

Morris County

Gasoline and Diesel Fuel Specifications

General Conditions

1. Morris County will accept bids from suppliers wishing to furnish gasoline and diesel fuel for calendar year 2024. Bids must be submitted on BID FORM included in this package. Bids must be sealed and the envelope clearly marked on the outside "Gasoline and Diesel Fuel Bid". Bids must be received in the County Judge's office, not later than 9:00 AM, December 11, 2023, at which time they will be publicly opened and read aloud. Morris County reserves the right to accept or reject any and all bids to protect the best interest of the county.
2. Bidder must furnish, with the BID FORM, a Letter of Commitment from (or copy of contract with) their bulk supplier which guarantees an uninterrupted supply of gasoline and diesel fuel sufficient to meet the projected needs of the county.
3. Gasoline and diesel fuel must be from a major refiner such as Chevron, Exxon, Texaco, Shell, Mobil, or equal quality refiner. This provision is in no way intended to limit competitions but is intended to assure delivery of quality products for use by the county.
4. To allow for price fluctuations, bids will be based upon rack price charged to Bidder from their bulk supplier with a firm cent per gallon bid price above that rack price. Bidder shall furnish, in spaced provided on Bid Form, the rack price as of November 30, 2023, at 9:00 a.m. EXCLUDING TAX. Successful bidder will be required to furnish acceptable evidence to substantiate the rack price charge with each billing. Copies of bulk supplier invoices to Bidder or computer generated market quotations will serve as acceptable evidence of rack price. Commissioners request that rack price be clearly stated on each delivery ticket issued (i.e., the request is for delivery ticket, not invoice).
5. Off road low sulfur diesel fuel shall be grade #2 or better.
6. Bidder may be required to furnish fuel tank at more than one location (approx. 3).
7. Bidder must guarantee delivery within 24 hours after the order is placed by telephone.
8. Bidder must apply for and secure exemption from federal tax on gasoline and diesel fuel to prevent the county from paying said federal tax.
9. Bidder must furnish monthly billing to the County Auditor's Office not later than the fifth (5th) day of the month covering all charges for the previous month.

10. Bidder may expect payment, for those charges invoiced as stated above, following each month's regular Commissioners Court meeting scheduled for the second (2nd) Monday each month.
11. Bidders may wish to consider the previous fiscal year's usage (Oct. 2022 – Sept. 2023) as follows:
 - A. Unleaded gasoline – approximately 15,905 gallons
 - B. Off road low sulfur diesel (dyed) – approximately 9,490 gallons
 - C. On road high sulfur diesel (clear) – approximately 3,236 gallons
12. Successful bidder will be awarded a contract through December 2024.

Return Signed Bid form and Specification Sheet with BID.

Bidder Firm Name

Name of Bidder Representative

Mailing Address

City, State & Zip Code

Telephone Number

Authorized Signature

Morris County

**Bid Form
Gasoline and Diesel Fuel**

I, or we, agree to furnish and deliver gasoline and diesel fuel to Morris County in calendar year 2024 in accordance with specifications outlined at the prices stated below.

1. E-10 blended gasoline - _____ cents per gallon above supplier's rack price in effect on date of delivery to county. Applicable state tax will be collected in addition to the price quoted above. No federal tax will be collected.
2. Off road low sulfur diesel only - _____ cents per gallon above supplier's rack price in effect on date of delivery to county. Applicable state tax will be collected in addition to the price quoted above. No federal tax will be collected.
3. On road low sulfur diesel - _____ cents per gallons above supplier's rack price in effect on date of delivery to county. Applicable state tax will be collected in addition to the price quoted above. No federal tax will be collected.
4. Rack prices plus Texas Product Delivery Fee from our supplier in effect on Thursday, November 30, 2023 are:

Regular Unleaded	- _____	cents per gallon
Plus Unleaded	- _____	cents per gallon
Super Unleaded	- _____	cents per gallon
Off road low sulfur	- _____	cents per gallon
On road low sulfur	- _____	cents per gallon

5. Gasoline and diesel fuel to be furnished under this Bid will be refined by

_____.

Bidder Firm Name

Name of Bidder Representative

Mailing Address

City, State & Zip Code

Telephone Number

Authorized Signature