

# State of Connecticut

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## Invitation to Bid #13PSX0172

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Purchase and Delivery of 8000 gallons of 100 LL Aviation Fuel for the CT Department of Transportation's Danielson Airport located in Killingly, CT

Contract Specialist: **Paul Greco**

Date Issued: **June 5, 2013**

Due Date: **June 13, 2013**

**Department of Administrative Services**



## Overview / Scope

This bid is intended to fulfill the Connecticut Department of Transportations' (DOT) Danielson Airport requirement for 8000 gallons of 100LL aviation fuel. The successful bidder to a subsequent Contract will deliver at a fixed price the 8000 gallons of fuel required in one shipment.

## Instructions to Bidders

### I. Bid Schedule

Release of Bid:	Date: 5 June 2013
Receipt of questions:	Date: June 11, 2013 by 12:00 PM Eastern Time
Answers to questions posted as addendum:	Date: June 12, 2013
Bid due date:	Date: 13 June 2013 at 2:00 PM Eastern Time

During the period from your organization's receipt of this Invitation to Bid, and until a contract is awarded, your organization shall not contact any employee of the State of Connecticut for additional information, except in writing, directed to the Department of Administrative Services, Attn.: Paul Greco, Procurement Services, 165 Capitol Avenue, 5th Floor South Hartford, CT 06106.

### III. Questions

Questions for the purpose of clarifying this bid must be emailed to: [paul.greco@ct.gov](mailto:paul.greco@ct.gov) and must be received by the Contract Specialist no later than the date and time specified.

### IV. Solicitation Submission

Solicitations shall be submitted online by the bid due date and time only. Bidders must upload their solicitation submission to their Biz-Net Account. Any material that is not submitted online with your company's solicitation submission shall not be accepted under any circumstances. No documentation shall be submitted by hard copy, fax or email.

### V. Bid pricing and bid information submittal requirements.

One fixed net price per gallon for the required 8000 gallons of avgas 100LL aviation fuel shall be Bid and awarded. Awarded net prices shall include all costs incidental to the loading and delivery of the fuel into the identified storage tank located at Danielson Airport, Killingly, CT and will include all transportation, labor, equipment, tools, personnel, and applicable fees and taxes to include the CT Gross Receipts Tax and Federal Excise Tax.

The Contractor shall be required to provide with the bid, information that details the following:

- Plant, Product and Supplier information.
- Carrier/Delivery information.
- Contractor Operational information.
- Contractor Company information.

Failure to provide this information with the bid may result in Bid disqualification.

## VI. Public Bid Opening

Please note that the public bid openings are now conducted online. Since solicitations are now uploaded to the bidder's biz-net account, solicitation results will be available online from all bidders that submitted a solicitation. The pricing results are only available for 24 hours after the bid opening date and time.

### How to View Bid Results:

- Go to the DAS/Procurement website: [das.ct.gov/Portal](http://das.ct.gov/Portal)
- Click on the heading "Current Solicitations"
- Click radio button "Under Evaluation"
- Search for the bid
- Click on "Public Opening" under the bid due date and time

## Bid / Contract Requirements

### I. Motor Carrier Safety Review.

If the performance of the Contract requires the use and operation of any commercial motor vehicle, as defined in section 14-1 of the Connecticut General Statutes, or other motor vehicle with a gross vehicle weight rating (GVWR) of 18,000 pounds or more, each bidder will be the subject of an evaluation, conducted by the Connecticut Department of Motor Vehicles (CTDMV) of its motor carrier safety fitness. The primary factor in the evaluation is the current SAFESTAT score, calculated by the U.S. Federal Motor Carrier Safety Administration (FMCSA) in accordance with the provisions of Title 49, Section 385.1, et seq., of the Code of Federal Regulations.

To be deemed qualified, the bidder must have an overall safestat category rating of "D" or better, on the date of evaluation. In addition, the bidder's driver and vehicle out-of-service rates will be consulted. The rates are determined by the number of out-of-service violations cited to the motor carrier in the course of all official, reported vehicle and/or driver inspections conducted during the preceding thirty (30) months. To be deemed qualified, the bidder must not have either a vehicle or driver out-of-service rate, by percentage of out-of-service violations per the total number of inspections reported, that is more than twice the national average. In addition, the bidder must have a current federal safety management practices rating of "satisfactory," as defined in 49 CFR section 385.3, as amended.

