

HAMILTON COUNTY, TEXAS
BID SPECIFICATIONS FOR MOTOR FUELS
2012

Sealed bids, addressed to Debbie Rudolph, Hamilton County Clerk, 101 East Henry, Hamilton, TX 76531, will be accepted in the office of the County Clerk until 4:30 p.m., Friday, January 20th, 2012, for the sale of motor fuels for use by the Hamilton County Commissioners precincts. The bids will be opened and read at 9:00 a.m., Monday, January 23rd, at the Hamilton County Courthouse Annex during the Commissioners Court meeting; and, at that time, bids may be awarded. **Bids awarded shall be for a term of one (1) year, beginning January 23rd, 2012, and shall be considered a legal and binding contract.**

The following specifications should be considered when preparing bids for these items:

FUEL

Hamilton County will be placing orders throughout the term of the bid for the following:

- Unleaded gasoline – octane rating 87
- Ultra low sulfur diesel
- Ultra low sulfur dyed diesel

METHOD OF BIDDING

BIDS MUST BE SUBMITTED ON THE ENCLOSED BID SHEET.

With reference to the bid, please refer to the following:

MARK-UP: All bidders are required to bid a **MARK-UP** per gallon for each fuel type and location. The Mark-Up shall include **any and all delivery charges and fees** that will be billed to the bidder (in addition to the Sample Base Price and Taxes that are listed). **MARK-UP MAY VARY BY LOCATION BUT WILL REMAIN CONSTANT THROUGHOUT THE TERM OF THE CONTRACT. For the purpose of bidding,** Hamilton County has provided a *sample* BASE PRICE and applicable fuel taxes for each fuel type in order to calculate total cost for comparison purposes.

SOURCE OF BASE PRICE: The County is aware that the BASE PRICE may vary throughout the term of the contract. Bidders shall note on the bid sheet the source that will be used throughout the term of the contract to determine the BASE PRICE and shall provide sample copies of documentation for the same from the source, with their bid.

METHOD OF BIDDING (con't.)

BIDS MUST BE SUBMITTED ON THE ENCLOSED BID SHEET AND IN A SEALED ENVELOPE PLAINLY MARKED "BID ON MOTOR FUEL." BIDS THAT ARE RECEIVED AND NOT MARKED, AS STATED, OR RECEIVED AFTER THE STATED TIME WILL BE RETURNED TO THE BIDDER.

DELIVERIES

Deliveries shall be made to the following locations on an as needed basis. **ALL DELIVERIES ARE TO BE MADE WITHIN 48 HOURS OF THE TIME AN ORDER IS PLACED AND BETWEEN THE HOURS OF 8:00 A.M. AND 3:00 P.M. MONDAY THROUGH FRIDAY.** Invoices for deliveries must be left at delivery locations in order to be validated for payment.

<u>LOCATION</u>	<u>TANK SIZE</u>	<u>ESTIMATED AMOUNT</u>
Commissioner Precinct No. 1 903 W. Crews Hamilton, Texas	1 - 500 gal unleaded 87	4,000 gal/yr
	1 - 500 gal clear diesel	5,000 gal/yr
	1 - 500 gal dyed diesel	6,300 gal/yr
Commissioner Precinct No. 2 811 N Blansit Hamilton, Tex	1 - 500 gal unleaded 87	6,000 gal/yr
	1 - 500 gal clear diesel	3,000 gal/yr
	1 - 500 gal dyed diesel	8,000 gal/yr
Commissioner Precinct No. 3 102 Railroad St Hico, Texas	1 - 350 gal unleaded 87	5,000 gal/yr
	1 - 500 gal clear diesel	5,000 gal/yr
	1 - 500 gal dyed diesel	8,000 gal/yr
Commissioner Precinct No. 4 Shive, Texas	1 - 500 gal unleaded 87	2,000 gal/yr
	1 -1000 gal clear diesel	8,000 gal/yr
	1 -1000 gal dyed diesel	7,000 gal/yr

Estimated amounts are not guaranteed for the year. Amounts will vary by need.

BILLING

All invoices shall be sent to the Hamilton County Treasurer's office, P O Box 472, Hamilton, TX 76531. Separate statements with attached invoices must specify Commissioner's precinct, Sheriff's Department, or Constable. Each invoice **must include** a copy of the applicable source document from the same source identified in the bid, for the successful bidder's base price for the fuel sold to the County, **with such base price marked and further calculated with mark-up and applicable taxes to arrive at invoiced price**. The successful bidder shall use the same type of source document throughout the term of the contract (ex: weekly OPIS Price Index; daily pricing from the a supplier, etc.).

TERMS OF PAYMENT

Hamilton County Commissioner's Court meets for their regular term of court on the second and fourth Monday of each month. Invoices will be set up for payment with the regular account payables.

The Hamilton County Commissioner's Court reserves the right to accept bids on one or more items and/or locations listed, and the right to order fuel in quantities as needed throughout the term of the bid. The Commissioners Court also reserves the right to reject any and/or all bids on one or more items and/or locations listed and to accept a bid or bids on one or more items and/or locations listed, as deemed most advantageous to the County; and, further, to waive any irregularities or informalities in the bids.

Hamilton County is an Equal Opportunity Employer and encourages bids from any company or individual regardless of race, national origin, age, religion, gender, marital or veteran status, the presence of a medical condition, disability, membership or relationship to any organization or any legally protected status.

Any questions concerning this process should be directed to the Hamilton County Auditor.

L. Marliessa Clark
Hamilton County Auditor
(254) 386-3549 or (254) 784-0508

**HAMILTON COUNTY, TEXAS
2012 MOTOR FUEL BID SHEET**

<u>FUEL TYPE/LOCATION</u>	<u>BASE PRICE</u>	+	<u>TAXES</u>	+	<u>MARK-UP/GALLON</u>
			*		
Commissioner Precinct No. 1					
Unleaded gasoline - Octane rating 87	2.001		.20/gal		_____
On-Road ULS Diesel	2.001		.20/gal		_____
Dyed ULS Diesel	2.001		.001/gal		_____
Commissioner Precinct No. 2					
Unleaded gasoline - Octane rating 87	2.001		.20/gal		_____
On-Road ULS Diesel	2.001		.20/gal		_____
Dyed ULS Diesel	2.001		.001/gal		_____
Commissioner Precinct No. 3					
Unleaded gasoline - Octane rating 87	2.001		.20/gal		_____
On-Road ULS Diesel	2.001		.20/gal		_____
Dyed ULS Diesel	2.001		.001/gal		_____
Commissioner Precinct No. 4					
Unleaded gasoline - Octane rating 87	2.001		.20/gal		_____
On-Road ULS Diesel	2.001		.20/gal		_____
Dyed ULS Diesel	2.001		.001/gal		_____
Sheriff's Department – Hamilton					
Unleaded gasoline - Octane rating 87	2.001		.20/gal		_____
Sheriff's Department – Hico					
Unleaded gasoline - Octane rating 87	2.001		.20/gal		_____
Fuel picked up at bidders location					
Unleaded gasoline - Octane rating 87	2.001		.20/gal		_____
On-Road ULS Diesel	2.001		.20/gal		_____
Dyed ULS Diesel	2.001		.001/gal		_____

ATTACH QUOTES FOR NOV 10, 27, AND 24, 2011, DELIVERIES FROM BIDDER'S SUPPLY SOURCE FOR THIS CONTRACT

Bidder's Name & Address: _____

Name of Bidder's representative (please print): _____

Signature of Bidder's representative

* Hamilton County is exempt from Federal excise taxes