

## FUEL CARD SYSTEM BID SPECIFICATIONS

Sealed bids will be received at the Office of the City Clerk, One City Plaza, Norwich, NY 13815 until February 23, 2026 at 2:00 p.m. for supplying the City of Norwich Department of Public Works with a fueling system that is card operated. It is to be located within a one (1) mile distance of the City to allow for easy access for daily operations.

Bids shall be submitted in an opaque envelope having clearly marked thereon "Bid for Fuel System" to be opened at City Hall on February 23 at 2:00 p.m. **The Non-Collusion Affidavit must be completed and submitted with the bid proposal. Bids submitted without the Non-Collusion Affidavit will be rejected.**

The City reserves the right to reject any and all bids.

The following specifications will need to be met:

1. System must be available to refuel City vehicles and other pieces of equipment on a 24 hour a day, 7 day a week basis.
2. A fuel management statement of all transactions to be sent to the City Finance office with the following information to be included:
  - A. Date and time of transaction.
  - B. Type of fuel dispensed.
  - C. Amount of fuel dispensed.
  - D. Vehicle number/description.
  - E. Vehicle odometer reading (hour meter reading).
  - F. Price per gallon (excluding taxes).
  - G. Grade of fuel.
  - H. Location.

Bidder must supply activating cards for each unit that fuels. Bidder must be able to lock out a card without affecting the other cards within the account. This must be done within two hours notice.

Prices to remain in effect through December 31, 2026 with a renewal provision for two succeeding twelve month periods (January-December) from the date of expiration, provided such extension is mutually agreeable to the City and the Contractor.

Should fueling system become non-operational, the bidder must make available an alternate system at minimal inconvenience to the City and will remain responsible for notifying the City of such occurrence. An emergency contact shall be listed for 24-hour emergency contact.

#### INVOICING

The City will be invoiced on a monthly basis.

#### PRICING

Rack price is to be based on the Journal of Commerce Syracuse Reseller Tank Car Average Price plus a firm margin to cover freight, profit and fees.

The City may request a test on the fuel quality results.

The successful bidder will supply the City of Norwich Finance office with the current rack price and firm margin, \*at the time of purchase, to be attached to the monthly billing statement.

\*Based on Journal of Commerce Syracuse Reseller Tank Car Average posting within the month billed for.

BID FORM

FUEL CARD SYSTEM

REMAINDER OF 2026\* - DECEMBER 31, 2026

\*(From award date for 2026)

The types of fuel to be supplied to the City of Norwich are as follows:

<u>GASOLINE</u>	<u>Rack Price</u>	<u>Margin</u>	<u>Total Per Gallon</u>
1) Premium unleaded (93 Octane)	_____		
2) Regular unleaded (87 Octane)	_____		

<u>DIESEL FUEL</u>	<u>Rack Price</u>	<u>Margin</u>	<u>Total Per Gallon</u>
1) Premium diesel low Sulfur (min. 43 Octane)	_____		
2) Kerosene low sulfur	_____		

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Telephone Number (with Area Code) \_\_\_\_\_

Signature of Representative \_\_\_\_\_

Printed Name of Representative \_\_\_\_\_

**NON-COLLUSION AFFIDAVIT**

STATE OF \_\_\_\_\_

PROJECT \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_

By submission of this bid, I, and each person signing on behalf of any bidder certifies under penalty of perjury that to the best of his knowledge and belief:

- 1) That said bidder has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with this project.
- 2) That the prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
- 3) That all statements contained in said proposal and in this affidavit are true and correct.
- 4) That prices quoted in this bid have not been knowingly disclosed by the bidder prior to opening to any other bidder.
- 5) That I have fully informed myself of the accuracy of the statements contained in this certification and under penalty of perjury affirm the truth thereof, said penalties being applicable to the bidder as well as to myself.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title