

Invitation to Bid #15PSX0035

87 OCTANE 10% ETHANOL BLENDED GASOLINE, NUMBER ONE ULTRA-LOW SULFUR DIESEL (KEROSENE) NUMBER TWO ULTRA-LOW SULFUR PREMIUM DIESEL AND NUMBERTWO ULTRA-LOW SULFUR HEATING OIL.

Contract Specialist: **Paul Greco**

Date Issued: May 4, **2015**

Due Date: June 1, **2015 at 2:00 PM Eastern Time**

Department of Administrative Services



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Guide to Electronic Bid Submissions

1. Introduction To BizNet

It is now a requirement of Department of Administrative Services (DAS)/Procurement Services that all companies create a Business Network (BizNet) Account and add their company profiles to the State of Connecticut BizNet system. Companies are responsible for maintaining and updating company information in their BizNet Accounts as updates occur. Companies that have been certified through the Supplier Diversity or the Pre-Qualification Program, have already created a BizNet account.

The BizNet login is: <https://www.biznet.ct.gov/AccountMaint/Login.aspx>

New Companies: Create an account by clicking the BizNet login link above and then the button on the right labeled "Create New Account". Login and select CT Procurement and Company Information. Please be sure to complete information in all tabs (Company Information, Accounts, Address, etc...).

Existing Companies Needing to Update Their Information: Login to BizNet and select CT Procurement and Company Information.

Anyone having difficulty connecting to their account or downloading or uploading forms should call DAS/Procurement Services at 860-713-5095.

2. Business Friendly Legislation

As a result of Public Act 11-229, DAS/Procurement Services' goal is to make doing business with the State of Connecticut more business friendly. To eliminate redundancy, forms that were repetitively filled out with each invitation to bid are being automated in BizNet.

DAS/Procurement Services began the transition to on-line bidding by automating the submission of Affidavits and Non-Discrimination forms on October 1, 2011. Companies must submit forms electronically to their BizNet account if they haven't already done so. These forms must be updated on an annual basis, no later than 30 days after the effective date of any material change. Rather than completing them with each bid submittal, companies that have already filed these forms have the ability to view, verify and update their information prior to submitting a bid response.

Instructions for Uploading Affidavits and Non-Discrimination Forms:

Click on the following link for instructions on how to upload Affidavits and Non-Discrimination forms:

<http://das.ct.gov/images/1090/Upload%20Instructions.pdf>

(a) AFFIDAVITS

THE FOLLOWING FORMS MUST BE SIGNED, DATED, NOTARIZED, UPLOADED OR UPDATED ON BIZNET. TO OBTAIN A COPY OF THESE FORMS, YOU MUST LOGIN INTO BIZNET AND FOLLOW THE INSTRUCTIONS LISTED ABOVE.

(1) OPM Ethics Form 1 – Gift & Campaign Contribution Certification

- (2) OPM Ethics Form 5 – Consulting Agreement Affidavit
- (3) OPM Ethics Form 6 – Affirmation of Receipt of State Ethics Laws Summary
- (4) OPM Form 7 – Iran Certification

For information regarding these forms, please access the Office of Policy & Management’s website by clicking on the following link: <http://www.ct.gov/opm/cwp/view.asp?a=2982&q=386038>

(b) NON-DISCRIMINATION

CHOOSE ONE (1) FORM THAT APPLIES TO YOUR BUSINESS. COMPLETE AND UPLOAD OR UPDATE ON BIZNET ANNUALLY. TO OBTAIN A COPY OF THESE FORMS, YOU MUST LOGIN INTO BIZNET AND FOLLOW THE INSTRUCTIONS LISTED ABOVE.

- (1) Form A – Representation by Individual (Regardless of Value)
- (2) Form B – Representation by Entity (Valued at \$50,000 or less)
- (3) Form C – Affidavit by Entity (RECOMMENDED) (Valued at \$50,000 or more)
- (4) Form D – New Resolution by Entity
- (5) Form E – Prior Resolution by Entity

For information regarding these forms and on which form your company should complete, please access the Office of Policy & Management’s website by clicking following

link: http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806

3. New Revised Process – Online Bid Responses

Any bid posted by DAS/Procurement Services must be submitted electronically. The common forms listed below have also been automated in the BizNet system. In addition, specific forms are now web based and fillable, as noted below. To complete forms; download them from your BizNet account, complete your submittal response, and upload these documents (as well as any other required submittal documents) through BizNet prior to the date and time upon which the Bid is due pursuant to this ITB. Late submissions will not be accepted. Bid pricing will be available for public viewing for 24 hours after bid closing.

