



*Gary Quinn, Director  
Gerry P. Little, Deputy Director  
Virginia E. Haines, Commissioner  
John P. Kelly, Commissioner  
Joseph H. Vicari, Commissioner*

*Michael J. Fiure, Director, Management & Budget  
Jennifer L. Bowens, Purchasing Agent*

*County of Ocean  
Administration Building  
101 Hooper Avenue  
Toms River, NJ 08754*

***BID***  
***GASOLINE AND DIESEL FUEL***

***2021***

***ADVERTISEMENT DATE: October 6, 2021  
OPENING: October 26, 2021, 11:00 am***

***Bid Category: 04- Automotive Products, Vehicles and Services***

## ***NOTICE TO BIDDERS***

**NOTICE IS HEREBY GIVEN** that sealed bids for the furnishing and delivery of **GASOLINE AND DIESEL FUEL** for the County of Ocean, will be received by the Purchasing Agent of the County of Ocean on or before **Tuesday, October 26, 2021 at 11:00 am**, prevailing time.

Bids may be received electronically via the [County's ProcureNow Electronic Bid Portal \(https://secure.procurenow.com/portal/oceancounty/\)](https://secure.procurenow.com/portal/oceancounty/)

Specifications and form of proposal are on the **Procurement Portal (Link Below)** or available for viewing in the Department of Purchase, Room #224, Administration Building, 101 Hooper Avenue, Toms River, New Jersey. Direct all inquiries to Jennifer L. Bowens, Purchasing Agent.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.) regarding equal employment opportunities and with the requirements of P.L. 1977 C.33 regarding corporate and/or partnership ownership.

Electronic Submission Site: <https://secure.procurenow.com/portal/oceancounty/>

The right to reject any and all bids is reserved in accordance with applicable law.

By order of the Board of Commissioners of the County of Ocean.

Signed:

**GARY QUINN**, Director

**JENNIFER L. BOWENS**, Purchasing Agent

## ***CONTACT INFORMATION AND PROJECT TIMELINE***

### **Summary**

The purpose of this bid package is to provide the County of Ocean with a Contractor who will supply the materials or services described and specified herein.

### **Contact Information**

For further information regarding these specifications, contact

**Evan Johnson**

Senior Buyer

Email: [ocpurchasing@co.ocean.nj.us](mailto:ocpurchasing@co.ocean.nj.us)

Phone: [\(732\) 929-2101](tel:(732)929-2101)

**Department:**

Vehicle Services

### **Timeline**

<b>Advertising Date</b>	October 6, 2021
<b>Bid Opening Date</b>	October 26, 2021, 11:00am Administration Building, 101 Hooper Ave., Room 119, Toms River, NJ, 08753

## ***IMPORTANT INSTRUCTIONS FOR ELECTRONIC SUBMITTAL***

### **Instructions for Electronic Bid Submission**

The County is accepting electronic bid submissions with ProcureNow by following these instructions:

Sign up for a FREE account at <https://secure.procurenow.com/signup>.

Once you have completed account registration, browse back to this page, <https://secure.procurenow.com/portal/oceancounty>.

Click on the bid of interest, then click "Draft Response".

Follow the instructions to submit the electronic bid.

**It is important to note that this process should be completed well in advance of the bid deadline / bid opening. DO NOT WAIT UNTIL THE LAST MINUTE. The County's electronic submission system will not allow electronic bids to be submitted once the deadline has passed, even if you've already started the process. The deadline is based on the countdown timer found on the ProcureNow bid submission page.**

## ***INSTRUCTIONS TO BIDDERS***

### **Bid Opening**

All bids will be opened publicly in the Administration Building, Room 119, 101 Hooper Avenue, Toms River, New Jersey, commencing at 11:00 am, prevailing time on Tuesday, October 26, 2021.

### **Electronic Bid Submissions**

Bids must be submitted electronically through Ocean County's Procurement Portal by the date and time stipulated in the Notice to Bidders.

### **Deadline Instructions**

The County will not be responsible for late bids, and no bids will be accepted if received after the time stipulated in the notice to bidders.

