

**INVITATION TO BID**  
**ANNUAL SUPPLY CONTRACT FOR**  
**DELIVERED FUEL**

Bid Number: 2020-02

Bid Period: January 1, 2020 thru December 31, 2020

BIDS WILL BE RECEIVED UNTIL

**2:00 PM, Wednesday, November 20, 2019**

AT THE OFFICE OF

Richard H. Meyer, County Judge,

Calhoun County Courthouse,

211 S. Ann St., Suite 301, Port Lavaca, TX 77979

Public Bid Opening will be conducted at 2:00 PM, Wednesday, November 20, 2019 in the County Judge's office, Calhoun County Courthouse, 3<sup>rd</sup> Floor, Suite 301, Port Lavaca, Texas

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# INVITATION TO BID

BY ORDER OF the Commissioners' Court of Calhoun County, Texas, sealed bids will be received for:

## **ANNUAL SUPPLY CONTRACT FOR DELIVERED FUEL**

Bid Number: 2020-02

Bid Period: January 1, 2020 thru December 31, 2020

**BID PACKAGES:** May be obtained by contacting the Calhoun County Auditor's Office.

Peggy Hall, Assistant Auditor  
Calhoun County Courthouse Annex II  
202 S. Ann St., Suite B  
Port Lavaca, TX 77979  
Phone: 361-553-4610  
Email: [peggy.hall@calhouncotx.org](mailto:peggy.hall@calhouncotx.org)

Or on the county's website: [www.calhouncotx.org](http://www.calhouncotx.org), under Bid Notices and Results

**DEADLINE FOR SUBMISSION OF BIDS:** By 2:00 PM, Wednesday, November 20, 2019

*Return entire Invitation To Bid package (pages 1-59) and all required forms*

### **SUBMISSION OF BIDS:**

Sealed bid shall be submitted to: Richard H. Meyer, County Judge  
Calhoun County Courthouse  
211 S Ann St, Suite 301  
Port Lavaca TX 77979

**The outside of the 9 x 12 or larger envelope must be clearly marked:**

SEALED BID – DELIVERED FUEL – Bid Number: 2020-02

If you send your bid by UPS, FEDEX, etc., the outside of this envelope must be clearly marked:

SEALED BID – DELIVERED FUEL – Bid Number: 2020-02

Calhoun County is always very conscious and extremely appreciative of the time and effort a vendor expends to submit a bid. If you will not be submitting a bid, we would appreciate you indicating on your "No Bid" response any requirements of this bid request which may have influenced your decision to "No Bid".

**BID OPENING:** Public bid opening will be conducted at 2:00 PM, Wednesday, November 20, 2019 in the County Judge's Office, Calhoun County Courthouse, 3<sup>rd</sup> Floor, Suite 301, Port Lavaca, Texas

**BID AWARD:** Award information will be sent to all vendors that submitted a bid regardless if the vendor was awarded a bid or not. Bid awards will also be posted on the county's website ([www.calhouncotx.org](http://www.calhouncotx.org)) under Bid Notices and Results as soon as time permits.

# RETURN INSTRUCTIONS

For  
Submitting a Bid for  
ANNUAL SUPPLY CONTRACT FOR  
DELIVERED FUEL

Bid Number: 2020-02

Bid Period: January 1, 2020 thru December 31, 2020

## **Return the following by 2:00 PM, WEDNESDAY, NOVEMBER 20, 2019**

**The ENTIRE Invitation To Bid Package (pages 1-59) with all required forms included and or filled out, signed and dated must be returned by the time and date due.**

### **Check List for submitting your Bid:**

***Be sure all necessary forms are included and or completed, signed and dated***

\_\_\_\_\_ Return one original Bid (Pages 1-59)

Be sure to include: Copy of Method or Source used for Mark-UP, Form 1295 and Copy of Certificate of Liability Insurance

***Be sure to complete the following.***

*If a question or form is not applicable, mark the question or form with "NA"*

\_\_\_\_\_ Invitation to Bid Forms (pages 22-34)

\_\_\_\_\_ Affidavit (page 38)

\_\_\_\_\_ Certificate of Interested Parties, Form 1295 (pages 39-40)

Form 1295 must be completed online – Copy that is included is Sample Copy Only

Do Not Fill Out Sample Copy. Form 1295 must be completed online.

#1: Vendor's Name, City, State and Country

#2: Calhoun County, Texas

#3: Bid Number: 2020-02; Delivered Fuel, January 1 thru December 31, 2020

*On #4 and #5, complete only the one that applies to your company*

#4: Fill in the correct information OR #5: Mark an X in the Box

#6: Fill in the correct information and print

*When you print you should see a Certificate Number and Date Filed in the upper right hand box that is marked "Office Use Only". Be sure that all of #6 is completed and signed. Do not leave out any information.*

This form does not need to be notarized. It is now an Unsworn Declaration.

\_\_\_\_\_ Certificate of Liability Insurance (page 41)

Please provide a copy of your Certificate of Liability Insurance (proof of required coverage)

Once bids are awarded, the vendor that is awarded a bid must provide a Certificate of Liability Insurance that reflects that

Calhoun County (certificate holder) is an additional insured on general liability subject to the conditions of the additional insured)

\_\_\_\_\_ Certification Regarding Debarment & Suspension and Other Responsibility Matters (pages 42-44)

\_\_\_\_\_ Conflict of Interest Questionnaire, Form CIQ (pages 45-46)

\_\_\_\_\_ House Bill 89 Verification (page 47)

\_\_\_\_\_ Residence Certification (page 48)

\_\_\_\_\_ Vender and Order Information Form (page 49)

\_\_\_\_\_ W-9 (page 50)

Do Not Fold any of the above information.

