



**#2022-37
REQUEST FOR PROPOSAL
MOTOR VEHICLE GAS CARDS
FOR THE ROCK COUNTY SHERIFF'S OFFICE FLEET
AND VARIOUS OTHER ROCK COUNTY DEPARTMENTS**

Proposals due in Rock County Purchasing Division by:

September 7, 2022 – 2:00 p.m. (Local Time)

Proposals received after this date and time will be rejected.

Proposals must remain effect for the life of the contract.

Address Proposal to: Shilo Titus, Purchasing Manager
Rock County Courthouse
Purchasing Division
51 S. Main Street
Janesville WI. 53545

******* MARK SEALED ENVELOPE: #2022-37 GAS CARDS *******

Rock County reserves the right to accept or reject any or all proposals; to waive any technicality or error in any proposals or part therein, and to accept the same or combinations, in whole or in part, whichever is deemed to be in the best interest of Rock County.

The County further reserves the right, without prior notice, to supplement, amend or otherwise modify this RFP or otherwise request additional information from any and or all respondents. By submitting a proposal, the consultant thereby agrees that the County's decision concerning any submittal in any respect is final, binding, and conclusive upon it for all purposes, and acknowledges that the County in its sole and unqualified discretion may waive or deviate from the procedures and/or timetable outlined.

Contracts are awarded to the highest ranked, most qualified, responsible, and responsive Proposer based on the Qualifications and Cost Proposal and full consideration of any or all alternatives, as may be in the best interest of Rock County. In determining the award of contract, Rock County will consider the scope of the work involved, timeliness of delivery, competency of Proposer, Proposer's ability to render satisfactory service, and past performance. If two or more Proposers submit identical Proposals, Rock County will make award to Proposer of its choice and such decision will be final.

OBJECTIVE

Rock County's objective is to enter a three-year contract with the option to renew for two additional one-year periods not to exceed a total of five (5) years.

RESPONSE SUBMISSION

Selection of the vendor shall be the responsibility of Rock County. The County reserves the right to select one or more respondents that appear best qualified to provide the services desired and then invite those respondents to appear at a designated time and place for an oral presentation and/or interviews. The recommendation award shall be based upon the submission that represents the most advantageous overall response for Rock County, all factors considered. In this regard, Rock County reserves the right to accept other than the lowest cost proposal and to reject any or all submittals under this RFP, if deemed in the best interest of the County.

INSTRUCTIONS FOR PROPOSAL

The Proposer is required to submit their proposal either via Demandstar, email to shilo.titus@co.rock.wi.us, or in a sealed envelope marked RFP #2022-37 to Shilo Titus, Purchasing Division, 51 South Main, Janesville, WI. 53545. All proposals must be received by **2:00 p.m. (local time), September 7, 2022**. Proposals submitted after this date and time will be rejected.

Vendors are responsible for ensuring that the above office receives their proposal before the deadline. Proposal "packets" must be clearly labeled with vendor name, return address, proposal title, date, and the name of the vendor's primary contact for proposal questions.

Proposals shall be signed with name typed below signature. Where Proposer is a corporation, Proposal must be signed with the legal name of the Corporation followed by the legal signature of an officer authorized to bind the Corporation to contract.

INQUIRIES

All questions concerning this Request for Proposal must be submitted **in writing** to Shilo Titus, Purchasing Manager. Shilo.titus@co.rock.wi.us.

No verbal explanation or instructions will be given regarding the meaning of the specifications during the proposal period. Bidders shall bring inadequacies, omissions, or conflicts to Rock County's attention in writing by the question cut-off date and time. If necessary, answers to questions will be provided to all specification holders in the form of an addendum. Addendum will include a list of each question received and Rock County's response.

ADDENDA

All changes in or interpretations of the specifications prior to Proposal due date will be made by written addenda issued by the Owner to each recipient of the specifications on record. All addenda will be issued no later than 72 hours prior to Proposal due date and time. All addenda or notice of addenda will be posted on Rock County's website, www.co.rock.wi.us.

PROJECTED TIMETABLE

Issue Request for Proposal	08/10/22
Proposals Due	09/07/22 – 2:00 p.m. (local time)
Contract Execution	01/01/23

Vendors not involved in the final selection process will be notified in writing. The above schedule is for informational purposes only and is in no way binding upon Rock County.

