



May 17, 2017

Acadia Parish Police Jury

“BID FOR FUEL”

Bid for:

Off-Road Diesel (Contract #1)

&

Regular Unleaded Gasoline (Contract #2)

&

Diesel (Contract #3)

BID OPENING: 05/17/17 @ 2:00 p.m.

BID QUOTE SUBMITTED TO:

**ACADIA PARISH POLICE JURY
P.O. BOX A
CROWLEY, LA 70527-6001**

BID QUOTE SUBMITTED BY:

**LAVIGNE OIL COMPANY
Anne Virgets
11203 PROVERBS AVE.
BATON ROUGE, LA. 70816
PHONE 225-952-7900 ext. 14**

INFORMATION FOR BIDDERS

1. RECEIPT AND OPENING OF BIDS

The **Acadia Parish Police Jury** (herein called the "Owner"), invites sealed bids on the form attached hereto, all blanks **must be** appropriately filled in. All bids must be sealed and plainly marked on outside of envelope: "BID FOR FUEL" and mailed to the Acadia Parish Police Jury, P. O. Box A, Crowley, LA 70527-6001, Hand Delivered to 505 N.E. Court Circle, Admin. Office Bldg., Crowley or by electronic bid at www.centralauctionhouse.com, until Wednesday, May 17, 2017, at 2:00 P.M., in the Police Jury Office, **505 N.E. Court Circle, Administrative Office Building**, Crowley, Louisiana for three separate contracts:

- 1) The purchase of Off-Road Diesel for the period beginning July 1, 2017 through June 30, 2018 (Contract #1)
- 2) The purchase of Regular Unleaded Gasoline for the period beginning July 1, 2017 through June 30, 2018 (Contract #2)
- 3) The purchase of Diesel for the period beginning July 1, 2017 through June 30, 2018 (Contract #3)

Sealed bids will then, at said Office, be publicly opened and read aloud. The envelopes containing the bids must be sealed, addressed to **Acadia Parish Police Jury, P. O. Box A, Crowley, LA 70527-6001** and designated as bid for:

Off-Road Diesel (Contract #1)
&
Regular Unleaded Gasoline (Contract #2)
&
Diesel (Contract #3)

The Owner may reject any and all bids for just cause. Such action will be in accordance with Title 38 of the Louisiana Revised Statutes. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within 30 days after the actual date of the opening thereof.

2. PREPARATION OF BID

When called for on the Bid Form, prices should be shown both in words and in figures. In the event of a discrepancy between the prices quoted in words and those quoted in figures in the bid, the words shall govern. In the event that the Bidder does not show prices in both words and in figures, the bid shall be tabulated in accordance with the form of the price provided.

Each bid **must be** submitted in a sealed envelope bearing on the outside the name of the bidder, his/her address, and the name of the contract for which the bid is submitted. If forwarded by mail, the sealed envelope containing the bid **must be** enclosed in another envelope addressed as specified in the bid form.

Bidders should avoid making mistakes, delineations or other corrections on bids, since such may make it difficult for the Parish Government to ascertain the information contained in the bid. In the event that a Bidder must make such corrections to a bid, the corrections should be made in such a manner that the information contained on the Bid Form can be fairly and reasonably discerned and ascertained by the Parish Government. The Parish Government shall have the right to reject any bid in the event that it is unable to reasonably determine the information and bids supplied by the Bidder therein.

3. TELEGRAPHIC MODIFICATION

Any bidder may modify his/her bid by telegraphic communication at any time prior to the scheduled closing time for receipt of bids, provided such telegraphic communication is received by the Owner prior to the closing time, and provided further, the Owner is satisfied that a written confirmation of the telegraphic modification over the signature of the bidder was mailed prior to the closing time. The telegraphic communication should not reveal the bid price but should provide the addition or subtraction of other modification so that the final prices or terms will not be known by the Owner until the sealed bid is opened. If written confirmation is not received within two days from the closing time, no consideration will be given to the telegraphic modification.

4. METHOD OF BIDDING

The Owner invites a unit price bid on the **Off-Road Diesel (Contract #1), Regular Unleaded Gasoline (Contract #2) & Diesel (Contract #3)**.

5. QUALIFICATIONS OF BIDDER

The Owner may make such investigations as he/she deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the Owner all such information and data for this purpose as the Owner may request. The Owner reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the Owner that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids are discouraged.

6. TIME OF DELIVERY

The successful bidder shall make available and shall deliver "as-needed" quantities of fuel within **24 hours (twenty-four) hours** of the placement of an order. The

Owner reserves the right to cancel contract if, in the opinion of the Owner, materials are not being made available within a reasonable time.

7. ADDENDA AND INTERPRETATIONS

No interpretation of the meaning of the specifications or other pre-bid documents will be made to any bidder orally.

Every request for such interpretation should be in writing addressed to **Acadia Parish Police Jury**, and to be given consideration **must be** received at least three days prior to the date fixed for the opening of bids. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications which, if issued, will be mailed by certified mail with return receipt requested to all prospective bidders (at the respective addresses furnished for such purposes).

Failure of any bidder to receive any such addendum or interpretation shall not relieve such bidder from any obligation under his/her bid as submitted. All addenda so issued shall become part of the contract documents.

8. LAWS AND REGULATIONS

The bidder's attention is directed to the fact that all applicable State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout, and they will deem to be included in the contract the same as though herein written out in full.

