



**Return Bid To:**  
**CITY OF GUNTERSVILLE**  
**341 GUNTER AVENUE**  
**GUNTERSVILLE, AL 35976**  
**256-571-7560**

**BID OPENING DATE & TIME:**  
**FRIDAY, SEPTEMBER 8, 2017 AT 2:00 P.M.**  
**BIDS MUST BE RECEIVED BY THIS DATE & TIME**

**LOCATION:**  
CONFERENCE ROOM 2<sup>ND</sup> FLOOR- CITY HALL,  
MUNICIPAL BUILDING, GUNTERSVILLE, AL

**INVITATION FOR BIDS FOR**  
**GASOLINE AND DIESEL FUEL**

In accordance with General Act No. 217, Special Session 1967, notice is hereby given that the City of Guntersville, Alabama will receive competitive bids on the above item(s) for all city departments and entities except Transportation of the City of Guntersville, and/or any agencies thereof, including the Guntersville Board of Education.

**BACKGROUND INFORMATION**

The City of Guntersville and all entities thereof including the Guntersville Board of Education will accept bids for Gasoline and Diesel Fuel, for all City Departmental Vehicle except Transportation for a period of time beginning October 1, 2017 until September 30, 2018. The City uses approximately 100,000 gallon of fuel yearly (80,000 gasoline and 20,000 diesel). We use both on-road and off-road fuels. Octane levels should meet minimum requirements.

The City of Guntersville reserves the right to accept and/or reject any and all bids

Signed:

  
Betty Jones,  
City Clerk  
City of Guntersville

**VENDOR'S RESPONSE:**

**VENDOR'S NAME** \_\_\_\_\_

**VENDOR'S ADDRESS** \_\_\_\_\_  
\_\_\_\_\_

**TELEPHONE NUMBER** \_\_\_\_\_

**FAX NUMBER** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

\_\_\_\_\_  
**Authorized Representative**

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

**\*\*\*IF SHEET ISN'T SIGNED, BID IS VOID!\*\*\***



**SPECIFICATIONS AND BID FORM:**

- **Octane (Regular)**  
Net Price per Gallon \$ \_\_\_\_\_
- **#2 Diesel, Ultra-Low Sulfur**  
Net Price per Gallon \$ \_\_\_\_\_
- **#2 Diesel, Low Sulfur**  
Net Price per Gallon \$ \_\_\_\_\_

**1. Successful Bidder Shall Be Responsible For Filing All Governmental Forms Relating to Tax Rebates of Any Kind.**

Compliance Yes \_\_\_\_\_ No \_\_\_\_\_

**2. Prices Shall Be Exclusive Of These Taxes.**

Compliance Yes \_\_\_\_\_ No \_\_\_\_\_

**3. Each Week a Current Price Index must be furnished to the City Clerk.**

Compliance Yes \_\_\_\_\_ No \_\_\_\_\_

**4. The Motor Fuels Shall Be Furnished by the Successful Bidder at Your Location.**

Compliance Yes \_\_\_\_\_ No \_\_\_\_\_

**5. Accommodation Must be Made to Record and Provide Records of the Following:**

▪ Individual Usages  
Compliance Yes \_\_\_\_\_ No \_\_\_\_\_

▪ Mileage  
Compliance Yes \_\_\_\_\_ No \_\_\_\_\_

▪ Department Identification  
Compliance Yes \_\_\_\_\_ No \_\_\_\_\_

▪ Vehicle Identification  
Compliance Yes \_\_\_\_\_ No \_\_\_\_\_

▪ Date and Time  
Compliance Yes \_\_\_\_\_ No \_\_\_\_\_

**6. Vendor Must Have the Capabilities of Video Recording All Fueling Services 24 Hours, 365 Days per Year.**

Compliance Yes \_\_\_\_\_ No \_\_\_\_\_

**VENDOR'S RESPONSE:**

**I hereby agree to furnish the above named items on or by the dates requested and hereby certify that all specifications set above will be met.**

\_\_\_\_\_  
**Authorized Representative**

**\*\*\*IF SHEET ISN'T SIGNED, BID IS VOID!\*\*\***



**SPECIAL INSTRUCTIONS TO BIDDERS**

- (1) It shall be the bidder’s responsibility to possess all proper County, State, and Federal license and shall familiarize oneself with and shall comply with all Federal, State, and local laws, ordinances, and regulations.
- (2) The City of Guntersville reserves the right to award this contract as a whole or in part, whichever is in the best interest of the City of Guntersville.
- (3) This bid shall be good for the period beginning October 1, 2017 and going through September 30, 2018. At the end of the 1 year term, if both parties agree, this contract could be extended.
- (4) Bids may be submitted either by mail or in person; however, the City of Guntersville will not be responsible for the security of mailed bids. (Also, if mailing bid, please be advised that we do not receive mail before 2:00 P.M. daily, the before mail early to ensure prompt arrival).
- (5) By signing and submitting of this bid, the vendor certifies that he/she is an equal opportunity employer.
- (6) Bidders are required to use this “*Invitation for Bids.*” Failure to do so will be cause for rejection of bid.
- (7) Bidders shall bid all items, sign, and return all sheets in the “*Invitation for Bids.*”. Failure to do so will be cause for rejection of bid.
- (8) Each individual bid must be submitted in a sealed envelope with the word “*BID*” and the name of the bid item marked on outside of envelope.
- (9) Please be advised that in the event a bid is received from a person, firm, or corporation deemed to be a responsible bidder, having a place of business within the City of Guntersville and the bid is no more than three percent (3%) greater than the bid of the lowest responsible bidder, the Mayor and City Council of the City of Guntersville may award the contract to the resident responsible bidder.

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**BIDDER ACKNOWLEDGEMENT**

**By signing and submitting the above bid, your company acknowledges that the quoted prices cannot be changed during the period of time stated, no can any type of surcharge or escalation charge be assessed without agreement from City Officials. Your company also understands the information set out in the Special Instructions to the Bidders and understands that not following the instructions could lead to bid disqualification.**

**Vendor’s Response:**

**I hereby understand the information set out in the Special Instructions to the Bidders and understand that not following the instructions could lead to bid disqualification.**

\_\_\_\_\_  
**Authorized Representative**

**\*\*\*IF ALL SHEETS ARE NOT SIGNED, BID IS VOID!\*\*\***