### **Completion of all Documents**

Bidders shall complete all documents and acknowledge all terms included with the bid package. All documents should be from this bid package and must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

### **Right to Reject**

The County reserves the right to reject all bids in accordance with N.J.S.A. 40A:11-13.2, to waive any informalities in the bid and to accept the lowest responsible bid in accordance with applicable law.

### **Bidder Default**

In case of default by the bidder or contractor, the County of Ocean may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.

### **Indemnity**

The bidder, if awarded a contract, agrees to protect, defend and save harmless the County against any damage for payment for the use of any patented material process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract, and he further agrees to indemnify and save harmless the County from suits or actions of every nature and description brought against it, for, or on account of injuries or damages received or sustained by any party or parties by, or from any of the negligent acts of the contractor, his servants or agents.

### **Specifications**

It is to be understood by the bidder that this bid is submitted on the basis of specifications prepared by the County and the fact that any bidder is not familiar with these specifications or conditions will not be accepted as an excuse.

### **Bid Security**

NO BID SECURITY

**Performance Bond**

NO PERFORMANCE BOND

**Pricing Proposal**

Bidders must use the pricing proposal provided in the bid specifications. Failure to use the pricing proposal in the bid specifications shall be cause for rejection of the bid.

**Pricing**

Insert prices for furnishing all of the material and/or labor described or required. Prices shall be net, including any charges for packing, crating, containers, etc. and all transportation charges fully prepaid by the contractor F.O.B. destination and placement at locations specified by the County. No additional charges will be allowed for any transportation costs resulting from partial shipments made at the vendor's convenience when a single shipment is ordered.

**Payment**

Payments will be made upon the approval of vouchers submitted by the successful bidders in accordance with the requirements of the Board of Commissioners and subject to the Board of Commissioners customary procedures. The County will not pay interest or late fees regardless of language provided.

**Discrepancy in Pricing**

In the event that there is a discrepancy between the unit prices and the extended totals, the unit prices shall prevail. In the event there is an error of the summation of the extended totals, the computation by the OWNER of the extended totals shall govern.

**Award Timeframe**

Award will be made by Ocean County Board of Commissioners within sixty (60) days after receipt of bids.

**Equal or Tie Bids**

The County of Ocean reserves the right to award at their discretion to any one of the tie bidders where it is most advantageous for the County to do so, pursuant to N.J.S.A. 40A:11-6.1.

**Tax Exempt**

The County of Ocean is exempt from any State sales tax or Federal excise tax.

**Equivalent Product**

For purpose of evaluation where an equivalent product is being furnished, bidder must indicate any variation to our specifications no matter how slight. If no variations are indicated, it will be construed that the bid fully complies with our specifications.

**Quantities**

Quantities shown are approximate and the County reserves the right to decrease or omit quantities. The County also reserves the right to increase quantities to twenty (20) percent of the maximum quantities listed at the unit price bid, in accordance with N.J.A.C. 5:30-11.3.

### **Delivery of Goods and Services**

Delivery shall be made upon receipt of a Purchase Order issued by the Ocean County Department of Purchase, upon which delivery locations and needed quantities shall be indicated.

### **American Goods and Products**

All contractors must comply with the provisions of New Jersey Statute Title 40A:11-18, when applicable.

### **Assignment**

This agreement shall not be assigned without the written consent of the County of Ocean.

### **NJ One Call**

By presenting a bid, contractor declares that he is aware of and, if required, will comply with the requirements of the "Underground Facility Protection Act (Public Law 1994, Chapter 118)" prior to commencing any intended excavation. The telephone number to call is 1-800-272-1000.

### **Public Works Contractor Registration Act, N.J.S.A. 34:11-56.48 et seq**

The bidder must comply with the provisions of "The Public Works Contractor Registration Act", if applicable.

- All named contractors must be registered with the Department of Labor and Workforce Development pursuant to the Public Works Contractor Registration Act at the time the proposal is received, or the proposal will be determined to be non-responsive.
- Any non-listed contractor must be registered with the Department of Labor and Workforce Development prior to physically starting work. It is the responsibility of the General Contractor to insure that all non-listed sub-contractors comply.
- Contractors are encouraged to submit their and all named sub-contractors' Public Works Contractor Registration Certificates with the bid.

