

**Municipality of West Milton**  
**2024 FUEL BID**

**GENERAL CONDITIONS:**

1. The Municipality of West Milton will receive bid proposals for the procurement of motor vehicle fuels for 2024 - 2026 delivery until 11:00 AM (local time), Monday November 6<sup>th</sup>, 2023, at the Municipal Building, 701 S. Miami Street, West Milton, Ohio 45383, at which time they will be publicly opened and read aloud.
2. These General conditions, Specifications and Bid Documents are established to provide the minimum requirements bidders must meet. The scope of the bid beyond these requirements is at the discretion of the bidder.
3. All bid proposals must be submitted on the form(s) provided in these bid documents and the prices set forth therein must be all inclusive. Bidders shall further state the pricing and delivery policy on the bid form both of which shall be taken into consideration by the Municipality in its determination of the best bid.
4. The Municipality of West Milton reserves the right to reject any and all bids, to award a partial contract, to reduce the quantity purchased, to waive any irregularities in the bid when to its advantage and to ***select the best bid by its own judgment.***
5. Any deviations or exceptions to the Municipality of West Milton specifications are to be listed or noted by the bidder in their bid. Deviations or exceptions will be considered in determining the bid, which is in the best interest of the municipality. In making this determination the term "lowest and best" will be used interchangeably by the Municipal Manager.
6. **Attachment "A"** - Each bidder shall complete and return Attachment "A" entitled Non-Collusion Affidavit with their bid to be considered complete.
7. **Attachment "B"** - Each bidder shall complete and return Attachment "B" entitled Personal Property Tax Affidavit with their bid to be considered complete.
8. Insurance: The bidder/contractor will procure and keep in full force public liability insurance with a coverage of five hundred thousand dollars-one million dollars (\$500,000 - \$1,000,000) for personal injury and one million dollars (\$1,000,000) for property damage. Bidder/contractor will covenant and agree to take, use, provide and make all proper, necessary and sufficient precautions, safeguards, and protection against the occurrence of happenings of any accidents, injuries, damages or hurt to any person or property during the progress of the work herein covered, and to be responsible for and to indemnify and save harmless the Municipality of West Milton from the payment of all sums of money by reason of all or any accidents, injuries, damages or hurt that may happen or occur on or about such work and all fines, penalties and loss incurred for or by reason of the violation of any city or village ordinance or regulation, or the law of the State of Ohio or the United States while the said work is in progress. The bid must include a copy of the insurance certificate marked **Attachment "C"** to be considered complete, which shall name the Municipality as an "additional insured."

9. Workman's Compensation: Each bid must contain a copy of the bidders current Workman's Compensation Certificate marked as **Attachment "D"**. The Bidder must maintain the certificate throughout the entire project, and keep a valid copy on file with the Municipality.
10. All bid prices shall be guaranteed for the entire calendar years of 2024 - 2026. No price increases will be allowed other than stated on *Bid Price Sheet*. The quantities bid are for comparison purposes only, and actual quantities purchased may vary. Purchases may be made with several purchase orders throughout the year. Shipping, freight, destination, return shipping, minimum order quantities or other charges will not be paid, in addition to the unit price bid.
11. The Municipality of West Milton, Ohio has a one and one-half percent (1.5%) Local Income Tax. The successful bidder(s) shall be liable for this Local Income Tax where applicable.
12. Bids may not be withdrawn after submission.
13. The successful bidder shall be provided with a "notice to proceed" after the certificate of fiscal resources is executed, purchase order encumbered, and contract executed.
14. In case of default by the bidder or contractor, the Municipality may procure the commodity or service from another source and hold the bidder or contractor responsible for any excess cost occasioned thereby.
15. All Fuels MUST be delivered to the Municipality during the following times (only):
  - 1.) 8:00 AM to 3:30 PM Monday through Friday
16. Questions on the general conditions, specifications, plans, attachments, exhibits, legal notice, procedures, or any other aspect of the bid process should be directed to Ben Herron, at the Municipality of West Milton, Municipal Building, 701 South Miami Street, West Milton, Ohio 45383-1399. Telephone (937) 698-1500 Ext.116 OR emailed to: herron@westmiltonohio.gov
17. Sealed bids, clearly marked **"2024 FUEL BID"** will be received by the Municipality of West Milton in the office of the Service Director, until 11:00 AM, West Milton time, on Monday November 6<sup>th</sup>, 2023. ALL bids submitted, delivered, or mailed must be received by the above stated deadline to receive consideration.

