



Request for Proposals: 2024-12-01 Fuel Services for the Public Works Department

The City of Huntington is seeking proposals for fuel services for the Public Works Department. These services shall include providing above ground tanks and all related equipment as well as the supply of unleaded 87 gasoline and U.S.L. #2 diesel for the Public Works Departments use to be located at 800 Virginia Avenue Huntington WV. Full requirements may be found below. A mandatory meeting will be held on Friday December 20th, 2024 at 10 am local time at the Public Works Complex located at 800 Virginia Avenue Huntington WV. All proposals must be submitted to the city through BidExpress.com no later than 10 am Eastern Time on January 8th, 2025 at which time the proposals shall be publicly opened in the City Clerk's Office, 800 5th Avenue Room 135, Huntington WV.

All proposals shall be considered with the selection of a vendor being based on the overall proposal and not cost alone. The City will seek to enter into a five (5) year agreement for these services. The City of Huntington reserves the right to reject all proposals.

Minimum Requirements

The proposals shall include, but not limited to, the following:

1. Must meet all United States Environmental Protection Agency (EPA) and all West Virginia Department of Environmental Protection (DEP) laws and regulations.
2. Shall include all costs to the city for providing these services.
3. Shall include the markup cost per gallon for both unleaded 87 gasoline and U.S.L. #2 diesel over wholesale price.
4. Must be above ground, horizontal tanks with a minimum capacity of 1000 gallons for the unleaded 87 gasoline and 3000 gallons for the U.S.L. #2 diesel.
5. Equipment shall be provided by and maintained by the vendor (unless damage to the equipment caused by the city).
6. Equipment shall include the capacity to track which employees are obtaining fuel.
7. The Public Works Department uses approximately 1,900 gallons of gasoline on average per month and 4,600 gallons of diesel on average per month. A schedule to fill the tanks should be included.
8. Three (3) references for previous similar projects.

Proposal Review (Scoring – 100 points total possible)

1. Overall Quality/thoroughness of Proposal – 30 points
2. Adherence to requirements/needs – 30 points
3. Prior similar projects (references) – 10 points
4. Cost – 30 points (Vendors located within the City of Huntington shall receive a 4% preference in regards to cost)

Questions in regards to this request must be submitted through BidExpress and are due by January 2ND, 2025 at 2 pm eastern time. In questions in regards to the use of BidExpress may be directed to Dan Underwood, Purchasing Director, by email at dunderwood@huntingtonwv.gov or by phone at 304.696.5540 ext. 2015.