

City of Scottsbluff, Nebraska

Tuesday, January 16, 2024

Regular Meeting

Item Consent8

Council to approve the RFP for Fueling Card System and authorize the city clerk to advertise for proposals to be received until 11:00 a.m. on February 7, 2024.

Staff Contact: Mark Bohl, Public Works Director

January 16, 2024

Gasoline and Diesel Fuel Purchases

Request for Proposals

The City of Scottsbluff Public Works Department is requesting proposals from qualified firms to provide a card vending system for purchasing gasoline and diesel fuel for all city vehicles. Because it is a government agency, this fuel is exempt from federal excise tax.

- A) Submit proposal on Vendor's ability to provide card vending system to City fleet. This includes the type of card vending system, the number and location of fueling locations, the availability of emergency power back-up, and the ease of billing.
- B) Submit the Vendor's bid costs for the cards (assume 100) and the City's discount off of the pump price for
 - 1) taxes to which the City is not subject
 - 2) volume purchasing
- 1. **Cards**. The vendor chosen by the city will need to furnish approximately 100 cards to meet the needs of city vehicles. Vendor must state cost of cards, if any, at time of submitting request. Vendor shall specify approximate time for issuance of cards to the city.
- 2. **Fuel**. Successful vendor will be responsible for determining taxes that need to be applied or if exempt, for on and off road vehicles, for gasoline, diesel and other fuels.
- 3. **Billing**. Successful vendor shall state billing procedure at the time of submitting proposal. Vendor's billing shall reflect billing amounts for each City department and include a sample of billing statement that will be used.
- 4. **Emergency Power**. Successful vendor shall have the capability to provide services 24 hours per day, 7 days per week, and supplying 24 hour emergency back up power. This is essential for emergency fire and police units. If back up power is not available, vendor shall specify an alternative for back up fuel supplies during power loss.
- 5. **Contract**. Successful vendor will have a minimum three year contract with the city and at which time the city will either re-bid or renew contract.
- 6. **Location**. Successful vendor shall specify location(s) of fueling facility.

7. The City purchases approximately 48,000 gallons of diesel and approximately 51,000 gallons of gasoline per year. Proposal should state vendor's discount from pump price, if any.

Please see attached tabulation sheet for the format of your written tabulations and costs. Proposals will be accepted until 11:00 A.M., MST on February 7, 2024. Please mail/return tabulation sheet to City of Scottsbluff, 2525 Circle Drive, Scottsbluff, NE 69361. ATTN: City Clerk. Please mark envelope "Fuel Card System".

If you have any questions concerning this request for proposal, please call Mark Bohl at 308-630-6256.

Mark Bohl
Director of Public Works

City of Scottsbluff

Tabulation Sheet for Gasoline, Diesel

And Other Fuel Purchases

Vendor Name: _____

Vendor Location(s): _____

Cost of Fuel Cards (100): _____
(If any costs)

Tax Discount Available to City
(Federal Excise), Per Gallon:
Unleaded: _____

Diesel: _____

Other Fuels: _____

Purchasing Discount from Pump
Price, Per Gallon: _____

Description of Billing: _____

Emergency Power (Options): _____

**Please return by 11:00 A.M., MST, February 7, 2024 to City of Scottsbluff, 2525
Circle Drive, Scottsbluff, NE 69361
ATTN: City Clerk**