# ***Bid Specifications – 2024 Fuel Bid***

## **Liquid Fuels**

The successful bidder shall furnish liquid fuels plus or minus the following amounts to the specifications listed below.

- 1) Gasoline, no-lead grade, approximately 18,000 gallons per year, minimum octane rating: 87 (R+M)12.
- 2) Diesel – on road fuel, low sulfur No. 2, minimum 45 cetane. Approximately 1,000 gallons per year.
- 3) Diesel – off road fuel, low sulfur No. 2, minimum 45 cetane. Approximately 500 gallons per year.
- 4) During winter months, winter blend, low sulfur diesel additive required.

The Municipality is exempt from state road taxes, and certain federal gasoline taxes. The bid prices shall not include any of these exempt taxes.

## Tanks, Equipment and Servicing Requirements

The successful bidder **shall furnish** the necessary tanks, meter-equipped pumps, hoses and automatic nozzles for the storage and dispensing of liquid fuels (No Lead Gasoline, On Road Diesel Fuel, and Off Road Diesel Fuel) on municipal property at the location directed by the West Milton Director of Service. Storage and dispensing equipment shall be of materials compatible with the respective fuels. The bidder shall maintain storage and dispensing equipment in good working order and respond promptly to reports of equipment defects or insufficient supply of fuel/fuels by the Municipality.

The price quoted for fuels shall contain and include all costs of tank hauling, installation, electric wiring, maintenance, and repairs. The Municipality of West Milton shall not pay rent on any/all equipment and tanks. The successful bidder shall deliver and maintain a sufficient supply for the Municipality's needs at all times.

The successful bidder will be asked if fuel can be delivered in an emergency situation 24 hours a day, 7 days a week and 365 days of the year. If this type of delivery cannot be confirmed within reason the Municipality of West Milton has the right to remove the bidder from consideration.

The successful bidder will be asked if fuel \*delivery can be made during normal or non-working hours to locations other than the West Milton Service Complex.  
*Any location requesting delivery would be fuel truck accessible.*

\*Example – Emergency back-up generator locations or on-site construction equipment locations.

If this type of delivery cannot be confirmed within reason the Municipality of West Milton has the right to remove the bidder from consideration.

**\*BIDDING BLANK FOR FUEL – January 1<sup>st</sup>, 2024 through December 31<sup>st</sup> 2026**

**\*Instructions for Pricing\***

In the blank space provided, to the right of the listed fuel and approximate quantities, note the price added onto the current (date of delivery) wholesale price of fuel. Example: if the wholesale price of fuel on April 1, 2023 is \$3.59, list the amount in cents in which your cost will be **OVER AND ABOVE** the wholesale amount. If you are charging .10 above (as an example), note that in the right hand blank. That would make our **delivered** price \$3.69 per gallon.

**January 1, 2024 – December 31, 2024**

1) 18,000 gallons gasoline, no lead, 87 octane - PRICE \_\_\_\_\_ PER GALLON ABOVE

WHOLESALE

2) 1,000 gallons (on road) low sulfur No.2 (45 cetane)-PRICE \_\_\_\_\_ PER GALLON ABOVE WHOLESALE

3) 500 gallons (off road) low sulfur No.2 (45 cetane)-PRICE \_\_\_\_\_ PER GALLON ABOVE WHOLESALE

4) Winter blend diesel additive: PRICE \_\_\_\_\_ PER GALLON ADDITIONAL

5) Storage tank, pumps, supplies, electrical, delivery and/or removal charges \_\_\_\_\_

**January 1, 2025 – December 31, 2025**

1) 18,000 gallons gasoline, no lead, 87 octane - PRICE \_\_\_\_\_ PER GALLON ABOVE

WHOLESALE

2) 1,000 gallons (on road) low sulfur No.2 (45 cetane)-PRICE \_\_\_\_\_ PER GALLON ABOVE WHOLESALE

3) 500 gallons (off road) low sulfur No.2 (45 cetane)-PRICE \_\_\_\_\_ PER GALLON ABOVE WHOLESALE

4) Winter blend diesel additive: PRICE \_\_\_\_\_ PER GALLON ADDITIONAL

5) Storage tank, pumps, supplies, electrical, delivery and/or removal charges \_\_\_\_\_

**January 1, 2025 – December 31, 2025**

1) 18,000 gallons gasoline, no lead, 87 octane - PRICE \_\_\_\_\_ PER GALLON ABOVE

WHOLESALE

2) 1,000 gallons (on road) low sulfur No.2 (45 cetane)-PRICE \_\_\_\_\_ PER GALLON ABOVE WHOLESALE

3) 500 gallons (off road) low sulfur No.2 (45 cetane)-PRICE \_\_\_\_\_ PER GALLON ABOVE WHOLESALE

4) Winter blend diesel additive: PRICE \_\_\_\_\_ PER GALLON ADDITIONAL

5) Storage tank, pumps, supplies, electrical, delivery and/or removal charges \_\_\_\_\_

## **WINNING BIDDER TERMS AND POLICIES**

Please note any special terms and/or policies your company requires.