### **Prevailing Wage & Labor Laws**

The New Jersey Prevailing Wage Act (P.L. 1963, Chapter 150) and provisions of the State Labor Laws must be complied with by the successful bidder, if applicable. The current Prevailing Wage Rates can be found online at <https://lwdwebpt.dol.state.nj.us/archivewages/210152831-ocean-7-28-20.pdf>

### **Special Surety Bid Requirements for Certain Construction Projects**

The attention of the bidder is called to the provisions of N.J.S.A. 2A:44-143 which requires that the County of Ocean shall only accept performance and payment bonds from surety companies meeting the requirements of that statute. The bidder shall deliver with its bid a Consent of Surety. The Bidder's Surety Company shall complete the "Certificate of Surety Company" which bidder shall submit with its bid.

### **New Jersey Business Registration Requirements**

Pursuant to N.J.S.A. 52:32-44, Ocean County ("Contracting Agency") is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

**Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).**

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

(1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.

(2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.

(3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at

<http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

### **Pay to Play Requirements**

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

### **Statement of Ownership**

The provisions of N.J.S.A. 52:25-24.2 applies to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships, and Subchapter S corporations.

### **Certification of Non-Involvement in Prohibited Activities in Iran**

Certification of Non-Involvement in Prohibited Activities in Iran. Pursuant to N.J.S.A. 52:32-58, the proposer must certify that neither the proposer, nor one of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32-56(e)(3)), is listed on the Department of the Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither is involved in any of the investment activities set forth in N.J.S.A. 52:32-56(f). If the proposer is unable to so certify, the proposer shall provide a detailed and precise description of such activities. Prior to contract award or authorization, the contractor shall provide the Contracting Agency with a completed Certification on Non-Involvement in Prohibited Activities in Iran.



**Insurance Requirements**

The contractor shall maintain primary insurance to protect against all claims under Workmen's Compensation, Comprehensive General Liability and Automobile. Except for Workmen's Compensation, all coverage shall apply as primary coverage with respect to any other insurance or self-insurance program afforded to the County. There shall be no endorsement or modification of this coverage to make it excess over other available insurance/coverage; alternatively, if the CGL and umbrella, excess of reinsurance states that it is pro rata, it shall be endorsed to be primary with respect to the County. Primary Coverage shall be subject to approval for adequacy of protection as per the following limits:

**Worker's Compensation**

1. Limits according to Worker's compensation Laws of the State of New Jersey.
2. Contractor's Liability not less than \$100,000.

**Comprehensive General Liability**

1. Bodily Injury - \$500,000 per person; \$1,000,000 per occurrence.
2. Property Damage - \$1,000,000 per occurrence.

**Comprehensive General Liability Details**

Comprehensive Automobile Liability shall include the following:

Business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for all of the following:

- A. Liability arising out of the ownership, maintenance or use of any auto;
- B. Auto non-ownership and hired car coverage.
- C. Contractor's Worker's Compensation, Comprehensive General Liability and
- D. Comprehensive Automobile Liability arising out of subcontractor's operations shall be identical as that listed above.

**Proof of Insurance**

Copies of each insurance certificate shall be furnished to the County when requested.

**County Cooperative Contract Purchasing System**

The County has established a "COUNTY COOPERATIVE CONTRACT PURCHASING SYSTEM" pursuant to N.J.S.A. 40a:11-1 et seq...

The IDENTIFIER for this system is:

**CK-02-OC**

This system allows local government contracting entities located within the geographical boundaries of the County to purchase goods and services awarded as a result of this bid proposal if it is extended by the low bidder.

Goods and services must be made available without substitution or deviation from specifications, size, features, quality, price or availability as herein set forth. It is understood that orders, if any, will be placed directly by contracting units, subject to the overall terms of the contract to be awarded by the County of Ocean.

The estimated quantities listed in this specification reflect only the needs of the agencies under the direct control

of the Ocean County Board of Commissioners. If the vendor chooses to extend the resulting contract to all other contracting units, the quantities could be higher.

Please check (✓) the YES or NO box in the Vendor Questionnaire to indicate whether or not you will extend contract prices to all contracting units.

***AWARD METHOD***

Contract will be awarded on a line item basis.