VENDOR SUPPLIED DOCUMENTATION AND MATERIALS

All vendor-supplied materials, including the vendor's proposal, become the property of Rock County. We will work with vendors to meet their confidentiality requirements if they are within reason. All vendor confidential material must have each page clearly marked as confidential. Wisconsin "Open Records Laws" apply. Rock County's determination to treat matters as public or confidential under the Wisconsin Open Records Law shall be final.

COMPLIANCE WITH THE REQUEST FOR PROPOSAL

Proposals submitted must be in strict compliance with the Request for Proposal. Failure to comply with all provisions on the RFP may result in disqualification. The County reserves the right to reject all submittals or to waive minor defects or irregularities in the submittal. The County further reserves the right, without prior notice, to supplement, amend or otherwise modify this RFP or otherwise request additional information from any and or all respondents. By submitting a proposal, the consultant thereby agrees that the County's decision concerning any submittal in any respect is final, binding, and conclusive upon it for all purposes, and acknowledges that the County in its sole and unqualified discretion may waive or deviate from the procedures and/or timetable outlined.

IMPLIED REQUIREMENTS

Products and services that are not specifically addressed in this Request for Proposal, but which are necessary to provide functional capabilities proposed by the offeror, must be included in the proposal.

PROPOSAL AND PRESENTATION COSTS

Rock County will not be liable in any way for any costs incurred by the offerors in the presentation of their proposal in response to this Request for Proposal nor for the presentation of their proposal and/or participation in any discussions or negotiations.

PROOF OF COMPETENCY OF PROPOSER

Any Proposer may be required to furnish evidence satisfactory to Rock County that the Proposer and proposed subcontractors have sufficient means, expertise, financial ability, and experience in the types of work proposed to assure completion of the Contract in a satisfactory manner.

INSURANCE REQUIREMENTS

The Contractor further agrees that to protect itself and County it will always during the term of this agreement keep in force and effect worker's compensation, comprehensive general, and auto liability insurance policies by a company or companies authorized to do business in Wisconsin with limits of:

Personal and bodily injury	Per person	\$1,000,000
	Per accident	\$2,000,000
Property damage:	Each Occurrence	\$500,000
	Aggregate	\$500,000

Coverage shall apply as primary with County named as an added insured. Contractor shall furnish satisfactory proof of insurance to County prior to the date of Contract Execution or commencing work for the County.

INDEMNIFICATION

The contractor to perform services for Rock County shall indemnify, hold harmless, and defend Rock County, its officers, agents, and employees from any and all liability including claims, demands, losses, costs, damages and expenses of any kind and description or damage to person or property arising out of or in connection with or occurring during the course of any agreement between the contractor and Rock County where such liability is founded upon or grows out of the acts or omissions of any agents or employees of the contractor.

NON-DISCRIMINATION

In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01 (5)(a), sexual orientation, national origin, or military service as defined in §111.355(1), Wis. Stats. This provision 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 further agrees to take affirmative action to ensure equal employment opportunities. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the non-discrimination clause (Wisconsin Statutes S.16.765 (2)).

MODIFICATION AND WITHDRAWAL

Proposals may not be modified after submittal. Proposers may withdraw their Proposal at any time before Proposal due date and time but may not resubmit them. No Proposal may be withdrawn or modified after opening except where the award of Contracts has been delayed for more than 60 days from the due date.

EVALUATION OF PROPOSAL AND AWARD

Award shall be made to the offeror whose proposal is determined to be in the best interest of Rock County, taking into consideration cost and the other evaluation factors listed in the RFP. Proposals submitted in response to this RFP will be evaluated based on criteria including, but not limited to the following:

- General quality and adequacy of response
- Narrative describing the Firm's specific abilities to perform services and their response to the Specifications and Scope of Services provided in the Request for Proposals
- Number and locations of stations
- Previous projects of similar scope
- Qualifications and experience of personnel
- Experience of firm-Years in business-Financial strength
- References
- Cost Proposal

REQUEST FOR CLARIFICATION

All requests by Rock County for clarification of proposals will be in writing. Such requests shall not alter the offeror's pricing information contained in its cost proposal.

AGREEMENT DEVELOPMENT

Rock County reserves the right to negotiate with one or more offerors.

DISQUALIFICATION

Rock County reserves the right to disqualify Proposals, before and after opening upon evidence of collusion with the intent to defraud or other illegal practices upon the part of the Proposer.

AWARD

Award will not be made to any Proposer in default of a Contract with Rock County, or to any Proposer having as its agent or employee, any individual previously in default or guilty of misrepresentation.

