

CITY OF YANKTON

SOUTH DAKOTA

SPECIFICATIONS AND BID FORM

FOR

**ANNUAL SUPPLY OF TRANSPORT - TANKWAGON  
PETROLEUM PRODUCTS  
2022**

For

Chan Gurney Municipal Airport

CITY OF YANKTON, OWNER  
PO BOX 176  
YANKTON, SOUTH DAKOTA 57078

BID SUBMITTAL TO  
CITY OF YANKTON  
ATTN: CITY FINANCE OFFICER  
PO BOX 176  
YANKTON, SOUTH DAKOTA 57078

BID OPENING:  
November 4<sup>th</sup>, 2021  
3:00 P.M.  
BID AWARD  
November 22<sup>nd</sup>, 2021

Publishing Dates: October 19<sup>th</sup>, 2021 and October 22<sup>nd</sup>, 2021.

NOTICE TO BIDDERS

Sealed bids will be received by the City Commission of the City of Yankton, South Dakota, at 416 Walnut Street, Yankton, South Dakota, at the Office of the City Finance Officer of said City until 3:00 P.M. or may be hand delivered to the place of opening at 3:00 P.M. on the 4<sup>th</sup> day of November, 2021, at which time they will be publicly opened and read at Yankton City Hall, inside Meeting Room "A", Yankton, South Dakota. Disposition of said bid will be held on the 22<sup>nd</sup> day of November, 2021 at 7:00 P.M. in the City of Yankton Community Meeting Room located in the Technical Education Center at 1200 W. 21<sup>st</sup> Street, Yankton, South Dakota.

Bids will be received on the following:

**ANNUAL SUPPLY OF TRANSPORT-TANKWAGON PETROLEUM PRODUCTS  
FOR CHAN GURNEY MUNICIPAL AIRPORT**

Copies of the specifications may be obtained at the Office of the Airport Supervisor, 700 E 31st Street, Yankton, South Dakota 57078 or by telephoning (605) 661-9223.

All bids must be submitted on forms provided by the City of Yankton.

The City of Yankton, South Dakota reserves the right to reject any or all bids and to waive any informalities therein to determine which is the best and the lowest bid, and to approve the bond, if required.

Dave Mingo  
Community and Economic Development  
Director  
City of Yankton, South Dakota

Dated: October 11<sup>th</sup>, 2021

SPECIFICATIONS FOR  
**ANNUAL SUPPLY OF TRANSPORT-TANKWAGON  
PETROLEUM PRODUCTS**  
CHAN GURNEY MUNICIPAL AIRPORT

**GENERAL PROVISIONS:**

INTENT:

The intent of these specifications is to describe the approximate annual quantities of Aviation Gasolines, 100 low lead and Jet A Fuel with FUEL SYSTEM ICE INHIBITOR to be used at Chan Gurney Municipal Airport throughout the year. The products supplied shall meet the following minimum specifications.

STANDARDS:

The products supplied shall be of the highest standard of quality and in full compliance with the most current applicable standard for product supplied and meeting the following minimum supplementary specifications.

SPECIAL CONDITIONS:

The manufacturers recommended lubrication specifications shall be considered in determining the best bid.

COMPOSITION OF THE BID:

The bid price shall include all labor, transportation or shipping charges, services, applicable taxes, and fees required to fully and properly deliver the specified supplies, FOB, City of Yankton, South Dakota.

The prices quoted on the bid schedule shall be firm quotes from January 1, 2022 to December 31, 2022 and shall be the total price as stipulated above.

BID FORMS:

All bidders must use the forms provided by the City of Yankton.

Bidders must submit completed bid proposal forms in a sealed envelope or packet clearly marked on the outside: "**BID FOR ANNUAL SUPPLY OF TRANSPORT-TANKWAGON PETROLEUM PRODUCTS FOR CHAN GURNEY MUNICIPAL AIRPORT**".

Additional specifications and bid proposal forms may be obtained at the Office of the Airport Supervisor, 700 E 31st Street, Yankton, South Dakota 57078 or by phoning (605) 661-9223.

BID CLARIFICATION:

Bidders may contact the Airport Supervisor at (605) 661-9223 for additional clarification of these specifications.

Request for such clarification should reach the Airport Supervisor not later than seven (7) days before the date on which bids are due.

Prior to submission of bids, any ambiguities in the specifications shall be brought to the attention of the Airport Supervisor. If necessary, an addendum will be issued to give effect to such clarification.

