

### **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 ten (10) day billing cycle within accordance of 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 three (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.

### **CONTRACTOR REQUIREMENTS**

The successful vendor shall have ninety (90) days, from the date of the award letter, in which to implement this system.

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

All maintenance and repairs, other than electric and telephone service repairs, will be the responsibility of the contractor. 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 employees who will be trained by the contractor to operate the unit.

Fuel Cards will be restricted to allow purchase of allowable fuels.

### **CONTRACT PERIOD**

The contract shall be for a period of three (3) years beginning with the execution of the contract. Ascension Parish Government shall have the 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.

### **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. 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) A one card system (one card per vehicle or one card per driver) to activate fuel dispensing
- (5) System will alert when maintenance is due. Message alert will be given on weekly basis
- (6) Provide the ascension Parish Fuel Coordinator real time ability to monitor and change Fuel card data as required

## **REPORTS**

1. Fuel Transaction electronic system shall be used that allows the tracking of fuel transactions from Fueling Stations available in Ascension Parish. The system should track fuel usage by vehicle in addition to tracking individual users that complete the transaction.
2. The fuel system shall be compatible to integrate with our current system, Munis by Tyler Technologies, for purpose of accounting and preventive maintenance.
3. The system shall be accessible by staff through a website or web portal for 24/7 access to download the data.
4. The data should be available from the site no more than 72 hours from the transaction date.
5. The system shall have an application programming interface (API) and user interface that will allow the exporting of the transactional data at any given time, with the ability to specify and filter by date, equipment, and any and all other fields applicable. Typical export formats shall be available in either csv, excel, xml, or fixed width txt.
6. Each invoice provided shall include an electronic listing of transactions with the following criteria and be in a data table (same formats as mentioned above).

7. The export capabilities for the API and user interface shall have at a minimum the following format of data fields:

- Transaction ID: a unique transaction ID
- Date must be in one of the following formats: (Date and Time Separated)
  - MMDDYYYY, no spaces, no dashes.
  - DDMMYYYY, no spaces, no dashes.
  - YYYYMMDD, no spaces, no dashes.
  - YYYYDDMM, no spaces, no dashes.
  - DDMMYY, no spaces, no dashes.
  - MMDDYY, no spaces, no dashes.
  - YYMMDD, no spaces, no dashes.
  - YYDDMM, no spaces, no dashes.
- Time must be in one of the following formats: (Date and Time Separated)
  - EXCEL - 01:30:00 PM
  - EXCEL 24H – 13:30
  - TEXT – 1:30 PM
  - TEXT 24H – 13:30
- User ID: system issued user ID for individual pins
- Fuel Card ID: The fuel card ID number
- Odometer reading: numbers with or without a decimal, but no commas
- Costs per gallon: numbers, two decimal places, no \$ sign.
- Gallons: total gallons per transaction
- Fuel Type: The name of the fuel type. Not just the code though a code field is ok, but a correlating field with fuel type name shall be included in the export. This shall include the type with applicable Octane level. (i.e. Unleaded 87 Octane ethanol mix)

Not required but desirable fields:

- Equipment ID: The Ascension Parish Equipment ID
- Total cost per transaction: numbers, two decimal places, no \$ sign.
- Station ID: Name, ID, or Location address of fuel station location
- MPG: The MPG average based on that transaction using gallons and difference from previous odometer.
- MPG Average: The historical average for that vehicle / equipment.

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 contractor's actual price zero burden or fee.

### **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 allowable fuels for Ascension Parish Government:

**(1) 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:

**(2) Ascension Parish Jail Facility**

2384 Lemannville Cutoff  
Donaldsonville, Louisiana 70346

**(3) Lamar Dixon**

9039 S Street  
Landry Road  
Gonzales, LA 70737

**(4) Marvin Braud Pump Station**

AKA McElroy Pump Station  
Sorrento, La 70778

**(5) Ascension Parish Public Works West**

725 Church Street  
Donaldsonville, La 70346

**(6) Sorrento Pump Station**

44362 Conway Street  
Sorrento, La 70778

**(7) Henderson Bayou Pump Station**

44469 Henderson Floodgate Rd.  
Prairieville, La. 70769

**\*\* 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:

**(1) 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 identified 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 or  
Ascension Parish reserves the rights to use an emergency authorized vendor

**(2) 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 in- ground tanks at the Church point DPW yard must be topped off within twelve (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 or Ascension Parish reserves the rights to use an emergency authorized vendor

**(3) Lamar Dixon Fuel 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:

- a. The anticipated in- ground split tank (5,100-gallon diesel/gas) at Lamar Dixon must be topped off within twelve (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 or Ascension Parish reserves the rights to use an emergency authorized vendor

**(4) 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.

- (5)** How are you going to insure personnel and resources are available to meet your contractual commitments during Emergency Operations?

***\*\*Ascension Parish reserves the right under Emergency Authorization to contract a third-party vendor in the event that contractor fails to provide fuel support & services within the specified requirements of this document.***

**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.

- (7) The Vendor shall provide a 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/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.

### **ALLOWABLE FUELS: \*\***

#### **(1) ALLOWABLE GASOLINES:**

- a. **CONV CLEAR**  
Unl – Unleaded 87 Octane
- b. **CBOB Ethanol 10%**  
Unl – Unleaded 87 Octane

#### **(2) ALLOWABLE DIESELS:**

- a. **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 at least a (90) ninety 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.

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

#### **GENERAL INSTRUCTIONS**

## AUTOMATED FUEL SYSTEM SPECIFICATIONS 2022

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 beginning with the execution of the contract or the date of the Ascension Parish Council approval through January 31, 2025.

***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.***

### **SCHEDULE OF EVENTS**

### **Date**

- |   |       |
|---|-------|
| 1. Public Notice                              | _____ |
| 2. Deadline to receive written inquiries      | _____ |
| 3. Deadline to answer written inquiries       | _____ |
| 4. 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.***