



**WAKULLA COUNTY BOARD OF COUNTY COMMISSIONERS
REQUEST FOR WRITTEN QUOTE
RFQ 2023-31 FUEL FOR WAKULLA SANDS GOLF COURSE**

Information for Vendor:

Quotes must be on company letterhead with a date and signature of an authorized representative of the vendor. All vendors providing written quotes must have the required expertise and capability to perform the work or supply the commodities or equipment. Consideration will be given to the vendor who has the capability to perform the work or supply the commodities or equipment, consideration shall also be given to the vendor's geographic proximity to Wakulla County for future ease of delivery, mobilization, or customer support after a purchase. The lowest cost, responsible and responsive vendor who is capable of performing the services or supplying the commodities or equipment shall be awarded the contract.

If there are specific questions regarding the scope of services, please contact Shane Bass, Golf Course Superintendent at sbass@mywakulla.com or (850) 528-2829.

Issue Date: Wednesday, August 10, 2023

Purpose:

The Board of County Commissioners is seeking written quotes from licensed and insured firms/vendors with the required expertise and capability to provide fuel services for the Wakulla Sands Golf Course .

Scope of Services to be provided but not limited to:

The awarded vendor will be required to deliver fuel to the Wakulla Sands Golf Course located at 184 Lonesome Road, Crawfordville, Florida 32327. There is one (1) above ground tank with storage for 500 gallons of ULSD-15ppm #2 diesel Fuel and one (1) above ground tank with storage for 500 gallons of Midgrade 89 E10 gasoline. The gasoline to be furnished under this contract shall conform to all applicable A.S.T.M. and Society of Automotive Engineers (SAE) standards and must be of a quality equal to similar products furnished to the retail market. Diesel fuel must meet the A.T.S.M. D97509a specifications.

Fuel costs will be based on the daily average rate for the OPIS Bainbridge, Georgia Terminal, plus a firm fixed markup fee per gallon.

Gasoline and diesel prices are calculated using the following information:

- A. Base Fuel Price, set from OPIS Daily Rack Average from Bainbridge, GA terminal
- B. Fixed Fee Markup (+/-) Per Gallon (may be extended to (4) decimal places)
 1. The fixed fee markup will remain firm for the period of the contract.
 2. With the exception of the allowable taxes, the fixed fee will include each and every item of expense connected with the furnishing and delivery of fuel to the destination.
 3. The Markup may include the Vendor's profit and any other costs the Vendor wishes to include.

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ITEM	TYPE OF FUEL	FIXED FEE MARKUP
1	Midgrade 89 E10 Gasoline	\$
2	ULSD-15ppm #2 Diesel Fuel	\$

Time and Deliverables:

The selected vendor shall be expected to provide fuel services on an as-needed-basis. Hours of delivery will be Monday thru Friday, 8 A.M. to 3 P.M., excluding holidays. In the event of an emergency condition, with prior approval from the County Administrator or designee, delivery hours may be extended.

***Please note deliveries cannot be made by Transport Trucks (semi sized vehicles).**

The agreement between the County and the awarded contractor will be in full effect for one (1) full year with an option for two (2) one-year extensions.

Warranty:

Upon award of the written quotation the vendor will be required to provide the necessary liability insurance as per County requirements and must provide the County with a Certificate of Liability.

The following minimum levels of insurance required are as follows:

- **Comprehensive Automobile Liability.** Insurance with \$1,000,000.00 combined single limit of liability for bodily injuries, death and property damage resulting from any one occurrence, including all owned, hired, and non-owned vehicles, as appropriate.
- **Commercial General Liability.** \$1,000,000.00 combined single limit of liability for bodily injuries, death and property damage, and personal injury resulting from any one occurrence.
- **Umbrella (Excess) Liability Insurance.** Umbrella Liability with limits of not less than \$1,000,000.00, exclusive of defense costs, to be in excess of all other coverages. Such coverage shall be at least as broad as the primary coverages above, with any excess umbrella layers written on a strict following form basis over the primary coverage. All such policies shall be endorsed to provide defense coverage obligations.
- **Professional Liability Insurance.** \$1,000,000.00 for design errors and omissions, exclusive of defense costs. CONTRACTOR shall be required to provide continuing Professional Liability Insurance to cover each project for a period of two (2) years after the project is completed.
- **Workers' Compensation.** The CONTRACTOR shall provide, pay for, and maintain workers' compensation insurance on all employees, its agents or subcontractors as required by Florida Statutes.

Quote Responses are Due By:

Thursday, August 17, 2023 @ 3:00 PM and will be received by the Procurement office located at 3093 Crawfordville Hwy, Crawfordville, Florida 32327. Quotes can be hand-delivered, sent via express mail to the above referenced address or sent via email to ptaylor@mywakulla.com. If the response to this request is not received by the above deadline it will be considered null and void.

Procurement Office Contact
Patty Taylor, Procurement and Contracts Coordinator
3093 Crawfordville Hwy, Crawfordville, FL 32327
850.926.0919 Ext. 705
ptaylor@mywakulla.com