Bid must be returned in a sealed 9 x 12 or larger envelope clearly marked:

Sealed Bid – Delivered Fuel – Bid Number: 2020-02

If you send your bid by UPS, FEDEX, etc., the outside of this envelope must be clearly marked:

Sealed Bid – Delivered Fuel – Bid Number: 2020-02

Submit Sealed Bid to: Richard H. Meyer, County Judge  
Calhoun County Courthouse  
211 S. Ann St., Suite 301  
Port Lavaca, TX 77979



## **CALHOUN COUNTY, TEXAS GENERAL CONDITIONS**

Read all documents carefully. Follow all instructions. Vendors are responsible for fulfilling all requirements and specifications.

General Conditions apply to all advertised bids, proposals and/or contracts; however these may be superseded in whole or in part by the scope, special requirements, specifications or special sections of Texas Government Code and/or Texas Local Government Code.

### **Governing Law:**

Vendor is advised that the Invitation to Bid, Request for Proposal and/or Contract shall be fully governed by the laws of the State of Texas and that Calhoun County may request and rely on advice, decisions and opinions of the Attorney General of Texas and the County Attorney concerning any portion of the Invitation to Bid, Request for Proposal and/or Contract.

All parties agree that the venue for any litigation arising from this Invitation to Bid, Request for Proposal and/or Contract shall be held in Port Lavaca, Calhoun County, Texas.

### **Bid, Proposal and/or Contract Form Completion:**

Once a bid, proposal and/or contract is released for bidding, Calhoun County will not answer any questions except through an addendum that has been approved by Calhoun County Commissioners' Court or at a mandatory pre-bid meeting.

Fill out, sign, and return to the Calhoun County Judge's Office the required number of bid forms, proposal forms, and/or contracts, and any other required information by the day and time the bid, proposal and/or contract is due.

The bid, proposal and/or contract must be signed and dated by an officer (or employee) who is duly authorized to execute this bid, proposal and/or contract, and that this company, corporation, firm, partnership or individual has not prepared this bid, proposal and/or contract in collusion with any other vendor, and that the contents of this bid, proposal and/or contract as to prices, terms or conditions of said bid, proposal and/or contract have not been communicated by the individual signing nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid, proposal and/or contract.

The use of liquid paper or white out is not acceptable and may result in the disqualification of the bid, proposal and/or contract. If an error is made, the vendor must draw a line through the error and initial each change. All responses typed or handwritten in ink must be clear and legible.

### **Bid, Proposal and/or Contract Return:**

On or before the due date and time, the bidder must return all completed bids, proposals and/or contracts and required information and copies to the Calhoun County Judge's Office, 211 S. Ann St., 3<sup>rd</sup> Floor, Suite 301, Port Lavaca, Texas.

The clock in the Calhoun County Judge's office is the official clock that will be used in determining the time the bid, proposal and/or contract is received and the time the bid, proposal and/or contract will be opened. A late delivery with an early postmark will not suffice.

Calhoun County will not be responsible for the delivery of your bid, proposal and/or contract to the office of the Calhoun County Judge. Calhoun County is not responsible for late deliveries due to mail, carrier, etc. Calhoun County does not accept faxed or emailed bids, proposals and/or contracts. If the vendor would like to confirm the delivery of their bid, proposal and/or contract, the vendor may call the Calhoun County Judge's office at 361-553-4600. Late bids, proposals and/or contracts will not be accepted. Bids, proposals and/or contracts received after the deadline will not be opened and shall be considered void and unacceptable.

Bids, proposals and/or contracts must be submitted in a sealed 9 x 12 or larger envelope, addressed as follows: Richard H. Meyer, County Judge, Calhoun County Courthouse, 211 S. Ann St., Suite 301, Port Lavaca, TX 77979.

The outside of the envelope must be clearly marked: SEALED BID (PROPOSAL) and the name of the bid or proposal and bid, proposal and/or contract number, if any, must also be clearly stated.

**Withdrawal of BID, Proposal and/or Contract:**

A vendor may withdraw their bid, proposal and/or contract before Calhoun County's acceptance of the bid, proposal and/or contract without prejudice to the vendor, by submitting a written request for its withdrawal to the Calhoun County Judge and mail or hand deliver to the address the bid, proposal and/or contract was submitted to.

A bid, proposal and/or contract that were opened are not subject to amendment, alteration, or change for the purpose of correcting an error in the bid, proposal and/or contract price. Bids, proposals and/or contracts containing an error may be offered "as is" or withdrawn by the vendor in accordance with applicable State Laws.

**Bid, Proposal and/or Contract Opening and Award:**

Vendors are invited to be present at the opening and awarding of the bid, proposal and/or contract.

**Governing Forms:**

In the event of any conflict between the terms and provisions of these conditions and the specifications, the specifications shall govern. In the event of any conflict of interpretation of any part of this overall document, Calhoun County's interpretation shall govern.

**Addendums:**

When specifications are revised, the Calhoun County Auditor's Office will send each bidder that received a bid, proposal and/or contract package the addendum once it has been approved by Calhoun County Commissioners' Court. No addendum can be sent out until Calhoun County Commissioners' Court has approved the addendum.

