



**COLLIN COUNTY**

## **FUELS**

**IFB 2017-128**

**Shannon Poe  
Jack Hatchell Administration Building  
2300 Bloomdale Road, Ste. 3160  
McKinney, TX 75071**

**(P) 972-548-4115 (F) 972-548-4694  
[spoe@collincountytexas.gov](mailto:spoe@collincountytexas.gov)**

Collin County exclusively uses IonWave Technologies, Inc. ([Collin County eBid](#)) for the notification and dissemination of all solicitations. The receipt of solicitations through any other means may result in your receipt of incomplete specifications and/or addendums which could ultimately render your bid/proposal non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other means.

## LEGAL NOTICE

By order of the Commissioners' Court of Collin County, Texas, sealed bids will be received by the Purchasing Agent, 2300 Bloomdale Road, Suite 3160, McKinney, TX 75071, until **2:00 P.M., Thursday, May 11, 2017**, for competitive bids on the **Fuels, IFB 2017-128**. Bidders should use unit pricing. Bidders may obtain detailed specifications and other documents at Office of the Purchasing Agent: Collin County Administration Building, 2300 Bloomdale Road, Suite 3160, McKinney, TX 75071, 972-548-4165, or by going to: <https://collincountytexas.com>. Sealed bids will be opened on **Thursday, May 11, 2017 at 2:00 P.M.** by the Purchasing Agent, Collin County Administration, Purchasing Department, 2300 Bloomdale Road, Suite 3160, McKinney, TX 75071. The Commissioners' Court reserves the right to reject any and all bids.

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<b>ATTENTION:</b>	<b>CLASSIFIEDS</b>
<b>BILL TO:</b>	<b>ACCOUNT NO 06100315-00</b>
	<b>COMMISSIONERS' COURT</b>

NOTICE TO PUBLISHERS: Please publish in your issue on **Thursday, April 20, 2017**, and **Thursday, April 27, 2017**. A copy of this notice and the publishers' affidavit must accompany the invoice when presented for payment.

<b>NEWSPAPER:</b>	<b><u>Plano Star Courier</u></b>
<b>DATE:</b>	<b><u>April 17, 2017</u></b>
<b>FAX:</b>	<b><u>972-529-1684</u></b>

# Collin County, Texas

## Bid Information

Bid Owner Shannon Poe  
Email spoe@collincountytx.gov  
Phone (972) 548-4115  
Fax (972) 548-4694

Bid Number 2017-128  
Title Fuels  
Bid Type IFB  
Issue Date 04/18/2017  
Close Date 5/11/2017 02:00:00 PM (CT)

## Contact Information

Address 2300 Bloomdale Rd.  
Ste. 3160  
McKinney, TX 75071

Contact Shannon Poe  
Department Purchasing  
Building Admin. Building  
Floor/Room Ste.3160  
Telephone (972) 548-4115  
Fax (972) 548-4694  
Email spoe@collincountytx.gov

## Ship to Information

Address See Purchase Order  
McKinney, TX 75071

Contact  
Department  
Building  
Floor/Room  
Telephone  
Fax  
Email

## Supplier Information

Company Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

## Supplier Notes

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\_\_\_\_\_  
\_\_\_\_\_

The undersigned hereby certifies the foregoing bid submitted by the company listed below hereinafter called "bidder" is the duly authorized agent of said company and the person signing said bid has been duly authorized to execute same. Bidder affirms that they are duly authorized to execute this contract; this company; corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder or other person or persons engaged in the same line of business; and that the contents of this bid as to prices, terms and conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Bid Notes

## Bid Activities

## Bid Messages

## Bid Attachments

The following attachments are associated with this opportunity and will need to be retrieved separately

Line	Filename	Description
Header	General Instructions_Bid.docx	General Instructions_Bid
Header	Terms of Contract_Bid.docx	Terms of Contract - Bid
Header	Insurance updated 1-26-2015.doc	Minimum Insurance Requirements

Header	Specifications.doc	Special Conditions and Specifications
Header	HB23 CIQ.docx	Information Regarding Conflict of Interest Questionnaire
Header	CIQ_113015.pdf	Conflict of Interest Questionnaire
Header	W9_2014.pdf	W-9
Header	Attachment A.doc	Attachment A

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## Bid Attributes

Please review the following and respond where necessary

#	Name	Note	Response
1	Delivery	<p>Delivery will be F.O.B. inside delivery at Collin County designated locations and all transportation charges are to be paid by the supplier to destination.</p> <p>Please state delivery in calendar days from date of order.</p>	_____ (Required)
2	Exceptions	<p>Do you take exceptions to the specifications. If so, by separate attachment, please state your exceptions.</p> <p>Valid Responses: [Please Select], Yes, No</p>	_____ (Required)
3	Insurance	<p>I understand that the insurance requirements of this solicitation are required and a certificate of insurance shall be submitted to the Purchasing department if I am awarded all or a portion of the resulting contract.</p> <p>Please initial.</p>	_____ (Required)
4	Subcontractors	<p>State the business name of all subcontractors and the type of work they will be performing under this contract.</p> <p>If you are fully qualified to self-perform the entire contract, please respond with "Not Applicable-Self Perform".</p>	_____ (Required)
5	Reference No. 1	<p>List a company or governmental agency where these same/like products /services, as stated herein, have been provided.</p> <p>Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.</p>	_____ (Required)
6	Reference No. 2	<p>List a company or governmental agency where these same/like products /services, as stated herein, have been provided.</p> <p>Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.</p>	_____ (Required)
7	Reference No. 3	<p>List a company or governmental agency where these same/like products /services, as stated herein, have been provided.</p> <p>Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.</p>	_____ (Required)

8 Cooperative Contracts

As permitted under Title 8, Chapter 271, Subchapter F, \_\_\_\_\_ (Required)  
Section 271.101 and 271.102 V.T.C.A. and Title 7,  
Chapter 791, Subchapter C, Section 791.025, V.T.C.A.,  
other local governmental entities may wish to also  
participate under the same terms and conditions contained  
in this contract. Each entity wishing to participate must  
enter into an inter-local agreement with Collin County and  
have prior authorization from vendor. If such participation  
is authorized, all purchase orders will be issued directly  
from and shipped directly to the local governmental entity  
requiring supplies/services. Collin County shall not be  
held responsible for any orders placed, deliveries made or  
payment for supplies/services ordered by these entities.  
Each entity reserves the right to determine their  
participation in this contract.

Would bidder be willing to allow other local governmental  
entities to participate in this contract, if awarded, under the  
same terms and conditions?

Valid Responses: [Please Select], Yes, No

9 Preferential Treatment

The County of Collin, as a governmental agency of the \_\_\_\_\_ (Required)  
State of Texas, may not award a contract to a nonresident  
bidder unless the nonresident's bid is lower than the  
lowest bid submitted by a responsible Texas resident  
bidder by the same amount that a Texas resident bidder  
would be required to underbid a nonresident bidder to  
obtain a comparable contract in the state in which the  
nonresident's principal place of business is located  
(Government Code, Title 10, V.T.C.A., Chapter 2252,  
Subchapter A).

1. Is your principal place of business in the State of  
Texas?

2. If your principal place of business is not in Texas, in  
which State is your principal place of business?

3. If your principal place of business is not in Texas, does  
your state favor resident bidders (bidders in your state) by  
some dollar increment or percentage?