## ***MANDATORY EQUAL EMPLOYMENT OPPORTUNITY***

**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**

**N.J.A.C. 17:27**

### **GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual

orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

## ***AMERICANS WITH DISABILITIES ACT***

### Equal Opportunity For Individuals With Disabilities

The CONTRACTOR and the COUNTY do hereby agree that the provisions of title II of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the COUNTY pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event that the CONTRACTOR, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the COUNTY in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect and save harmless the COUNTY, its agents, servants and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the COUNTY'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the COUNTY which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the COUNTY or if the COUNTY incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

The COUNTY shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the COUNTY or any of its agents, servants and employees, the COUNTY shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the COUNTY or its representatives.

It is expressly agreed and understood that any approval by the COUNTY of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTOR of the obligation to comply with the Act and to defend, indemnify, protect and save harmless the COUNTY pursuant to this paragraph.

It is further agreed and understood that the COUNTY assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provision of this indemnification clause shall in no way limit the CONTRACTOR'S obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the COUNTY from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

## ***VENDOR QUESTIONNAIRE***

### **County Cooperative Contract Purchasing System\***

Vendor will extend contract prices to "County Cooperative Contract Purchasing System" Participants as described in [Instruction to Bidders](#) .

Yes

No

\*Response required

### **Signature Page\***

The information on this page will be used to process contract documents and ensure your BRC is valid. Please make sure the address on this page is the address you want your contract mailed to.

Please complete the form by clicking on the link. Make sure that the email you complete the form with matches the email of your vendor account.

*\*Please note that the County's preferred method of submission is DocuSign.*

[Click here to go to the form](#)

\*Response required

### **Copy of Bidder's New Jersey Business Registration Certificate**

Please use this area to upload your company's BRC.

Use this link to verify your company's BRC:

[https://www1.state.nj.us/TYTR\\_BRC/jsp/BRCLoginJsp.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp)

Please note that a BRC is not required at the time of bid submission but shall be required prior to the award of a contract.

### **Mandatory Equal Employment Opportunity Statement\***

Does the BIDDER comply with the [#Mandatory Equal Employment Opportunity Statement?](#)

Yes

No

\*Response required

### **Americans with Disabilities Act Provisions\***

Does the BIDDER comply with the [#Americans with Disabilities Act Provisions?](#)

Yes

No

\*Response required

### **REQUIRED BID DOCUMENTS TO BE EXECUTED\***

Documents include:

- Non Collusion Certification

- Affirmative Action Questionnaire
- Statement of Ownership (N.J.S.A. 52:25-24.2) (Mandatory Document)

FAILURE TO SUBMIT ANY OF THESE DOCUMENTS MAY BE CAUSE FOR REJECTION OF BID.

**Please complete the form by clicking on the link. Make sure that the email you complete the form with matches the email of your vendor account.**

*\*Please note that the County's preferred method of submission is DocuSign.*

[Click here to go to the form](#)

\*Response required

### **Requested Documents Pertaining to Affirmative Action**

**Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, a Contractor should present one of the following to the County of Ocean:**

- (a) An existing federally approved or sanctioned affirmative action program.
- (b) A New Jersey Certificate of Employee Information Report Approval.
- (c) If the Contractor cannot present "a" or "b", the Contractor is required to submit a completed Employee Information Report (Form AA302). This form will be made available to the Contractor by the County of Ocean.**

QUESTIONS BELOW MUST BE ANSWERED BY ALL CONTRACTORS:

1. Do you have a Federally approved or sanctioned Affirmative Action Program?

**If yes, please upload a photocopy of such approval.**

2. Do you have a State of New Jersey "Certificate of Employee Information Report" approval?

**If yes, please upload a photocopy of such certificate.**

### **Certification of Non-Involvement in Prohibited Activities in Iran**

#### **CERTIFICATION IS REQUIRED PRIOR TO CONTRACT AWARD**

Pursuant to N.J.S.A. 52:32-57, et seq (P.L. 2012, c. 25, and P.L. 2021, c. 4), any person or entity that submits a bid or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

Please fill out the below Powerform. Please be sure to use the same name and email address you used when logging in to ProcureNow.

