will Call	Above
Solomons Landing WWPS 550 Runabout Loop Solomons, MD 20688	275	91	Will Call	Above
Cavalier WWPS 1435 Knight Avenue Dunkirk, MD 20754	200	100	Will Call	Above
Marley Run WWTP 1365 Fairwood Ave Huntingtown, MD 20639	420	550	Will Call	Above
Industrial Park WWPS 300 Skipjack Road Prince Frederick, MD 20678	100	41	Will Call	Above
Calvert High WPS and Tower 520 Fox Run Blvd Prince Frederick, MD 20678	1000	new	Will Call	Above
911 Tower Generator - Dunkirk 10755 Town Center Blvd. Dunkirk, MD 20754	150	66	Automatic Every 3 Months	Above
911 Tower Generator – Mt. Hope 104 Pushaw Station Road Sunderland, MD 20689	150	52	Automatic Every 3 Months	Above
911 Tower Generator – Prince Frederick 340 Stafford Road Prince Frederick, MD 20678	150	61	Automatic Every 3 Months	Above, but inside

811 Tower Generator - Lusby 415 Sweetwater Road Lusby, MD 20657	150	55	Automatic Every 3 Months	Above
911 Tower-Generator-Island Creek 2515 Hance Road Port Republic, MD 20676	150	59	Automatic Every 3 Months	Above
Harriet E. Brown Community Center Dares Beach Road Prince Frederick, MD 20678	?	18	Automatic	Above
Total		1,512		
FACILITY/LOCATION				
TANK SIZE/GALS				
EST. ANN. USAGE/GAL.				
FILL PLAN				
ABOVE/UNDERGROUND				
CLEAR - ULTRA LOW SULFUR DIESEL				
Highway Maintenance 335 Stafford Road Barstow, MD 20610	10,000	84,003	Will Call	Under
Appeal Landfill 410 Sweetwater Lane Lusby, MD 20657	10,000	69,899	Will Call	Under
Kings Landing Park 3255 Kings Landing Road Huntingtown, MD 20639	300	325	Automatic Every 6 Months	Above
Dunkirk District Park 10750 Southern Maryland Blvd. Dunkirk, MD 20754	250	392	Automatic	Above
Chesapeake Hills Golf Course Maintenance Bldg. 11352 H G Trueman Road Lusby, MD 20657	500	3,597	Automatic No deliveries after 3:00	Above
Cove Point Park 750 Cove Point Road Lusby, MD 20657	280	542	Automatic	Above
Hallowing Point Park 4755 Hallowing Point Road Prince Frederick, MD 20678	280	1,575	Automatic	Above
Total		160,333		

SIGNATURE PAGE

I/we understand that the Southern Maryland Cooperative Purchasing Committee (SMCPC) reserves the right to reject any or all proposals and to award to other than the low Bidders if deemed in the best interest of the SMCPC.

I/we certify that this proposal is made without any previous understanding, agreement, or connection with any person, firm or corporation submitting a proposal for the same services and is in all respects, fair and without any collusion or fraud.

I/we certify that our company, its officers, directors, partners, or any employees have not been convicted of bribery, attempted bribery, or conspiracy to bribe; and is not presently debarred, suspended, proposed for debarment or declared ineligible for the award of contracts by Federal, States or Local Governments.

In addition, that no Elected Official of Calvert, Charles or St. Mary's Counties, Administrative or Supervisory personnel or other employees has any interest in the bidding company except as follows:

Are there any deviations to this bid? If so, please attach.

Name of Firm _____

Address _____

Telephone No. _____

Fax No. _____

E-mail Address _____

Signature _____

Name (Printed) _____

Title (Printed) _____

Minority Business Status, please check all that apply:

- Certified MBE/DBE # _____
- Certified Woman Owned # _____
- Minority Owned Business – Not Certified
- Woman Owned – Not Certified

ATTACHMENT II
BUSINESS RELATIONSHIP AFFIDAVIT

BIDDER MUST SIGN THIS DOCUMENT AND RETURN TO THE SMCG IN THE SAME SEALED ENVELOPE CONTAINING THE ITB/RFP FORM AND OTHER PERTINENT ITB/RFP INFORMATION

I HEREBY CERTIFY THAT I am (Title) _____
and the duly authorized
representative of the firm _____ whose address
is _____
and that I possess the legal authority to make these testimonies on behalf of myself and the firm for which I am acting.

