

ITEM D

REQUIREMENTS OF GASOLINE AND DIESEL FUEL

SPECIFICATIONS AND BIDDING INFORMATION BIDS CLOSE 3:00PM DECEMBER 8, 2020

The City of Albert Lea wishes to accept sealed proposals for the 2021 requirements for gasoline and diesel fuel. The delivery period shall be from January 1, 2021 to December 31, 2021.

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:

	<u>Gasoline</u>	<u>Diesel</u>
MN State Tax	.2850	
MN Inspection Fee	<u>.001</u>	<u>.001</u>
TOTAL	.286	.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, December 4, 2020. **Proof of wholesale base must be included with bid.** Bidder may quote on bidder's own letterhead. All adjustments from the price quoted shall be cost-certified from the price established December 4, 2020. 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.

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 Tuesday prior to the City Council meeting will be processed for payment at the next regular Council meeting.

COVID-19 PROTOCOL FOR BID SUBMITTAL AND PUBLIC OPENING

The City Center is currently locked to limit contact with the public due to the COVID-19 pandemic. Contractors are encouraged to submit bids via mail or parcel service to:

Attn: City Clerk
City of Albert Lea
221 E. Clark Street
Albert Lea, MN 56007

Contractors wishing to submit a bid in person prior to the bid opening must contact the City Engineering, Steven Jahnke, office: (507) 377-4325 or mobile: (507) 402-5099 to arrange a time to do so.

The 3rd Floor entrance (Clark Street side) to the City Center will be unlocked from approximately 2:30pm until 3:15pm the day of the bid opening to allow for bid submittal and public viewing of the bid opening. Seating will be spaced appropriately to allow for adequate physical distancing.