**NOTE: The Disclosure of Investment Activities in Iran Statement is not a mandatory document and is not required at the time of bidding. However, this form will be required prior to the award of any contracts.**

[Click here to go to the form](#)



**Price Lists\***

Please attach a copy of the:

Friday, October 8, 2021 Oil Price Information Service "Oil Price Daily" Price Page

\*Response required

**Required Information if Bidding Item #'s 1, 2, and/or 3.**

Enter Delivery Terminal AND Source Location:

**Required Information if Bidding Item #'s 4 and 5.**

Enter Delivery Terminal AND Source Location:

**ADDITIONAL VENDOR DOCUMENTATION**

Please submit any additional information you wish to be considered as part of your bid package.

**Acknowledgement of Submission of Forms from Current Bid Package\***

Bidders shall complete all documents and acknowledge all terms included with the bid package. All documents should be from this bid package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

Please confirm

\*Response required

**Submission of Bid Package\***

By submitting a response to this solicitation, the Vendor understands and acknowledges that all required documents to this solicitation must be submitted and that failure to do so may be cause for rejection.

Bidder also understands that only one (1) bid submission shall be considered. Please DO NOT Submit a manual bid response. Submitting a manual response in addition to the electronic response is cause for rejection of your bid.

Please confirm

\*Response required

## ***SCOPE OF WORK***

### **CONTRACT TERMS**

The contract shall be for two (2) years from date of award, or until delivery is complete unless otherwise stated. The County reserves the right to extend the term of the contract pursuant to N.J.S.A. 40A:11-15.

### **INTENT**

The purpose of this bid package is to provide the County of Ocean with (a) Contractor(s) who will supply the gasoline and diesel fuel needs for various departments.

### **NO ASSIGNMENT**

This agreement shall not be assigned without the written consent of the County of Ocean which consent shall not be unreasonably withheld. Assignee shall promptly prepare and complete such documents as the County shall require.

### **OWNERSHIP DISCLOSURE**

All contractors shall comply with all laws governing the disclosure of all stockholders or partners, as included in N.J.S.A. 52:25-24.2.

### **BID REVIEW**

Bids may be reviewed once the bid meeting has concluded. Additionally, bid results are available in the Ocean County Purchasing Department on the day following the openings for any interested party that may wish to review them.

### **AVAILABILITY OF FUNDS**

The County's obligation hereunder is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the County for payment of any money shall arise unless, and until funds are made available each year to the Purchasing Agent for the County of Ocean.

### **MODIFICATIONS AND WITHDRAWALS**

Bids may be withdrawn from the bidder prior to the time fixed for opening. No right for withdrawal exists after the bid has been opened. Written request for withdrawal shall be signed by the bidder or proper corporate officers.

### **TRANSITIONAL PERIOD**

In the event services are terminated by contract expiration or by voluntary termination by either the Contractor or the County of Ocean, the Contractor shall continue all terms and conditions of said contract for a period not to exceed one (1) month at the County's request.

## ***SPECIFICATIONS***

### **SCOPE OF THE AGREEMENT - GASOLINE AND DIESEL FUEL**

Please see "Attachments", "Project Documents" section for detailed specifications.

**PRICING PROPOSAL****GASOLINE AND DIESEL FUEL - VEHICLE SERVICES - TWO YEAR ESTIMATED QUANTITIES**

Line Item	Description	Approx. Quantity	Unit of Measure	Discount or Freight Charge	Net Price per Gallon	Total	No Bid	Brand Name of Product	Content Percentage	Comments
1	ITEM #1 - UNBRANDED 10% ETHANOL UNLEADED REGULAR 87 OCTANE GASOLINE; Oil Price Information Service, Weekly Gasoline Prices, Newark, Low Posting, Posted Rack-October 8, 2021; REQUIRED: % Octane	1,000,000	GAL							
2	ITEM #2 - ULTRA LOW SULFUR DIESEL FUEL; Oil Price Information Service, "Fuel Oil-Tank Car East" Chart - Posted Rack Prices - Newark Low Posting for Diesel Fuel - October 8, 2021; REQUIRED: % Cetane	550,000	GAL							
3	ITEM #3 - ULTRA LOW SULFUR PREMIUM DIESEL (W/ADDITIVE) FROM OCTOBER 1st TO MARCH 31st; Oil Price Information Service, "Fuel Oil-Tank Car East" Chart - Posted Rack Prices- Newark Low Posting for Premium Diesel Fuel - October 8, 2021; REQUIRED: % Cetane	350,000	GAL							

