

## AUTOMATED FUEL SYSTEM SPECIFICATIONS 2016

### **MINIMUM SPECIFICATIONS**

The price paid per gallon to the contractor for the fuel shall be no greater than the price listed as the Oil price information (OPIS) Pad 3 Baton Rouge Average for that fuel, whether branded or unbranded prices. Price per gallon shall be adjusted each week in accordance with the OPIS report. Contractor agrees that freight charges will be based on normal common carrier freight to deliver branded or unbranded product.

### **GENERAL**

It is the intent of this specification to provide for the purchase and dispensing of an On-Site, Off-Site and Bulk Delivery of Motor Fuels on a three (3) year agreement with an option for the Ascension Parish Government to extend the agreement in twelve (12 ) month intervals up to an additional (3) Years.

Award to a Qualified Bidder shall be based on the lowest price per gallon for On and Off Site consignment fee and Common Carrier fee priced per gallon for branded and unbranded motor fuels. The total number of Off-Sites conveniently located to address the needs of Ascension Parish Government shall be considered.

Consignment fee being that mark-up per gallon paid for only as the fuel is pumped.

Contractor shall invoice the Parish on a monthly basis for only the consignment motor fuels dispensed into authorized vehicles.

### **A) CONTRACTOR REQUIREMENTS**

The successful vendor shall have thirty (30) days, from the date of the award letter, in which to implement this system.

The contractor at his sole cost shall furnish all necessary hardware and software needed to implement the proposed automated fuel system. Also, the Contractor shall provide at his sole cost all cards including replacements for the one-card system.

Minimum insurance requirements for this bid are set at one million dollars. Insurance shall be at the contractor's sole expense.

## AUTOMATED FUEL SYSTEM SPECIFICATIONS 2016

All maintenance and repairs, other than electric and telephone service repairs, will be the responsibility of the contractor. Equipment maintenance and services will be provided in a timely manner so as not to disrupt the 24 hour a day, seven (7) day a week operation of the Ascension Parish Government. The Ascension Parish Government's Office will provide electric and telephone service for refueling stations On-Site. These stations must be capable of being operated with normal power sources or generator power and with or without telephone services during emergency situations.

Refueling units will be capable of being manned and operated by the Ascension Parish Government employee's who will be trained by the contractor to operate the unit.

Fuel Cards will be restricted to allow purchase of 87 Octane E10 Ethanol or Conventional Unleaded gasoline.

### **Contractor Furnished Equipment (CFE) APG Automated Fuel System Equipment.**

#### **Lamar Dixon**

- 1ea. 500 Gallon Off Road Diesel Tank \$660
- 1 ea. 500 Gallon containment pan \$950
- 1 ea. 12 Volt electric pump with hose, nozzle and site glass \$375

#### **Sorrento Pumping Station**

- 1ea. 1000 Gallon Tank off road diesel \$1080
- 1ea. 12 Volt electric pump with hose, nozzle and site glass \$375

#### **Donaldsonville DPW Yard**

- 2 ea. 500 Gallon Tanks Unleaded Gas Diesel Off Road \$1320
- 2 ea. 110-115 Electric pumps with meters, hoses, nozzles and site glass. \$1050

#### **DPW CHURCH POINT AUTOMATED FUEL SYSTEM**

- 2 ea. Dresser Wayne Pumps w/card reader \$24,015
- 1 ea Used Ruby: Hyper pid, pin-pad, card, Hoses, Nozzles, SBS \$7,460
- 1 ea Pump Stand \$292
- 450 Ft of 20/4 PR PLTC SPOS \$277
- 1 ea installed and programmed Ruby \$965
- 1 Lot of Misc Install Hardware \$1,000

**TOTAL ESTIMATED REPLACEMENT COST OF FUEL SYSTEM CONTRATOR FURNISHED EQUIPMENT (CFE) = \$39,819**

### **CONTRACT PERIOD**

The contract shall be a firm fixed price contract for a period of three (3) years beginning February 1, 2016 and ending January 31, 2019. Ascension Parish Government shall have the unilateral right to exercise up to three (3) additional twelve (12) month fixed priced options, with thirty (30) days written notice to the contractor prior to current period of performance expiration. Should Ascension Parish elect not to exercise a unilateral option the contract period of performance will end at the conclusion of the executed contract period.

