

By ORDER OF the Commissioners' Court of Jackson County, Texas, sealed bids will be received for:

**FUEL PURCHASED ON AN AUTOMATED CARD SYSTEM
ANNUAL SUPPLY CONTRACT**

for

Precinct No. 1, Sheriff's Office,
Transfer Station, Constables, Maintenance, District Attorney, and Jail

SUBMISSION OF BIDS: Sealed bid shall be submitted to: Michelle Darilek, Jackson County Auditor, 411 N Wells St, Room 201, Edna, Texas 77957. Deadline for bid submission is:

December 15, 2020 at 2:00 PM

Sealed envelope containing bid should be marked:

BID FOR FUEL – CARD SYSTEM

This INVITATION FOR BID and accompanying SPECIFICATIONS AND BID SHEET(S) are for your convenience in bidding the enclosed referenced products and/or services for Jackson County.

All bids MUST be received in the Jackson County Auditor's Office BEFORE the opening date and time. Jackson County appreciates your time and effort in preparing a bid. Please note that all bids must be received at the designated location by the deadline shown. Bids received after the deadline will not be opened and shall be considered void and unacceptable. Opening is scheduled to be held in the County Auditor's office, 411 N Wells St, Room 201, Edna, Texas.

Jackson County is always very conscious and extremely appreciative of the time and effort you must have expended to submit a bid. We would appreciate you indicating on your "NO BID" response any requirements of this bid request, which may have influenced your decision to "NO BID."

If bids are awarded, awards may be made within 60 days after bid opening date. To obtain results, or if you have any questions, please contact the Jackson County Auditor's Office, 411 N Wells St, Room 201, Edna, Texas 77957 at (361) 782-2072. Bid results will be posted on the Jackson County website at www.co.jackson.tx.us after bids are awarded by the Commissioners' Court.

IT IS UNDERSTOOD that the Commissioners' Court of Jackson County, Texas reserves the right to accept or reject any and/or all bids for any or all products and/or services covered in this bid request and to waive informalities or defects in bids or to accept such bids as it shall deem to be in the best interest of Jackson County.

BIDS MUST BE submitted on the enclosed Bid Documents. Each bid shall be placed in a separate sealed envelope, manually signed in ink by a person having authority to bind the firm in a contract, and marked clearly on the outside as outlined in the specifications.

Jackson County will evaluate and award bid based on *lowest and best bid meeting specifications*. "Lowest and best" means a bid or offer providing the best value considering associated direct and indirect costs, including transport, maintenance, reliability, life cycle, warranties, and customer service after a sale. Jackson County reserves the right to accept and/or reject any/all of the options bid as it deems to be in the best interest of the County.

JACKSON COUNTY TAXES: If the Contractor subsequently becomes delinquent in the payment of Jackson County taxes, this may be grounds for cancellation of the contract. Despite anything to the contrary, if the contractor is delinquent in payment of Jackson County taxes, Contractor assigns any payments to be made under this contract to the Jackson County Tax Assessor-Collector for the payment of delinquent taxes.

BID INFORMATION

All bidders shall provide the Brand Name for each type of fuel in the space provided.

All bidders are required to bid a **MARK-UP** per gallon for each fuel type and location. **The Mark-Up shall include any and all delivery charges and fees that will be billed in addition to the Rack Price and Taxes that are listed.** MARK-UP MAY VARY BY LOCATION BUT WILL REMAIN CONSTANT THROUGHOUT THE TERM OF THE CONTRACT.

The County is aware that the Rack Price may vary throughout the term of the contract. Rack Prices shall be established each month and shall remain in effect for all orders placed within that month. Bidders shall note on the bid sheet the method or source that will be used throughout the term of the contract to determine the monthly Rack Price and shall provide a sample copy of any documentation available with their bid.

FUEL SPECIFICATIONS

Unleaded Gasoline	Free from water and suspended matter and octane of 87 (Average Method), 89, or 93
Diesel Fuel	Free from water and suspended matter

EXHIBIT A

STATE OF TEXAS {}
AFFIDAVIT
COUNTY OF JACKSON {}

BEFORE ME, the undersigned authority, on this day personally appeared _____ known to me to be the person whose name is subscribed to the following, who, upon oath, says:

I am the Manager, Secretary, or other agent or officer or the principal of the Bidder in the matter of the bids to which this affidavit is attached, and I have full knowledge of the relations of the Bidder with the other firms in this same line of business, and the Bidder is not a member of any trust, pool or combination to control the price of supplies bid on, or to influence any person to bid or not to bid thereon.