- Signature Page (SP-26) – Web Based Form
- Employment Information Form (DAS-45) – Web Based Form
- Statement of Qualifications (DAS-14) – Fillable Form
- Connecticut Economic Impact Form (DAS-46) – Web Based Form
- Contract Exhibit B – Price Schedule (SP-16)
- Bid Addendum (SP-18) – if applicable

Additional forms such as those listed below must be reviewed carefully and accepted by the bidder prior to bid submittal:

- Standard Terms and Conditions (SP-19)
- Contractor Authorization Guide (DAS-28)

This form must be signed by the person identified in the Corporate Resolution or By-Laws, as the party legally authorized to bind the company. A link to the guide and sample forms is provided

below: <http://das.ct.gov/Purchase/Info/DAS%2028.pdf>

- Invitation to Bid Document (SP-22)
- Invitation to Bid Contract (SP-50)

- Contract Exhibit A – Description of Goods & Services and Additional Terms & Conditions
- Contract Exhibit C – SEEC Form 11

4. Insurance Accord Certificates

Contractors are responsible for maintaining their BizNet account with new and/or updated insurance information.

The following documentation will need to be uploaded to each company's BizNet account and evidencing that the State of Connecticut is an additional insured:

- (a) Certificate of Insurance (Accord Form)
- (b) The insurance policy declaration page
- (c) The additional insured endorsement to the policy

Training documentation relating to the completion of the above-reference forms is available through the DAS Website under "DAS Business Friendly Initiatives" at the following website: <http://das.ct.gov/cr1.aspx?page=371>

Bidders are cautioned that there may be additional documents, attachments or requirements depending on the complexity of the bid. Please read ALL bid documents carefully and provide all required information. Failure to do so may result in rejection of your bid.

Overview

The State of Connecticut Department of Administrative Services ("DAS") is issuing this Invitation to Bid to solicit bids for 87 octane 10% ethanol blended gasoline, number two ultra-low sulfur heating oil, number one ultra-low sulfur diesel (Kerosene) and number two ultra-low sulfur premium diesel fuel for all using State Agencies, Towns and Municipalities and Political Sub-Divisions of the State. The resulting Contract will be in place for a period of five (5) years.

Scope

Required services include the supply and delivery of 87 octane 10% ethanol blended gasoline, number two ultra-low sulfur heating oil, number one ultra-low sulfur diesel (Kerosene) and number two ultra-low sulfur premium diesel fuel.

This contract will replace the following contract award(s) in part or in total: 11PSX0079, 12PSX0028 and 12PSX0029.

Note the following:

- Supply and deliveries of 87 octane 10% ethanol blended gasoline, number two ultra-low sulfur heating oil, number one ultra-low sulfur diesel (Kerosene) and number two ultra-low sulfur premium diesel fuel will commence on July 1, 2015.

Instructions to Bidders

1. Bid Schedule

RELEASE OF ITB:	Date:	May 4, 2015
RECEIPT OF QUESTIONS:	Date:	May 15, 2015, by noon Eastern Time
ANSWERS TO QUESTIONS POSTED AS ADDENDUM:	Date:	May 20, 2015
BID DUE DATE:	Date:	June 1, 2015 at 2:00 PM Eastern Time

2. Questions:

Questions for the purpose of clarifying this bid must be received no later than the date and time specified in Section I, "Bid Schedule" and must be directed to the Contract Specialist, Paul Greco via email: paul.greco@ct.gov.

3. Communications

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 concerning this procurement except in writing directed to the Contract Specialist, Paul Greco via email: paul.greco@ct.gov.

4. Public Bid Opening

Public bid openings are now conducted online. Bid pricing submitted will be available for public view through your BizNet Account and is 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
- 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 Requirements

1. 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.

Bidder must provide the company's Federal DOT ID number where specified in Exhibit B. Failure to provide this information may result in the rejection of your bid.

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/>.

2. Quantities and/or Usages

Any quantities set forth in this ITB are estimated quantities and/or usages only and in no way represent a commitment and/or intent to purchase any particular amount. Actual quantities may vary and will be identified on individual purchase orders issued by the requesting entity.

3. Lowest Responsible Qualified Bidder; Micro Business Preference

The contract resulting from this ITB shall be awarded to the lowest responsible qualified bidder. The qualities of articles to be supplied, their conformity with the needed 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 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.

4. Stability of Bid Prices

Any price offerings from bidders must be valid for a period of 30 days from the due date of the bid.

5. Bid Price submittals and bid pricing format

Only differential prices may be bid and submitted on the Exhibit B Price Schedule(s). Exhibit B price differentials must be one firm price (+) or (-) per gallon for each fuel type to be provided in each Connecticut county and will apply to all Client Agency locations within that county. The differential price per gallon must include all costs incidental to the loading, and delivery of the fuel into Client Agency fuel storage tanks with all personnel, delivery transportation, labor, equipment, tools and accessories provided by the Contractor.

Base costs for the required fuels and how they are determined are outlined in the Exhibit A.

Differential bid prices must not include fuel base costs, fees and or applicable taxes.