---

---

---

---

---

---

---

---

---

---

I/we, the undersigned have read and shall comply with all the bid specifications and requirements as indicated in the Bid package dated by November 6<sup>th</sup>, 2023.

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

SIGNED: \_\_\_\_\_

(PRINT) AUTHORIZED OFFICER: \_\_\_\_\_

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

AUTHORIZED OFFICER'S PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

(TO PLACE AN ORDER) PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

(BILLING INVOICE) PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

FAX NUMBER: (\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**ALL BIDS MUST BE RETURNED BY 11:00 AM November 6<sup>th</sup>, 2023**

**NON-COLLUSION AFFIDAVIT**

Project Name: **2024-2026 FUEL BID**

State of \_\_\_\_\_ County of \_\_\_\_\_

Contractor \_\_\_\_\_

I, \_\_\_\_\_ being first duly sworn, deposes and says that he/she is the

\_\_\_\_\_ of \_\_\_\_\_, the party making  
(Sole owner, a partner, president, secretary, etc.) (Name of company)

the foregoing bid: that such bid is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization, or corporation: that such bid is genuine and not collusive or sham; that said bidder has not directly or indirectly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that any one shall refrain from bidding; that said bidder has not in any manner, directly or indirectly, sought by agreement, communication or conference with any one to fix the bid price of said bidder or of any other bidder, or to fix overhead, profit, or cost element of such bid price, or of that of any other bidder or to secure any advantage against the owner awarding the contract or any one interested in the proposed contract; that all statements contained in such bid are true; and further, that said bidder has not directly or indirectly, submitted his/her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid and will not pay any fee in connection therewith, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any other individual except to such person or persons as have a partnership or the financial interest with said bidder in his/her general business.

Signed:

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Printed or Typed Name

\_\_\_\_\_  
Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

Notary  
Seal



PERSONAL PROPERTY TAX AFFIDAVIT

Project Name: 2024-2026 FUEL BID

State of \_\_\_\_\_ County of \_\_\_\_\_

The undersigned, \_\_\_\_\_ being first duly sworn, deposes

And says that I am \_\_\_\_\_ of \_\_\_\_\_  
(Sole owner, a partner, president, secretary, etc) (Company name)

The party making the foregoing bid and the party who may be awarded the contract by the Municipality of West Milton. Furthermore, I hereby affirm under oath, pursuant to Section 5719.042 of the Ohio Revised Code, that at the time the bid was submitted, the above party **WAS or WAS NOT** (circle one) charged with delinquent personal property taxes on the General Tax List of Personal Property for Miami County, Ohio.

If such charge for delinquent personal property tax lists on the General Tax List of Personal Property for Miami County, Ohio, the amount of such due and unpaid delinquent taxes, including due and unpaid penalties and interest shall be set forth below. In such case, a copy of the statement shall be transmitted by the Director of Finance of the Municipality of West Milton to the Miami County Treasurer within thirty (30) days of the date it is submitted.

Delinquent Personal Property Taxes	\$ _____
Penalties	\$ _____
Interest	\$ _____
TOTAL	\$ _____

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print/Type Name

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

Notary  
Seal

**LEGAL NOTICE  
Notice to Bidders**

Municipality of West Milton, Ohio  
2024 Fuel Bids

The Municipality of West Milton, Ohio will receive sealed bids for the procurement of motor vehicle fuels for 2024 - 2026 delivery until 11:00 AM (local time), Monday November 6<sup>th</sup>, 2023, at the Municipal Building, 701 S. Miami Street, West Milton, Ohio 45383 in accordance with the Bid Specifications and Bid Documents available at the Municipal Building.

All bids must be submitted on the form provided in the Bid Documents.

The Municipality of West Milton, Ohio reserves the right to reject any and all bids, to award a partial contract, to reduce stated quantities, to waive any irregularities in the bids and to select the "best bid" in its judgment.

---

Ben Herron – Director of Service