## AUTOMATED FUEL SYSTEM SPECIFICATIONS 2016

### **ON CONSIGNMENT REQUIREMENTS**

The Vendor shall provide consignment based fuel services for Ascension Parish sites with onsite fueling stations whether underground storage tanks (UST) or above ground storage tanks (AGT).

The Parish shall purchase on a consignment basis 10% Ethanol unleaded gasoline and number 2 Diesel (Ultra low sulfur Off Road Dyed) at existing Parish re-fueling locations as listed below. Estimated volumes are purely estimates based on past history. There are no guarantees of future volumes. The contractor shall place 10% Ethanol unleaded gasoline, number 2 Diesel (Ultra low sulfur Off Road Dyed), as requested by Ascension Parish, in fuel storage facilities at existing Parish owned re-fueling sites. The contractor will be reimbursed as fuel is issued to Parish vehicles and after required usage reports and invoices, with supporting pricing information, are submitted requesting reimbursement for fuel products issued. The fuel purchased at Parish owned on-site refueling locations shall be integrated into the normal reporting Contractor provides for transactions by the same vehicles or cards that may be used at off-site retail locations. Listed below are the current on-site fueling stations that shall be included in this contract, including tank size and number of dispenser hoses by fuel grade. Please note that this list is not exhaustive, however it is inclusive of the Consignment fuel sites that are expected to be operational as soon as possible after the contract is awarded. It is not expected that the contractor will be responsible for installation, maintenance and/or repair of existing fuel dispensers, nor is the contractor expected to install electronic pulsars. Any installation of a Fuel Control Terminal at a Parish owned fueling station is expected to be an operational site, or a site that is operational ready. Each proposal should include a concise list that clarifies what required conditions, equipment or services (i.e. telephone, electrical) must be present at each site a Fuel Control Terminal is to be installed prior to installation. The Fuel Control terminal will be made available at no cost for the life of the contract. It is expected that the Parish owned onsite fueling stations are to be maintained at minimum of 50% of Tank capacity at all times, with the exception of Marvin Braud Pumping Station which will maintained at 90%. For the purposes of this bid all current onsite fueling stations are considered emergency service operations. Other sites may be added that are considered emergency service operations.

On Consignment, for the purposes of this bid shall be described as follows:

Contractor shall supply the following equipment/supplies and be responsible for the following services but not limited to:

1. Motor Fuels as listed (The physical inventory).
2. Fuel Tank Management including Inventory Reporting.
3. Pump Totalizer Accounting
4. Assume the cost of inventory shortages
5. A one card system (one card per vehicle or one card per driver) to activate fuel dispensing.
6. System will alert when maintenance is due. Message alert will be given on weekly basis.
7. Provide the ascension Parish Fuel Coordinator real time ability to monitor and change Fuel card data as required.

## AUTOMATED FUEL SYSTEM SPECIFICATIONS 2016

### REPORTS

It is required that the reporting capabilities of the vendor be of an enterprise reporting solution. The reporting solution offered should be an agile system that will export reports in a format convertible to excel for data mining and custom report writing. It is also required that ad hoc reporting is available to Ascension Parish Fuel Program Management and Finance Personnel.

Data should be available for the life of the contract. Any data reports requested by Ascension Parish shall be offered at no charge to Ascension Parish. Proposers should provide a list of readily available report formats (i.e. fields, data elements, etc) including custom reporting that can be offered. Any reports offered shall be at no cost to Ascension Parish. Online solutions are required, with account information available at several levels of hierarchy. It is required that the Parish Fleet Manager shall have access to any and all fleet data and any and all Parish accounting information captured. If the vendor is offering an online reporting system with Parish access to billing, account and/or fleet data information, the same shall be made available to Ascension Parish Procurement Director (APPD) and the Ascension Parish Fleet Manager, for all parish data. If a user contract/account administrator profile is available in the vendors' reporting system hierarchy the Parish Fleet Manager shall be the user administrator for the life of the contract.

The fuel cards issued for the Parish shall be based on the Vehicle it is issued for, not the person responsible. Responsibility for card usage shall rest with Ascension Parish. Fuel cards issued under the auspices of this contract shall remain active with the exception of:

- 1) Cards requested to be/or cancelled by Ascension Parish Fleet Fuels Manager.
- 2) Cards cancelled due to contract expiration or cancellation according to stipulations as defined in the **CHANGE OVER VENDORS** section of this bid request.