Further information concerning the motor carrier safety evaluation, to which a bidder is subject, may be obtained from CTDMV, at <http://www.ct.gov/dmv/cwp/view.asp?a=798&q=413206&dmvPNavCtr=#49068>.

All official inspection and rating data that is used in the performance of each evaluation is available to any motor carrier through the Federal safestat website, at <http://www.ai.volpe.dot.gov/>.

**Important:** Bidder shall provide their company's Federal DOT identification number to [paul.greco@ct.gov](mailto:paul.greco@ct.gov) prior to the due date of this bid so as to expedite the review of the Federal DOT identification. This will assist the DAS in making an award determination in a timelier manner so as to not interfere with volatile fuel pricing.

## **II. Quantities and/or Usages**

These are estimated quantities and/or usages only and in no way represent a commitment and/or intent to purchase. Actual quantities may vary and will be identified on individual purchase orders issued by the requesting state entity.

## **III. P-Card (Purchasing Credit Card)**

Purchases for all state agencies that are less than \$1,000 shall be made using the State of Connecticut Purchasing Card (MasterCard) in accordance with Memorandum No. 2011-11 issued by the Office of the State Comptroller.

Contractor shall be equipped to receive orders issued from this Contract using the purchasing card. The Contractor shall be responsible for the credit card user-handling fee associated with credit card purchases. The Contractor shall only charge to the State's MasterCard upon delivery of goods or rendering of services.

The Contractor shall capture and provide to their Merchant Bank, Level 3 reporting at the line item level for all orders placed by State purchasing cards.

Questions regarding the state of Connecticut MasterCard Program should be directed to Ms. Kerry DiMatteo, Procurement Card Program Administrator at (860)713-5072.

## **IV. Contract Award**

The State shall award a subsequent Contract to the lowest responsible and qualified bidder deemed to be in the best interest of the State.

## **V. Micro Business Preference**

This contract shall be awarded to the lowest responsible qualified bidder. The qualities of articles to be supplied, their conformity with the specifications, their suitability to the requirements of the state government and the delivery terms will be taken into consideration, and the life-cycle costs and trade-in or resale value of the articles may be considered where it appears to be in the best interest of the state. In determining the lowest responsible qualified bidder, a price preference of up to ten percent (10%) may be given for the purchase of the goods or services from micro businesses. Micro business means a business with gross revenues not exceeding three million dollars (\$3,000,000) in the most recently completed fiscal year. To be considered for this ten percent (10%) price preference, bidders shall provide a copy of their Federal Internal Revenue tax return form, with their bid, for the most recent fiscal year, confirming their gross revenues of less than three million dollars (\$3,000,000). Failure to provide such tax return with the bid shall deny bidder consideration for price

preference. For companies who have not yet filed their tax return for the most recently completed fiscal year, in lieu of a tax return, a letter from a Certified Public Accountant attesting to the company's gross estimated revenues for the most recently completed fiscal year will be accepted.

## **VI. Subcontractors**

DAS must approve any and all subcontractors utilized by the successful bidder prior to any such subcontractor commencing any work. Bidders acknowledge by the act of submitting a bid that any work provided under the contract is work conducted on behalf of the State and that the Commissioner of DAS or his/her designee may communicate directly with any subcontractor as the State deems to be necessary or appropriate. It is also understood that the successful bidder shall be responsible for all payment of fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the successful bidder to DAS upon request. The successful bidder must provide the majority of services described in the specifications.

## **VII. Vendor Authorization**

In order to be considered for a Contract Award, the Bidder shall submit a vendor/corporate authorization document authorizing that the individual submitting a bid response has the authority to bind the company they represent contractually. Vendor authorization requirements can be found using the link below.

[http://das.ct.gov/Purchase/Info/Vendor\\_Authorization\\_and\\_Guidance\\_081106.pdf](http://das.ct.gov/Purchase/Info/Vendor_Authorization_and_Guidance_081106.pdf)

Note. In an effort to expedite a timely contract award, Bidders shall submit their vendor authorization prior to the due date of this bid. This will assist the DAS in making an award determination in a timelier manner so as to not interfere with volatile fuel pricing. This submission can be sent directly to [paul.greco@ct.gov](mailto:paul.greco@ct.gov).

## **Index of Abbreviations**

### **Abbreviations:**

DAS	Department of Administrative Services
DOT	Department of Transportation
ITB	Invitation to Bid