

OUTAGAMIE COUNTY

PRE-QUALIFICATION

OF

BULK FUEL PROVIDERS

Due By: May 7, 2025 - 2:00 pm CT

1.0 **Overview**

Outagamie County purchases bulk fuel for the following departments; Highway, Recycling & Solid Waste, Appleton International Airport and Maintenance Department.

The county is compiling a list of fuel providers who would be on a pre-qualified provider list for the county. As the county needs fuel, the pre-qualified providers will be emailed for a price and fuel will be ordered from the lowest price provider on the given day.

2.0 **Locations, Fuel Type, Usage, Quote & Delivery Timeframe**

Highway Department

The Highway Department has four sites within Outagamie County. The site information is as follows:

- Appleton is the main site and located at 1313 Holland Rd. There are two (2) 15,000 gallon diesel tanks and one (1) 12,000 gasoline tank.
- Hortonville site is located at 115 S Oak St and has one (1) 10,000 gallon diesel tank.
- Seymour site is located at 440 Municipal Dr and has one (1) 10,000 gallon diesel tank.
- Shiocton site is located at W7517 State Highway 54 and has one (1) 10,000 gallon diesel tank.

The Highway Department's majority of diesel is #2 Ultra Low Sulfur. In the colder months, sometimes diesel is #1 diesel additive for icing and gelling. Gasoline is unleaded with 10% Ethanol.

The Highway Department emails the list of providers by 6:30 am in the summer and 7:30 am in the winter on the day fuel is needed. The provider would email back the price per gallon of fuel delivered by 8:00 am (summer) or 8:30 am (winter) the day fuel is needed, by 8:15 am (summer) or 8:45 am (winter) the fuel order is placed and delivery must be made by 3:00 pm the same day fuel is ordered.

Recycling & Solid Waste

The Recycling & Solid Waste Department is located at 1419 Holland Rd in Appleton.

There is one (1) 12,000 gallon portable diesel tank located on a paved surface next to the entrance of an active landfill. This tank uses Turbo Blue diesel in warm weather months and Turbo Blue diesel with premium winter additive for cold months.

There is also one (1) 5,000 gallon diesel and one (1) 500 gallon unleaded gasoline tank located adjacent to the transfer station behind the main building. Diesel fuel is Canadian Turbo for warm weather months and Canadian Turbo with premium winter additive for cold weather months. Unleaded gasoline is premium with no ethanol.

Recycling & Solid waste emails the list of providers by 7:30 am on the day fuel is needed. The provider would email back the price per gallon of fuel delivered by 8:15 am the day fuel is needed, by 8:30 am the fuel order is placed and delivery must be made by 2:00 pm the same day fuel is ordered.

Airport

Appleton International Airport is located at W6390 Challenger Dr in Appleton.

The Airport has one (1) 12,000 gallon diesel tank and one (1) 4,000 gallon unleaded gasoline tank.

The Airport's majority of diesel is dyed #2 Ultra Low Sulfur for off-road usage. In the colder months, the vendor may be required to add an additional anti-gel deicer to the fuel or utilize a 50/50 blend of #1 and #2 diesel at the Airport's discretion. The Airport's gasoline is unleaded with no Ethanol.

The Airport emails the list of providers by 6:30 am on the day fuel is needed. The provider would email back the price per gallon of fuel delivered by 7:00 am the day fuel is needed, by 8:15 am the fuel order is placed and delivery must be made by 2:00 pm the same day fuel is ordered.

Maintenance

The Maintenance Department is located at 320 S Walnut St in Appleton.

There is (1) 8,000 gallon underground tank, (1) 2,400 gallon underground tank and (3) 500 gallon above ground tanks at the 320 S Walnut St. Location. All of these tanks use a diesel blend of 80% #2 Ultra Low Sulfur off road and 20% #1 diesel fuel.

The Maintenance Department also has (1) 1,000 gallon LP tanks at each of the following communication tower locations; N5155 Hample Rd. Black Creek WI 54106, W7221 Deerview Rd. Black Creek WI 54106, 3580 E Northland Ave. Appleton WI 54911, 447 Municipal Dr. Seymour WI 54165 and W8279 Grand View Rd. Hortonville WI 54944.