4. If your state favors resident bidders, state by what dollar  
amount or percentage.

10 Debarment Certification

I certify that neither my company nor an owner or principal \_\_\_\_\_ (Required)  
of my company has been debarred, suspended or  
otherwise made ineligible for participation in Federal  
Assistance programs under Executive Order 12549,  
"Debarment and Suspension," as described in the Federal  
Register and Rules and Regulations.

Please initial.

11 Immigration and Reform Act

I declare and affirm that my company is in compliance with \_\_\_\_\_ (Required)  
the Immigration and Reform Act of 1986 and all employees  
are legally eligible to work in the United States of America.

I further understand and acknowledge that any  
non-compliance with the Immigration and Reform Act of  
1986 at any time during the term of this contract will  
render the contract voidable by Collin County.

Please initial.

12 Disclosure of Certain Relationships

Chapter 176 of the Texas Local Government Code requires that any vendor considering doing business with a local government entity disclose the vendor's affiliation or business relationship that might cause a conflict of interest with a local government entity. Subchapter 6 of the code requires a vendor to file a conflict of interest questionnaire (CIQ) if a conflict exists. By law this questionnaire must be filed with the records administrator of Collin County no later than the 7th business day after the date the vendor becomes aware of an event that requires the statement to be filed. A vendor commits an offense if the vendor knowingly violates the code. An offense under this section is a misdemeanor.

\_\_\_\_\_ (Required)

By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code.

Please send completed forms to the Collin County County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX 75071.

Please initial.

13 Disclosure of Interested Parties

Section 2252.908 of the Texas Government Code requires a business entity entering into certain contracts with a governmental entity to file with the governmental entity a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity. Section 2252.908 requires the disclosure form (Form 1295) to be signed by the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Section 2252.908 applies only to a contract that requires an action or vote by the governing body of the governmental entity before the contract may be signed or has a value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the section.

\_\_\_\_\_ (Required)

Section 2252.908 applies only to a contract entered into on or after January 1, 2016.

Please initial.

14 Notification Survey

In order to better serve our offerors, the Collin County Purchasing Department is conducting the following survey. We appreciate your time and effort expended to submit your bid. Should you have any questions or require more information please call (972) 548-4165.

\_\_\_\_\_ (Required)

How did you receive notice of this request?

Valid Responses: [Please Select], Plano Star Courier, Plan Room, Collin County eBid Notification, Collin County Website, Other

- 15 Bidder Acknowledgement Bidder acknowledges, understands the specifications, any \_\_\_\_\_ (Required)  
and all addenda, and agrees to the bid terms and  
conditions and can provide the minimum requirements  
stated herein. Bidder acknowledges they have read the  
document in its entirety, visited the site, performed  
investigations and verifications as deemed necessary, is  
familiar with local conditions under which work is to be  
performed and will be responsible for any and all errors in  
Bid submittal resulting from Bidder's failure to do so.  
Bidder acknowledges the prices submitted in this Bid have  
been carefully reviewed and are submitted as correct and  
final. If Bid is accepted, vendor further certifies and agrees  
to furnish any and all products upon which prices are  
extended at the price submitted, and upon conditions in  
the specifications of the Invitation for Bid.
- Please initial.
- 16 State minimum quantity in gallons for gasoline \_\_\_\_\_ (Required)  
transport/tanker
- 17 State maximum quantity in gallons for gasoline \_\_\_\_\_ (Required)  
transport/tanker
- 18 State minimum quantity in gallons for gasoline \_\_\_\_\_ (Required)  
bobtail/tank wagon
- 19 State maximum quantity in gallons for gasoline \_\_\_\_\_ (Required)  
bobtail/tank wagon
- 20 State minimum quantity in gallons for diesel \_\_\_\_\_ (Required)  
transport/tanker wagon
- 21 State maximum quantity in gallons for diesel \_\_\_\_\_ (Required)  
transport/tanker wagon
- 22 State minimum quantity in gallons for diesel \_\_\_\_\_ (Required)  
bobtail/tank wagon
- 23 State maximum quantity in gallons for diesel \_\_\_\_\_ (Required)  
bobtail/tank wagon
- 24 State brand of product offered as additive for diesel fuel. Attach product information and MSDS for this product. \_\_\_\_\_ (Required)
- 25 State the number of gallons of fuel treated with fuel additive State the number of gallons of fuel that will be treated by \_\_\_\_\_ (Required)  
one (1) gallon of fuel additive.
- 26 State if you have a jobber owned rack to take fuel delivery Collin County may opt to drive their tanker to the vendor's \_\_\_\_\_ (Required)  
delivery jobber owned rack to take fuel delivery. If yes, state the  
location, if an appointment is required, the business hours  
and any requirements you may have.
- 27 Delivery State if you deliver split load consisting of pump off to a \_\_\_\_\_ (Required)  
tanker truck and drop load to an underground tank.
- 28 Vendor's Rack Pricing State if the pricing for fuel at the vendor's rack will be \_\_\_\_\_ (Required)  
based on OPIS prices or a different price structure? If  
different please state the basis for the pricing structure.

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## Line Items

#	Qty	UOM	Description	Response
1	1	gallon	Gasoline Unleaded - Delivered to Storage Tank via Transport/Tanker	\$ _____ (Required) Unit Price

Item Notes: State mark-up or mark-down (indicate + or -) based on OPIS Net Rack Prices for Transport/Tanker loads.  
Delivered to Service Center or Farmersville Location.

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

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2	1	gallon	Gasoline Unleaded - Delivered to Storage Tank via Bobtail/Tank Wagon	\$ _____ (Required) Unit Price
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Item Notes: State mark-up or mark-down (indicate + or -) based on OPIS Net Rack Prices for Bobtail/Tank Wagon loads.  
Delivered to Service Center or Farmersville Location.

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

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3	1	gallon	Gasoline Unleaded - Delivered to Mobile Tanker via Transport/Tanker to Service Center or Farmersville	\$ _____ (Required) Unit Price
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Item Notes: State mark-up or mark-down (indicate + or -) based on OPIS Net Rack Prices for Mobile Tanker.  
Delivered to the Service Center or Farmersville Location.

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

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4	1	gallon	Gasoline Unleaded - Delivered to Mobile Tanker via Transport/Tanker to Misc. Location within Collin County	\$ _____ (Required) Unit Price
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Item Notes: State mark-up or mark-down (indicate + or -) based on OPIS Net Rack Prices for Mobile Tanker.  
Delivered to any other location within Collin County.

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_



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5	1	gallon	Gasoline Unleaded - Delivered to Mobile Tanker via Bobtail/Tank Wagon to Service Center or Farmersville	\$ _____ (Required) Unit Price
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Item Notes: State mark-up or mark-down (Indicate + or -) based on Net Rack Prices for Bobtail/Tank Wagon loads. Delivered to the Service Center or Farmersville Location.

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

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6	1	gallon	Gasoline Unleaded - Delivered to Mobile Tanker via Bobtail/Tank Wagon to Misc. Location within Collin County	\$ _____ (Required) Unit Price
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Item Notes: State mark-up or mark-down (Indicate + or -) based on Net Rack Prices for Bobtail/Tank Wagon. Delivered to any other location within Collin County.

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

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7	1	gallon	Gasoline Unleaded - Collin County Mobile Tanker takes delivery at Vendor's Rack.	\$ _____ (Required) Unit Price
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Item Notes: State mark-up or mark-down (indicate + or -) based price structure stated under Attribute #28 Net Rack Prices for Mobile Tanker.  
Obtained at vendor's rack.