DELIVERY:

The delivery of all petroleum products shall be on an as needed basis. Chan Gurney Municipal Airport will request the quantities desired, the supplier will be required to ship the quantity of product so desired and deliver the same as described in the supplemental specifications.

Transport load consists of a minimum of 7,000 gallons per load. According to OPIS (Oil Price Information Service), for pricing on Aviation Gas and Jet A Fuel, please state where transport load of product will originate from.

Loads should be delivered between 8:00 AM and 5:00 PM - Monday through Friday.

PAYMENT:

Payment for the various products shall be cash upon the delivery, and acceptance of the product by the City of Yankton in accordance with the following policy.

It is the policy of the City of Yankton to approve all bills on the 2nd Monday of each month and mail checks on the following Thursday. Therefore, all requests for payment must be received by the City of Yankton by the twenty-fifth day of each month in order to process the request on the regularly scheduled payment date. Should the request for payment be made after the date specified payment will not be made until the following month. The contractor shall be required to include any additional costs associated with this schedule in his bid.

END OF GENERAL PROVISIONS

**DETAILED PETROLEUM SPECIFICATIONS:**

AVIATION GASOLINE 100 LOW LEAD:

In transport or tankwagon lots, shall meet Federal standards for Aviation Gasoline, 100 low lead. The City uses approximately 35,000 gallons of aviation gasoline per year. Delivery shall be transport as requested by the Airport Supervisor.

JET A WITH FUEL SYSTEM ICE INHIBITOR FUEL:

Shall conform to ASTM specifications and API standards. The City uses approximately 35,000 gallons of Jet Fuel A with FUEL SYSTEM ICE INHIBITOR per year. Delivery shall be by transport as requested by the Airport Supervisor.

STORAGE CAPACITY:

The City of Yankton has underground storage capacity of 10,000 gallons for aviation, 100 low lead fuel, 10,000 gallons for Jet A with FUEL SYSTEM ICE INHIBITOR Fuel, all located at the Chan Gurney Municipal Airport. Subject to change.

CONTRACT TERMINATION CLAUSE:

The City of Yankton has the right to terminate this contract with 30 days written notice.

END DETAILED SPECIFICATIONS

BID FORM

**ANNUAL SUPPLY OF TRANSPORT-TANKWAGON  
PETROLEUM PRODUCTS  
CHAN GURNEY MUNICIPAL AIRPORT**

DATE: \_\_\_\_\_

Proposal of \_\_\_\_\_ (hereinafter called "Bidder") a corporation, organized and existing under the laws of the State of \_\_\_\_\_ a partnership, or an individual doing business as \_\_\_\_\_.

To: City Finance Officer  
City of Yankton  
Yankton, South Dakota

Proposals to be filed  
not later than 3:00 PM  
on November 4<sup>th</sup>, 2021

To Whom It May Concern:

The bidder, in compliance with your invitation to bid for the furnishing of supply of petroleum products to the City of Yankton, Chan Gurney Municipal Airport, Yankton, South Dakota, having examined the specifications, and being familiar with all of the conditions surrounding the supplying of the proposed products, hereby proposes to furnish said product, in accordance with the contract documents, for a period of twelve (12) months, and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the contract documents, of which this proposal is a part.

The undersigned bidder does hereby declare and stipulate that each proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that it is made in pursuance of and subject to the general provisions and the detailed specifications, pertaining to the work to be done, all of which have been examined by the undersigned.

He agrees that the delivery will be made for a period of twelve (12) months, starting on January 1, 2022, and ending December 31, 2022, and that shipment of the various products bid will be as requested by the Chan Gurney Municipal Airport.

All the various facets of work enumerated in the contract documents with their individual jobs and overhead, whether specifically mentioned, included by implication or appurtenant thereto, are to be performed by the Supplier under the items listed in the bid schedule, irrespective of whether it is named in said list.

The Bidder hereby agrees to commence work under this contract on January 1, 2022, and to fully provide all services and products until December 31, 2022. The Bidder hereby agrees to perform all work and to supply the products described in the specifications for the following amounts (Bidders have the option of bidding on any or all items specified):

PRICE INFORMATION:

Prices for Aviation Gasoline and Jet A with FUEL SYSTEM ICE INHIBITOR Fuel are to be computed using the "price adjustments" method set forth herein.

