

MACON-BIBB COUNTY, GEORGIA

Request for Proposals (RFP)

FOR

Fuel Management Administration

16-063-CW

405-00

958-50



MACON-BIBB COUNTY

ISSUE DATE: June 2, 2016

DUE DATE: July 7, 2016

Please direct questions related to this solicitation to Chauncey Wilmore, email preferred at cwilmore@maconbibb.us

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Dr. James Louis Bumpus, Director of Small Business Affairs at (478) 951-2192 or jbumpus@maconbibb.us

I. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Proposals (original **plus 5 copies**) in the Procurement Department, 700 Poplar Street, Suite 308, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on July 7, 2016, for **Fuel Management Administration** for Macon- Bibb County.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on Thursday, June 23, 2016, at 2:00 P.M. in the Macon-Bibb County Procurement Department Conference Room, located on the 3rd Floor of the Government Center at 700 Poplar Street, Macon Georgia 31201.

B. Definitions

Wherever the term "Owner", "County", or "Macon-Bibb County" occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

C. Pre-Submittal Meeting

A pre-submittal conference is scheduled for 10:00 o'clock a.m., Wednesday, June 22, 2016 at Vehicle Maintenance Conference room at 1122 Seventh Street, Macon, Ga 31206. This conference is **mandatory**; vendor must be present in order to submit a proposal.

D. Solicitation Documents

Announcement of this Request for Proposals may also be posted on the Macon-Bibb County website at www.maconbibb.us/purchasing and on the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

E. Insurance Requirements

Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with insurance company with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County shall be named as additional insured on the policy.

Workers' Compensation: Statutory
Errors and Omission: \$1,000,000
General Liability: \$1,000,000

F. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

“16-063-CW Fuel Management Administration”

Macon-Bibb County Procurement Department

Attn: Chauncey Wilmore

700 Poplar Street

Suite 308

Macon, Georgia 31201

Telephone: (478) 803-0550

Submissions may not be withdrawn for a period of one hundred and twenty (120) days after the deadline on date of closing. Macon- Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted by in response to the RFP shall become the property of Macon-Bibb County.

G. Responsiveness

In order to be considered “*responsive*” the submission must include completed copies of the following documents:

- Price Proposal Form
- Proposer Qualification Form
- List of Sub-Consultants
- Minority Participation Goal
- Financial & Legal Stability Statement
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit

H. Responsibility

In order to be considered “*responsible*” the submitting firm must meet the following minimum qualifications:

- Three (3) years of experience providing the services included herein
- Licensed to do business in the State of Georgia
- Financially and Legally responsible to perform the services included herein

I. Reservations

Macon-Bibb County will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm’s ability to meet the requirements of this RFP. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner’s needs.

Macon-Bibb County makes no guarantee that an award will be made as a result of this RFP and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RFP or contract when deemed to be in the Owner’s best interest.

Macon-Bibb County will consider only representations made within the submission in response to this RFP. Owner will not be bound to act by any previous knowledge, communication or submission by the firms other

than this RFP.

Failure to comply with the requirements contained herein may result in the submission being deemed “non-responsive” or “non-responsible”. None responsive submissions will not be reviewed for potential award

II.SCOPE OF SERVICES

- Supply Chain and Inventory Management
- Consignment Fuel Supply – ownership of fuel until dispensed; billed weekly and consolidated with retail transactions
- Inventory Monitoring and Reporting
- Web-based Inventory, Monitoring and Reporting Systems
- Order & Delivery – establish carriers, adequate fuel levels; delivery time and schedules, quality and timeliness of deliveries
- Supply – existing or broadened supplier base, best practices utilized, negotiations of favorable pricing and terms, assistance when needed to address fuel quality issues
- Fixed Pricing alternative for 6 month or 1 year terms
- Poll sites for inventory levels and report levels to City
- Control of customer-owned fueling stations for use by other agencies
- Emergency fueling during crisis situations or natural disasters

