

INSTRUCTIONS TO BIDDERS

The enclosed INVITATION TO BID and accompanying SPECIFICATIONS AND BID SHEET(S) are for your convenience in bidding the enclosed referenced product and/or services for COLORADO COUNTY.

COLORADO COUNTY appreciates your time and effort in preparing a bid. Please note that all bids must be received at the COLORADO COUNTY JUDGE'S OFFICE by the deadline shown. Bids received after the deadline WILL NOT BE CONSIDERED FOR THE AWARD OF BID SUBMITTED and shall be considered VOID and UNACCEPTABLE. COLORADO COUNTY is not responsible for lateness or non-delivery of mail, carrier, etc.

BIDS must be submitted on the forms supplied for that purpose. If more than one item is bid at the same time, two (2) *copies* of EACH BID submitted shall be placed in a SEPARATE sealed envelope clearly marked for that BID as indicated on BID FORM. BID openings shall be held at the COLORADO COUNTY COURTHOUSE, 400 Spring St., Room 101, Columbus, Texas on the time and date as indicated on BID FORM. You are invited to attend.

If you do not wish to bid at this time but wish to remain on the BID LIST for this item, please submit a "NO BID" by the same time and same location as stated for bidding. If you don't submit a "NO BID", your name may be removed from the BID LIST. If you wish to be changed to the BID LIST for another item, please let us know. Information on which items and services we maintain BID LISTS for is available from the Colorado County Judge's Office.

IT SHALL BE THE BIDDER'S RESPONSIBILITY TO AFFIX SUFFICIENT POSTAGE ON ALL BIDS. ANY POSTAGE DUE WILL NOT BE PAID BY COLORADO COUNTY.

COLORADO COUNTY RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS OR TO ACCEPT THE BID DEEMED MOST ADVANTAGEOUS TO COLORADO COUNTY.

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

**DELIVERED FUEL
ANNUAL SUPPLY CONTRACT**

SUBMISSION OF BIDS: Sealed bid shall be submitted to: **Office of the County Judge, Colorado County Courthouse, 400 Spring Street, Room 107, Columbus, Texas 78934.**

Deadline for bid submission is: February 29, 2024 at 2:00 PM, at which time the bids will be publicly opened and read aloud in Room 101 of the Colorado County Courthouse.

Sealed envelope containing bid (2 copies) should be marked:

“BID FOR DELIVERED FUEL”

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

All bids MUST be received in the Colorado County Judge's Office BEFORE the opening date and time. Colorado 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.

Colorado 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.”

Bids may be discussed and/or awarded at the Commissioners Court Regular Meeting on March 11, 2024 at the location and time posted in the agenda. To obtain results, or if you have any questions, please contact the Colorado County Auditor's Office, 318 Spring St., Room 104, Columbus, Texas 78934 at (979) 732-2791.

IT IS UNDERSTOOD that the Commissioners Court of Colorado 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 Colorado 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. Bidder shall submit (2) copies of bid.

Colorado 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. Colorado 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.

COUNTY OF COLORADO, TEXAS
BID SPECIFICATIONS FOR DELIVERED FUEL

BID INFORMATION

The quantities listed are merely estimates of annual usage-not actual order amounts. During the period of the purchase contract, the County will buy only the actual quantity required, and it will neither be obligated to the purchase of nor limited to the quantities listed. These supplies will only be ordered as needed. The purchase contract will be awarded on the date as approved by Colorado County Commissioners Court. The County reserves the right to reject any or all bids and to accept the one deemed most advantageous to the County.

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 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. Bidders shall note on the bid sheet the method or source that will be used throughout the term of the contract to determine the Rack Price and shall provide a sample copy of any documentation available with their bid. In addition, the vendor shall supply documentation of corresponding rack price with each invoice.

All fuel tanks currently being used by the Colorado County Precincts are owned by Colorado County.

Commissioners have the right to reject, at any time, any material that is undesirable. Colorado County legally accepts delivery of fuel after it is unloaded and approved by Commissioners.

Location		Tank Size (Gallons)	Type of Fuel	Estimated Yearly Quantity (Gallons)
Precinct #1	Rock Island	1,000	Diesel, High Sulfur, Off-Road	9,000
		1,000	Diesel, Low Sulfur, On-Road	7,000
		1,000	Gasoline, Unleaded, No Lead	4,500
Precinct #2	Weimar	1,000	Diesel, High Sulfur, Off-Road	10,500
		1,000	Diesel, Low Sulfur, On-Road	7,000
		1,000	Gasoline, Unleaded, No Lead	4,500
Precinct #3	Frelsburg	2,000	Diesel, High Sulfur, Off-Road	9,000
		2,000	Diesel, Low Sulfur, On-Road	6,500
		2,000	Gasoline, Unleaded, No Lead	6,500
Precinct #4	Eagle Lake	2,000	Diesel, High Sulfur, Off-Road	9,000
		2 -1,000	Diesel, Low Sulfur, On-Road	13,000
		1,000	Gasoline, Unleaded, No Lead	2,000
Sheriff's Dept.	Columbus	1,000	Gasoline, Unleaded, No Lead	50,000
EMS	Columbus	1,000	Diesel, Low Sulfur, On-Road	16,000
Airport	Columbus	1,500	100 LL AV gas	1,500
		1,500	Jet A	22,000

DELIVERY TIME

All materials ordered will be delivered to the delivery site designated and within 24 hours from time of order. In the event a contracted vendor is unable to deliver the materials ordered within 24 hours from time of order the County reserves the right to re-order the said material from any other vendor.