**Hold Harmless Agreement:**

The successful vendor shall defend, indemnify and hold Calhoun County and its officers, agents, and employees harmless from all suits, actions, or for personal injury, death and/or property damage arising from any cause whatsoever, resulting directly or indirectly from bidder's performance. Vendor shall procure and maintain, with respect to the subject matter of this bid, proposal and/or contract, appropriate insurance coverage including, as a minimum, general liability and property damage, workers' compensation, employers liability and auto insurance with adequate limits to cover vendor's liability as may arise directly or indirectly from work performed under terms of this bid, proposal and/or contract. Certification of such coverage must name Calhoun County as an additional insured and be provided to Calhoun County upon request.

**Waiver of Subrogation:**

Vendor and vendor's insurance carrier waive any and all rights whatsoever with regard to subrogation against Calhoun County as an indirect party to any suit arising out of personal or property damages resulting from vendor's performance under this agreement.

**Bonds:**

If this bid or proposal requires submission of bid or proposal guarantee and performance bond, there will be a separate page explaining those requirements. Bids or proposals submitted without the required bid bond or cashier's checks are not acceptable.

**Taxes:**

Calhoun County is exempt from all sales tax (state, city and county sales tax) and federal excise taxes. Tax exempt forms will be furnished upon request to the Calhoun County Auditor's Office.

**Pricing:**

Prices for all goods and/or services shall be firm for the duration of this bid, proposal and/or contract and shall be stated on the bid sheet, proposal and/or contract. Prices shall be all inclusive. All prices must be written in ink or typewritten and must be legible. Pricing on all transportation, freight, and other charges are to be prepaid by the vendor and included in the bid, proposal and/or contract prices. If there are any additional charges of any kind, other than those mentioned above, specified or unspecified, vendor must indicate the items required and their costs or forfeit the right to payment for such items. Where unit pricing and extended pricing differ, unit pricing prevails.

**Inspections:**

Calhoun County reserves the right to inspect any item(s) or service location for compliance with specifications and requirements and needs of the using department before accepting them.

**Testing:**

Calhoun County reserves the right to test equipment, supplies, materials and goods bid for quality, compliance with specifications and ability to meet the needs of the user. Should the goods or services fail to meet requirements and/or be unavailable for evaluation, the bid is subject to rejection.

**Material Safety Data Sheets:**

Under the “Hazardous Communications Act”, commonly known as the “Texas Right To Know Act”, a vendor must provide to Calhoun County with each delivery, material safety data sheets which are applicable to hazardous substances defined in the Act. Failure of the vendor to furnish this documentation will be cause to reject any bid, proposal and/or contract applying thereto.

**Awards:**

Calhoun County reserves the right to award this bid, proposal and/or contract on the basis of lowest and/or best bid, proposal and/or contract that met specifications in accordance with the laws of the State of Texas, to waive any formality or irregularity, to make awards to more than one vendor, to reject any or all bids, proposals and/or contracts and to be the sole judge in determining which bid, proposal and/or contract will be most advantageous to Calhoun County.

Calhoun County will evaluate and award a bid, proposal and/or contract based on lowest and best bid, proposal, and/or contract meeting specifications. “Lowest and best bid, proposal and/or contract” means a bid or offer providing the best value considering associated direct and indirect costs, including transport, maintenance, reliability, life cycle, warranties and customer service after a sale.

Calhoun County reserves the right to accept and/or reject any/all of the options bid and/or proposed as it deems to be in the best interest of the County. An award is final only upon formal execution by Calhoun County Commissioners’ Court.

In the event of tie bids, proposal and/or contracts, the winning bid, proposal and/or contract is determined per the Texas Local Governmental Code 262.027(b).

Calhoun County, Texas is an Affirmative Action/Equal Opportunity Employer. The County does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, religion, age or handicapped status in employment or the provision of services. Section 3 Residents, Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and labor surplus area firms are encouraged to submit bids, proposals and/or contracts.

**Assignment:**

The successful vendor may not assign, sell or otherwise transfer this bid, proposal and/or contract without written permission of Calhoun County Commissioners’ Court.

**Term of Bids, Proposals and/or Contracts:**

If the bid, proposal and/or contract are intended to cover a specific time period, said time will be given in the specifications and/or instructions.

**Bid, Proposal and/or Contract Obligation:**

Bids, proposals and/or contracts are awarded only upon formal execution by Calhoun County Commissioners’ Court. If a contract is required, the Calhoun County Judge or other person authorized by Calhoun County Commissioners’ Court must sign the contract before it becomes binding on Calhoun County. No person is authorized to sign contracts and/or agreements until authorized by Calhoun County Commissioners’ Court.

**Delivery:**

All items shall be shipped F.O.B. inside (or site location) delivery unless otherwise stated in the specifications. Default in promised delivery (without accepted reasons) or failure to meet specifications, authorizes Calhoun County to purchase supplies from the next lowest vendor that met specifications.

**Rejections:**

Articles not in accordance with samples and specifications must be removed by the vendor at the bidder's expense.

All disputes concerning quality of supplies, products, and/or services delivered under this bid, proposal and/or contract will be determined by Calhoun County Commissioners' Court or their designated representative.

**Termination:**

Calhoun County reserves the right to terminate the bid, proposal and/or contract for default if the vendor breaches any of the terms therein, including warranties of vendor or if the vendor becomes insolvent or commits acts of bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies, which Calhoun County may have in law or equity. Default may be construed as, but not limited to, failure to deliver the proper goods and/or services within the proper amount of time, and/or to properly perform any and all services required to Calhoun County's satisfaction and/or to meet all other obligations and requirements.

Bids, proposals and/or contracts may be terminated without cause upon thirty (30) days written notice to either party unless otherwise specified. The vendor or Calhoun County must state therein the reasons for such cancellation. Calhoun County reserves the right to award cancelled bid, proposal and/or contract to the next lowest and best vendor that met specifications and is deemed to be in the interest of Calhoun County.