The total price of the product delivered to destination shall consist of two components. These components are:

- A. Base Price (OPIS and all applicable taxes, including fuel tank clean up fee)
- B. Bid Price (Vendor Margin which includes all costs other than those in Base Price above)

BASE PRICE:

The base price shall be the average price for each grade of fuel reported by an industry daily publication entitled "Oil Price Information Service" (OPIS) plus any applicable taxes or EPA charges. The price published in the report for each fuel, will be the base price depending on the origin of fuel. In the designated area below, please indicate origin of fuel. This will be the determining factor from which the OPIS price will be based. OPIS is published each day by IHS Markit 2099 Gaither Rd, 5th Floor Rockville, MD 20850-4089

BID PRICE:

The bid price shall be the margin the bidder quotes above the base price. The bid price shall be firm for the full term of the contract.

Bidders shall indicate only the bid price on the pricing schedules provided at the end of this packet. Do not indicate the total price per gallon. *The first column, which is bold and italicized, is for City use only.* This area shall be used to list the OPIS price for a designated time period for evaluation purposes only.

All bid prices are to be expressed as a decimal. For example:

If the bid price is five and three quarter's cent per gallon, express as 0.0575. If the bid price is three quarters of a cent per gallon, express as 0.0075.

PRICE ADJUSTMENT:

The base price shall be adjusted daily. The adjustments for the day will be made immediately upon receipt of "OPIS".

In the event that "OPIS" is not published for a period of time, the average price indicated in the last published edition shall apply until the next published issue is received.

In the event that "OPIS" cease publication, change method of publishing prices, or change product designations as currently listed, an agreement may be made by the parties on a new price determination method during the contract period or the contract shall be terminated.

Aviation LL100 and Jet Fuel A with Fuel System Ice Inhibitor Gasoline, etc. The price will be adjusted in dollars, up or down in an amount equal to the average price change for the product as published by the Oil Price Information Service for each day.

When the Oil Price Information Service publishes a change of product cost, vendors will be authorized to invoice City accounts the adjusted price for orders received. However, product is to be billed at the price in effect on the date the product was ordered, not when it is delivered.

If the open market price in the local area covered by a specific contract is \$.05 or more cents per gallon under the vendor's price, a state agency may purchase the less expensive product after first giving the vendor an opportunity to meet the lower price.

DELIVERY:

All deliveries are FOB destination and shall be made within 24 to 48 hours from the date of order.

Delivery charges are included in the bid price and no other shipping or transportation charges will be paid by the City.

Tax, including Lust Tax, which will be included in base price, will be as listed below:

|                           |             |      |                       |       |
|---------------------------|-------------|------|-----------------------|-------|
| Aviation Gasoline         | Federal Tax | .194 | Fuel Tank<br>Clean Up |       |
|                           | State Tax   | .06  | .02                   | =.274 |
| Jet A Fuel with           | Federal Tax | .244 |                       |       |
| Fuel System Ice Inhibitor | State Tax   | .04  | .02                   | =.304 |

UNIT OF MEASURE:

All fuel and gasoline shall be measured in US gallons. For transport truck deliveries, the contractor shall not proceed with delivery until the using agency has measured the volume existing in their storage tank immediately prior to delivery. When the delivery is complete, the agency shall measure the volume in the storage tank to verify the actual volumes of bulk fuel delivered.



EVALUATION:

Evaluation of this invitation to bid for the procurement of the various types of fuel shall be based on the vendor's price plus "OPIS" on 2022.

|  | <i>For City Only<br/>OPIS</i> | Vendor Margin<br>Transport<br>Bid Price | Vendor Margin<br>Tankwagon<br>Bid Price | Origin<br>of<br>Fuel | Origination &<br>Inspection<br>Fee |
|--|-------------------------------|---|---|----------------------|------------------------------------|
| GASOLINE:                                    |                               |   |   |                      |                                    |
| Aviation Gasoline<br>100 Low Lead            | \$ _____ gal                  | \$ _____ gal                            | \$ _____ gal                            | _____                | \$ _____ gal                       |
| Jet Fuel A with<br>FUEL SYSTEM ICE INHIBITOR | \$ _____ gal                  | \$ _____ gal                            | \$ _____ gal                            | _____                | \$ _____ gal                       |

Bidder acknowledges receipt of the following addenda:

Date: \_\_\_\_\_ Number: \_\_\_\_\_  
\_\_\_\_\_

The Bidder understands that the Owner reserves the right to reject any or all bids, to waive any informalities in the bidding and to award the contract in the best interest of the Owner.

Respectfully submitted:

\_\_\_\_\_  
Name of Firm (Federal ID Number)

\_\_\_\_\_  
Officer

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number