

## **PUBLIC NOTICE**

**Hamilton County is accepting bids for the sale of motor fuels for use by the Hamilton County Commissioners and Sheriff's Office for FY2020-2021. All bids should be sealed and addressed to:**

**Cynthia Puff  
Hamilton County Clerk  
102 North Rice Suite 107  
Hamilton, TX 76531**

**Bids will be accepted in the office of the County Clerk until 4:30 P.M. Friday, November 19, 2021. The bids will be opened and read during the Hamilton County Commissioner's Court meeting on Tuesday, November 23, 2021. Bids awarded shall be for FY2021-2022; which ends September 30, 2022. All accepted bids shall be considered a legal binding contract.**

**Interested parties may pick up bid packets at the Hamilton County Clerk's Office or download from the Hamilton County website; [www.co.hamilton.tx.us](http://www.co.hamilton.tx.us)**

**HAMILTON COUNTY TEXAS  
BID SPECIFICATIONS FOR MOTOR FUELS  
FY2021-2022**

Sealed bids, addressed to Cynthia Puff, Hamilton County Clerk, 102 North Rice Suite 107, Hamilton, TX 76531, will be accepted in the office of the County Clerk until 4:30 P.M., Friday, November 19, 2021, for the sale of motor fuels for use by the Hamilton County Commissioners Precincts and the Hamilton County Sheriff Office. The bids will be opened during the Hamilton County Commissioner's Court meeting on Tuesday, November 23, 2021; and, at that time, bids may be awarded. **BIDS AWARDED SHALL BE FOR FY2021-2022; WHICH ENDS SEPTEMBER 30, 2022. ALL ACCEPTED BIDS SHALL BE CONSIDERED A LEGAL AND BINDING CONTRACT.**

The following specifications should be considered when preparing bids for these items:

**FUEL**

Hamilton County will be placing orders for delivery and purchasing fuel at bulk and retail locations throughout the term of the bid for the following:

- Unleaded gasoline - octane rating 87
- Unleaded gasoline - octane rating 89
- Unleaded gasoline - octane rating 91
- Ultra-low sulfur diesel
- Ultra-low sulfur dyed diesel

**METHOD OF BIDDING**

**BIDS MUST BE SUBMITTED ON THE ENCLOSED BID SHEET AND IN A SEALED ENVELOPE PLAINLY MARKED "BID ON MOTOR FUEL". BIDS THAT ARE RECEIVED AND NOT MARKED, AS STATED, OR RECEIVED AFTER THE STATED TIME WILL BE RETURNED TO THE SENDER.**

In regards to the bid, please refer to the following:

**MARK- UP:** All bidders are required to bid a MARK-UP per gallon for each fuel type and location. MARK-UP MAY VARY BY LOCATION BUT WILL REMAIN CONSTANT THROUGHOUT THE TERM OF THE CONTRACT. For the purpose of bidding, Hamilton County has provided a sample BASE PRICE and applicable fuel taxes for each fuel type in order for the bidder to calculate total cost for comparison purposes.

**SOURCE OF BASE PRICE:** The County is aware that the BASE PRICE may vary throughout the term of the contract. Bidders shall note on the bid sheet the source that will be used throughout the term of the contract to determine the BASE PRICE and shall provide sample copies of documentation for the same from the source, with their bid.

**METHOD OF BIDDING (cont.)**

**DELIVERIES**

Deliveries shall be made to the following locations on an as need basis. ALL DELIVERIES ARE TO BE MADE WITHIN 48 HOURS OF THE TIME AN ORDER IS PLACED AND BETWEEN THE HOURS OF 8:00 A.M. AND 3:00 P.M. MONDAY THROUGH FRIDAY. Copies of invoices must be left at delivery locations in order to be validated for payment. THE PURCHASE ORDER NUMBER MUST BE INCLUDED ON THE INVOICE.

LOCATION	TANK SIZE	ESTIMATED AMOUNT
Commissioner Precinct 2 811 N. Blansit Hamilton, TX 76531	1 - 500-gallon unleaded 87	3,000 gal/year
	1 - 500-gallon clear diesel	5,000 gal/year
	1 - 500-gallon dyed diesel	7,000 gal/year
Commissioner Precinct 3 1844 So. US Highway 281 Hico, TX 76457	1 - 350-gallon unleaded 87	2,500 gal/year
	1 - 500-gallon clear diesel	3,500 gal/year
	1 - 500-gallon dyed diesel	5,500 gal/year
Commissioner Precinct 4 Shive, TX	1 - 500-gallon unleaded 87	300 gal/year
	1 - 1000-gallon clear diesel	3,500 gal/year
	1 - 1000-gallon dyed diesel	8,500 gal/year

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

**BILLING**

All original invoices shall be sent to the Hamilton County Auditor's Office, P.O. Box 472, Hamilton, TX, 76531. Separate statements with attached invoices must specify Commissioner's precinct or Sheriff's Department and must include the purchase order number(s). EACH INVOICE MUST INCLUDE A COPY OF THE APPLICABLE SOURCE DEPARTMENT FROM THE SAME SOURCE IDENTIFIED IN THE BID, FOR THE SUCCESSFUL BIDDER'S BASE PRICE FOR THE FUEL SOLD TO THE COUNTY, WITH SUCH BASE PRICE MARKED AND FURTHER CALCULATED WITH MARK-UP AND APPLICABLE TAXES TO ARRIVE AT INVOICED PRICE. The successful bidder shall use the same type of source document throughout the term of the contract (ex: weekly OPIS Price Index; daily pricing from the supplier, etc.).

**TERMS OF PAYMENT**

Hamilton County Commissioners Court meets for their regular term; the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month. Invoices will be set up for payment with the regular accounts payable.