Bidders may bid a price differential for any or all required fuels in any or all counties. Bidders may also bid one fixed price differential for all required fuels in aggregate in any or all counties. The fuel types requiring differential bid pricing are as follows:

- 87 octane, 10% ethanol blended gasoline
- Number one ultra-low sulfur diesel fuel (Kerosene)
- Number two ultra-low sulfur premium diesel
- Number two ultra-low sulfur heating oil
- Number one ultra-low sulfur diesel and number 2 ultra-low sulfur premium diesel fuel for Client Agency generator fueling Services
- All fuels combined (optional : bid one differential price)

6. Amendment or Cancellation of the ITB

DAS reserves the right to cancel, amend, modify or otherwise change this ITB at any time if it deems it to be in the best interest of the State to do so.

7. Bid Modifications

No additions or changes to any bid will be allowed after the bid due date, unless such modification is specifically requested by DAS. DAS, at its option, may seek bidder retraction and/or clarification of any discrepancy or contradiction found during its review of bids.

8. Bidder Presentation of Supporting Evidence

Bidders must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that DAS deems to be necessary or appropriate to fully establish the performance capabilities represented in their bids.

9. Bidder Demonstration of Services and/or Products

At the discretion of DAS, bidders must be able to confirm their ability to provide all services bid. Any required confirmation must be provided at a site approved by DAS.

10. Erroneous Awards

DAS reserves the right to correct inaccurate awards.

11. Bid Expenses

Bidders are responsible for all costs and expenses incurred in the preparation of bids and for any subsequent work on the bid that is required by DAS.

12. Ownership of Bids

All bids shall become the sole property of the State and will not be returned.

13. Ownership of Subsequent Products

Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this ITB shall be the sole property of the State unless otherwise stated in the contract.

14. Oral Agreement or Arrangements

Any alleged oral agreements or arrangements made by bidders with any State agency or employee will be disregarded in any State bid evaluation or associated award.

15. Qualification of Bidders.

Bidders shall be established fuel dealers and distributors, which have had facilities in operation for a minimum of three years devoted primarily to selling fuel to government accounts.

All Bidders must have a minimum of one (1) petroleum fuel terminal located within the State of Connecticut in which they are authorized to obtain the applicable fuel products. Bidders shall submit documentation to confirm that they have an agreement with said petroleum fuel terminals located within the State of Connecticut. The State reserves the right to confirm this documentation.

Bidders are to insure that all necessary equipment is available to handle both stage 1 and stage 2 vapor recovery systems as applicable. Contractors making deliveries to Client Agencies with vapor recovery systems shall utilize the proper equipment and use the systems in compliance with Connecticut Department of Energy and Environmental Protection (DEEP) regulations.

All Bidders are required to submit the following information with their Bid response (failure to do so may result in the rejection of your Bid). This information shall be submitted as a narrative with bids and uploaded with the Exhibit B Price Schedule.

- Supplier Information
- Carrier/Delivery and equipment Information
- Bidder's Operational Information
- Bidder's Company Information
- Product compliance to include and not be limited to meeting all current and future State and Federal regulations, ASTM standards, weather related pour point transitions and quality assurance of all fuels offered

Note: Any Bidder incorporated outside the State of Connecticut, which does not have its own distribution branch or trucking facility within the State of Connecticut shall completely detail in their bid information regarding plant & delivery equipment. Failure to provide this information will make the bid unresponsive and be grounds for rejection of the bid.

All motor transports and tank wagons owned or subcontracted by the awarded vendor and used to deliver fuel must have the delivery truck's meters certified every six (6) months by the State of Connecticut, Department of Consumer Protection, Division of Weights and Measures.

Award Criteria

Pursuant to CGS 4a-59 and DAS Procurement Regulations 4a-52-8 and 4a-52-18, the award shall be made to the lowest, responsible qualified bidder; past performance and financial responsibility shall always be factors in making this determination. The following factors will be considered in the evaluation to determine the lowest, responsible qualified bidder. The order of relative importance of the factors is as follows:

- (a) Pricing
- (b) Past Performance servicing Client Agencies with emphasis on geographical locations and delivery points
- (c) Qualifications to include but not be limited to the following:
 - Availability of the materials with respect to the location of storage and distribution points from which the material will be delivered
 - Bidder's fleet availability to meet delivery requirements
 - Ability of the Bidder to service the State for both routine and emergency delivery needs
 - Review of evidence presented by the Bidder confirming the experience, ability, equipment and financial standing necessary to adequately service the State agency locations as specified.
 - Plant, product & supplier information
 - Carrier and delivery information to include Connecticut Department of Motor Vehicle (DMV) review of delivery vehicle safety records.
 - Vendor operational information
 - The administrative costs of the State.

DAS may award by individual item, group of items, or the entirety of all items. DAS may also reject any and all bids in whole or in part, and waive minor irregularities and omissions if, in the judgment of DAS, the best interest of the state will be served.

DAS additionally reserves the right to award a secondary Contractor to fulfill any requirements deemed necessary due to unforeseen circumstances, emergencies or lack of Contractor Performance. Any Client Agency requesting use of the awarded secondary Contractor shall request approval from DAS Procurement Services prior to requesting such Services from the Contractor.