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

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8	1	gallon	Diesel - Delivered to Storage Tank via Transport/Tanker	\$ _____ (Required) Unit Price
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Item Notes: State mark-up or mark-down (indicate + or -) based on OPIS Net Rack Prices for Transport/Tanker loads. Delivered to Service Center or Farmersville Location.

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

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9	1	gallon	Diesel - Delivered to Storage Tank via Bobtail/Tank Wagon	\$ _____ (Required) Unit Price
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Item Notes: State mark-up or mark-down (Indicate + or -) based on OPIS Net Rack Prices for Bobtail/Tank Wagon loads.  
Delivered to Service Center or Farmersville Location.

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

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10	1	gallon	Diesel - Delivered to Mobile Tanker via Transport/Tanker to Service Center or Farmersville	\$ _____ (Required) Unit Price
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Item Notes: State mark-up or mark-down (indicate + or -) based on OPIS Net Rack Prices for Mobile Tanker.  
Delivered to Service Center or Farmersville Location

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

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11	1	gallon	Diesel - Delivered to Mobile Tanker via Transport/Tanker to Misc. Location within Collin County	\$ _____ (Required) Unit Price
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Item Notes: State mark-up or mark-down (indicate + or -) based on OPIS Net Rack Prices for Mobile Tanker.  
Delivered to any other location within Collin County.

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

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12	1	gallon	Diesel - Delivered to Mobile Tanker via Bobtail/Tank Wagon to Service Center or Farmersville	\$ _____ (Required) Unit Price
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Item Notes: State mark-up or mark-down (Indicate + or -) based on Net Rack Prices for Bobtail/Tank Wagon loads. Delivered to  
the Service Center or Farmersville Location.

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

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13	1	gallon	Diesel - Delivered to Mobile Tanker via Bobtail/Tank Wagon to Misc. Location within Collin County	\$ _____ (Required) Unit Price
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Item Notes: State mark-up or mark-down (Indicate + or -) based on Net Rack Prices for Bobtail/Tank Wagon loads. Delivered to any other location within Collin County.

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

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14	1	gallon	Diesel - Collin County Mobile Tanker takes delivery at Vendor's Rack.	\$ _____ (Required) Unit Price
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Item Notes: State mark-up or mark-down (indicate + or -) based price structure stated under Attribute #28 Net Rack Prices for Mobile Tanker. Obtained at vendor's rack.

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

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15	1		State the quantity in gallons where pricing goes from bobtail/tank wagon to transport/tanker rates.	\$ _____ (Optional) No Price
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Item Notes: State the quantity in gallons at which pricing goes from Bobtail/Tank Wagon load rates to transport/tanker load rates.

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

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16	1	each	Split Product Delivery Fees	\$ _____ (Required) Unit Price
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Item Notes: State split product delivery fees for same location as a flat rate.

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

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17	1	gallon	Split Load Fees	\$ _____ (Required) Unit Price
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Item Notes: State split load fees as a flat rate.

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

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18	1	gallon	Pump Off Fee for deliveries to above ground storage tank	\$ _____ (Required) Unit Price
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Item Notes: Pump off fees for deliveries to Above Ground Storage Tank, State price per gallon or flat rate.  
Add note stating price per gallon or flat rate

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

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19	1	each	Pump Off Fee to Mobile Tanker.	\$ _____ (Required) Unit Price
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Item Notes: Pump off fees to Mobile Tanker. State price per gallon or flat rate. Add note stating price per gallon or flat rate.

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

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20	1	gallon	State cost per gallon of diesel fuel additive offered.	\$ _____ (Required) Unit Price
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Item Notes: State cost per gallon of diesel fuel additive offered

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

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21	1	each	State any additional fees - not including LUST Fees, TX Delivery Fees or State Taxes.	\$ _____ (Required) Unit Price
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Item Notes: State any fees not shown herein which may be applicable for fuel deliveries from your company.

Supplier Notes: \_\_\_\_\_  
\_\_\_\_\_

## 1.0 GENERAL INSTRUCTIONS

### 1.0.1 Definitions

1.0.1.1 Bidder: refers to submitter.

1.0.1.2 Vendor/Contractor/Provider: refers to a Successful Bidder/Contractor/Service Provider.

1.0.1.3 Submittal: refers to those documents required to be submitted to Collin County, by a Bidder.

1.0.1.4 IFB: refers to Invitation For Bid.

1.1 If Bidder does not wish to submit an offer at this time, please submit a No Bid.

1.2 Awards shall be made not more than ninety (90) days after the time set for opening of submittals.

1.3 Collin County is always conscious and extremely appreciative of your time and effort in preparing your submittal.

1.4 Collin County exclusively uses ionWave Technologies, Inc. (Collin County eBid) for the notification and dissemination of all solicitations. The receipt of solicitations through any other company may result in your receipt of incomplete specifications and/or addendums which could ultimately render your bid non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other company.

1.5 A bid may not be withdrawn or canceled by the bidder prior to the ninety-first (91<sup>st</sup>) day following public opening of submittals and only prior to award.

1.6 It is understood that Collin County, Texas reserves the right to accept or reject any and/or all Bids for any or all products and/or services covered in an Invitation For Bid (IFB), and to waive informalities or defects in submittals or to accept such submittals as it shall deem to be in the best interest of Collin County.

1.7 All IFB's submitted in hard copy paper form shall be submitted in a sealed envelope, plainly marked on the outside with the IFB number and name. A hard copy paper form submittal shall be manually signed in ink by a person having the authority to bind the firm in a contract. Submittals shall be mailed or hand delivered to the Collin County Purchasing Department.

1.8 No oral, telegraphic or telephonic submittals will be accepted. IFB's may be submitted in electronic format via Collin County eBid.

1.9 All Invitation For Bids (IFB) submitted electronically via Collin County eBid shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the IFB.

1.10 Time/date stamp clock in Collin County Purchasing Department shall be the official time of receipt for all Invitation for Bids (IFB) submitted in hard copy paper form. IFB's received in the Collin County Purchasing Department after submission deadline shall be considered void and unacceptable. Absolutely no late submittals will be considered. Collin County accepts no responsibility for technical difficulties related to electronic submittals.

1.11 For hard copy paper form submittals, any alterations made prior to opening date and time must be initialed by the signer of the IFB guaranteeing authenticity. Submittals cannot be altered or amended after submission deadline.

1.12 Collin County is by statute exempt from the State Sales Tax and Federal Excise Tax; therefore, the prices submitted shall not include taxes.

1.13 Any interpretations, corrections and/or changes to an Invitation For Bid, and related Specifications or extensions to the opening/receipt date will be made by addenda to the respective document by the Collin County Purchasing Department. Questions and/or clarification requests must be submitted no later than seven (7) days prior to the opening/receipt date. Those received at a later date may not be addressed prior to the public opening. Sole authority to authorize addenda shall be vested in Collin County Purchasing Agent as entrusted by the Collin County Commissioners' Court. Addenda may be transmitted electronically via Collin County eBid.

1.13.1 Addenda will be transmitted to all that are known to have received a copy of the IFB/RFQ/RFP/RFI/CSP and related Specifications. However, it shall be the sole responsibility of the Bidder/Quoter/Offeror to verify issuance/non-issuance of addenda and to check all avenues of document availability (i.e. **Collin County eBid** <https://collincountytexas.com>, telephoning Purchasing Department directly, etc.) prior to opening/receipt date and time to insure Bidder/Quoter/Offeror's receipt of any addenda issued. Bidder/Quoter/Offeror shall acknowledge receipt of all addenda.

