

State of Connecticut

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# Invitation to Bid #13PSX0133

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## B20 Bio Diesel Fuel

Contract Specialist: **Paul Greco**

Date Issued: **July 8, 2013**

Due Date: **July 18, 2013**

**Department of Administrative Services**



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# Invitation to Bid

## Bio Diesel Fuel (B20)

### Overview and Scope

The State of Connecticut Department of Administrative Services (DAS) is issuing this Invitation to Bid (ITB) to solicit bids for the purpose of fulfilling the State of Connecticut Department of Transportation's (DOT) requirements for 700,000 gallons of B20 Bio-Diesel (B20). DOT's fuel requirement is specified in the Price Schedule attached as Exhibit B to the contract (Contract) that is being issued as a part of this ITB. It is anticipated that the amount of fuel required will be depleted within a one year time period.

I. At the time of the issuance of this ITB, DOT owns and operates the eighteen (18) B20 fueling sites as follows:

- \* Station 201, Darien, Brookside Drive behind 195 WB Service Plaza. 10,000 gallon tank
- \* Station 204, Milford, 440 Banner Drive. 6,000 gallon tank
- \* Station 209, Old Saybrook, 660 Middlesex Tpke. 10,000 gallon tank
- \* Station 506, Haddam, 105 Bridge St Route 154, r or Route 9 exit 7. 4,000 gallon tank
- \* Station 514, Beacon Falls, Breault Rd. Route 184 exit 7. two (2) 4,000 gallon tanks
- \* Station 519, Danbury, Stadley Rough Dr. 6,000 gallon tank
- \* Station 548, Willington, 41 Tolland Tpke. 4,000 gallon tank
- \* Station 560, Windsor, 345 Bloomfield Ave., Route 305, 19, exit 37. 6,000 gallon tank
- \* Station 566, Putnam, 3 Industrial Park Rd. 8,000 gallon tank
- \* Station 570, Winchester, 800 Torrington Rd. 6,000 gallon tank
- \* Station 576, Trumbull, 576 Nichols Ave. 4,000 gallon tank
- \* Station 1548, Meriden, 239 Miller Ave. Route 15. 4,000 gallon tank
- \* Station 590 235 Oak Street Glastonbury, CT 4,000 gallon tank
- \* Station 211 171 Salem Turnpike, Norwich, CT 4,000 gallon tank
- \* Station 569 311 State Street North Haven, CT 4,000 gallon tank
- \* Station 578 100 Chase River Road Waterbury, CT 8,000 gallon tank
- \* Station 541, Wethersfield. 501 Goff Road, 10,000 gallon tank
- \* Station 564, East Hartford, 161 Clement Road, 10,000 gallon tank

II. Goods, services and additional terms and conditions that will be required of the successful bidder are all set forth in the Contract that is being issued as a part of this ITB (including all exhibits to that Contract).

III. The contract that will be entered into as a result of this ITB shall replace the following contract award(s) in part or in total: 11PSX0337

## Instructions to Bidders

### I. Bid Schedule

Release of the Bid: Date: July 8, 2013

Receipt of questions: Date: July 11, 2013

Answers to questions posted as addendum: Date: July 15, 2013

Bid due date: Date: July 18, 2013 at 2:00 PM Eastern Time

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

### II. Bid Submission

Bids shall be submitted only online by the bid due date and time only. Bidders must upload their bids to their BizNet Account. Any material that is not submitted online with the bid shall not be accepted under any circumstances. No documentation shall be accepted if submitted by hard copy, fax or email.

