ORANGE WATER AND SEWER AUTHORITY

REQUEST FOR BIDS

BID TITLE:
Diesel Fuel Annual Service

DATE OF ISSUE: September 14th, 2023

BID OPENING DATE: September 28th, 2023, TIME: 2:00 PM

LOCATION:
ORANGE WATER & SEWER AUTHORITY
400 JONES FERRY ROAD
CARRBORO, NORTH CAROLINA 27510
PHONE: (919) 968-4421

NOTICE AND INSTRUCTIONS TO BIDDERS

Bids will be received by the Orange Water and Sewer Authority (hereinafter referred to as OWASA), to provide Diesel Fuel and related services as specified in this Request for Bids (hereinafter referred to as RFB) until 2:00 PM on September 28th, 2023 at the OWASA Administration Building, 400 Jones Ferry Road, Carrboro NC 27510.

Bids must be submitted showing unit price fully extended on the Bid Sheet in an envelope addressed to the Formal Bid Opening, Diesel Fuel Annual Service RFB; Orange Water and Sewer Authority, Attention Kelly Satterfield, 400 Jones Ferry Road, Carrboro NC 27510.

Diesel fuel and services must meet all minimum specifications and be the kind and type specified, or an approved equivalent. Quoted price should not include any sales or usage taxes but should only reflect the actual bid price of the materials and services.

All bids shall be valid for a period of 60 days pending OWASA Executive Director's approval or awarding of a contract.

All bids shall be notarized. Bidders responding to this RFB are hereby notified that NC General Statutes relating to letting of bids will be observed in receiving bids and awarding contract.

All bids shall include delivery to OWASA and estimated time to delivery. Complete specifications shall be included on materials. Bidder must meet all the above requirements for bid to be considered.

OWASA reserves the right to reject any or all bids, to waive informalities, and to accept any bid which, in the opinion of OWASA, appears to be in its best interest.

This RFB and all Bidder responses are considered public information, except for trade secrets specifically identified in writing by the Bidder, which will be handled according to State Statute or other laws. Any section of the Bidder's response package that is deemed to be a trade secret by the Bidder shall be submitted in a separate envelope clearly marked "TRADE SECRET INFORMATION- DO NOT DISCLOSE."

For any questions regarding this bid, please contact Kelly Satterfield, at ksatterfield@owasa.org.

ORANGE WATER AND SEWER AUTHORITY

MATERIAL SPECIFICATIONS

Quantity – See Bid sheet below

General Description: On/Off Road Diesel Fuel and Annual Fuel Cleaning Services

Diesel Fuel Amounts and Specifications

- Delivery of on-road ultra-low sulfur diesel fuel in quantities of 2,000-3,000 gallons on an as needed basis. With the ability to provide remote fuel level monitoring and fuel access management system.
- Delivery of off-road dyed ultra-low sulfur diesel fuel in quantities of 4,000-6,000 gallons on an as needed basis.

Annual Fuel Polishing Specifications

Perform annual fuel polishing of a 5,000 gallon and 20,000 gallon above ground storage tanks

- Fuel Technicians will access the fuel storage tank, removing vents, plugs, and manways to allow for a thorough cleaning of the fuel storage tank.
- Technicians will pull a column sample to identify contaminants before cleaning.
- Utilizing equipment to perform a "Heavy Particulate, Water & Sludge" removal of water, microbial growth, sludge, and rust from the bottom of the tank.
- The waste will be transferred to a storage container and manifest as non-hazardous waste and transferred off-site for disposal or recycling.
- Fuel will process through a multi-stage filtration system to further remove contaminants before being returned to the fuel tank.
- Upon completion of the fuel tank cleaning and filtration or polishing the technicians are responsible for clean up of any fuel/water stored or spilled in the area.
- Post polishing inspection for comparison to the pre-polishing inspection followed by the re-installation of vents, plugs and manway and tag the tank notating the date and services provided.
- Annual ASTM certified laboratory analysis.
- If analysis yields bacteria/fungus growth, provide a quote for a bactericide treatment.

BID SHEET

To: Orange Water and Sewer Authority
400 Jones Ferry Road
Carrboro, NC 27510

The undersigned, as the bidder, hereby declares that this bid is made without connection to any other person, company, or parties making a similar bid or proposal and that the bid is in all respects fair and in good faith, without collusion or fraud.

The bidder has carefully examined the specifications and instructions to bidders and hereby declares that bidder will furnish the materials and services called for in the manner prescribed in the specifications and instructions to bidders for the following price:

General Description	Annual estimate of usage	Unit Price
On-Road Diesel Fuel ULSD	10,000-15,000 gallons	
Off-Road Dyed Diesel Fuel ULSD	10,000-12,000 gallons	
Remote level monitoring and fuel management system		
Annual Fuel Polishing	5,000 gallon AST	
Annual Fuel Polishing	20,000 gallon AST	

Name of Business Submitting Proposal

Signature of Authorized Representative/Title

Print Name

Address

Email Address of Representative

Orange Water and Sewer Authority
Finance Department
400 Jones Ferry Road
Carrboro, NC 27510
ap@owasa.org

Name (as reported on your income tax return)_____

Business Name_____Federal ID#_____or SS#_____

Check one of the following:

___Corporation____Sole Proprietorship____Partnership____Other_____

Order Address	Payment Address
Street_____	Street_____
PO Box_____	PO Box_____
City_____	City_____
State_____	State_____
Zip Code_____	Zip Code_____
Contact Person_____	Contact Person_____
Phone Number_____	Phone Number_____
Fax Number_____	Fax Number_____
Terms_____	Discount_____
	E-Mail Address_____

Are you related to or have a professional relationship with any OWASA employee?_____Yes____No
(If you answered yes, the Relationship Vendor Form should be completed and included with this bid)

Are you a minority business enterprise? _____Yes _____No

If you answered yes, please check the appropriate box:

___African-American ___Hispanic
___American Indian ___Female
___Asian American
___Socially and economically disadvantaged as defined in 15 U.S.C. 637

Materials(s) and/or Service(s)
Please list the type materials(s) and/or service(s) that your company can provide:

_____
_____
_____

Signature:_____ Title:_____

Orange Water and Sewer Authority
Finance Department
400 Jones Ferry Road
Carrboro, NC 27510

Relationship Vendor Form

If you are related to or have a professional relationship with any employee of Orange Water and Sewer Authority, this form must be completed and included with this bid.

Vendor Information:

Name: _____

Address: _____

Related OWASA employee: _____

Relationship to employee: _____

We agree that our relationship will not hinder or corrupt our professional relationship with Orange Water & Sewer Authority.

_____ _____
Vendor Signature Date

_____ _____
OWASA Employee Signature Date

Orange Water and Sewer Authority is aware and understands these parties have a relationship with each other. The decision to authorize the use of this vendor was not influenced in any manner by the relationship referenced above.

_____ _____
Department Manager Date

_____ _____
Finance Officer Date

E-VERIFY AFFIDAVIT

I,_____ (the individual attesting below), being duly authorized by and on behalf of _____ (the entity identified as the "Employer") after first being duly sworn

hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with Article 2 of Chapter 64 of the North Carolina General Statutes.

2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with Article 2 of Chapter 64 of the North Carolina General Statutes.

3. Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer for specified contracts subject to E-Verify entered into with the Orange Water and SewerAuthority.

This_____day of_____,_____.

_____

Signature of Affiant

Print or Type Name: _____

State of_____County of _____

Signed and sworn to (or affirmed) before me, this the _____

day of_____,_____.

My Commission Expires:

_____ _____

Notary Public

(Affix Official/Notarial Seal)

Name of Counterparty: _____

_____