Any fuel cards issued by the contractor under the auspices of this contract shall remain active and viable regardless of the lack of activity and/or late payments or billing disputes unless authorized by the Parish Fleet Manager. Cancellation of card services without prior approval according to the stipulations above will be considered a breach of contract and may result in the contract being terminated.

The electronic data that must be attached to each fuel card is as follows:

- 1) Parish Name and account number
- 2) Transaction time.date stamp
- 3) Parish employee name transacting business.
- 4) Provider name and location
- 5) Fuel type purchased.
- 6) Cost of Fuel purchased
- 7) Gallons of fuel purchased.
- 8) Required Taxes that are paid by the Parish.
- 9) Vehicle odometer reading at transaction
- 10) Vehicle license Plate/unit number/Parish asset ID#
- 11) Tax exemption certification

## AUTOMATED FUEL SYSTEM SPECIFICATIONS 2016

A paper "ticket" shall be generated at the point of sale, if feasible. Each time a transaction is generated the purchase of fuel for a Parish Fleet vehicle, the following information is required to print on the ticket:

- 1) Quantity purchased
- 2) Price after applicable taxes (if any)
- 3) Location of purchase
- 4) Account number
- 5) Date/time
- 6) Department/account preference for vehicle license plate, unit number or Parish asset ID#

The above list of data elements is required; however it is desirable that the proposers' bid should include any other available data elements that can be collected, archived, or retrievable concerning fleet or account management. Also, any other data elements that can be printed, if desired by each department, on the paper ticket for each transaction should be offered.

Contractor, at its sole expense, shall provide weekly, or ten (10) day reporting to the Ascension Parish Fuel Coordinator, (To Be Named) required supporting data to substantiate the fuel invoice. The required weekly report shall include the following:

1. Vehicle Department assigned
2. Ascension Parish Vehicle Number and description.
3. Odometer reading
4. Miles traveled between fill up per vehicle
5. Date and time of fueling
6. Name of driver or fueler
7. Location of fueling
8. Gallons, current and extended prices.
9. Total consumption for week
10. Itemized tax summary
11. Type of fuel
12. Miles per gallon of fuel
13. Copy of report information electronically.

Reporting every week or 10 days and shall contain the following:

1. Recap of weekly information
2. Beginning and ending mileage
3. Cost per mile of fuel used
4. Any additional reports required by Ascension Parish Government will be reimbursed at contractors actual price zero burden or fee.

## AUTOMATED FUEL SYSTEM SPECIFICATIONS 2016

### **CHANGE OVER VENDORS**

If a change in contractor should occur either due to expiration or termination of contract, the current contractor/owner of automated fuel equipment currently installed on Ascension Parish automated Fueling Stations will agree to the sale of the installed equipment at cost less depreciation

### **AUDIT**

Ascension Parish Government reserves the right to have representatives of the Parish inspect the records maintained by the contractor concerning the products and services described herein. All records generated by the contractor for the performance of this contractual effort are the property of Ascension Parish. If the contractor deems such records to proprietary or competition sensitive the parish agrees to honor and control records and data so identified.

### **ON PREMISE LOCATIONS**

Contractor shall supply the following locations with the On Consignment motor fuels, CBOB - Ethanol E10 Unleaded 87 Octane and ULS No. 2 Diesel – Off-Road for Ascension Parish Government.

Ascension Parish Public Works East  
42077 Church Point Road  
Gonzales, Louisiana 70737

Bulk Off-Road Diesel fuel shall also be delivered to the following locations and be included in reports. Payments for Bulk deliveries will be Net 30 days.

Ascension Parish Jail Facility  
2384 Lemannville Cutoff  
Donaldsonville, Louisiana 70346

Lamar Dixon  
9039 S Street  
Landry Road  
Gonzales, LA 70737

Marvin Braud Pump Station  
AKA McElroy Pump Station  
Sorrento, La 70778

Ascension Parish Public Works West  
725 Church Street  
Donaldsonville, La 70346

Sorrento Pump Station  
44362 Conway Street  
Sorrento, La 70778

**\*\* Locations may be removed or added within the Ascension Parish Government boundaries as the need arise.**

**OFF PREMISE LOCATIONS: Provide the locations and capabilities of each Off – Site location to be provided.**

**Emergency Support Operations:**

Each of the sites described below will require Scheduled Emergency fuel support prior to, during, and after a Declared Emergency event.

