ITEM D

REQUIREMENTS OF GASOLINE AND DIESEL FUEL

SPECIFICATIONS AND BIDDING INFORMATION
BIDS CLOSE 3:00PM DECEMBER 1, 2026

The City of Albert Lea wishes to accept sealed proposals for the 2027 requirements for gasoline and diesel fuel. The delivery period shall be from January 1, 2027 to December 31, 2027. Bids must be submitted on the enclosed bid tabulation. Bid envelopes should be marked "Bid Opening – Fuel Bids" so that they are not opened in error.

PRODUCT IS REQUIRED AS FOLLOWS:

CITY GARAGE - 414 COMMERCIAL STREET

Unleaded Gasoline (10% Ethanol enriched): Minimum 87 Octane rating, estimated annual quantity 40,000 gallons, delivered to a 15,000 gallon capacity tank at the City Garage.

D-grade Diesel Fuel and Arctic Diesel Fuel (or equal): Estimated annual quantity of 30,000 gallons of D-grade diesel and 15,000 gallons of Arctic Diesel Fuel (or equal), to be delivered to a 15,000 gallon tank at the City Garage.

WASTEWATER TREATMENT PLANT

Unleaded Gasoline: 10% Ethanol enriched minimum, 87 Octane rating, estimated annual quantity 2,000 gallons delivered on a "call" basis to a 1,000 gallon capacity tank on the Wastewater Treatment Plant site.

D-Grade Diesel Fuel: Estimated annual quantity of 3,000 gallons; and 4,500 gallons Arctic Diesel (or equal) to be delivered on a "call" basis to a 1,000 gallon tank on the Wastewater Treatment Plant site

#2 Diesel Fuel (Heating Oil): Estimated annual quantity of 5,000 gallons delivered on a "call" basis to a 5,000 gallon capacity tank on the Wastewater Treatment Plant site.

SUMMARY OF ESTIMATED QUANTITIES:

Unleaded Gasoline: 42,000 Gallons
40,000 - Garage
2,000 - Wastewater Treatment Plant

Diesel: 52,500 Gallons
45,000 - City Garage
7,500 - Wastewater Treatment Plant

#2 Diesel (Heating Oil) - 5,000 Gallons - Wastewater Treatment Plant

The City reserves the right to purchase on the open market loads of 7,500 gallons or less of any type of fuel.

BASIS OF PRICING:

The price quoted in the proposal shall be on a "cost-certified base, plus guaranteed fixed margin" basis. To the cost-certified base the following taxes and fees should be added:

	Gasoline	Diesel
MN State Tax	.328	
MN Inspection Fee	.001	.001
TOTAL	.329	.001

The Petroleum Tank Cleanup Fee of $.02 per gallon will also be applied when applicable.

Cost of product should be based on prices effective at noon, on Friday, November 27, 2026. **Proof of wholesale base must be included with bid**. All adjustments from the price quoted shall be cost-certified from the price established November 27, 2026. The City of Albert Lea will continue to pay only previous delivery invoice price, unless effective date cost increases are certified. The fixed margin shall not change throughout the year. The successful bidder shall be prepared to submit a $1,000 performance bond to assure that the terms will be complied with.

Award of contract will be based on total bid of overall estimated gallons.

BILLING AND PAYMENTS:

The City Council makes payments at their regular meeting on the second and the fourth Mondays of each month. Statements submitted by the Monday prior to the City Council meeting will be processed for payment at the next regular Council meeting.

BID PROPOSAL

CITY OF ALBERT LEA, MINNESOTA

2027 GASOLINE AND DIESEL FUEL

QUOTATIONS ACCEPTED UNTIL 3:00PM, DECEMBER 1, 2026

Location	DBH	Cost	Fixed Margin including freight	Total Cost
City Garage	Unleaded Gasoline			**$**
City Garage	Diesel			**$**
WWTP	Unleaded Gasoline			**$**
WWTP	Diesel			**$**
WWTP	#2 Diesel (Heating Oil)			**$**
				$

Company Name _____

Company Address _____

Signature of Bidder _____

Date

Printed Name _____

PROOF OF WHOLESALE BASE MUST BE INCLUDED WITH THE BID