Lastly, the Maintenance Department also has a 1,000 gallon diesel generator located at 3022 E Goodland Dr in Appleton. This is an 80/20 blend.

The Maintenance Department places very infrequent orders and would follow a similar process to requesting fuel and delivery as the other locations.

3.0 Scope of Service, Specifications & Qualifications

Reference and complete Attachment A for the requirements for being on the pre-qualified list. If the provider states they will meet a requirement and during the course of the term they no longer could meet that requirement, they may be suspended from the county's pre-qualified list for term they currently are on and may jeopardize their future ability to go onto the pre-qualified list.

4.0 Pre-Qualification Term

This pre-qualification term will take effect July 1, 2025. The term will remain in effect until June 30, 2028. Unless circumstances change with the pre-qualified fuel providers, it is not the county's intent to add any new providers to the pre-qualified list during this three-year term. Provisions may be allowed for a firm who is acquired by a provider who is not on the list to be on the list.

5.0 Pre-Qualification Submittal

Provide the following information in your submittal. Failure to provide all requested information below may result in the disqualification of the provider. Include the following –

- Contact Information – Provider's name, address, contact person, telephone and email for the contact person.
- Completed Attachment A: Specifications & Qualifications.
- Completed Attachment B: Indemnification & Insurance.
- Information about provider's ability to service the account. Include at a minimum information such as number of trucks and employees, standard work hours, where fuel is coming from. Also include any other information you feel is relevant to servicing the

account. This section shall be limited to five (5) pages.

- References: Provide a minimum of three and maximum of five similar size accounts you currently are servicing or have serviced within the past three (3) years. Include account name, contact name, phone and email and approximate annual volume.
- Emergency Fueling: Provide information on how fuel would be priced and the procedure for emergency fueling.

6.0 Contact Information

Purchasing Policy & Procedure Information

Nicole Schoultz

Procurement Coordinator, Outagamie County

(920) 832-6083

Nicole.Schoultz@Outagamie.org

7.0 Clarification and/or Revisions to the Specifications and Requirements

Provider must examine the pre-qualification documents carefully and before submitting information may request from the county's contact person additional information. A provider's failure to request additional information or clarification shall preclude the provider from subsequently claiming any ambiguity, inconsistency, or error.

The county will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the due date. Providers should rely only on the representations, statements or explanations that are contained in this document and the written addendum to this document. Where there appears to be a conflict between this document and any addendum issued, the last addendum issued will prevail.

It is the provider's responsibility to assure receipt of all addenda, which will be posted online at www.outagamie.org > Bids & Proposals.

8.0 County Reservation

- a. This request does not commit Outagamie County to make an award or to pay any costs incurred in the preparation of a response to this request.
- b. The information will become part of Outagamie County's files without any obligation on Outagamie County's part.
- c. The provider shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Outagamie County for any purpose.
- d. The provider shall report to Outagamie County any manufacturer product price reductions, model changes, and product substitutions. No substitutions are allowed without prior approval from Outagamie County.
- e. Outagamie County has the sole discretion and reserves the right to cancel this request and to reject any and all pre-qualifications received prior to award, to waive any or all informalities and or irregularities, or to re-advertise with either an identical or revised specification.
- f. Outagamie County reserves the right to request clarifications from any provider.

9.0 Closing Date

Proposals will be received up to 2:00 pm CT, May 7, 2025.

10.0 Proposal Submittal

Email information to Nicole.Schultz@outagamie.org

Include all information as requested in Section 5.0.

11.0 Taxes

Outagamie County is exempt from Federal Excise Tax (39-6005724), Wisconsin Sales Tax (ES 41005), but if there is a tax, such as local or county, it must be shown in the proposal.

12.0 Method of Procurement

The method for this procurement is competitive proposal, pursuant to Chapter 22 of the Outagamie County Code of Ordinances. After submission of the written proposal, qualified proposers may be requested to make an oral presentation to a committee responsible for making final recommendations. The process allows for confidential negotiations and revisions.

13.0 Venue

This agreement will be governed and construed according to the laws of the State of Wisconsin. This agreement is performable in Outagamie County.

14.0 Status

Upon a designated pre-qualification list, information will be considered public record and details will be posted online. Information on status could be obtained from Outagamie County's web site www.outagamie.org > Bids & Proposals.