### III. Bidder submittal of qualifications:

Bidders shall provide with their bid response the following:

- One fixed price per gallon for all DOT required quantities (to be set forth in the Exhibit B Price Schedule to the contract being issued by DAS as a part of this ITB).
- The availability of B20 fuel to Bidder and the geographic location of the fuel origin.
- Bidder's past performance with regard to delivering this fuel type to other governmental agencies and customers.
- Bidder's ability to service the State for both routine and emergency delivery needs.
- Bidder's ability to comply with product specifications that will be required by DOT, including but not limited to ASTM D6751 specifications, pour point requirements, DOT vehicle manufacturer warranties, Cloud Point (CP) and Cold Filtered Pour Point (CFPP) requirements.
- Bidder's proof that the B20 fuel being offered is certified by the National Bio-Diesel Accreditation Commission.
- Bidder's Federal and State required permits and licenses to operate and deliver fuel(s).
- Bidder's identification of fleet and or transport vehicles bidder will utilize for the delivery service, including the US DOT Identification Number for each such vehicle.

- Proof at the time of Bid submission that all of bidder's vehicles used to deliver B20 Bio Diesel have had their meters certified by each State in which the company is doing business. Bidder must furnish proof that the meters used on the delivery trucks are in compliance with all applicable Connecticut Department of Consumer Protection regulations.
- Bidder shall provide the feedstock offered as the biological component of the B20 Bio diesel fuel. The feedstock offered shall be subject to review by DAS and DOT prior to a contract award.
- Bidder shall provide a certification with its bid confirming that the B20 Bio-Diesel producers and marketers it uses are registered under the BQ-9000 fuel quality program developed by the National Bio-Diesel Accreditation Commission. The bidder shall also provide written assurance with its bid that the fueling terminal locations being utilized to provide and fill the Bidder's delivery vehicles with the B20 fuel are being operated consistently with the BQ-9000 fuel quality program requirements.
- The bidder shall provide a CP and CFPP analysis of the properties of its B20 fuel with the bid response.
- The bidder shall provide a completed Attachment A3 "Bidder's Information Sheet" with the Bid response.

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#### IV. Bid Prices

Bidder shall submit one fixed price per gallon for providing completely blended B20 Bio Diesel. Such fixed price shall include all costs incidental to the loading and delivery into DOT storage tanks, including all labor, equipment, and tools, and the blending of the B20 Bio Diesel fuel. The Gross Receipts Tax (GRT) shall not be included in the fixed price offering at time of the bid.

#### V. 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 and otherwise in form and substance satisfactory to DAS. 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)

**Important.** Responsible and qualified bidders whose vendor authorizations have not been accepted prior to the contract award date shall keep their bid prices effective at least through such time as they submit and DAS approves an acceptable vendor authorization. Accordingly, interested bidders are encouraged to submit their vendor authorization to [paul.greco@ct.gov](mailto:paul.greco@ct.gov) as soon as possible prior to the due date of this bid for review and approval.

## **VI. Public Bid Opening**

Public bid openings are now conducted online. Since bids are now uploaded to the bidder's BizNet account, bid results will be available online for all bidders that submitted a bid. 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

## **VII. 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 DAS at such email address no later than the date and time specified.

## **Bid / Contract Requirements**

### **I. Motor Carrier Safety Review.**

If the performance of the contract that results from this ITB 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 snapshot from the SAFER System, 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.

Bidder must provide the company's Federal DOT ID number where specified in Exhibit B to the contract being issued by DAS as a part of this ITB. Failure to provide this information may result in the rejection of your bid.

### **II. Contract Award**

A subsequent Contract to this ITB will be administered to the lowest, qualified and responsible bidder in a manner deemed to be in the best interest of the State. In making such determination, the factor of lowest cost will be determined by the lowest price per gallon bid for B20 Bio Diesel.

### **III. 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, with their bid, a copy of their Federal Internal Revenue tax return form for the most recent fiscal year, confirming the amount of their gross revenues for that fiscal year. Failure to provide such tax return with the Bid shall deny Bidder consideration for the 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.

#### **IV. 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 to any State entity is work conducted for the State. The Commissioner of DAS or his/her designee may communicate directly with any subcontractor as the State deems to be necessary or appropriate. 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.