Equipment Installation and Maintenance

- Utilize Gasboy proprietary Host software supplied by the City to manage onsite equipment
- Communicate with Gasboy equipment so as to provide required invoices and reporting for the City and other agencies fueling at onsite locations
- Provide 24/7 technical support to keep the equipment operating

Fuel Cards

- Fuel cards that will work at City onsite locations
- Issue WEX cards?
- Ability to issue cards to outside agencies that will also fuel at City facilities
- Online card maintenance, history and reordering capabilities
- Cards provided for each identified driver or entity
- All related card maintenance, including replacement, termination and transaction receipts

- Card limitation, such as “fuel only” and other restricted usages
- Invoice and Reporting Features

Invoice & Reporting Features

- Secure web-based reporting and invoicing
- Detail on onsite fuel transactions consolidated, so as to report at the vehicle level
- Ability to query information, as needed
- Ability to add mark-up to additional agencies and entities utilizing City fueling facilities
- Mileage and cost reporting
- Capability of capturing detailed transaction information
- Environment Reporting Management and assistance
- Computerized Monitoring

II. SUBMITTAL FORMAT AND REQUIREMENTS

Submissions must be limited to a total of fifty (50) pages. Each submission must be organized in a manner to display the required information in easily accessible tabs labeled as follows:

Firm’s History / Background

- Letter of Interest
- History of the Firm (including years in business) including financial condition and ability to perform all obligations
- Contact information (including address(es), telephone/Fax numbers, email, etc.
- Structure of the firm (include principal(s), project team, if applicable)

Experience

- Resume(s) of key personnel
 - Include a statement if any of the owners, officers, employees, or agents, of their immediate family members is currently, or recently in the past, an employee of Macon-Bibb County or has any responsibility, authority business, or contractual relationship with the County.
- Reference list
 - Provide names, addresses, and telephone numbers of at least management and operations references and at least two (2) financial or banking references in connection with providing managements and operations services as requested in this RFP, especially any from other local government operations.
 - Provide a list of contracts held by your firm for similar services that have been discontinued within the last five years with a statement indicating the reasons for termination.

Project Approach (all points should be addressed in proposal)

- Identify the entity submitting the bid, including the following:
 - Date of establishment
 - Qualifications and relevant experience
 - Minority certification or participation

- At least three (3) references of similar size clients for like-kind needs
- Are you an authorized GasBoy equipment distributor?
- Do you have experience installing and monitoring and maintaining GasBoy Plus card reader equipment?
- What will you charge to install the GasBoy Plus equipment at the City's fueling locations?
- Are you able and willing to install and use the GasBoy proprietary Host software that the City has purchased for using this equipment?
- Do you offer training for the GasBoy Plus card reader equipment? Do you charge for the training? If so, identify charges.
- What connectivity options do you offer in communicating with the GasBoy Plus card reader equipment?
- What pricing options do you offer for your maintenance plan for the equipment?
- Do you offer consignment fuel? What pricing and other terms would apply? Do you perform a monthly true-up? Explain how that works.
- Are you able to enter into agreements with various third party agencies that will purchase fuel from the City's onsite fueling stations? Please identify how you would propose doing this, and any charges you would impose on the City or the agencies for those services.

- Detail what is included in your offerings as it relates to each of the following:
 - Fuel supply
 - Supply management
 - Consignment fuel
 - Inventory monitoring
 - Fixed price offerings
 - Equipment maintenance
 - Retail Fuel Cards
 - Reporting
 - Other Fuel Management services you offer
- State your pricing for each of the following:
 - Consignment fuel – please use OPIS Indexed pricing
 - Retail card
 - Reporting
 - Other Fuel Management services

Project Timeline

- Provide a project schedule outlining each identified deliverable

III. SCORING (total possible number of points = 100)

Experience – Maximum 35 points

Project Approach – Maximum 25 Points

Project Timeline – Maximum 20 Points

Price – Maximum 20 Points

Scoring will be performed by a team of reviewers utilizing the Point Allocation Guidelines.

IV. AWARD BASIS

Award will be recommended to the respondent with the highest number of points.