**GASOLINE AND DIESEL FUEL - BUILDINGS AND GROUNDS - TWO YEAR ESTIMATED QUANTITIES**

Line Item	Description	Approx. Quantity	Unit of Measure	Discount or Freight Charge	Net Price per Gallon	Total	No Bid	Brand Name of Product	Content Percentage	Comments
4	ITEM #4 - OFF ROAD ULTRA LOW SULFUR DIESEL FUEL; Oil Price Information Service, "Fuel Oil - Tank Car East" Chart - Posted Rack Prices - Newark Low Posting for Diesel Fuel - October 8, 2021; REQUIRED: % Cetane	20,000	GAL							
5	ITEM #5 - SURCHARGE FOR EMERGENCY CALLS; Surcharge for Emergency Calls, Price Shall Be Per Call	10	EA							

**SCOPE OF THE AGREEMENT****Vehicle Services**

Ocean County Vehicle Services personnel will call for, and the successful bidder shall agree to deliver gasoline and diesel fuel required at the location(s) specified on a call basis. Deliveries must be made by the successful bidder within twenty-four (24) hours after receipt of notification by the participating contracting unit.

The gasoline shall be Unbranded 10% Ethanol Unleaded Regular 87 Octane and shall be manufactured in accordance with Federal and State regulations for the production of petroleum products.

The diesel fuels shall be the highest quality and shall be manufactured in accordance with Federal and State regulations for the production of petroleum products.

For bidding purposes, it is estimated that Vehicle Services will require approximately 1,000,000 gallons of Unbranded 10% Ethanol Regular Unleaded Gasoline and approximately 1,000,000 gallons of Ultra Low Sulfur Diesel Fuel per year.

**Buildings & Grounds Department**

The successful bidder shall agree to deliver diesel fuel required at the Emergency Generator locations specified on an On-Call basis in order to either “top-off” or fill the fuel tanks. Ocean County Buildings & Grounds Department personnel will call for, and the successful bidder shall agree to delivery diesel fuel required at the location(s) specified on a on-call basis. Deliveries must be made by the successful bidder within twenty-four (24) hours after receipt of notification by the Buildings & Grounds Department.

Fuel for generators shall be Off-Road, Ultra Low Sulfur Diesel Fuel. For bidding purposes, it is estimated that approximately 7,000 gallons may be ordered per year. Calls for fuel deliveries will be for varying small amounts to top-off generators and be at various times throughout the year as needs dictate. (Ex.-78 gallons or 300 gallons or 1,100 gallons, or 5 gallons). Deliveries may mainly occur during regular business hours but could include emergency after hours.

**PRICING**

The prices quoted shall be exclusive of all taxes set forth under P.L. 1975 C. 134. The County of Ocean will implement the procedures and regulations for certifications of tax exemptions.

Bidders shall specify brand or company name of the gasoline and diesel fuel they intend to furnish, as “Gulf Oil Company”, “Exxon” “Shell”, etc.

The bidder shall, in this bid, agree to:

- A. Enter into a written contract with the County of Ocean for the faithful performance of his bid, if he is the successful bidder.
- B. Agree to supply gasoline and diesel fuel to installations added in Ocean County during the contract period, if any, at the prices bid in this proposal.

**A.S.T.M. #D 439**

The products offered by the bidder shall conform to A.S.T.M. #D 439, including all the latest revisions.

**DELIVERIES**

Delivery shall be F.O.B. destination to the County's storage tanks and emergency generators. Bidder's delivery trucks will be equipped with meters to accurately measure quantities delivered. All deliveries must be accompanied by a delivery ticket showing brand or grade and number of gallons delivered. Delivery slips must also include tank measurements in inches, before and after the delivery is made. Also, separate delivery tickets must be written for each tank. Under no circumstances is the awarded bidder to remove the veeder root slip from the delivery location. Deliveries for Vehicle Services are to be made between the hours of 7:30 a.m. and 3 p.m. unless otherwise instructed. Vendor must notify Vehicle Services at (732) 929-4746 at least 30 minutes prior to all deliveries.