INVOICE INFORMATION

Each invoice must include a copy of the source document used to calculate the base price of the fuel purchased, with such base price marked. The successful bidder shall use the same source document throughout the term of the contract (ex: weekly OPIS Price Index; rack pricing from the same company, etc.).

Name of Bidder _____

Signed by _____

Title _____

Address _____

Phone Number _____ Vendor Tax ID _____

E-Mail Address _____

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

COUNTY OF COLORADO, TEXAS

INVITATION TO BID AND BID QUOTATION FORM

THIS IS A QUOTATION FORM ONLY AND DOES NOT REPRESENT AN ORDER FOR A PURCHASE BY COLORADO COUNTY.

VENDOR'S NAME AND ADDRESS

BID TERM:

April 1, 2024 through March 31, 2025

BID PROPOSAL FOR:

DELIVERED FUEL - ANNUAL SUPPLY CONTRACT

DEADLINE FOR BID SUBMISSION:

February 29, 2024 at 2:00 PM

All transportation costs must be included in bid along with required fees. Diesel fuel shall contain diesel fuel winter additive during the months of November through March.

Estimated amounts are not guaranteed for the year. Amounts will vary by need.

Fuel Type	Applicable Tax per Gallon State-Not Federal	Mark-Up per Gallon	Total
Gasoline, Unleaded 87 Octane			
Brand Name: _____	\$	\$	\$
Gasoline, Unleaded 89 Octane			
Brand Name: _____	\$	\$	\$
Gasoline, Unleaded 91 Octane			
Brand Name: _____	\$	\$	\$
Gasoline, AV 100 Low Lead			
Brand Name: _____	\$	\$	\$
Jet A			
Brand Name: _____	\$	\$	\$
Diesel, High Sulfur (Off Road)			
Brand Name: _____	\$ Exempt	\$	\$
Diesel, Low Sulfur (On Road)			
Brand Name: _____	\$	\$	\$
DELIVERY IN 24 HOURS FROM RECEIPT OF ORDER.	Method or Source that will be used throughout the term of the contract to determine the Rack Price:		
Date:	Signed:		
	Title:		

COUNTY OF COLORADO, TEXAS

FUEL TANK DELIVERY SITES

Precinct #1 Precinct Barn
3334 CR 106
Rock Island, Texas 77470
Phone: 979/234-2071

Precinct #3 Precinct Barn
1501 FM 109
New Ulm, Texas 78950
Phone: 979/732-3270

Precinct #2 Precinct Barn
404 South Eagle
Weimar, Texas 78962
Phone: 979/725-8416

Precinct #4 Precinct Barn
310 South McCarty Ave.
Eagle Lake, Texas 77434
Phone: 979/234-2633

Sheriff Jail
2215 Walnut
Columbus, Texas 78934
Phone: 979/732-2388

E.M.S. Colorado County Services Bldg.
305 Radio Lane
Columbus, Texas 78934
Phone: 979/732-2188

Airport Robert R. Wells Jr.
1084 CR 102
Columbus, Texas 78934
Phone: 979/732-4348

List of Government Officials
For
Colorado County, Texas

Ty Prause, County Judge

Doug Wessels, Commissioner, Pct. #1

Ryan Brandt, Commissioner, Pct. #2

Keith Neuendorff, Commissioner, Pct. #3

Darrell Gertson, Pct. #4

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor 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 vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor 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 on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

OFFICE USE ONLY

Complete Nos. 1 - 4 and 6 if there are interested parties.
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20____.
(month) (year)

 Signature of authorized agent of contracting business entity
 (Declarant)

ADD ADDITIONAL PAGES AS NECESSARY

RESIDENCE CERTIFICATION

Pursuant to Texas Government Code 2252.001 *et seq.*, as amended, Colorado County requests Residence Certification. 2252.001 *et seq.* of the Government Code provides some restrictions on the awarding of a governmental contract; pertinent provisions of 2252.001 are stated below:

“Nonresident bidder” refers to a person who is not a resident

“Resident bidder” refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

I certify that _____ is a Resident Bidder of
(Company Name)
Texas as defined in Government Code 2252.001

I certify that _____ is a Nonresident Bidder of
(Company Name)
Texas as defined in Government Code 2252.001 and our principal place of business is located in _____.
(City and State)

Signature of Authorized Company Official

Printed Name of Authorized Company Official