1.14 All materials and services shall be subject to Collin County approval.

1.15 Collin County reserves the right to make award in whole or in part as it deems to be in the best interest of the County.

1.16 Any reference to model/make and/or manufacturer used in specifications is for descriptive purposes only. Products/materials of like quality will be considered.

1.17 Bidders taking exception to the specifications shall do so at their own risk. By offering substitutions, Bidder shall state these exceptions in the section provided in the IFB or by attachment. Exception/substitution, if accepted, must meet or exceed specifications stated therein. Collin County reserves the right to accept or reject any and/or all of the exception(s)/substitution(s) deemed to be in the best interest of the County.

1.19 Minimum Standards for Responsible Prospective Bidders: A prospective Bidder must meet the following minimum requirements:

1.19.1 have adequate financial resources, or the ability to obtain such resources as required;

1.19.2 be able to comply with the required or proposed delivery/completion schedule;

1.19.3 have a satisfactory record of performance;

1.19.4 have a satisfactory record of integrity and ethics;

1.19.5 be otherwise qualified and eligible to receive an award.

Collin County may request documentation and other information sufficient to determine Bidder's ability to meet these minimum standards listed above.

1.20 Vendor shall bear any/all costs associated with its preparation of an IFB.

1.21 Public Information Act: Collin County is governed by the Texas Public Information Act, Chapter 552 of the Texas Government Code. All information submitted by prospective bidders during the bidding process is subject to release under the Act.

1.22 The Bidder shall comply with Commissioners' Court Order No. 2004-167-03-11, County Logo Policy.

1.23 Interlocal Agreement: Successful bidder agrees to extend prices and terms to all entities that has entered into or will enter into joint purchasing interlocal cooperation agreements with Collin County.

1.24 Bid Openings: All bids submitted will be read at the county's regularly scheduled bid opening for the designated project. However, the reading of a bid at bid opening should be not construed as a comment on the responsiveness of such bid or as any indication that the county accepts such bid as responsive.

The county will make a determination as to the responsiveness of bids submitted based upon compliance with all applicable laws, Collin County Purchasing Guidelines, and project documents, including but not limited to the project specifications and contract documents. The county will notify the successful bidder upon award of the contract and, according to state law; all bids received will be available for inspection at that time.

## 2.0 TERMS OF CONTRACT

2.1 A bid, when properly accepted by Collin County, shall constitute a contract equally binding between the Vendor/Contractor/Provider and Collin County. No different or additional terms will become part of this contract with the exception of a Change Order.

2.2 No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All Amendments and/or Change Orders to the contract will be made in writing by Collin County Purchasing Agent.

2.3 No public official shall have interest in the contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

2.4 The Vendor/Contractor/Provider shall comply with Commissioners' Court Order No. 96-680-10-28, Establishment of Guidelines & Restrictions Regarding the Acceptance of Gifts by County Officials & County Employees.

2.5 Design, strength, quality of materials and workmanship must conform to the highest standards of manufacturing and engineering practice.

2.6 Bids must comply with all federal, state, county and local laws concerning the type(s) of product(s)/service(s)/equipment/project(s) contracted for, and the fulfillment of all ADA (Americans with Disabilities Act) requirements.

2.7 All products must be new and unused, unless otherwise specified, in first-class condition and of current manufacture. Obsolete products, including products or any parts not compatible with existing hardware/software configurations will not be accepted.

2.8 Vendor/Contractor/Provider shall provide any and all notices as may be required under the Drug-Free Work Place Act of 1988, 28 CFR Part 67, Subpart F, to its employees and all sub-contractors to insure that Collin County maintains a drug-free work place.

2.9 Vendor/Contractor/Provider shall defend, indemnify and save harmless Collin County and all its officers, agents and employees and all entities, their officers, agents and employees who are participating in this contract from all suits, claims, actions, damages (including personal injury and or property damages), or demands of any character, name and description, (including attorneys' fees, expenses and other defense costs of any nature) brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of Vendor/Contractor/Provider's breach of the contract arising from an award, and/or any negligent act, error, omission or fault of the Vendor/Contractor/Provider, or of any agent, employee, subcontractor or supplier of Vendor/Contractor/Provider in the execution of, or performance under, any contract which may result from an award. Vendor/Contractor/Provider shall pay in full any judgment with costs, including attorneys' fees and expenses which are rendered against Collin County and/or participating entities arising out of such breach, act, error, omission and/or fault.

2.10 Expenses for Enforcement. In the event either Party hereto is required to employ an attorney to enforce the provisions of this Agreement or is required to commence legal proceedings to enforce the provisions hereof, the prevailing Party shall be entitled to recover from the other, reasonable attorney's fees and court costs incurred in connection with such enforcement, including collection.

2.11 If a contract, resulting from a Collin County IFB is for the execution of a public work, the following shall apply:

2.11.1 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Payment Bond if the contract is in excess of \$25,000.00. Such bond



shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56<sup>th</sup> Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

2.11.2 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Performance Bond if the contract is in excess of \$100,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56<sup>th</sup> Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

2.12 Purchase Order(s) shall be generated by Collin County to the vendor. Collin County will not be responsible for any orders placed/delivered without a valid purchase order number.

2.13 The contract shall remain in effect until any of the following occurs: delivery of product(s) and/or completion and acceptance by Collin County of product(s) and/or service(s), contract expires or is terminated by either party with thirty (30) days written notice prior to cancellation and notice must state therein the reasons for such cancellation. Collin County reserves the right to terminate the contract immediately in the event the Vendor/Contractor/Provider fails to meet delivery or completion schedules, or otherwise perform in accordance with the specifications. Breach of contract or default authorizes the County to purchase elsewhere and charge the full increase in cost and handling to the defaulting Vendor/Contractor/Provider.

2.14 Collin County Purchasing Department shall serve as Contract Administrator or shall supervise agents designated by Collin County.

2.15 All delivery and freight charges (FOB Inside delivery at Collin County designated locations) are to be included as part of the bid price. All components required to render the item complete, installed and operational shall be included in the total bid price. Collin County will pay no additional freight/delivery/installation/setup fees.

2.16 Vendor/Contractor/Provider shall notify the Purchasing Department immediately if delivery/completion schedule cannot be met. If delay is foreseen, the Vendor/Contractor/Provider shall give written notice to the Purchasing Agent. The County has the right to extend delivery/completion time if reason appears valid.

2.17 The title and risk of loss of the product(s) shall not pass to Collin County until Collin County actually receives and takes possession of the product(s) at the point or points of delivery. Collin County shall generate a purchase order(s) to the Vendor/Contractor/Provider and the purchase order number must appear on all itemized invoices.

2.18 Invoices shall be mailed directly to the Collin County Auditor's Office, 2300 Bloomdale Road, Suite 3100, McKinney, Texas 75071. All invoices shall show:

2.18.1 Collin County Purchase Order Number;

2.18.2 Vendor's/Contractor's/Provider's Name, Address and Tax Identification Number;

2.18.3 Detailed breakdown of all charges for the product(s) and/or service(s) including applicable time frames.

2.19 Payment will be made in accordance with V.T.C.A., Government Code, Title 10, Subtitle F, Chapter 2251.

2.20 All warranties shall be stated as required in the Uniform Commercial Code.

2.21 The Vendor/Contractor/Provider and Collin County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.

2.22 The Vendor/Contractor/Provider agree to protect Collin County from any claims involving infringements of patents and/or copyrights.

