

# ROAD COMMISSION FOR IONIA COUNTY

170 E. Riverside Drive • Ionia, Michigan 48846 • Phone (616) 527-1700 • Fax (616) 527-8848

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## NOTICE TO BIDDERS

Sealed bids will be received until **1:00 p.m. on Tuesday, May 2, 2023** at which time they will be publicly opened and read in the Ionia County Administration office, 3<sup>rd</sup> floor, 101 W. Main St, Ionia, MI 48846 for the following:

### 2023 REQUIREMENTS FOR DIESEL FUEL

The contractor shall certify that all materials meet current Michigan Department of Transportation specifications. All bids will meet or exceed the specifications established by the Ionia County Road Commission and/or the Michigan Department of Transportation.

Further information, upon which bids shall be based, is available at the road commission office [www.ioniacountyroads.org](http://www.ioniacountyroads.org) on the "[Doing Business](#)" page. **The bid form is to be returned in a sealed envelope plainly marked Sealed Bid for Diesel Fuel and shall include the name and address of the bidder.** Sealed bids are to be submitted to the following address:

County of Ionia  
Attn: County Administrator  
101 W. Main Street, 3<sup>rd</sup> Floor  
Ionia, MI 48846

The Ionia County Road Commission and/or Michigan Department of Transportation reserves the right to reject any or all proposals or to waive irregularities therein, and to accept any proposals which, in their opinion, may be most advantageous and in the best interest of the Ionia County Road Commission and the Michigan Department of Transportation.



## INSTRUCTIONS TO BIDDERS

Sealed bids will be publicly opened at the office of the Ionia County Administrator located at 101 W. Main Street, 3<sup>rd</sup> floor, Ionia, MI 48846.

Refer to the **"INVITATION TO BID"** for the exact timing and for the identification of the bids as related to furnishing materials, services, equipment, work and/or supplies with the terms, conditions, specifications, drawings, plans and special provisions as stated herein and hereto attached.

1. All bids must be submitted on the blank form provided. The bid shall be legibly prepared in ink or typewriter. Erasures or alterations must be initialed by the bidder.
2. Specifications and plans should not be returned with bid unless otherwise stated herein.
3. **All proposals are to be sealed in 9" x 12" envelopes and plainly marked as to the name of the bidder, and specify the name of the material being bid.**
4. Bids will not be accepted after the time designated for the opening of the bids. The bidder shall assume full responsibility for delivery of bids prior to the appointed hour for opening same and shall assume the risk of late delivery or non-delivery regardless of the manner employed for the transmission thereof. **Bids will be accepted at the County Administration office** at any time during normal business hours only, said hours being 8:30 a.m. to 5:00 p.m., Monday through Friday, with the exception of legal holidays.
5. It is understood that the Ionia County Road Commission is a governmental unit and as such, is exempt from the payment of all State and Federal taxes, except as allowed by the regulatory agencies to be included in the cost of materials and services.
6. The bidder, as evidenced by execution of the bid form, thereby declares that the bid is made without collusion with any other person, firm or corporation and agrees to furnish all bid items in strict adherence with all Federal regulatory measures.
7. The Board reserves the right to reject any and all bids, to waive any irregularities therein, and to accept any bid which, in the opinion of the Board, may be most advantageous and to the best interest of the County. In case of error in the extension of prices in the bid or other arithmetical error, the unit prices will govern.

## INVITATION TO BID

Sealed bids will be received until **1:00 p.m. on Tuesday, May 2, 2023** at which time they will be opened and read aloud for the following materials to be furnished, upon request, for the remaining period **through February 29, 2024**.

### **DIESEL FUEL**

Contact: [chrisp@ioniacountyroads.org](mailto:chrisp@ioniacountyroads.org)

ULTRA LOW SULFUR PREMIUM WINTER BLEND

REGULAR LOW SULFUR PREMIUM SUMMER BLEND

At the time invoice is delivered to Ionia County Road Commission, vendor shall supply the following: Rack location and rack price on date of delivery so that ICRC can verify prices.

**USE BID SHEET FOR DIESEL FUEL**

All of the aforementioned materials must meet the current Michigan Department of Transportation Specifications, except that English equivalents shall be used (test slips or certification will be required).

When specified, delivery dates are expected to be met. Failure to meet delivery dates could impact future orders from the Ionia County Road Commission.

All prices shall be F.O.B. Ionia County, Michigan.

The Ionia County Road Commission reserves the right to reject any or all bids and to waive any defects or irregularities and to make an award which in their opinion is in the best interest of Ionia County.

**Bid prices are to remain firm for a period of one (1) year.** Successful bidders may offer to extend the same pricing for a maximum of four additional one-year periods. All other terms and conditions must remain the same for any additional periods. The commission reserves the right to accept or reject the offered extensions in the best interest of Ionia County.

**All proposals are to be sealed in 9" x 12" envelopes and plainly marked as to the name of the bidder, and specify the name of the material being bid.**

**BID SHEET  
DIESEL FUEL**

*The undersigned, having examined the "Invitation to Bid" proposes to furnish the following material requirements through February 29, 2024. All prices quoted include delivery to the Ionia County Road Commission garages or, where designated at any location within Ionia County and all materials meet or exceed the current Michigan Department of Transportation Specifications.*

**Tank Location:** 170 E. Riverside Drive, Ionia, MI 48846  
**Minimum delivery:** 12,500 gallons

**Tank Size:** 20,000 gallons  
**Annual Usage:** 50,000 gallons

	ULTRA LOW SULFUR PREMIUM WINTER BLEND	REGULAR LOW SULFUR SUMMER BLEND
+FREIGHT	\$ _____	\$ _____
+Cents per gallon OVER OPIS avg-Lansing	\$ _____	\$ _____
<b>=Total Price per Gallon</b>	<b>\$ _____</b>	<b>\$ _____</b>

**CHECK THE ONE THAT APPLIES:**

- \_\_\_\_\_ **Order date price is held** through the delivery date - example: if fuel is ordered on Monday and delivered on Thursday – Monday's price is used.
- \_\_\_\_\_ **Order date price is not held** through the delivery date - example: if fuel is ordered on Monday and delivered on Thursday – Thursday's price is used.

**PAYMENT TERMS:** \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name / Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Cell Phone Number

\_\_\_\_\_  
City, State, ZIP

\_\_\_\_\_  
Email address