



Bid Instructions  
Forward Fuel Purchase Contracts  
City of Fargo  
December 18, 2017

City of Fargo is seeking price quotations for fuel purchases and delivery of product to Fargo facilities (multiple locations within city) from qualified vendors for the Third and Fourth quarter of 2018. These fuel contracts are for #2 Diesel and No-Lead 10% Ethanol 87 octane gasoline to be delivered in 2018.

The Fuel Price quoted shall include;

Any local freight charges.

The Federal LUST (Leaking Underground Storage Tank) fee. (one tenth of one cent per gallon)

North Dakota State Inspection fee. (one-fortieth of one cent per gallon)

Federal Oil Spill Recovery fee (fee based on type of fuel)

When there is a shortage of product at the pipeline and long wait times, a demurrage charge may be added after the first hour. A demurrage charge per hour must be included on the bid sheet commencing with a second hour of wait time shall be with the submitted quotation.

Contract awarded to the vendor with the lowest total price.

The City of Fargo may elect not to make an award.

The City of Fargo uses various mixtures of fuel depending on the time of year. For winter use, diesel is a blend of #1 and #2 with a cold weather additive. Bio diesel may also be used during the summer months. Additional products purchased outside of the contracted amount will be current rack price at the time of purchase. Splash blending for products like bio-diesel will be acceptable.

Delivery of fuel at City of Fargo's new fueling site requires a vent hose to be hooked up between the tanker and tank.

Payment to vendors will be honored within 10 days of receiving both product and invoice.

Approved vendors must E-mail or Fax quotations to the City of Fargo as indicated below. Verbal quotes will not be accepted.

When an award is made the successful bidder will be notified by 9:30 AM CT (on the same date as day bids are due)

**Quotations are Due by January 10, 2018 by 9:00 AM Central Time.**

Submit quotations by e-mail or fax to: **(Note updated e-mail addresses)**

**Fax 701-298-6971 Att. Harold Pedersen**

(Staff will document the time when quotations arrive by fax)

**E-mail Address the email to the following group:**

[kcotin@FargoND.gov](mailto:kcotin@FargoND.gov) [bdow@FargoND.gov](mailto:bdow@FargoND.gov) [hpetersen@FargoND.gov](mailto:hpetersen@FargoND.gov)

**If an award is not made the next scheduled time will be determined by City of Fargo and sent to the registered vendors.**

**Additional information**

**The day before a bid is due**

A trial will be scheduled the day previous to the bid date to ensure e-mails with a PDF attachment are not stripped or held up by any security or firewalls.

**Submissions by e-mail**

Send e-mail from same source (computer) as verified by the trial submission.

Attach a PDF of the Bid Submission Sheet.

Request a read receipt. If you do not receive a read receipt , call 701-241-1460.

Protests related to this solicitation must be submitted in writing and will only be accepted from prospective Bidder or Offerors whose direct economic interest would be affected by the award of a Contract or failure to award a Contract.

Copies of the detailed protest procedure are available upon request; contact Harold Pedersen or Ben Dow at 402 23 St N, Fargo ND 58102, for a copy, if desired.

Portions of this procurement are Federal funded, the provisions of FTA Circular 4220.1(as amended) apply. An appeal to FTA must be received by the cognizant FTA Regional or Headquarters Office within five (5) working days of the date the protestor knew or should have known of the violation. FTA will review bid protests only in the following circumstances:

- a. A protestor has exhausted all administrative remedies with the City of Fargo.
- b. FTA will only review protests regarding the alleged failure of the grantee to have or follow its written protest procedures or its failure to review a complaint or protest.

Alleged violations on other grounds are under the jurisdiction of the appropriate State or local authorities. Alleged violations of Federal law or regulation that provide an applicable complaint procedure shall be submitted and processed in accordance with the Federal law or regulation. Contractors who have exhausted all administrative remedies with the City of Fargo and FTA can pursue the matter further in the ND state courts as applicable.

The City of Fargo reserves the right to reject all quotations and request quotations to be submitted at a later date or the City of Fargo may elect to make a partial award (either diesel or unleaded).

**Contact for Questions**

Harold Pedersen  
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