**Delinquent Property Taxes:**

Calhoun County reserves the right to reject any bid, proposal and/or contract submitted by a vendor owing delinquent property taxes to Calhoun County, Texas.

If the vendor subsequently becomes delinquent in the payment of Calhoun County taxes this may be grounds for cancellation of the bid, proposal and/or contract. Despite anything to the contrary, if the vendor is delinquent in payment of Calhoun County taxes at the time of invoicing, vendor assigns any payments to be made under this bid, proposal and/or contract to the Calhoun County Tax Assessor Collector for the payment of delinquent taxes.

**Certificate of Interested Parties – Form 1295**

Section 2252.908 was added to the Government Code by the 84<sup>th</sup> Texas Legislature through adoption of House Bill 1295.

Senate Bill 255 adopted by the 85<sup>th</sup> Legislature Regular Session amended the law effective for contracts entered into or amended on or after January 1, 2018.

Additional exemptions from Form 1295 requirement were added for 1) a contract with a publicly traded business entity, including a wholly owned subsidiary of the business entity, 2) a contract with an electric utility as defined by Section 31.002 of the Utilities Code, or 3) a contract with a gas utility as defined by Section 121.001 of the Utilities Code.

Notarization of Form 1295 has been replaced by an unsworn statement under penalty of perjury by an authorized representative of the business entity.

The Texas Ethics Commission promulgated rules to implement the law and established an online portal: [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm).

The law states that a County may not enter into a contract with a business entity unless a Certificate of Interested Parties (Form 1295) has been completed and provided to the County at the time the contract is considered for action by Commissioners' Court.

The term "business entity" includes a sole proprietorship, partnership or corporation (whether for-profit or non-profit). The term "contract" includes amendment, extension or renewal of an existing contract (bids and/or proposals also require Form 1295). The law does not apply to a contract, bid and/or proposal between the County and another governmental entity or state agency. The county is required to file Form 1295 with the state within thirty (30) days of approving a contract with a business entity. Governmental transparency is the objective of the law.

A business entity must generate Form 1295 online. A business entity must use the application at the Texas Ethics Commission website to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number and date filed in the box marked "Office Use Only" located at the top right hand corner of the form.

An authorized agent of the business entity must sign and complete the bottom portion of the printed copy of the form affirming under the penalty of perjury that the completed form is true and correct.

*Calhoun County Commissioners' Court will not consider for action any bid, proposal and/or contract with a business entity unless it is accompanied by a completed, signed Form 1295 or a signed statement declaring the provision of the law under which the business entity is exempt.*

No later than thirty (30) days after Calhoun County Commissioners' Court approves a contract or awards a bid or proposal with a business entity, the County Clerk will file acknowledgement of receipt of the Form 1295 with the Texas Ethics Commission. The Texas Ethics Commission will post the completed Form 1295 to its website within seven (7) business days after Calhoun County acknowledges receipt of the form.

**Debarment:**

Vendor certifies that at the time of submission of its bid, proposal and/or contract, vendor was not on the federal government's list of suspended, ineligible or debarred vendor and that vendor has not been placed on this list between the time of its bid, proposal and/or contract submission and the time of execution of the bid, proposal and/or contract.

If vendor is placed on this list during the term of the bid, proposal and/or contract, the vendor shall notify the Calhoun County Auditor. False certification or failure to notify may result in termination of the bid, proposal and/or contract for default.

**Invoices and Payments:**

All invoices are subject to approval by the Calhoun County Auditor's Office.

Invoices shall be billed to Calhoun County to the attention of the County Department that the invoice pertains to and, if applicable, have all necessary backup information needed.

Invoices shall be itemized (detailed) and free of sales tax (state, city and county sales tax) and federal excise taxes, if applicable.

Invoices that are not billed to Calhoun County to the attention of the County Department that the invoice pertains to, not itemized (detailed) and/or free of sales tax (state, city and county sales tax) and federal excise taxes, if applicable, may be returned to the vendor for corrections. Calhoun County will not incur any fees and/or charges for this request and/or delay in payment of the invoice(s) that was originally submitted incorrectly.

Payment of all invoices will be made once the purchase order and invoice(s) are properly and timely submitted to the Calhoun County Treasurer's Office by the appropriate County department. Each County department is responsible for submitting their purchase orders for payment to the Calhoun County Treasurer's Office by the deadline time and date set forth by the Treasurer's office. No payment can be made or mailed out until approved by Calhoun County Commissioners' Court. Purchase order due dates/times and Commissioners' Court dates/times are subject to change.

Calhoun County's obligation is payable only and solely from funds available for the purpose of this purchase. Lack of funds shall render the order null and void to the extent funds are not available and any delivered but unpaid goods will be returned to the seller by the county.

**Gratuities:**

Calhoun County may, by written notice to the vendor, cancel any order and/or service without liability, if it is determined by Calhoun County that gratuities, in the form of entertainment, gifts, or otherwise were offered or given by the vendor, or any agent or representative of the vendor to any officer or employee of Calhoun County with a view toward securing an order and/or service.

In the event an order and/or service is canceled by Calhoun County pursuant to this provision, the County shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by bidder in providing such gratuities.

**Warranty Product:**

Vendor warrants that products sold and/or services provided Calhoun County shall conform to the highest commercial and/or professional standards in the industry and laws established by the U.S. Department of Labor, U.S. Department of Homeland Security, Occupational Safety and Health Administration and OSHA Act of 1970.

