

Invitation to Bid No. 170905  
Off-Road Diesel Fuel  
OPR: Public Works



**Lubbock County**  
916 Main Street, Suite 503  
P.O. Box 10536  
Lubbock, Texas 79408  
(806)775-1014

September 5, 2017

Whom It May Concern,

Lubbock County Commissioners' Court will receive sealed bids on the following indicated merchandise until 2:00 P.M., Tuesday, September 19, 2017 in the Purchasing Office, 916 Main, Suite 503, Lubbock, Texas 79401 (PO Box 10536, Lubbock, TX 79408), at which time bids will be publicly opened and read aloud.

Bids will be evaluated and awarded in Commissioners' Court, *Monday, September 25, 2017*. However, bids must be firm for a 30 day period from bid opening date in case the Court desires additional evaluation time.

With uncertainty of mail delivery, the County cannot be responsible for bids which are not received before bid opening hour.

Inasmuch as comparison sheets are sent to all bidders and posted to the County web site, bid quotations will not be communicated by telephone. Interested bidders are encouraged to attend the bid opening should they desire quotations.

The County reserves the right to accept or reject any or all bids submitted, and shall be the sole judge in this matter.

Lubbock County is exempt from all city, state and federal sales tax. Your signed and otherwise correctly completed sealed bid (one copy only) should meet the following specifications or the Commissioners' Court may, at its option, refuse to consider the bid.

It is to be understood that upon the award of this bid / request for proposal the successful bidder(s) is/are responsible in complying with the Prompt Payment Act, effective July 1, 1986 (Government Code CHS. 2251.001 - 2251.043).

Vendors are required to have and maintain, at no cost to Lubbock County, insurance of the types and amounts as required by law and/or the bid specifications.

In those instances where manufacturer and/or model numbers of equipment/materials are referenced as "equal in quality" it is not the County's intent to rule out other manufacturers, nor will the named manufacturer receive preferential treatment. Lubbock County is the sole judge in determining the suitability of items bid.

Should vendors have deviations from bid specifications all deviations must be listed on a self-scribed attachment. This attachment must also be signed by an authorized company representative and be attached to the vendor's original bid.

Lubbock County, Texas is subject to the Texas Public Information Act, Chapter 552, Texas Government Code. Proposals submitted to Lubbock County, Texas in response to this RFP are subject to release by the County as public information. If the Proposer believes that the proposal, or parts of it are confidential, as proprietary information, (s)he must specify that either all or part is excepted, and provide specific and detailed justification for its claim of confidentiality. Vague and general claims to confidentiality are not acceptable. All proposals or parts of the proposals which are not marked as confidential will be considered public information after a contract has been awarded. The successful proposal may be considered public information even though parts are marked confidential.

Lubbock County, Texas assumes no responsibility for asserting legal arguments on behalf of Proposers. Proposers are advised to consult with their legal counsel concerning disclosure issues resulting from this proposal process and to take precautions to safeguard trade secrets and other proprietary information.

Company Name: \_\_\_\_\_

By (Print): \_\_\_\_\_ Title: \_\_\_\_\_

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

Address: \_\_\_\_\_ Mailing: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

**Lubbock County, Texas**  
**ITB 170905**  
**Off-Road Diesel Fuel Picked Up By Lubbock County Service Truck**

**Bid Information**

The quantities listed are merely estimates of annual usage-not actual order amounts. During the period of the purchase contract, the County will buy only the actual quantity required, and it will neither be obligated to the purchase of nor limited to the quantities listed. These supplies will only be ordered as needed. The purchase contract will be awarded on the date as approved by Lubbock County Commissioners' Court. The County reserves the right to reject any or all bids and to accept the one deemed most advantageous to the County.

All bidders are required to bid a MARK-UP per gallon for each fuel type and location. The Mark-Up shall include any fees that will be billed in addition to the Rack Price and Taxes that are listed. **Mark-up will remain constant throughout the term of the contract.**

The County is aware that Rack Price may vary throughout the term of the contract. Bidders shall note on the bid sheet the method or source that will be used throughout the term of the contract to determine the Rack Price and shall provide a sample copy of any documentation available with their bid. In addition, the vendor shall supply documentation of corresponding rack price with each invoice. All bidders shall provide the Brand Name for OFF-ROAD DIESEL fuel in the space provided.

A service truck currently being used by Lubbock County is owned by Lubbock County. The vendor awarded vendor shall supply the County Service Truck.

Commissioners have the right to reject, at any time, any material that is undesirable. Lubbock County legally accepts delivery of fuel after it is loaded.

Term of Contract	Location	Tank Size (Gallons)	Type of Fuel	Estimated Yearly Quantity(Gallons)
10/1/2017 thru 9/30/2018	SERVICE TRUCK	600	Diesel, High Sulfur, Off-Road	24,000

**Pickup Time**

All off-road diesel ordered will be picked up within 24 hours from time of order. In the event a contracted vendor is unable to deliver the materials ordered within 24 hours from time of order the County reserves the right to re-order the said materials from another vendor.

**Invoice Information**

Each invoice must include a copy of the source document used to calculate the base price of the fuel purchased, with such base price marked. The successful bidder shall use the same source document throughout the term of the contract. (ex: weekly OPIS Price Index; rack pricing from the same company, etc.)

It is possible that other County departments may utilize this bid from time to time as needs arise.

**Brand of fuel bid:** \_\_\_\_\_ **Mark up per Gallon:** \_\_\_\_\_

**Index to be used:** \_\_\_\_\_