I further affirm that the Bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted bid.

Affiant

SWORN TO AND SUBSCRIBED BEFORE ME by the above Affiant, who, on oath states that the facts contained in the above are true and correct, this _____ day of _____, 20__.

Notary Public in and for
County, Texas

Name of Bidder _____
Signed by _____
Title _____
Address _____
Phone Number _____ Vendor Tax ID _____
E-Mail Address _____

NOTE: BIDS NOT ACCOMPANIED BY THIS AFFIDAVIT WILL NOT BE CONSIDERED

The County of Jackson does not discriminate on the basis of race, color, national origin, sex, religion, age, and disability in employment or the provision of services.

EXHIBIT B

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor or other person doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.
This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.
A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

_____ Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

EXHIBIT C

County of Jackson, Texas

BIDDER/PROPOSER'S SDNs/BLOCKED PERSONS AFFIRMATION

NOTE: FAILURE TO SIGN AND RETURN THIS FORM WITHIN 10 DAYS MAY RESULT IN THE TERMINATION OF ANY RESULTING PURCHASE ORDER OR CONTRACT.

- 1. Pursuant to 44 CFR Part 13.35, the Bidder/Proposer, hereby affirms that Bidder/Proposer:

(Please check all that are applicable)

_____ Is **not** excluded from doing business at the federal level.

_____ Is **not** listed as Specially Designated Nationals (SDN)s/Blocked Persons (individuals and companies owned or controlled by or acting for or on behalf of targeted Countries; or individuals, groups and entities, such as terrorists and narcotics traffickers designated under programs that are not country-specific).

- 2. Pursuant to Government Code Chapter 2270, Subtitle F and Government Code Chapter 2252, the Bidder/Proposer hereby affirms that Bidder/Proposer:

_____ Does **not** boycott Israel or invest in companies that boycott Israel

_____ Does **not** conduct business with Iran, Sudan, or a foreign terrorist organization

The County of Jackson may not make procurement transactions with SDNs/Blocked Persons, companies that boycott Israel and/or companies that conduct business with any known terrorist organization. By signing below the authorized official does hereby depose and verify the truthfulness and accuracy of the contents and the statements on this certification.

Proposer/Respondent

Company Name _____

Proposer (Signature) _____ Date _____

Proposer (Print Name) _____

Title/Position with Company _____

Company Official Authorizing the Offer:

Company Official (Signature) _____ Date _____

Company Official (Print Name) _____

Company Official's Position _____

Corporate Vendors Shall Furnish the Following Information:

Where Incorporated _____ Charter Number _____

EXHIBIT D

VENDOR: _____

FUEL BID PROPOSAL

In response to your notice for competitive bids for fuel, we the undersigned, agree to furnish fuel, according to the attached fuel specifications, by the gallon, using an automated card system to Jackson County Precinct #1, Jackson County Sheriff's Department, Jackson County Transfer Station, Jackson County Constables, Jackson County Jail, Jackson County District Attorney, and Jackson County Maintenance at actual cost plus the following mark up and at the following twenty-four (24) hour availability location.

Mark Up per Gallon: \$ _____

Brand Name: _____

Physical Location: _____

***The Mark-Up shall include any and all delivery charges and fees that will be billed in addition to the Rack Price and Taxes that are listed.**

The contract period will be for a period of one year, beginning the date the bid is awarded by Jackson County Commissioners' Court. Cost changes will be calculated during the contract period based upon increases or decreases in actual cost by bidder's supplier. Evidence of actual cost and cost changes will be submitted to the County Auditor's office as changes occur. No invoices will be paid until evidence of costs and changes have been received by the County Auditor's office. The County reserves the right to confirm with bidder's suppliers the bidder's cost amounts. The term "Actual Cost" as used in the bid document is intended to be the cost of fuel less any discounts or rebates received from bidder's supplier plus actual freight charges paid by bidder.

Please provide beginning bid price per gallon as follows:

<u>PER GALLON:</u>	Unleaded Fuel 87 Octane	Unleaded Fuel 87 Octane Non-Eth	Unleaded Fuel 93 Octane	Diesel
(A) Beginning Actual Cost (Rack Price)	\$	\$	\$	\$
(B) Mark Up	\$	\$	\$	\$
(C) Applicable State Taxes *State but not Federal taxes.	\$	\$	\$	\$
(D) Total Cost	\$	\$	\$	\$