In the event products sold and/or services provided do not conform to OSHA Standards, where applicable, Calhoun County shall return the product for correction or replacement at the vendor's expense. In the event that services do not conform to OSHA Standards, Calhoun County may immediately stop the services and seek reimbursement for said services at the vendor's expense. In the event the vendor fails to make the appropriate correction within a reasonable time, correction made by Calhoun County shall be at the vendor's expense.

Vendor shall not limit or exclude any implied warranties and any attempt to do so shall render this bid, proposal and/or contract voidable at the option of Calhoun County.

Vendor warrants that the goods and/or services furnished will conform to the specifications, general conditions, drawings, and/or descriptions listed in the bid invitation, proposal and/or contract and to the sample(s) furnished by vendor, if any. In the event of a conflict between the specifications, general conditions, drawings, and/or descriptions, the specifications shall govern.

All items must be new, in first class condition, unless otherwise specified. The design, strength and quality of materials must conform to the highest standards of manufacturing practice.

Items supplied under this bid, proposal and/or contract shall be subject to Calhoun County's approval. Successful vendor shall warrant that all items/services shall conform to the proposed specifications and/or all warranties as stated in the Uniform Commercial Code and be free from all defects in material, workmanship and title. Any items found defective or not meeting specifications shall be picked up and promptly replaced to Calhoun County's satisfaction by the successful vendor at no expense to Calhoun County.

**Cancellation:**

Calhoun County shall have the right to cancel for default all or any part of the undelivered portion of an order and/or services if bidder breaches any of the terms hereof including warranties of vendor, or if the vendor becomes insolvent or files for protection under the bankruptcy laws. Such rights of cancellation are in addition to and not in lieu of any other remedies, which Calhoun County may have in law or equity. Calhoun County shall not incur any fees and/or charges related to the cancellation.

**Force Majeure:**

Force Majeure means a delay encountered by a party in the performance of its obligations under this Agreement, which is caused by an event beyond the reasonable control of that party. Without limiting the generality of the foregoing, "Force Majeure" shall include but not be restricted to the following types of events: acts of God or public enemy; acts of governmental or regulatory authorities; fires, floods, epidemics or serious accidents; unusually severe weather conditions; strikes, lockouts, or other labor disputes; and defaults by subcontractors.

In the event of a Force Majeure, the affected party shall not be deemed to have violated its obligations under this Agreement, and the time for performance of any obligations of that party shall be extended by a period of time necessary to overcome the effects of the Force Majeure, provided that the foregoing shall not prevent this Agreement from terminating in accordance with the termination provisions.



If any event constituting a Force Majeure occurs, the affected party shall notify the other parties in writing, within twenty-four (24) hours, and disclose the estimated length of delay, and cause of the delay.

**Waiver:**

No claim or right arising out of a breach of any bid, proposal and/or contract can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved party.

**Applicable Law:**

To the extent it is applicable, this agreement shall be governed by the Uniform Commercial Code. Whenever the term "Uniform Commercial Code" is used it shall be construed as meaning the "Uniform Commercial Code" as adopted in the State of Texas as effective and in force on the date of this bid, proposal and/or contract. Otherwise, Texas state and federal law shall apply.

**Prohibition against Personal Interest in Bids, Proposals and/or Contracts:**

No officer or employee of Calhoun County shall have financial interest, direct or indirect, in any bid, proposal and/or contract with Calhoun County, or shall be financially interested, directly or indirectly, in the sale to Calhoun County of any land, materials, supplies, or service, except on behalf of Calhoun County as an officer or employee. Any willful violation of this section shall constitute malfeasance in office, and any officer or employee guilty thereof shall be subject to disciplinary action under applicable laws, statutes and codes of the State of Texas. Any violation of this section, with the knowledge, expressed or implied of the person or corporation contracting with Calhoun County shall render the bid, proposal and/or contract involved voidable by the Calhoun County Commissioners' Court.

**Insurance:**

Before commencing work, the successful vendor shall be required, at his own expense, to furnish the Calhoun County Auditor within ten (10) days of notification of award with a certificate of insurance showing the following insurance coverage to be in force throughout the term of the bid, proposal and/or contract:

General Liability (\$100,000/\$300,000 or greater)  
Workers' Compensation (at Statutory Limits)  
Employers Liability (\$1,000,000 or greater)  
Auto Insurance (\$100,000 BIPP/\$300,000 BIPO/\$100,000 PD or greater)

The certificate must reflect that Calhoun County, Texas is an additional insured on the General Liability coverage.

Each insurance policy to be furnished by successful bidder shall include, by endorsement to the policy, a statement that a notice shall be given to the Calhoun County Auditor by certified mail thirty (30) days prior to cancellation or upon any material change in coverage.

**OSHA Requirements:**

Vendor must meet all Federal and State OSHA requirements.

The vendor or contractor hereby guarantees to Calhoun County that all materials, supplies, equipment and/or services listed on the bid, proposal and/or contract, purchase order or invoice shall conform to the requirements, specifications and standards promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970, as amended and in force at the date hereof.

**Protest Procedures:**

All protests and disputes will be held in Port Lavaca, Calhoun County, Texas.

Any actual or prospective vendor who believes they are aggrieved in connection with or pertaining to a bid, proposal and/or contract may file a protest. The protest must be delivered in writing to the Calhoun County Auditor's Office, in person or by certified mail return receipt requested prior to award. The written protest must include:

- Name, mailing address and business phone number of the protesting party;
- Appropriate identification of the bid, proposal and/or contract being protested;
- A precise statement of the reasons for the protest; and
- Any documentation or other evidence supporting the protest and any alleged claims.