Deliveries to Emergency Generators are to be made between the hours of 8:00 a.m. and 3:00 p.m. unless otherwise instructed. Vendor must notify Buildings & Grounds at (732) 929-2178 at least 30 minutes prior to all deliveries so that access can be coordinated.

**QUANTITIES**

The quantities listed in the proposal are estimated quantities only, based on past usage and consumption. The contract shall be for the actual quantities ordered and received during the term of the contract.

**SERVICE**

The contractor must be prepared at all times to furnish service when so requested and to investigate and report to the using department and the Purchasing Agent any complaint that might arise, regarding the use of its gasoline or diesel fuel in County vehicles and generators.

**GASOLINE PRICES**

Gasoline prices shall fluctuate with the Friday, Oil Price Information Service "Oil Price Daily", Newark Low Posting, Posted Rack. The Friday, Oil Price Information Service "Oil Price Daily" will be the price charged from Saturday through the next Friday. In the event a holiday shall fall on a Friday, the vendor is to use Monday's pricing following the holiday, which will be the price charged from the previous Saturday through the next Friday.

**DIESEL FUEL PRICES**

Diesel fuel prices shall fluctuate with the Friday, Oil Price Information Service "Oil Price Daily", Newark Low Posting for Diesel Fuel. The Friday, Oil Price Information Service "Oil Price Daily" will be the price charged from Saturday through the next Friday. In the event a holiday shall fall on a Friday, the vendor is to use Monday's pricing following the holiday, which will be the price charged from the previous Saturday through the next Friday.

**PRICE PAGE**

For bidding purposes, Friday, October 8, 2021 N.Y. Oil Price Information Service “Oil Price Daily” prices shall be used.

For gasoline, use “Gasoline Price” Chart, Newark Low Posting, Posted Rack. (Unbranded Ethanol Unleaded Regular)

For diesel fuel, use “Daily Petroleum Prices” Chart, Posted Rack, Newark Low Posting for Diesel Fuel. Vehicle Services: Ultra Low Sulfur Diesel Premium and Ultra Low Sulfur Diesel and Buildings & Grounds: Ultra Low Sulfur Diesel.

The bidder shall enter his discount and/or freight charge and compute the net price per gallon.

Attach a copy of the Friday, October 8, 2021 Oil Price Information Service “Oil Price Daily” price page to your bid.

**INVOICE COST OF FUEL**

The contractor shall charge the County for each delivery as follows:

1. Newark Low Posting in the Oil Price Information Service “Oil Price Daily” on Friday of delivery week or in the event a holiday falls on a Friday, use Monday's price of delivery week.
2. Deduct discount or add freight amount as entered on price page, in bid.
3. Enter net price per gallon.
4. Multiply by number of gallons for invoice total.

**OTHER**

Deliveries must be made by the successful bidder within twenty-four (24) hours after receipt of notification by the participating contracting unit that delivery is required.

Payment for gasoline will be made based on volume. The unit of volume shall be the standard United States gallon. No adjustment will be made for temperature.

Each billing to the participating contracting unit must be accompanied by a true copy of the appropriate section of the Oil Price Information Service “Oil Price Daily” indicating the posted price of the gasoline delivered. The contractor shall forward to the participating contracting unit all invoices representing each delivery made during the preceding week along with a copy of the appropriate Oil Price Information Service “Oil Price Daily” posting for the week in question.

Diesel fuel will be Ultra Low Sulfur Diesel Premium Fuel with additive from October 1<sup>st</sup> through March 31<sup>st</sup>. All deliveries will be winter blend of Diesel & Diesel Add 7500 as it does not increase the Sulfur content. This additive must be mixed with the Diesel Fuel prior to delivery in the tanks at the various sites. This additive cannot be added to the tanks after delivery is made. All fuels provided for Generators shall be of appropriate blend for the maximum performance of units.