CANCELLATION

Rock County reserves the right to cancel a purchasing contract in whole or in part without penalty due to the non-appropriation of funds or for failure of the contractor to comply with terms, conditions, and specifications of the contract. Any dispute arising as to quality and quantity is subject to arbitration as provided in Chapter 788, Wisconsin Statutes.

SPECIFICATIONS AND SCOPE OF SERVICES

A. GENERAL INFORMATION

1. The County of Rock requests sealed Proposals for the purchase of motor vehicle gas for the Rock County Sheriff's Office, Aging and Disabilities, Rock Haven Nursing Home and Facilities Management, and other departments as may be needed in the future.

2. VEHICLES

- The Sheriff's Office currently maintains a fleet of 85 vehicles. These vehicles include 57 cars, eight vans, three pick-up trucks, eight SUV's, four boats, two motorcycles, two snowmobiles and one ATV.
- The Aging and Disabilities Specialized Transit maintains a fleet of twelve lift-equipped mini-buses.
- The Facilities Management has two pick-up trucks, one van and three mowers that use gasoline. Additionally, Facilities Management has two pick-up trucks, a skid steer, tractor, one small end-loader and one mower that use diesel fuel.
- The Rock Haven Nursing Home has four vehicles including one minivan, one box truck and two pickup trucks. Additionally, Rock Haven has two riding lawn mowers and one skid steer.

3. DESCRIPTION OF OPERATIONS

- The Sheriff's Office operates 24 hours a day, 7 days a week and works out of two locations. One station is in the main building at 200 E. Highway 14, Janesville, and the second is located at 6004 County G, Janesville.
- The Aging and Disabilities Specialized Transit operates 12 hours per day, six days per week.
- The Facilities Management operates mainly 8 hours per day, Monday through Friday with periodic call-ins.
- The Rock Haven Nursing Home operates 24 hours a day, 7 days a week.

4. FUEL USAGE

- The Sheriff's Office uses an average of 8,000 gallons of gas per month.
- The Aging and Disabilities Specialized Transit uses an average of 3,000 gallons of gas per month.
- The Facilities Management uses an average of 250 gallons of gas per year.
- The Rock Haven Nursing Home uses an average of 225 gallons of gas per month.

B. REQUIREMENTS OF THE SUCCESSFUL VENDOR

1. The vendor must provide 24/7 services, no exceptions allowed for holidays.
2. The vendor shall provide a minimum 87-octane gas and provide octane ranges of 87 through 93-octane gas.
3. The vendor shall provide diesel fuel.
4. Stations
 - The vendor must provide stations in the northern and southern areas of Rock County. At least one (1) northern station must be in Janesville, Harmony or Milton Townships (Note: areas incorporated in the City of Janesville and City of Milton are included in the area).
 - At least one (1) southern station must be in Rock, La Prairie, Beloit, or Turtle Townships (Note: areas incorporated in the City of Janesville or City of Beloit are included in this area).
 - The dividing line for the North-South stations: From West to East- Mineral Point Road to the Janesville City Limits- City of Janesville Mineral Point St to Jackson Street East on Centerway Street, East on Milwaukee Street to Highway 14, East on County A to Harmony Township line. The location and quantity of stations will be considered in the evaluation process.
4. Rock County requests written priority service during times of gas shortages.
5. Invoices/Billing - Rock County requires a billing service that includes:
 - Charge accounts at each station.
 - Detailed monthly billing (which excludes Federal taxes) including pin number, vehicle, or employee number.
 - Copies of receipts (so that County staff does not have to bring back receipt).
6. Card System
 - Successful vendor must have a charge system that does not require County staff to carry the gas card with them.
 - Example: Card is kept at the station/store and the County employee enters a Pin number and vehicle number into the system after the store clerk swipes the card.
 - Not all departments will utilize this feature. Some departments will simply use the gas card at the pump.
7. Successful vendor must be able to add or delete accounts as requested by Rock County.
8. Successful vendor shall provide on-line access to reports. On-line access shall include the ability to add/change/delete drivers as needed.

C. PROPOSAL FORMAT

Proposer's submissions should be formatted in the following fashion:

1. Cover Letter addressed to Shilo Titus, Purchasing Manager.
2. Brief history of Firm.
3. Name, qualifications, and experience of person assigned to Rock County Contract.
4. Narrative describing the Firm's specific abilities to perform services and their response to the Specifications and Scope of Services provided in the Request for Proposal.
5. References for similar work performed. Include contact name and phone number.
6. Any supporting documentation the Proposer feels should be included to support their response.
7. List of all stations in Rock County.
8. Cost Proposal.