



City of  
**GREENFIELD, MASSACHUSETTS**

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**DEPARTMENT OF PUBLIC WORKS**

189 Wells Street • Greenfield, MA 01301  
Phone 413-772-1528  
[www.greenfield-ma.gov](http://www.greenfield-ma.gov)

**REQUESTS FOR PROPOSALS**

**TO PROVIDE FUEL CARD AND MANAGEMENT SERVICES FOR  
THE CITY OF GREENFIELD, MA  
DPW 19-30**

**DATE OF RELEASE:** April 29, 2019

The City of Greenfield is requesting proposals from qualified fuel service providers to provide fuel card and management services for all of the City's vehicles and equipment. The expected amount of fuel used on an annual basis is 50,000 gallons of diesel and 50,000 gallons of unleaded gasoline.

Proposals must be submitted in separate sealed envelopes marked "City of Greenfield Fuel Services – Non-Price Proposal" and "City of Greenfield Fuel Services – Price Proposal". See Section II for details. Proposals must be received by 2 p.m., Tuesday, May 14, 2019. Electronic submissions will not be accepted. Late proposals will be returned unopened. Proposals are to be sent to:

Department of Public Works  
189 Wells Street  
Greenfield, MA 01301

A complete copy of the fuel service request for proposals may be received electronically by contacting Alan Twarog at [alan.twarog@greenfield-ma.gov](mailto:alan.twarog@greenfield-ma.gov) and will be available starting April 29, 2019.

The Contract/Proposal awarding authority is:

Mayor  
City of Greenfield  
Greenfield, MA

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## **Section I: General Information**

### **A. Point of Contact and Issuing Office:**

City of Greenfield, Dept. of Public Works    Alan Twarog, Engineering Superintendent

Email:            [alan.twarog@greenfield-ma.gov](mailto:alan.twarog@greenfield-ma.gov)

Phone:            413-772-1528 x6104

Address:          DPW, 189 Wells Street, Greenfield, MA 01301

### **B. Questions:**

All questions are to be submitted **in writing** to the point of contact identified in Section IA. Electronic submission is acceptable. All submissions must contain the name of the person asking the question, company name, address, phone number and email address. All submitted questions and answers will be distributed to all who received the RFP document.

### **C. Solicitation Process:**

This RFP is being solicited under a multi-step procurement procedure consisting of two phases and in compliance with Chapter 30B of the Massachusetts General Laws. The first phase requires all Proponents to submit technical proposals addressing those items cited in Section II of this RFP. An Evaluation Team will evaluate and rank the proposals based on the evaluation criteria outlined in Section III - Evaluation Criteria.

In the second phase, Price Proposals of the top three (3) Proponents will be opened for consideration.

### **D. Conditions of Award:**

A Request for Proposals (RFP) is being let instead of a bid in order to allow the City to evaluate more than just cost to include number of years in business, the number of relevant references from similar communities, and the quality of proposals submitted taking into consideration the number, location, dependability, and hours of operation of fuel service locations, as well as the proposed options for tracking devices, items to be tracked, and billing statements.

It is the intent of the City to award the contract to the proponent offering the most advantageous proposal, taking into consideration all evaluation criteria as well as price. The City shall be the sole judge of the firm's qualifications and whether the proposal is in the best interests of the City.

The City may conduct such investigations as the City considers necessary to assist in the evaluation of any proposal and to establish the responsibility and qualifications of companies submitting proposals.

Up to the time of signature of contract, the City shall have the right in its sole discretion to terminate negotiations with or without cause if it deems it's in its best interest to do so.

**E. Duration of Contract:**

The term of this contract shall be for a period of three (3) years. The first year of the contract shall be from July 1, 2019 to June 30, 2020. The second year shall be from July 1, 2020 to June 30, 2021. The third year of the contract shall be from July 1, 2021 to June 30, 2021.

**F. Amendments to this Request for Proposals:**

The City reserves the right to amend this RFP by an addendum up to three days prior to the date set for receipt of proposals. All amendments will be distributed to all who received the RFP document.

**G. Additional Information:**

The City of Greenfield reserves the right to reject any and all proposals in whole or in part; to waive any technicalities and informalities; to amend and/or cancel the RFP prior to the time of submission; and to correct any proposal erroneously made as a result of a clerical error on the part of the City. The City reserves the right to accept the proposal deemed most advantageous to the City.

Proponent's will be required to sign and submit with their proposal a Certificate of Non-Collusion and Tax Compliance Certification (Attachments A and B).

**H. Confidentially:**

Proposals will be kept confidential until after they have been evaluated. A log will be maintained of proposals received, but proposals are not opened publicly.

**Section II: Proposal Submittal Requirements**

The proponent is to submit four (4) sealed hard copies of the Non-Price Proposal and one (1) sealed hard copy of the Price Proposal to the address listed in Section IA. Proposals must be received by 2p.m., Tuesday, May 7, 2019.