- a) **Marvin Braud interim Emergency Fuel support:** will insure that Marvin Braud Station and its six pumping stations will be supported for uninterrupted operation for up to seven Days. The following known conditions and requirements are indentified below:
  - a. As a minimum the three (3) existing 15,000 gallon tanks, a total of 45,000 gallons will require top off within 12 Hours of provider notification of an impending emergency by Logistics Section Chief OEP.
  - b. Additional tank top offs may be required during the course of an Emergency event. The Contractor must be able to provide additional Tank top-offs within 12 hours of notification by the Logistics Section Chief OEP.

- b) **DPW Church Point interim Emergency Fuel support:** Describe how you as the fuel service provider will insure that DPW Church Point Yard will be supported during interim emergency operations. The following known conditions and requirements are identified below:
  - a. The existing above ground Tanks (AGT) at the Church point DPW yard must be topped off within 12 hours of notification of an interim emergency by Logistics Section Chief OEP.
  - b. Additional tank top offs may be required during the course of an Emergency event. The Contractor must be able to provide additional Tank top-offs within 12 hours of notification by the Logistics Section Chief OEP.

c) **Lamar Dixon Generator Support:**

Describe how you as the fuel service provider will insure that Lamar Dixon will be supported during interim emergency operations. The following known conditions and requirements are identified below:

There are two(2) Emergency Generators located at Lamar Dixon.

- 1) IT located Next to "G" Building 140KW Off Road Bulk Diesel, 48 hr. run time. 420 Gallon tank.
- 2) Facility Support located Next "C" Arena 65KW Off Road Bulk Diesel, 48 hr. run time. 150 gallons
  - 1) The generators at Lamar Dixon must be topped off within 12 hours of notification of an interim emergency by Logistics Section Chief OEP.
  - 2) Additional tank top offs may be required during the course of an Emergency event. The Contractor must be able to provide additional Tank top-offs within 12 hours of notification by the Logistics Section Chief OEP.

d) **Parish wide Emergency Generator Support:**

Provide a detailed plan addressing how you will provide timely refueling support for Emergency generators dispersed throughout the parish.

## AUTOMATED FUEL SYSTEM SPECIFICATIONS 2016

### **e) Continuing Long Term Emergency Fuel Operations Support:**

Provide a plan that addresses how you as provider will meet the continuing parish fuel needs in the event of an extended Emergency event.

a) How reliable is your supply chain access? And how can you insure a continuous fuel supply from your suppliers?

J) How are you going to insure personnel and resources are available to meet your contractual commitments during Emergency Operations? Will you provide on site Representative to OEP Logistics Section Chief during Emergency Operations.

### **FUEL CARD SERVICES**

- 1) The Vendor shall provide one card, which will be used Parish wide for fuel. It is desirable that the Vendor provides the necessary number of fuel outlets that allows for the maximum coverage throughout the Parish.
- 2) All cost, fees, discounts and rebates shall be clearly detailed.
- 3) Vendor should include a listing of all fuel outlets that will honor their card within Ascension Parish.
- 4) Vendor should provide written instructions to all drivers/operators participating in the Fuel Card Program.
- 5) Vendor should provide a toll-free 24-hour, 7 days a week, Customer Service Support phone number.
- 6) The Vendor should include on cards any and all restrictions to the use of the card that the Parish deems necessary.
- 7) The Vendor shall provide a Real Time method for the Parish Fuel Coordinator to cancel, suspend, change Pin and issue new cards as required.

### **BID REQUIREMENTS**

Prices bid shall include all fees involved in the On and Off Site Consignment and Automated Fueling Program (see above).

Vendor shall bid as follows:

Allowable OPIS Baseline Fuel Cost will be calculated using the Current or the Previous Thursday OPIS "Average Rack" (regardless of Brand) for PADD 3, Baton Rouge, Louisiana. The Thursday "Average Rack" initially used Current or Previous will be effective for all gallons dispensed throughout the life of the contract. The "Average Rack" plus the Fixed Price On and Off Site Consignment/Common Carrier Fees, times the number of gallons actually dispensed, less allowable Tax exemptions, if any will be the invoice price per gallon. The fee (on consignment and off premise) shall remain Fixed through the entire term of the contract.

