

Outagamie County Pre-Qualification: Bulk Fuel Suppliers
Attachment A – Scope of Service, Specifications and Qualifications

Mandatory Requirements

In order for a fuel provider to be considered for pre-qualification they must comply or agree to the terms below. Check “Yes” or “No” next to each item.

1. Provider shall currently be in the business of providing the fuel requested, or similar fuel, and have done so for the past three (3) years.

_____YES _____NO

2. The quality of all products provided shall meet or exceed the requirements set forth in the latest revisions of the Wisconsin Administrative Code, Chapter Comm 48 Part II for Petroleum Product Specifications and Chapter ATP 94 (Department of Agriculture, Trade and Consumer Protection), Subchapter II for Petroleum and Other Liquid Fuel Product Specifications. If any changes are made to the Wisconsin Administrative Code for Petroleum Product Specifications or if new state or federal requirements are developed during the pre-qualification term, the county requires that all pre-qualified providers conform to the changes.

_____YES _____NO

3. Provider shall comply with indemnification and insurance requirements set forth in Attachment B. Complete and return Attachment B with your information.

_____YES _____NO

4. Any spills that occur during the delivery are the responsibility of the provider. Wisconsin's Spill Law is referenced in Wisconsin Statute 292.11.

_____YES _____NO

5. Provider will be held liable for any damages that may occur due to system malfunction or failure as a result of:

- Furnishing a contaminated product
- Furnishing a grade other than specified or authorized
- Furnishing a product without (or with additional) additives specified or authorized

Liability will not only be to the equipment but the provider is also liable for removing the product from the storage tank.

_____YES _____NO

The county will request a price per gallon delivered for a particular type of fuel. The provider must reference a price per gallon delivered, the county will not pay any additional surcharges, fees, etc on each order above the price per gallon specified by the provider.

_____YES _____NO

6. Pricing shall include the following taxes/state/federal fees if applicable to the specific order; State Inspection Fee, State Tax, LUST Tax and Federal Oil Spill Recover Fee.

_____YES _____NO

7. Pricing shall not include Federal Excise Tax. The Federal Excise Tax shall be paid by the provider and any applicable refunds/rebates to be claimed must be made by the provider.

_____YES _____NO

8. Deliveries shall include Bill of Lading.

_____YES _____NO

9. All locations will be invoiced separately. Invoicing is not to be combined.

_____YES _____NO

10. Each location will email the provider as they need fuel. They would email by 7:30 am the day fuel is needed (the request may be emailed the day before but the date fuel is needed would be noted in the request), the provider would email back the price per delivered gallon by 8:15 am the day fuel is needed, by 8:30 am the fuel order is placed and delivery would be made by 2:30 pm the same day. Some departments may choose to use the template (reference "Quote template") or they may request more informally via email.

_____YES _____NO

11. Will the provider guarantee to service the county in the event of a disaster (either natural or a disaster as deemed by the county), also referred to as emergency fueling?

_____YES _____NO

The county's intent is that in the event of a disaster a "command center" be setup at one or all of the Highway garages and/or the Airport. In addition, the provider would need to deliver fuel to the Maintenance Department locations. The county would request the provider initiates emergency fueling as soon as four hours but no longer than 12 hours 24 x 7 x 365. The shorter timeframe would be for a more localized disaster during normal business hours where the 12 hours would be for a large scale

disaster, or a localized disaster outside the provider's normal business hours. The disaster could include, but not be limited to; adverse weather, fire, utility power outages or train derailment. In addition to fueling the storage tank(s) at the requested location(s), the provider would fuel county owned equipment and vehicles brought to the command center. This equipment would include, but not be limited to; generators, trucks, emergency vehicles and construction equipment.

Provide with your information how you would prioritize service to Outagamie County in the event of a disaster and how fuel would be priced under such circumstances.

Non-Mandatory Requirements

Check "Yes" or "No" next to each item. Checking "No" will not automatically disqualify the provider from being on the pre-qualified list. Some questions require a further response than just "Yes" or "No".

1. Will the provider accept Visa for payment (payment would be made on the day fuel is delivered) without any additional fees?

_____YES _____NO

2. If the provider will not accept Visa, what is the net payment terms for issuing a check?