IN SEALED ENVELOPE #1 – Labeled: City of Greenfield Fuel Services – Non-Price Proposal

Each proposal shall include at a minimum the following information:

1. Cover letter describing the background of proponent's company including size, date established, office location(s), and fuel service locations, including address, service type,

and hours of operation. The cover letter must be signed by an official of the firm who has authority to enter into a contract.

2. Sample of tracking method.
3. Sample billing report or statement.
4. Provide relevant references of similar communities utilizing this service.
5. Signed Certificate of Non-Collusion (Attachment A)
6. Signed Certificate of Tax Compliance (Attachment B)

IN SEALED ENVELOPE #2 – Labeled: City of Greenfield Fuel Services – Price Proposal

1. The Price Proposal shall include a cost of fuel per gallon for both diesel and gasoline and shall be set either as a fixed annual cost or as a percentage of current average cost. It shall include an explanation of how state and federal taxes will be accounted for.

**Section III: Evaluation Criteria**

All proposals will be evaluated by the Selection Team based upon minimum and comparative criteria. The City will award a contract to the company that submits the most advantageous proposal based on consideration of the specified minimum and comparative criteria as well as price.

**1. Minimum Criteria:**

Each proposal must meet all of the following criteria in order to be considered for further evaluation:

- All requirements as outlined in Section II – Proposal Submittal Requirements.
- Company must have at least one fueling station located in Greenfield, MA. This station must be large enough to accommodate the fire department’s ladder truck and the DPW heavy equipment and must be open 24 hours a day, 365 days a year with the ability to operate during power outages.
- Fueling stations outside of Greenfield must be identified so that when vehicles travel outside of the City they can still fuel up with this system. For example, the City’s fire trucks need to travel to Foxboro, Massachusetts for service and repairs. These vehicles will need to be refueled along the way. Provide a list of all fueling stations within Massachusetts.
- Each vehicle needs to have its own unique credit card which will be linked to the vehicle registration.
- Each employee will have a unique four digit pin number so that the City can track fuel usage by the employee and by the vehicle.

- Each vehicle shall be equipped with a fuel tracking device. It is preferable that the tracking method have a unique ID for each driver. Tracking is requested for the following information; vehicle ID, driver/driver ID, miles between fill-ups (odometer readings at fill-up for the mile per gallon tracking). Proponent shall provide suggestions or options for tracking or other items that could be tracked.
- It is preferable that billing statements be detailed by the unique ID for each tracking device and should include as much tracking information as possible. Billing must be net 30 days and billing statements should arrive once per month. Billing should be by major department such as Police Department, Fire Department, Department of Public Works, and School Department.

**2. Comparative Criteria:**

The following rating will be used to evaluate those proponents that meet the minimum evaluation criteria above. Those proposals that do not meet the minimum criteria may be reviewed at the City’s discretion. If a proposal scores *Non Advantageous* on any of the following comparative criteria, the City may consider the proposal unacceptable and not review it any further. The City will consider the following comparative criterion for award:

<i>Highly Advantageous</i>	Proposal excels on the specified criterion
<i>Advantageous</i>	Proposal meets evaluation standard for the criterion.
<i>Not Advantageous</i>	Proposal does not fully meet the evaluation criteria, leaves a question or issue not fully addressed or does not address the element.

The criteria that will be used for comparative purposes are as follows:

**a) Proponent’s Number of Years in Business**

*Highly Advantageous:* The proponent has been in business in good financial standing a minimum of twenty (20) years.

*Advantageous:* The proponent has been in business in good financial standing a minimum of fifteen (15) years but less than twenty (20) years.

*Not advantageous:* The proponent has been in business in good financial standing less than fifteen (15) years.

**b) Proponent’s References**

*Highly Advantageous:* The proponent provides four (4) or more relevant references from similar communities utilizing this service.

**Advantageous:** The proponent provides at least two (2) but less than four (4) relevant references from similar communities utilizing this service.

**Not advantageous:** The proponent provides less than two (2) relevant references from similar communities utilizing this service.

c) **Quality of Proponent’s Proposal**

**Standard:** *The City will evaluate locations of and number of fueling stations; service dependability and hours of operation; options for tracking devices and items to be tracked; and proposed billing statements that best meet the needs of the City of Greenfield.*

***Highly Advantageous***  
***Advantageous***

Proposal excels on the specified criterion  
Proposal meets evaluation standard for the criterion.

***Not Advantageous***

Proposal does not fully meet the evaluation criteria, leaves a question or issue not fully addressed or does not address the element.

## **Attachment A**

### **CERTIFICATE OF NON-COLLUSION FORM**

The undersigned certifies under penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, entity, or group of individuals.

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(Name of person signing bid)

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(Name of business)



## **Attachment B**

### **TAX COMPLIANCE CERTIFICATION**

Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

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(Name of person signing bid)

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(Name of business)