2.23 The contract will be governed by the laws of the State of Texas. Should any portion of the contract be in conflict with the laws of the State of Texas, the State laws shall invalidate only that portion. The remaining portion of the contract shall remain in effect. The contract is performable in Collin County, Texas.

2.24 The Vendor/Contractor/Provider shall not sell, assign, transfer or convey the contract, in whole or in part, without the prior written approval from Collin County.

2.25 The apparent silence of any part of the specification as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of the specification shall be made on the basis of this statement.

2.26 Vendor/Contractor/Provider shall not fraudulently advertise, publish or otherwise make reference to the existence of a contract between Collin County and Vendor/Contractor/Provider for purposes of solicitation. As exception, Vendor/Contractor/Provider may refer to Collin County as an evaluating reference for purposes of establishing a contract with other entities.

2.27 The Vendor/Contractor/Provider understands, acknowledges and agrees that if the Vendor/Contractor/Provider subcontracts with a third party for services and/or material, the primary Vendor/Contractor/Provider (awardee) accepts responsibility for full and prompt payment to the third party. Any dispute between the primary Vendor/Contractor/Provider and the third party, including any payment dispute, will be promptly remedied by the primary vendor. Failure to promptly render a remedy or to make prompt payment to the third party (subcontractor) may result in the withholding of funds from the primary Vendor/Contractor/Provider by Collin County for any payments owed to the third party.

2.28 Vendor/Contractor/Provider shall provide Collin County with diagnostic access tools at no additional cost to Collin County, for all Electrical and Mechanical systems, components, etc., procured through this contract.

2.29 Criminal History Background Check: If required, ALL individuals may be subject to a criminal history background check performed by the Collin County Homeland Security prior to access being granted to Collin County. Upon request, Vendor/Contractor/Provider shall provide list of individuals to Collin County Purchasing Department within five (5) working days.

2.30 Non-Disclosure Agreement: Where applicable, vendor shall be required to sign a non-disclosure agreement acknowledging that all information to be furnished is in all respects confidential in nature, other than information which is in the public domain through other means and that any disclosure or use of same by vendor, except as provided in the contract/agreement, may cause serious harm or damage to Collin County. Therefore, Vendor agrees that Vendor will not use the information furnished for any purpose other than that stated in contract/agreement, and agrees that Vendor will not either directly or indirectly by agent, employee, or representative disclose this information, either in whole or in part, to any third party, except on a need to know basis for the purpose of evaluating any possible transaction. This agreement shall be binding upon Collin County and Vendor, and upon the directors, officers, employees and agents of each.

2.31 Vendors/Contractors/Providers must be in compliance with the Immigration and Reform Act of 1986 and all employees specific to this solicitation must be legally eligible to work in the United States of America.

2.32 Certification of Eligibility: This provision applies if the anticipated Contract exceeds \$100,000.00 and as it relates to the expenditure of federal grant funds. By submitting a bid or proposal in response to this solicitation, the Bidder certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors. In the event of placement on the list between the time of bid/proposal submission and time of award, the Bidder will notify the Collin County Purchasing Agent. Failure to do so may result in terminating this contract for default.

2.33 Notice to Vendors/Contractors/Providers delivering goods or performing services within the Collin County Detention Facility: The Collin County Detention Facility houses persons who have been charged with and/or convicted of serious criminal offenses. When entering the Detention Facility, you could: (1) hear obscene or graphic language; (2) view partially clothed male inmates; (3) be subjected to verbal abuse or taunting; (4) risk physical altercations or physical contact, which could be minimal or possibly serious; (5) be exposed to communicable or infectious diseases; (6) be temporarily detained or prevented from immediately leaving the Detention Facility in the case of an emergency or “lockdown”; and (7) subjected to a search of your person or property. While the Collin County Sheriff’s Office takes every reasonable precaution to protect the safety of visitors to the Detention Facility, because of the inherently dangerous nature of a Detention Facility and the type of the persons incarcerated therein, please be advised of the possibility of such situations exist and you should carefully consider such risks when entering the Detention Facility. By entering the Collin County Detention Facility, you acknowledge that you are aware of such potential risks and willingly and knowingly choose to enter the Collin County Detention Facility.

#### 2.34 Delays and Extensions of Time when applicable:

2.34.1 If the Vendor/Contractor/Provider is delayed at any time in the commence or progress of the Work by an act or neglect of the Owner or Architect/Engineer, or of an employee of either, or of a separate contractor employed by the Owner, or by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Vendor/Contractor/Provider's control, or by delay authorized by the Owner pending mediation and arbitration, or by other causes which the Owner or Architect/Engineer determines may justify delay, then the Contract Time shall be extended by Change Order for such reasonable time as the Owner/Architect may determine.

2.34.2 If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time and could not have been reasonably anticipated, and that the weather conditions had an adverse effect on the scheduled construction.

2.35 Disclosure of Certain Relationships: Chapter 176 of the Texas Local Government Code requires that any vendor considering doing business with a local government entity disclose the vendor’s affiliation or business relationship that might cause a conflict of interest with a local government entity. Subchapter 6 of the code requires a vendor to file a conflict of interest questionnaire (CIQ) if a conflict exists. By law this questionnaire must be filed with the records administrator of Collin County no later than the 7th business day after the date the vendor becomes aware of an event that requires the statement to be filed. A vendor commits an offense if the vendor knowingly violates the code. An offense under this section is a misdemeanor. By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code. Please send completed forms to the Collin County County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX 75071.

2.36 Disclosure of Interested Parties: Section 2252.908 of the Texas Government Code requires a business entity entering into certain contracts with a governmental entity to file with the governmental entity a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity. Section 2252.908 requires the disclosure form (Form 1295) to be signed by the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Section 2252.908 applies only to a contract that requires an action or vote by the governing body of the governmental entity before the contract may be signed or has a value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the section. Section 2252.908 applies only to a contract entered into on or after January 1, 2016.

**NOTE:** All other terms and conditions (i.e. Insurance Requirements, Bond Requirements, etc.) shall be stated in the individual IFB Solicitation documents as Special Terms, Conditions and Specifications.

### **3.0 INSURANCE REQUIREMENTS**

3.1 Before commencing work, the vendor shall be required, at its own expense, to furnish the Collin County Purchasing Agent with certified copies of all insurance certificate(s) indicating the coverage to remain in force throughout the term of this contract.

3.1.1 **Commercial General Liability** insurance including but not limited to the coverage indicated below. Coverage shall not exclude or limit Products/Completed Operations, Contractual Liability, or Cross Liability. Coverage must be written on occurrence form.

- Each Occurrence: \$1,000,000
- Personal Injury & Adv. Injury: \$1,000,000
- Products/Completed Operation Aggregate: \$2,000,000
- General Aggregate: \$2,000,000

3.1.2 **Workers Compensation** insurance as required by the laws of Texas, and Employers' Liability.

Employers' Liability

- Liability, Each Accident: \$500,000
- Disease-Each Employee: \$500,000
- Disease – Policy Limit: \$500,000

3.1.3 **Commercial Automobile Liability** insurance which includes any automobile (owned, non-owned, and hired vehicles) used in connection with the contract.

- Combined Single Limit – Each Accident: \$1,000,000

3.1.4 **Umbrella/Excess Liability** insurance.