The Calhoun County Auditor's Office will attempt to resolve the protest, including at the County Auditor's option, meeting with the protesting party. If the protest is successfully resolved by mutual agreement, written verification of the resolution, with specifics on each point addressed in the protest, will be forwarded to Calhoun County Commissioners' Court.

If the Calhoun County Auditor's Office is not successful in resolving the protest, the protesting party may request in writing that the protest be considered by Calhoun County Commissioners' Court. Applicable documentation and other information applying to the protest will be forwarded to Calhoun County Commissioners' Court, who will promptly review such documentation and information.

If additional information is required, Calhoun County Commissioners' Court will notify the protesting party to provide such information. The decision of Calhoun County Commissioners' Court will be final.

**Public Information Act:**

All governmental information is presumed to be available to the public. Certain exceptions may apply to the disclosure of the information. Governmental bodies shall promptly release requested information that is not confidential by law, either constitutional, statutory, or by judicial decision, or information for which an exception to disclosure has not been sought.

**CALHOUN COUNTY AUDITOR**

To request information from Calhoun County, please contact:

Cindy Mueller  
Calhoun County Auditor  
Calhoun County Courthouse Annex II  
202 S Ann St, Suite B  
Port Lavaca, TX 77979  
Phone: 361-553-4610  
Fax: 361-553-4614  
Email: [cindy.mueller@calhouncotx.org](mailto:cindy.mueller@calhouncotx.org)

To request a bid and/or proposal package from Calhoun County, please contact:

Peggy Hall  
Assistant Auditor  
Calhoun County Courthouse Annex II  
202 S Ann St, Suite B  
Port Lavaca, TX 77979  
Phone: 361-553-4610  
Fax: 361-553-4614  
Email: [peggy.hall@calhouncotx.org](mailto:peggy.hall@calhouncotx.org)

Bid and/or proposal packages may also be viewed on Calhoun County's website, [www.calhouncotx.org](http://www.calhouncotx.org), under Bid Notices and Results.

# **SPECIFICATIONS FOR DELIVERED FUEL**

BY ORDER OF the Commissioners' Court of Calhoun County, Texas, sealed bids will be received for Delivered Fuel as needed by the Road and Bridge Precincts, other Calhoun County Departments, and the Calhoun County Hospital and Clinic (Memorial Medical Center & Memorial Medical Clinic), (all hereinafter called Calhoun County) for fuel tanks and/or generators.

See Contact and Billing Information and Location of Fuel Tanks and Generators (pages 35-37) for complete information for each Calhoun County delivery location.

## **TO BE A VALID BID, THE FOLLOWING MUST BE RETURNED BY THE TIME AND DATE DUE**

The entire Invitation To Bid Package (pages 1-59) with all required forms included and or filled out, signed and dated.

## **DEADLINE FOR BID SUBMISSION IS**

2:00 PM, Wednesday, November 20, 2019

## **SUBMISSION OF BIDS**

Sealed bid shall be submitted to: Richard H. Meyer, County Judge  
Calhoun County Courthouse  
211 S Ann St, Suite 301  
Port Lavaca, TX 77979

The outside of the 9 x 12 or larger envelope must be clearly marked:

Sealed Bid – Delivered Fuel – Bid Number: 2020-02

If you send your bid by UPS, FEDEX, etc., the outside of this envelope must be clearly marked:

Sealed Bid – Delivered Fuel – Bid Number: 2020-02

## **BID TERM**

The bid shall be in effect for a period of twelve (12) months beginning January 1, 2020 and ending December 31, 2020.

## **BID INFORMATION/REQUIREMENTS**

To submit a valid bid, read the entire Invitation To Bid for all required information that must be included and all required forms that must be filled out, signed and dated and returned.

Calhoun County is always very conscious and extremely appreciative of the time and effort you have expended to submit a bid. If you will not be submitting a bid, we would appreciate you indicating on your "NO BID" response any requirements of this bid request which may have influenced your decision to "NO BID."

Calhoun County is not responsible for errors if the bid forms are handwritten. It is recommended that all information submitted by the vendor on the bid forms be typed. If handwritten, must be in ink and legible.

All bidders shall provide the Brand Name for each type of fuel in the space provided on the Invitation To Bid Forms.

Unleaded Gasoline must be free from water and suspended matter and octane of 87.

Diesel Fuel must be free from water and suspended matter.

All bidders are required to bid a **MARK-UP** per gallon for each fuel type and location. **The Mark-Up per gallon shall include any and all delivery charges and fees that will be billed in addition to the Rack Price and Taxes that are listed.** MARK-UP WILL REMAIN CONSTANT THROUGHOUT THE TERM OF THE CONTRACT.

Calhoun County is aware that the Rack Price may vary throughout the term of the contract. Bidders shall note on the bid sheet the method or source that will be used throughout the term of the contract to determine the Rack Price and shall provide a sample copy of any documentation available with their bid. In addition, the bidder shall supply documentation of corresponding rack price with each invoice.

Calhoun County is EXEMPT from all Federal Excise Taxes and Sales Tax (county, city and state sales tax).

When applicable, Calhoun County is subject to Texas State Excise Tax and/or Federal Fuel Tax.

The awarded vendor shall supply Calhoun County with a 1,000 gallon skid fuel tank and pump with meter at no additional charges. The movable skid fuel tank should be double wall or a single wall tank and secondary containment that satisfies TCEQ requirements. Delivery (by the awarded vendor) of the empty skid fuel tank will be to the Calhoun County Recycle Center, 900 Landfill Road, Port Lavaca. The skid fuel tank, when needed, will be moved by Calhoun County to close proximity of the Calhoun County Courthouse, 211 S. Ann St., Port Lavaca and fuel will be delivered to this location.