**VEHICLE SERVICES****DELIVERY LOCATIONS AND TANK CAPACITIES (in Gallons)**

<b><u>LOCATION</u></b>	<b><u>UNBRANDED 10% ETHANOL REGULAR UNLEADED GASOLINE</u></b>	<b><u>ULTRA LOW SULFUR DIESEL FUEL</u></b>
Lacey Garage, Mule Road, Lacey	4,000	10,000
Lakewood Garage, Kennedy Blvd., Lakewood	XXXX	5,000
Manchester Garage, 2820 Ridgeway Blvd., Manchester	5,000	10,000
Manahawkin Garage, 379 Haywood Road, Manahawkin	4,000	10,000
New Egypt Garage, Rt. 528, New Egypt	6,000	6,000
Ocean County Parks, Ocean Avenue, Lakewood	4,000	4,000
Atlantis Park, Country Club Blvd., Tuckerton	1,500	500
Forge Pond Golf Course, Chambers Bridge Road, Brick	2,500	XXXX
Sea Avenue Pump Station, Point Pleasant Beach	XXXX	4,000
Ship Bottom Garage, 6 <sup>th</sup> & Barnegat Avenues, Ship Bottom	XXXX	2,000
Toms River Garage, Chestnut Street, Toms River	10,000 10,000	XXXX 10,000
Transportation Garage, 1959 Rt. 9, Toms River	4,000	XXXX
Solid Waste Management, New Hampshire Ave, Lakewood	1,000	3,500



**DELIVERY LOCATIONS AND TANK CAPACITIES**

<u>Bldg. #</u>	<u>Location</u>	<u>Off-Road, Ultra Low Sulfur Diesel Fuel Tank Gallons</u>
15	Peer Building, 129 Hooper Ave., Toms River (2 Gen - 944ea.)	1880
17	Administration Building, 101 Hooper Ave., Toms River	500
19	Justice Complex, 120 Hooper Ave., Toms River	1000
19A	Jail Addition, 114 Hooper Ave., Toms River	1800
20	Court House East Wing (*shared fuel tank), 118 Washington St., Toms River	500
20A	Court House 62 Jail (*shared fuel tank), 118 Washington St., Toms River	500
29	Northern Animal Shelter, 615 Freemont Avenue, Jackson	521
30	Chestnut St. Garage, 152 Chestnut St., Toms River	275
31	Vehicle Services, 152 Chestnut St., Toms River	275
37	Juvenile Detention, 165 Sunset Avenue, Toms River	200
38	Health Department, 175 Sunset Avenue, Toms River	600
44	Lakewood Garage, 1300 Kennedy Blvd, Lakewood (off Hermosa Drive)	150
44A	Lakewood Tower, 273 Lakewood-New Egypt Road, Plumsted Twsp.	350
45	Jackson Garage, 38 Don Connor Blvd, Jackson	250
46	Plumsted Garage, 273 Lakewood-New Egypt Rd, Plumsted Twsp.	550
46A	Plumsted Tower, 273 Lakewood-New Egypt Rd., Plumsted Twsp.	350
47	Lacey Garage, Rt.530/ Dover & Mule Rd, Berkeley Twsp.	150
49	Ship Bottom Garage, 6th & Barnegat Ave, Ship Bottom	250
52	Emergency Services, Rt.530/ Dover & Mule Rd, Berkeley Twsp.	1000
56	Airpark Terminal, Rt. 530/Dover & Mule Rd, Berkeley Twsp.	546
58	Communications, 146 Chestnut Street, Toms River	500
58B	146 Chestnut Street, Toms River, (Vehicle)	
58C	146 Chestnut Street, Toms River, (Vehicle)	
63	Transportation, 1959 Rt. 9, Toms River, Rear Building	225
65	B & G Warehouse, 162 Chestnut St., Toms River	300
89	Beaver Dam Bridge, Princeton Ave, Brick & Beaver Dam Rd, Pt. Pleasant	250
90	Mantoloking Bridge, Mantoloking Rd & Rt. 35, Mantoloking	250
96	Prosecutor's Task Force, 138 Chestnut Street, Toms River	1759
97A	County Connection, Hooper Ave, Toms River, (Vehicle)	
97B	County Connection, Hooper Ave, Toms River, (Vehicle)	
102	Pasadena Tower, Red Oak Grove Rd., Manchester	350
103	Tuckerton Tower, 120 Lakeside Drive, Tuckerton	350
104	Southern Animal Center, 321 Haywood Road, Stafford	521
116	Southern Service Center, 179 Main Street, Manahawkin (Generator)	415
116A	Southern Service Center, 179 Main Street, Manahawkin (Generator)	415