- Each Occurrence/Aggregate: \$4,000,000

3.1.5 **Collision, Upset and Overspill** Insurance, governmental clean up and first part coverage, third party coverage and governmental coverage and an environmental policy.

- Each Occurrence/Aggregate: \$5,000,000

3.2 With reference to the foregoing insurance requirement, the vendor shall endorse applicable insurance policies as follows:

3.2.1 A waiver of subrogation in favor of Collin County, its officials, employees, volunteers and officers shall be provided for General Liability, Commercial Automobile Liability, and Workers' Compensation.

3.2.2 The vendor's insurance coverage shall name Collin County as additional insured under the General Liability policy.

3.2.3 All insurance policies shall be endorsed to require the insurer to immediately notify Collin County of any decrease in the insurance coverage limits.

3.2.4 All insurance policies shall be endorsed to the effect that Collin County will receive at least thirty (30) days notice prior to cancellation, non-renewal or termination of the policy.

3.2.5 All copies of Certificates of Insurance shall reference the project/contract number.

3.3 All insurance shall be purchased from an insurance company that meets the following requirements:

3.3.1 A financial rating of A-VII or higher as assigned by the BEST Rating Company or equivalent.

3.4 Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent, and shall contain provisions representing and warranting the following:

3.4.1 Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.

3.4.2 Sets forth the notice of cancellation or termination to Collin County.

#### **4.0 SPECIAL CONDITIONS AND SPECIFICATIONS**

4.1 Authorization: By order of the Commissioners' Court of Collin County, Texas sealed bids will be received for Fuels: Gasoline and Diesel.

4.2 Purpose: The intended use/purpose for this Invitation For Bid is to describe the fuel products needed by Collin County to be delivered to various storage tank locations within the County including a mobile tanker. Required fuels, storage tank capacities and locations are given in Attachment A of this Invitation for Bid. Collin County reserves the right to add or delete delivery locations as needs arise or change throughout the contract period.

4.3 Term: Provide for a term contract commencing on October 1, 2017 and continuing through and including September 30, 2018. Collin County reserves the right to renew this contract for five (5) additional one (1) year periods under the same terms and conditions.

4.4 Funding: Funds for payment have been provided through the Collin County budget approved by the Commissioners' Court for this fiscal year only. State of Texas statutes prohibit the County from any obligation of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current Collin County fiscal year shall be subject to budget approval.

4.5 Price Reduction: If during the life of the contract, the vendor's net prices to its customers for the same product(s) and/or services shall be reduced below the contracted price, it is understood and agreed that the County shall receive such price reduction.

4.6 Price Redetermination: A price redetermination may be considered by Collin County on September 30 of each year of the contract. All requests for price redetermination shall be in written form, shall be submitted a minimum of thirty (30) days prior to anniversary date and shall include documents supporting price redetermination such as Manufacturer's direct cost, postage rates, Railroad Commission rates, Federal/State minimum wage law, Federal/State unemployment taxes, F.I.C.A, Insurance Coverage Rates, etc. Collin County reserves the right to accept or reject any/all of the price redetermination as it deems to be in the best interest of the County.

4.7 Fuels: Fuels delivered under this contract will be: Tx low emission diesel (TxLED) and unleaded gasoline. All fuels sold under this contract shall be of the same quality or better than that which is available to the general public through retail outlets. Only additives required by environmental regulations shall be added to products supplied, unless otherwise specified herein. Vendor shall notify Collin County of any later changes in delivered product specifications as to additives or blends required by Federal and/or State regulatory laws. Collin County may require changes in additives or blends to better serve the County's needs and requirements. These changes will be by written agreement with awarded vendor(s). All fuels must meet or exceed Federal and State of Texas environmental requirements as regulated by the Texas Commission on Environmental Quality (TCEQ) for products delivered/utilized in Collin County.

4.8 Environmental Requirements: All fuels delivered during the life of this contract shall meet or exceed any present or hereinafter enacted environmental laws, rules & regulations including those of the United States Environmental Protection Agency (EPA), the United States

Occupational Safety and Health Administration (OSHA), the Texas Commission on Environmental Quality (TCEQ), and all applicable rules and regulations of that agency and any other local, state, or federal authority that now (or at any time during the life of this contract) regulates environmental concerns, including responsibility for spills and environmental cleanup.

4.9 Temperature Adjustment: The vendor shall make compensation for change in temperature of fuel at loading point at the time the fuel was unloaded into the transport and shall show the correction and adjustment made in gallons delivered to the County using 60 degrees F as the normal temperature reading. Delivery tickets reflecting gross gallons, net gallons and temperature shall be available at the time of delivery.

4.10 Delivery Response Time: Vendor shall be able to make deliveries within 24 hours of the time order is placed, or as directed by Collin County. Under normal circumstances, Collin County will give vendor a minimum of 24 hours to make delivery. In the event vendor cannot deliver fuel within specified time, vendor shall immediately notify authorized Equipment Services' personnel. (See authorized contacts listed in item 4.13.) Collin County reserves the right to purchase the product(s) from another source should vendor be unable to meet delivery schedule.

4.11 Delivery Loads/Locations: Most deliveries will be split load, split product at different locations (as shown on the attached Attachment A) so that the greatest amount of fuel possible is ordered for each delivery while providing fuel to meet Collin County's requirements. Maps indicating the various delivery locations will be furnished upon award. Fuels shall be delivered F.O.B. to storage tanks at these various locations as indicated on Collin County's Purchase Order. Vendor shall be responsible for ensuring constant availability of fuel at these various locations and in the event of a local fuel shortage, shall be capable of providing fuel to Collin County. Deliveries at all dispensing locations shall be made between the hours of 8:00 am and 2:30 pm. Deliveries at non-dispensing locations may be made between the hours of 7:00 am and 2:30 pm. No deliveries will be made on holidays or weekends unless special conditions arise creating a necessity for such and special arrangements are made.

4.12 Mobile Tanker: In addition to fixed storage tank locations, Collin County may require deliveries to a 4500-gallon mobile tanker truck. This tanker meets or exceeds all requirements for this type transport and is registered with US DOT. The tanker has four (4) (ea.) 1000-gallon compartments for diesel and one (1) 500 gallon compartment for unleaded gasoline. Tanker has bottom-loading tanks with vapor recovery outlet. Tanker is equipped with Scully Intelli-Check with 2 sockets; ground hog. This tanker will generally be located at the Collin County Service Center in McKinney, TX, or at the Farmersville Camp in Farmersville, TX. Occasionally, a delivery to another off-site location within the county may be required.

Vendor shall be capable of making deliveries (tanker-to-tanker) to this mobile unit, as required. Products must be pumped into tanks, not gravity fed. Vendor shall be responsible for any fittings, etc., necessary to accomplish delivery.

Collin County will provide vendor with tanker information as required. Bidders shall be able to view tanker by appointment, if desired.

Vendor shall not be required to climb upon Collin County's tanker to take readings. Metered delivery tickets must be provided by vendor at time of delivery showing gross quantity of each product delivered.

Collin County may opt to drive tanker to vendor's jobber owned rack to take fuel delivery. Collin County will contact vendor to place order prior to arrival.

4.13 Stick Readings: Stick readings shall be made before and after each drop and this information recorded on each delivery ticket. Tanks at Farmersville site have clock sight gauges mounted atop the tanks for fuel level measurements. These readings will be acceptable for stick readings. Stick readings are not required for mobile tanker.