Delivery shall be FOB Destination to the designated delivery location.

Loaded weight of truck, trailer and fuel cannot exceed legal state and county weight limits on road and bridges that approach designated delivery sites. Bidder shall check with Precinct Commissioner for such limits.

All charges must be included in the mark-up per gallon or clearly stated on bid form. Additional charges listed separately, if any, will increase the amount of the bid.

Any exceptions and/or variations from the specifications in this bid document must be indicated on the bid form or on a separate attachment to the bid and labeled as such. Exceptions taken and or variations made to the specifications and listed on the vendor's bid or separate attachment may void the bid.

The request for a bid on delivered fuel does not guarantee that Calhoun County will purchase this product during the bid period. Calhoun County does not guarantee to purchase any minimum or maximum quantities. Fuel will only be ordered as needed.

Calhoun County has the right to reject, at any time, any fuel that is undesirable. Calhoun County legally accepts delivery of fuel after it is unloaded and approved by Commissioners and/or an employee of other Calhoun County Departments.

All fuel ordered will be delivered to the delivery site designated and within 24 hours from time of order. In the event a contracted vendor is unable to deliver the fuel ordered within 24 hours from time of order, Calhoun County reserves the right to cancel the order and re-order the said fuel from the vendor which submitted the next lowest bid that met bid specifications and/or requirements and can deliver within 24 hours from time of order. Calhoun County shall not incur any penalties, fees and/or other charges when cancelling an order.

Vendor shall be required to notify Calhoun County in the event of unforeseen delay arising in the delivery of an order. In the event an order will not arrive at the Calhoun County delivery location at the designated time, Calhoun County shall have the right to cancel and/or refuse acceptance of the order. Calhoun County shall not be assessed any penalties, fees and/or other costs due to this cancellation and/or refusal.

Calhoun County and/or the vendor have the right to cancel the delivery of fuel at any time due to weather and/or road conditions. No penalties, fees and/or other charges will be billed to Calhoun County if the delivery of fuel is cancelled by Calhoun County and/or the vendor due to weather and/or road conditions.

Calhoun County reserves the right to refuse any order delivered for not being in compliance with the specifications, general conditions and/or the "Hazardous Communications Act", commonly known as the "Texas Right To Know Act". No penalties, fees and/or other charges will be billed to Calhoun County in the event an order is refused due to non-compliance of the specifications, general conditions and/or State and Federal Regulations.

The vendor, at the vendor's cost, shall immediately remove the fuel from the Calhoun County location that are deemed unsatisfactory, and are not in compliance with the specifications, general conditions and/or do not meet State and/or Federal Regulations. No penalties, fees, and/or other charges shall be billed to Calhoun County for the removal of the fuel from the Calhoun County location.

Safety Data Sheets and Placards, if applicable, must be furnished at the time of delivery as specified by State and Federal Regulations.

Calhoun County reserves the right to conduct random sampling of pre-qualified products for testing and to perform random audits of test reports. Calhoun County representatives may sample products from the manufacturing plant, terminal, shipping container and any other source they deem necessary to insure reliability of the products. If testing will be performed through a third party, the vendor will be required to allow the third party access to the facilities in order to acquire samples for testing. Regardless of results of any product(s) test required by Calhoun County, all costs incurred for such tests shall be paid for by the vendor.

The award of a bid will be voided if specifications, general conditions and/or instructions within this Invitation To Bid are not followed. The bid would then be awarded to the vendor which submitted the next lowest bid that met specifications and all requirements of the Invitation To Bid.

Invoices shall not include other charges, including freight or handling charges, when invoiced unless these charges were noted on the bid form or separate attachment and awarded as such.

Invoices to Calhoun County must be billed to Calhoun County with reference to the Commissioner and Precinct or other Calhoun County Department that is being invoiced. (See Contact and Billing Information and Location of Fuel Tanks and Generators, pages 35-37)

Invoices must list separately the Texas State Excise Tax and/or Lust Tax, if applicable.

Invoices must not include any Federal Excise Taxes or Sales Tax (county, city or state sales tax).

Each invoice must include the delivery ticket that was signed by a Calhoun County employee at the time of delivery.

Each invoice must include a copy of the source document used to calculate the base price of the fuel purchased, with such base price highlighted or clearly marked. The successful bidder shall use the same source document throughout the term of the contract (example: weekly OPIS Price Index; rack pricing from the same company, etc.).

It is understood that Calhoun County Commissioners' Court reserves the right to accept or reject any and/or all bids for any/or all fuel and/or services covered in this bid request and to waive informalities or defects in bids or to accept such bids as it shall deem most advantageous and to be in the best interest of Calhoun County.

Calhoun County will evaluate and award bid based on lowest and best bid meeting specifications and all requirements of the Invitation To Bid. "Lowest and best" means a bid or offer providing the best value considering associated direct and indirect costs, including transport, maintenance, reliability, life cycle, warranties and customer service after a sale. Calhoun County reserves the right to accept and/or reject any/all of the options bid as it deems to be in the best interest of Calhoun County.

Although the cost of fuel to be provided is an essential part of the bid, Calhoun County is not obligated to award a bid (contract) on the sole basis of cost but will award to the vendor considered to be the best value to the County.

