

# **SPECIFICATIONS AND PROPOSAL**

## **INVITED FIRM QUOTATION**

**2019**

### **VEHICLE FUEL DISPENSING SERVICE**

**TO**

**Fox Valley Metro Police Department**  
(Hereafter referred to as FVMPD)



**Daniel M. Meister**

**Chief of Police**

**November 29, 2018**

**FIRM QUOTATION - PROPOSAL  
2019 VEHICLE FUEL DISPENSING SERVICE**

TO: FVMPD  
Daniel M. Meister  
Chief of Police  
200 W. McKinley Ave.  
Little Chute, WI. 54140

The undersigned, being fully familiar with the specifications and service desired by the FVMPD, hereby proposes as a firm quotation for 2018 as follows:

1. No Lead Gasoline  
As Specified ..... \$ \_\_\_\_\_  
(Cents below pump price or annual rebate %)
2. Car Wash  
As Specified ..... \$ \_\_\_\_\_

\*\* I attach hereto a written detailed description of the fueling service that I am presenting as my proposed firm quotation for 2019 for gasoline & car wash.

Name of Firm \_\_\_\_\_

Address \_\_\_\_\_

By \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Telephone)

**NOTE:** This quotation must not be detached from the remainder of the specifications document and returned.

## **SPECIFICATIONS**

### **1. GENERAL DESCRIPTION OF SERVICE**

The FVMPD needs fueling for its vehicles and equipment at a local gas station. Approximately 25,000 gallons of fuel will be needed annually on a stop in as needed basis by various FVMPD vehicles and equipment.

The FVMPD also requires the services of an automated car wash system to clean its vehicles on a case-by-case basis.

Most FVMPD vehicle operations occur within the boundaries of the villages of Little Chute and Kimberly, WI. However, some vehicle operations may occur outside of these boundaries. Consideration may be given to companies that have a fueling station in the Village of Little Chute and/or Kimberly but also have stations in other area communities.

### **2. HOURS OF OPERATION**

The FVMPD requires access to gasoline fuel pumps 24 hours a day, 365 days per year.

### **3. UNLEADED GASOLINE**

A. It is estimated that a total of 25,000 gallons of gasoline will be used in FVMPD vehicles in 2019. The fuel must have a minimum of 87 octane and 87 octane is the preferred type of fuel for our vehicles.

### **4. DISPENSING FUEL**

In order to accommodate 24/7 availability, each FVMPD vehicle would have a card as a means to identify the user and specific vehicle. When fueling, the FVMPD employee must enter their unique employee ID number, vehicle number and current mileage or hours.

### **5. CAR WASH**

The FVMPD would like the ability to use their specialized fuel/fleet cards to also purchase a car wash at the pump or the car wash itself. The FVMPD prefers a touchless car wash mechanism. **Is your establishment equipped to do that? (circle all that apply) YES/NO. If the answer is YES, is the car wash accessible 24/7? YES/NO. Is the car wash touchless? YES/NO.**

### **6. BILLING**

Billing by the vendor shall be monthly to the FVMPD. Monthly statements must include an itemized list of each use, showing dates, times, vehicle ID#, employee ID, mileage, fuel type, gallons, price per gallon, and total cost per purchase. Electronic monthly statements are preferred.

## **7. QUOTATION**

The firm quoting for 2019 shall state on the quote form the number of cents below advertised pump price and/or the annual rebate percentage that said firm is quoting for no-lead gasoline.

## **8. ADDITIONAL BIDDER'S INFORMATION**

Bidders shall attach to this document, a detailed written description of the service(s) they are proposing including any variations from these specifications.

## **9. ACCEPTANCE OF FIRM QUOTATION**

The FVMPD reserves the right to accept or reject any or all firm quotations and accept the firm quotation deemed by the FVMPD and/or Village of Little Chute, WI. to be most advantageous and to waive any informalities in the quoting procedure.

## **10. LAWS & REGULATIONS**

The awarded vendor must maintain their operations in full compliance with all federal, state, and local laws and regulations.

## **11. MISCELLANEOUS**

The FVMPD and Village of Little Chute, WI. is tax exempt municipal government entity. The village's tax-exempt number will be provided to the awarded bidder.

**CONSIDERATION WILL BE GIVEN TO VENDORS WITH EMERGENCY BACK-UP POWER FOR THEIR PUMPS.** Approximately 15 vehicle specific cards will be needed for vehicles department-wide.

## **12. DATE AND TIME FIRM QUOTATION DUE**

Sealed firm quotations, complete in all respects, shall be submitted to Chief of Police, Daniel M. Meister at 200 W. McKinley Ave. Little Chute, WI. 54140, **no later than 4:00 p.m., Friday, December 14, 2018.** Acceptance by the FVMPD of the awarded firm quotation for 2019 will be no earlier than December 21, 2018.

*FVMPD also reserves the right to conduct an on-site visit of the facility to confirm the availability of the services/products that are part of this quotation.*

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