4.14 Delivery Tickets/Manifests: Delivery tickets for all County fuel deliveries shall be delivered to the Collin County Service Center, Equipment Services Section, Assets Management Office upon completion of delivery(ies). When deliveries are made to the remote locations and to the Service Center on the same day, the vendor may want to consider delivering to the Service Center last to save an extra trip. Copies of delivery tickets and manifests shall be left with authorized Equipment Services personnel who will sign for receipt of the delivery(ies).

Authorized contacts at the Service Center regarding fuel orders and deliveries are:

Nathaniel Pritchett, Assets Management Technician at 972-548-3729

Dayne Shepherd, Equipment Services Manager at 972-548-3709

Liz Gray, Fleet Analyst at 972-548-3734

Delivery tickets shall indicate net and gross gallons delivered, "before" and "after" stick readings (as applicable), delivery location, supplier, date and time of delivery, product delivered and the quantity of additive (if applicable) for each drop/tank and shall be accompanied by a manifest. **When possible, all products scheduled for delivery on the same transport shall be on one manifest to reduce State of Texas Petroleum Product Delivery fee costs.**

4.15 Approximate Usage: Estimated annual quantities are given for diesel and unleaded gasoline and storage tank locations are shown on Attachment A. Collin County's total annual fuel requirement is estimated to be approximately 466,000 gallons. Approximate usage does not constitute an order, but only implies the probable quantity the County will use. Fuel will be ordered on an as-needed basis. The estimated value of this contract is \$1,000,000.

4.16 Access: All sites are normally open between 7:00 am and 2:30 pm, Monday through Friday, excluding Collin County holidays. Please refer to Attachment A, Table of Tank Sites, for UST/AST identifiers and locations. Tank drop tubes are locked at all locations, therefore, prior to delivery, vendor shall notify authorized contact (listed above) in order to gain access for deliveries. This notification should be made at least one (1) hour prior to expected arrival time of the delivery.

The Justice Center/Central Plant tank is an emergency generator tank using diesel fuel only; fuel is not ordered on a routine basis for this UST. All other tanks are fuel dispensing sites and will, as a general rule, take fuel deliveries on a weekly basis.



4.17 Equipment: Vendor shall be responsible for supplying fittings, hoses, etc., necessary to complete delivery of product at each location.

4.18 Subcontractors: If the vendor requires the services of other persons or companies (subcontractors) in the performance of the contract, the vendor shall be responsible for assuring that all subcontractors have the required insurance coverage. The vendor shall be responsible for settling any claims or demands with their subcontractors. The vendor shall be responsible for informing all of their subcontractors about access information, site locations and any special requirements pertaining to Collin County deliveries.

4.19 Material Safety Data Sheets: Upon award, vendor shall supply a copy of all applicable Material Safety Data Sheets for the products bid.

4.20 Typical Analysis Sheet(s): Bidder is requested to submit with their bid an identifiable typical analysis sheet (for each product bid) based on actual test results showing the properties of the products proposed under this bid.

4.21 Bidding Price: Bid prices shall be bid as plus (+) or minus (-) the Net Rack Price for Dallas/Fort Worth, Texas. The plus or minus (+ or -) factor bid (mark-up or mark-down) shall remain firm and fixed for the entire contract period. For evaluation purposes, actual fuel prices, State of Texas taxes, Petroleum Product Delivery Fees, pump off fees, etc., shall not be included in the bid price.

4.22 Fuel Price Verification: Vendor shall furnish OPIS Net Rack Price verification for date of delivery with invoicing.

4.23 Fuel Taxes: Collin County is exempt from Federal Fuel Taxes. State of Texas fuel taxes shall be applied to all purchases. Invoices must show, and payment will include, all applicable state taxes.

4.24 Transport Charges: All delivery and freight charges (FOB Collin County's designated location) shall be included in the bid price.

4.25 Split Load Fees/Multiple Drop Charge: Vendors shall state in the spaces provided in Item 12 and Item 13 any charge for delivering multiple products at the same tank location (i.e., delivery of both gasoline and diesel to Service Center) and/or any charge for delivering product at different tank locations (i.e., deliveries to both the Service Center and Farmersville Camp.)

4.26 State of Texas Petroleum Product Delivery Fees: Delivery fees may be added to each delivery as required by the State of Texas, and administered by the Office of the Comptroller of Public Accounts.

4.27 Invoicing: Invoices separating delivery charges, State of Texas delivery fees, net and gross quantities, state taxes, pump off fees, split load fees, Federal Oil Spill Liability fees, LUST fees, etc., and a copy of the appropriate OPIS price sheets (clearly marked as to the net rack price or prices applicable to the order invoiced) shall be mailed to: [npritchett@co.collin.tx.us](mailto:npritchett@co.collin.tx.us); [dshepherd@co.collin.tx.us](mailto:dshepherd@co.collin.tx.us); or [lgray@co.collin.tx.us](mailto:lgray@co.collin.tx.us) or faxed to (972) 548-3790, within 24 hours.

after delivery of fuel. An original invoice shall be mailed to the Collin County Auditor, 2300 Bloomdale Road, Suite 3100, McKinney, TX 75071.

4.28 Payment: Payment shall be based on the price per gross gallons delivered and invoice shall list all applicable charges associated with the delivery (ies). This shall include, but not be limited to: product prices, State taxes, State delivery fees, State LUST fees, Federal Oil Spill Liability fees, pump off fees, split load fees, and any County requested diesel additive, etc. Any additional State or Federal fees mandated by law after the award of this contract may be included, but only after vendor has given Collin County prior notification and explanation of such fees and a change order to the existing contract has been approved to include those fees.

4.29 Pump Off Fees: Pump off fees shall be charged for only the gross gallons which have actually been pumped off (not dropped). State pump off fees in the space provided in eBid.

4.30 Additive for Diesel Fuel: Collin County may request that a fuel additive be added to deliveries of diesel fuel. Additive will be ordered on an as needed basis. Vendor shall not add any additives to any product being delivered without authorization from Collin County. The additive shall be provided by and added to the fuel by the vendor. Bidder is requested to state pricing for providing and adding additive to diesel fuel. Bidder is also requested to state in the space provided how many gallons of fuel will be treated by one (1) gallon of fuel additive and provide the brands of the products bid. Bidder is requested to include a copy of technical data and MSDS for these products with their bid.

Diesel fuel additive (such as Power-Master Plus Cetane Improver Primrose Oil or Collin County approved equal) shall have the following performance characteristics:

1. Dispersion of condensed moisture;
2. Easier cold-weather starting and faster warm-up;
3. Rust & corrosion protection;
4. Detergency to provide cleanliness throughout entire fuel system;
5. Anti-gel additive to prevent the formation of complex wax crystals, lowering cold-weather plugging point of untreated fuel;
6. Must meet EPA requirements for blending into low sulfur diesel fuels without causing a measurable effect on the cetane index or aromatic content of the fuel;
7. Antiwear protection for injectors and fuel pumps;
8. Product shall have no ash content.

4.31 Registrations & Certifications: Collin County petroleum storage tanks are registered with the TCEQ and Collin County has certification of proof of financial responsibility. Copies of tank delivery certificates will be provided to awarded vendor(s). All tanks meet or exceed current requirements. Collin County, by law, is exempt from Federal taxes; a Federal fuel tax exemption certificate will be provided as needed.