9. METHOD OF AWARD - LOWEST QUALIFIED BIDDER

For each separate contract, Contract #1, Contract #2 and Contract #3, **the total amount quoted shall be in the sum of the correct extensions of the unit price bid on each item of work, multiplied by the estimated gallons of fuel shown for the respective item.** Each extension shall be carried to one hundredth of a dollar, and the last digit in the extension (or cents place) shall not be rounded off; i.e., any portion of a cent appearing in the extended amount shall be dropped from the amount.

The right is reserved by the Owner to reject any and all bids or to accept any bid(s) which, in the opinion of the Owner, will be in the best interest of the Parish of Acadia.

10. SPECIFICATIONS:

- a. Price is to be bid by the gallon on a cost plus basis (i.e. - opis + .x cents) and shall include the furnishing and delivery of all materials, plant, equipment, tools

and all other facilities, and the performance of all labor services necessary or proper for the furnishing and delivery of fuel.

- b. Bids shall not include taxes. All applicable taxes shall be applied separately at the time of fuel orders.
- c. The Owner reserves the right to request periodic supplier price verification.
- d. Fuel shall be delivered, on demand, f.o.b. Public Work Yards located in Crowley-247 Roller Road, Branch-114 Bias Road, Iota-540 North Fifth Street and Egan-611 Petal Road.
- e. ***Mark up shall include all other charges, fees & surcharges except taxes.***
- f. Delivery is to be made within **24 (twenty-four) hours** of placement of an order.
- g. Scale certification will be required from successful bidder.

Attest:

Donna Bertrand
Delegated Secretary-Treasurer

David Savoy
President

**BID FURNISHING AND DELIVERY OF OFF-ROAD DIESEL (CONTRACT #1)
for the Acadia Parish Police Jury**

ITEM NO.	DESCRIPTION, QUANTITY, AND UNIT	UNIT PRICE	EXTENSION
1	Crowley Barn 22,000 Gallons Markup per Gallon - <u>fourteen point nine cents</u> DOLLARS	\$ <u>.149</u>	\$ <u>3278.00</u>
2	Branch Barn 15,000 Gallons Markup per Gallon - <u>fourteen point nine cents</u> DOLLARS	\$ <u>.149</u>	\$ <u>2235.00</u>
3	Iota Barn 14,000 Gallons Markup per Gallon - <u>fourteen point nine cents</u> DOLLARS	\$ <u>.149</u>	\$ <u>2086.00</u>
4	Acadia Parish Landfill (Egan) 40,000 Gallons Markup per Gallon - <u>fourteen point nine cents</u> DOLLARS	\$ <u>.149</u>	\$ <u>5960.00</u>

**BID FOR FURNISHING AND DELIVERY OF REGULAR UNLEADED GASOLINE
(CONTRACT #2) for the Acadia Parish Police Jury**

ITEM NO.	DESCRIPTION, QUANTITY, AND UNIT	UNIT PRICE	EXTENSION
1	Crowley Barn 11,000 Gallons Markup per Gallon - <u>fourteen point nine cents</u> DOLLARS	\$ <u>.149</u>	\$ <u>1639.00</u>
2	Branch Barn 5,000 Gallons Markup per Gallon - <u>fourteen point nine cents</u> DOLLARS	\$ <u>.149</u>	\$ <u>745.00</u>
3	Iota Barn 5,000 Gallons Markup per Gallon - <u>fourteen point nine cents</u> DOLLARS	\$ <u>.149</u>	\$ <u>745.00</u>
4	Acadia Parish Landfill 2,000 Gallons Markup per Gallon - <u>fourteen point nine cents</u> DOLLARS	\$ <u>.149</u>	\$ <u>298.00</u>

**BID FOR FURNISHING AND DELIVERY OF DIESEL
(CONTRACT #3) for the Acadia Parish Police Jury**

ITEM NO.	DESCRIPTION, QUANTITY, AND UNIT	UNIT PRICE	EXTENSION
1	Crowley Barn 7,000 Gallons Markup per Gallon - <u>fourteen point nine cents</u> DOLLARS	\$ <u>.149</u>	\$ <u>1043.00</u>
2	Acadia Parish Landfill 28,000 Gallons Markup per Gallon - <u>fourteen point nine cents</u> DOLLARS	\$ <u>.149</u>	\$ <u>4172.00</u>

Instruction for Completing Bid Form

- 1) For each bid item, the Supplier shall place their bid **IN WORDS** in the "Description, Quantity, and Unit" column, after the text "Markup per Gallon=". This bid shall be reflective of the Supplier's markup price only, measured from the Lake Charles Opis Rack Average (10:00 a.m.)
- 2) For each bid item, the Supplier shall place their bid **IN FIGURES** in the "Unit Price" column. This bid shall be reflective of the Supplier's proposed markup price only, measured from the **Lake Charles Opis Rack Average (10:00 a.m.)**
- 3) For each bid item, the Supplier shall multiply their unit price bid by the total gallons, and place this result in the "Extension" column (in figures).

The above unit prices shall include all labor, materials, overhead, profit, insurance, fuel surcharge, etc., to cover the furnishing and delivery of the proposed fuel.

Bidder understands that the Owner reserves the right to reject any or all bids and to waive any informalities in the bidding.

The Bidder agrees that this bid shall be good and may not be withdrawn for a period of at least 30 calendar days after the scheduled closing time for receiving bids.

Anne Virgets
NAME OF PERSON

Lavigne, Dil Company of Baton Rouge, LLC
COMPANY NAME

Anne Virgets
SIGNATURE

BUSINESS ADDRESS

11203 Proverbs Ave Baton Rouge, LA 70816

225-952-7900
TELEPHONE NUMBER

225-952-7900 ext. 17
PHONE NUMBER TO PLACE ORDER