The successful Bidder shall provide Copies of the Thursday OPIS reports used in their calculations (Current or Previous) for the periods covered in each submitted invoice.

In the event, Ascension Parish Government has to purchase fuel from another supplier due to the failure of the contractor's services or equipment: the contractor shall reimburse Ascension Parish Government.

## AUTOMATED FUEL SYSTEM SPECIFICATIONS 2016

Ascension Parish Government shall receive reimbursement for the difference paid for fuel purchased from another supplier and the price from the contractor. Ascension Parish Government shall make a reasonable effort of purchase from the contractor at all times.

### **ALLOWABLE FUELS:**

#### **ALLOWABLE GASOLINES:**

##### **CONV CLEAR**

Unl – Unleaded 87 Octane

##### **CBOB Ethanol 10%**

Unl – Unleaded 87 Octane

#### **ALLOWABLE DIESELS:**

##### **CONV CLEAR**

Uls No 2 – Highway Ultra Low Sulphur

Uls No 2 – Off Road (Dyed Bulk) Ultra Low Sulphur (Less tax)

**ALL MOTOR FUELS MUST MEET OR EXCEED FEDERAL AND STATE SPECIFICATIONS FOR ASTM TEST METHOD.**

### **CANCELLATION CLAUSE**

Ascension Parish Government reserves the right to terminate this contract prior to the end of the period of performance indicated on twenty four (24) hours written notice, for unsatisfactory delivery or for failure to meet the required specifications. In the event of termination for cause, Ascension Parish Government in accordance with the terms and conditions of the contract shall pay for all orders delivered prior to the effective date of termination, whereupon all obligations of both parties to the contract shall cease.

Ascension parish Government reserves the right to terminate and contract anytime for any reason by issuing a thirty (30) day written notice to the vendor. In the event of termination of said contract, all obligations of either party this contract shall cease.

### **CONTRACTOR'S AND SUBCONTRACTOR'S INSURANCE**

The contractor shall not commence work under this contract until he has obtained all insurance required and until such insurance has been approved by the owner through its purchasing Department and with an insurance company that as industry rating of at least B+, Class VI, according to Best's Key Rating Guide, nor shall the Contractor allow any subcontractor to commence work on his subcontract.

AUTOMATED FUEL SYSTEM SPECIFICATIONS 2016

Description	Consignment Fee		Common Carrier Fee	
	On-Site	Off-Site	On-Site	Off-Site
Gasoline 87 Octane 10% Ethanol 87 Octane Non-Ethanol				
Diesel # 2 (Highway)				
Diesel Non-Highway (Bulk Dyed)				

**General Instructions**

Bidders must complete all blanks, unless the bidder indicates otherwise. If an additional sheet is needed to present your bid, the format shown on this form must be followed:

Date: \_\_\_\_\_

Company Name and Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

The above signature on this BID certifies that bidder has carefully examined the instructions to bidders, terms and specifications applicable to, and made a part of this bid package. Bidder further certifies that the prices shown in the schedule of items are in full compliance conditions, terms and specifications of the bid package.

The intent of this contract is to provide an automated fuel system for the Ascension Parish Government to begin on February 1, 2016 or the date of the Ascension Parish Council approval through January 31, 2019.

NOTE: The price paid per gallon to the contractor for the fuel shall be no greater than the price listed as the Oil price information (OPIS) Pad 3 Baton Rouge "Average Rack" for that fuel, whether branded or unbranded prices. Price per gallon shall be adjusted each week in accordance with the OPIS report. Contractor agrees that freight charges will be based on normal common carrier freight to deliver branded or unbranded product.

AUTOMATED FUEL SYSTEM SPECIFICATIONS 2016

**Schedule of Events**

**Date**

- |   |       |
|---|-------|
| 1. Public Notice                              | _____ |
| 2. Mandatory Pre-Bid Conference               | _____ |
| 3. Deadline to receive written inquiries      | _____ |
| 4. Deadline to answer written inquiries       | _____ |
| 5. Bid Opening Date (Deadline for submitting) | _____ |

The Parish of Ascension reserves the right to revise this schedule. Any such revision will be formalized by the issuance of an addendum to the Bid.