NON-COLLUSION CERTIFICATION

Neither I, nor to the best of my knowledge, information and belief, the above firm nor any of its other representatives I here represent have agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the itb/rfp or offer being submitted herewith; not in any manner, directly, or indirectly, entered into any agreement, participated in any collusion to fix the ITB/RFP price, or price proposal of the bidder, or offer or herein, or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the Contract for which the offer is submitted.

ANTI-BRIBERY AFFIDAVIT

Neither I, nor to the best of my knowledge, the above firm, nor any of its officers, directors, or partners, or any of its employees directly involved in obtaining contracts with the State of any county, bi-county, of multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo contendere to a charge of, or have during the course of an official investigation or other proceeding admitted in writing or under oath acts or omissions committed after July 1, 1977 which constitute bribery, attempted bribery, or conspiracy to bribe under the provisions of Article 27 of the Annotated Code of Maryland or under the laws of any state or federal government.

CIVIL RIGHTS COMPLIANCE

We fully comply with Title VI of the Civil Rights Act of 1964 (PL88-352).

In signing this document I represent that I have personal knowledge of all the matters and facts herein stated, and do solemnly declare and affirm under the penalties of perjury that the contents of this document are true and correct.

REGISTERED SEX OFFENDER COMPLIANCE AND CERTIFICATION

We fully comply with the State of Maryland's Criminal Procedure Article; Section 11-722. This provision applies to all individuals that may be working on any School property, making deliveries or visiting the school property for business purposes.

In signing this document I represent that I have personal knowledge of all the matters and facts herein stated, and do solemnly declare and affirm under the penalties of perjury that the contents of this document are true and correct.

Date

Signature

Printed or Typed Name

ATTACHMENT III
SPEC., PRICING AND DELIVERY INFORMATION SHEET

The undersigned agrees to supply and deliver, as specified, 87 Octane Reformulated Gasoline with 10% Ethanol, Clear Ultra Low Sulfur Diesel, Premium Clear Ultra Low Sulfur Diesel, Dyed Ultra Low Sulfur Diesel (Off-Road/Generators) and #2 Distillate Heating Oil for the period December 01, 2015 through April 30, 2019 in accordance with all terms, conditions, and specifications contained herein at the following firm fixed escalator/differential price. Price shall be fixed for the entire stated term of the Contract.

Suppliers may bid on gasoline, and/or diesel fuel, and/or heating fuel. However, if bidding on gasoline or diesel fuel, suppliers must bid on all grades. The escalator/differential price is the Bidder's firm fixed price per gallon to perform the requirements of this bid minus the cost of the products as advertised from the Oil Price Information Service (OPIS) List at the Baltimore, Maryland terminal (**specifically referenced in Section V. Special Provisions/Specifications, Sub-section BIDS**).

Item Description	Estimated Annual Usage (Gallons)	Escalator/Differential Price Per Gallon
87 Octane Reformulated Gasoline with 10% Ethanol	1,453,919	
Clear Ultra Low Sulfur Diesel	289,803	
Premium Clear Ultra Low Sulfur Diesel	260,100	
Dyed Ultra Low Sulfur Diesel (Off-Road/Generators)	78,862	
#2 Distillate Heating Oil	1,915,086	

Firm: _____

Address: _____

Phone: _____

Fax: _____

Name (typed): _____

Signature (written): _____

Title: _____

Date: _____

Early payment terms
discount (if any): _____

ATTACHMENT IV
SUBCONTRACTORS

Bidders shall supply the name, address, phone number, and trade of each subcontractor they propose to employ in the performance of this Contract. Any subsequent changes to this list shall be submitted, in writing, to the SMCPC for approval prior to changes becoming effective.

Subcontractor/Address/Phone No.

Trade or Service

ATTACHMENT V
REFERENCES

Note: minimum of five (5) references required.

ORGANIZATION NAME _____

ADDRESS _____

TELEPHONE NO. _____

CONTACT PERSON _____

DESCRIPTION OF WORK _____

ORGANIZATION NAME _____

ADDRESS _____

TELEPHONE NO. _____

CONTACT PERSON _____

DESCRIPTION OF WORK _____

ORGANIZATION NAME _____

ADDRESS _____

TELEPHONE NO. _____

CONTACT PERSON _____

DESCRIPTION OF WORK _____

ORGANIZATION NAME _____
ADDRESS _____

TELEPHONE NO. _____
CONTACT PERSON _____
DESCRIPTION OF WORK _____

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ADDRESS _____

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CONTACT PERSON _____
DESCRIPTION OF WORK _____