

City of Rockland

INSTRUCTIONS TO BIDDERS AND GENERAL CONDITIONS

FUEL BIDS

GASOLINE AND ON-ROAD DIESEL

I. GENERAL INFORMATION

- A. The City of Rockland (the "City") is seeking proposals to supply CONTRACT 480-06-0000-00001 for various departments through the City as described in the attached Specifications and consistent with the terms and conditions of the "Contract Documents," defined below. Each firm responding to this Request for Proposals ("RFP") will be referred to as the "Bidder" and the firm selected to provide services to the City of Rockland, together with its owners, officers, employees, agents, and/or subcontractors, will be referred to as the "Contractor".

- B. **Bid Opening Award:** All bids shall be sealed, delivered no later than, and opened at, **2:00 PM on Tuesday, July 16, 2024**. Pursuant to the Rockland Code of Ordinances, Ch. 2, Art. V, the City reserves the right to award this bid to the City's best interest shall dictate, in light of bid prices/costs, the reputation and past performance of the bidders, and other factors. The City reserves the right to award this bid to an item-by-item basis, a group of items or all items, whichever the City deems to be in its best interest, price and other factors considered, individually or collectively. The City reserves the right to reject any or all bids, in whole or in part, and is not obligated to accept the lowest bid if that bid is contrary to the best interest of the City, in the sole discretion of the City. A bid may be rejected if it is in any way incomplete or irregular; however, the City reserves the right to waive minor irregularities.

Fixed price bid quotations will be valid through 5:00 PM Wednesday, July 17, 2024. The City will have the option to lock in at the fixed price and issue an award letter or purchase order within the indicated time period, whichever method is deemed to be in the City's best interest at the time.

Pursuant to the Rockland Code of Ordinances Ch. 2, Art. V, § 2-509(a), the City may give preference to local bidders if the difference between bids submitted by a company located in Essex County and/or other jurisdictions (as on their vehicles in Essex County and those not located in Essex County) is 5 or percent (5%) or less. If the two lowest bids are within 5% of each other and have each been submitted by companies located in Essex County, then price, quantity, quality, and reliability of past or proposed service shall be the only consideration in awarding the bid, or in deciding to reject any and all bids.

- C. **Cost of Preparation.** Bidder assumes all of its costs of preparing its bid, and of any presentations, correspondence, negotiations, documentation, and any other action undertaken by the Bidder with respect to this bid, and the award of the Contract.
- D. **Authority to Bid.** Bidder's submission of a signed bid or proposal in response to this solicitation is a representation and certification that Bidder, and its agent submitting the bid, is authorized to bid and to perform all terms and conditions in the event Bidder is awarded the Contract.
- E. The City is requesting pricing for fuel for all departments described in the Specifications as follows:
- a. a firm differential over source price or a firm differential under net at the pump price;
- F. **Estimated Requirements.** The estimated requirements are based on last season's fuel purchases and are included in the Specifications. Fuel purchases made at the pump the Contractor shall cover the actual needs of the City throughout the Term of the Contract regardless of whether they are more or less than the estimated quantities shown.
- G. **Debarment.** Submission of a signed bid or proposal in response to this solicitation is certification that your firm (or any subcontractors) is not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or