4.32 Load Size: Bidder shall state in the spaces provided in this bid document the maximum and minimum number of gallons for both tanker/transport loads and bobtail/tank wagon loads for each product. Bidder shall state at what ordering quantity the pricing changes from bobtail/tank wagon load rates to tanker/transport load rates.

4.33 Order Quantity/Pricing: Bidder shall state in the space provided in eBid, the minimum number of gallons **ordered** for which the transport/tanker or bobtail/tank wagon load price per gallon will apply. Collin County will pay the per gallon price based on the gross quantity **ordered**, *not* the **delivered** gross quantity.

4.33.1 For clarification, please consider the following examples: (Assuming vendor minimum is 7400 gallons (for tanker/transport load pricing)

Example 1: Collin County *orders* 7200 gallons  
Vendor *delivers* 7220 gross gallons  
Collin County's ppg would be based on *bobtail/tank wagon pricing* because the *order* was for *less than 7400 gallons*

Example 2: Collin County *orders* 7405 gallons (or more)  
Vendor *delivers* 7380 gross gallons  
Collin County's ppg would be based on *tanker/transport load pricing* because the *order* was for *7400 (or more) gallons*

4.34 Product Specifications: These specifications are subject to change during the contract period if products specified herein no longer meet or exceed environmental requirements set by Federal or State of Texas Regulatory agencies or if Collin County's needs should change. **All products delivered shall be ready to use.** Any blending or additives required to furnish the specified product shall be accomplished prior to delivery to the County's location.

Diesel: #2 Diesel, undyed Tx low emission diesel (TxLED), sulfur max 15 ppm; cetane number 48 min.

Gasoline: Reformulated unleaded gasoline (RFG), minimum octane rating 87; 10% ethanol.

4.34.1 General Product Order: As a rule, Collin County will order #2 diesel TxLED Tx low emission diesel, and unleaded (regular) reformulated gasoline. If Collin County should require changes in product (for example, higher octane rating, etc., to meet fleet performance requirements) vendor will be notified.

4.35 Collin County understands that state taxes, LUST fees, Federal Oil Spill Liability fees, Tx delivery fees, etc. will be standardly invoiced to Collin County. Any vendor charges to be included must be described within this bid submittal. This includes delivery fees, pump off fees, split load fees, etc. and any additional costs/fees which may be included in your delivery.

4.36 Vendor shall notify Collin County as soon as possible of any additional State or Federal fees mandated by law after the award of this contract. Vendor shall submit such notification in writing, complete with explanation of such fees. All change orders to the contract will be made in writing by Collin County Purchasing Agent and approved by both parties prior to payment of any additional/new fees being paid.

4.37 Vendor likewise, shall notify Collin County if any fees herein listed are no longer required by State or Federal laws. Vendor may not continue to charge/bill Collin County for these fees once such legislation is in place.

4.38 Fees shown on any future invoices to Collin County must be included within this bid document to obtain payment. Collin County will not pay for any other charges indicated on invoices.

## ATTACHMENT “A”

### Fuel Tank Locations

ESTIMATED ANNUAL USAGE: Collin County purchased 355,000 gallons of fuel in calendar year 2016. It is estimated that Collin County will order approximately the number of gallons of fuel shown in the chart below within similar time frame throughout the contract period. Total fuels purchased during calendar year 2016 are shown in this approximation. This approximation does not constitute an order, but only implies the number of gallons the County may use at storage tank locations.

STORAGE TANK LOCATION	TANK CAPACITY (GALLONS)	PRODUCT	ESTIMATED ANNUAL USAGE	AST/UST Gravity Fill or Pump off	DISPENSING/ NON DISPENSING SITE
SERVICE CENTER 700A WILMETH RD. MCKINNEY, TX	12,000	DIESEL	178,000	UST Gravity	DISPENSING
SERVICE CENTER 700A WILMETH RD. MCKINNEY, TX	6,000	UNLEADED GASOLINE	182,000	UST Gravity	DISPENSING
FARMERSVILLE CAMP 1269 SH 78 NORTH, APPROX 2 MILES NORTH OF US 380 FARMERSVILLE, TX	5,000	DIESEL	63,000	AST Pump off	DISPENSING
FARMERSVILLE CAMP 1269 SH 78 NORTH, APPROX 2 MILES NORTH OF US 380 FARMERSVILLE, TX	1,000	UNLEADED GASOLINE	8,000	AST Pump off	DISPENSING
JUSTICE CENTER/CENTRAL PLANT 4600 COMMUNITY AVE. MCKINNEY, TX	20,000	DIESEL	5,000	UST Gravity	NON-DISPENSING
TANKER TRUCK (MOBILE WITHIN COLLIN COUNTY)	4,500 Five (5) Compartments Four (4) 1000-gal compartments and one (1) 500-gal compartment	DIESEL AND UNLEADED GASOLINE	25,000 DIESEL; 5,000 UNLEADED GASOLINE	N/A Mobile Tanker Pump Off	DISPENSING (MOBILE)

## **INFORMATION REGARDING** **CONFLICT OF INTEREST QUESTIONNAIRE**

During the 79<sup>th</sup> Legislative Session, House Bill 914 was signed into law effective September 1, 2015, which added Chapter 176 to the Texas Local Government Code. Recent changes have been made to Chapter 176 pursuant to HB23, which passed the 84<sup>th</sup> Legislative Session. Chapter 176 mandates the public disclosure of certain information concerning persons doing business or seeking to do business with Collin County, including family, business, and financial relationships such persons may have with Collin County officers or employees involved in the planning, recommending, selecting and contracting of a vendor for this procurement.

For a copy of Form CIQ and

CIS: [http://www.ethics.state.tx.us/filinginfo/conflict\\_form  
s.htm](http://www.ethics.state.tx.us/filinginfo/conflict_form_s.htm)

The vendor acknowledges by doing business or seeking to do business with Collin County that he/she has been notified of the requirements under Chapter 176 of the Texas Local Government Code and that he/she is solely responsible for complying with the terms and conditions therein. Furthermore, any individual or business entity seeking to do business with Collin County who does not comply with this practice may risk award consideration of any County contract.

For a listing of current Collin County Officers:

<http://www.collincountytexas.gov/government/Pages/officials.aspx>

The following County employees will be involved in the planning, recommending, selecting, and contracting for the attached procurement:

Department:

Jon Kleinheksel, Director

Liz Gray – Fleet Analyst

Dayne Shepherd – Manager

Nathaniel Pritchett – Assets Management Technician

Purchasing:

Michalyn Rains – Purchasing Agent

Sara Hoglund, CPPB – Asst. Purchasing Agent

Shannon Poe – Buyer

Commissioners' Court:

Keith Self – County Judge

Susan Fletcher – Commissioner Precinct No. 1

Cheryl Williams – Commissioner Precinct No. 2

Chris Hill – Commissioner Precinct No. 3

Duncan Webb – Commissioner Precinct No. 4



# CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

**This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.**

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

## OFFICE USE ONLY

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

**2** ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

\_\_\_\_\_  
Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6** ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date



## **CONFLICT OF INTEREST QUESTIONNAIRE**

### **For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;  
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
7 List account number(s) here (optional)		

<b>Part I Taxpayer Identification Number (TIN)</b> Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. <b>Note.</b> If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.	<b>Social security number</b> [ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ][ ][ ] <b>or</b> <b>Employer identification number</b> [ ][ ] - [ ][ ][ ][ ][ ][ ][ ][ ]
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<b>Part II Certification</b> Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. <b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.	<b>Signature of U.S. person ▶</b>  <b>Date ▶</b>
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.