The bid award shall be based on, but not necessarily limited to, the following factors:

- Mark-Up per gallon
- Extended price
- Special needs and requirements of Calhoun County
- Delivery
- Compliance in returning and/or including all required forms
- Results of testing samples (if required by Calhoun County)
- Calhoun County's experience with products bid
- Vendor's past performance record with Calhoun County

If bids are awarded, award information will be mailed and/or emailed to all vendors that submitted a bid regardless if the vendor was awarded a bid or not. Calhoun County Commissioners' Court and the County Auditor's office work diligently to get this information to the vendors as soon as possible. To obtain results, or if you have any questions, please contact Peggy Hall, Calhoun County Assistant Auditor, 202 S. Ann St., Suite B, Port Lavaca, Texas 77979, or by phone or email, (361) 553-4610, [peggy.hall@calhouncotx.org](mailto:peggy.hall@calhouncotx.org). As time permits, bid awards will be posted on Calhoun County's website, [www.calhouncotx.org](http://www.calhouncotx.org), under Bid Notices and Results.

Once bids are awarded by Calhoun County Commissioners' Court, this bid package in its entirety will be the working contract between Calhoun County and the successful vendor for the period designated.

Calhoun County or the vendor may cancel this contract at any time for any reason, provided a written notice is given.

Should there be a change in ownership or management, the bid (contract) shall be cancelled unless a mutual agreement is reached with the new owner or manager to continue the bid (contract) with its present provisions and prices.

Vendor understands that Calhoun County is a government entity subject to Texas State and Federal Public Information Statutes. Vendor hereby waives any obligation to the release to the public of any documents submitted in accordance with the bid.

No person has the authority to verbally alter these specifications or any information within the Invitation To Bid. Any changes will be made in writing (Addendum approved by Calhoun County Commissioners' Court) and mailed and/or emailed to each vendor that received a bid package.

All disputes or protests will be held in Calhoun County, Texas.

#### ADDITIONAL INFORMATION

All fuel tanks and/or generators currently being used by Calhoun County are owned by Calhoun County.

All Tanks and Generators are above ground.

Calhoun County is not currently an OPIS subscriber.

Average size of delivery for the Calhoun County Precincts:

- Precinct 1: About 1000-1500 gallons each of unleaded & diesel
- Precinct 2: About 800-900 gallons of unleaded & 2000-3000 gallons diesel
- Precinct 3: About 700-800 gallons unleaded & 300-400 gallons diesel
- Precinct 4-P: About 500 gallons unleaded & 400-500 gallons diesel
- Precinct 4-S: 104 E Dallas – About 1200-1500 gallons unleaded & 900-1000 diesel;  
448 Harbor Road – About 800-1000 gallons diesel

Do Calhoun County Precincts typically order both products at one time?

- Precinct 1: Yes
- Precinct 2: No (due to the extra 3,000 gallon tank for diesel)
- Precinct 3: Yes
- Precinct 4-P: Sometimes (try our best, but not always possible)
- Precinct 4-S: Sometimes (try our best, but not always possible)

How often are orders placed?

- Precinct 1: About 4 times a year depending on work being done
- Precinct 2: About every 6 weeks for unleaded and every 3<sup>rd</sup> order for diesel (about 4 times a year)
- Precinct 3: About 5 times a year
- Precinct 4-P: About every 2 to 3 months for unleaded and diesel
- Precinct 4-S: 104 E Dallas – About every month for unleaded and quarterly for diesel;  
448 Harbor Road – About every 2 months for diesel
- Generators: As needed depending on necessity of use of generator

All Calhoun County Precincts and other Calhoun County Departments order at a different time including 4-P (Port O'Connor) and 4-S (Seadrift).

All Calhoun County Precincts and other Calhoun County Departments handle their own fuel orders; therefore invoices are billed to each separately. (See Contact and Billing Information and Location of Fuel Tanks and Generators, pages 35-37)



## ESTIMATED QUANTITY INFORMATION

The quantities listed are merely estimates of annual usage-not actual order amounts. During the period of the purchase contract, Calhoun County and/or Memorial Medical Center/Clinic will buy only the actual quantity required, and it will neither be obligated to the purchase of nor limited to the quantities listed. These products/supplies will only be ordered as needed.

*THE BELOW ESTIMATED QUANTITIES ARE NOT GUARANTEED FOR THE YEAR. AMOUNTS WILL VARY BY NEED*

Location		Tank Size (Gallons)	Type of Fuel	Estimated Yearly Quantity (Gallons)
Precinct #1	Port Lavaca	2,600	Diesel, Low Sulfur, On-Road	8,500
		2,000	Gasoline, Unleaded, 87 Octane	6,000
Precinct #2	Port Lavaca	3,000 & 1,000	Diesel, Low Sulfur, On-Road	8,500
		1,000	Gasoline, Unleaded, 87 Octane	6,000
Precinct #3	Olivia	1,000	Diesel, Low Sulfur, On-Road	8,000
		1,000	Gasoline, Unleaded, 87 Octane	4,000
Precinct #4	Seadrift	3,000 (104 E Dallas)	Gasoline, Unleaded, 87 Octane	9,000
		3,000 (104 E Dallas)	Diesel, Low Sulfur, On-Road	6,000
		1,000 (448 Harbor Rd)	Diesel, Low Sulfur, On-Road	4,000
Precinct #4	Port O'Connor	500	Gasoline, Unleaded, 87 Octane	4,000
		500	Diesel, Low Sulfur, On-Road	3,000
** Skid Fuel Tank	Port Lavaca	** 1,000	Diesel, Low Sulfur, On-Road	NA
Calhoun County Courthouse	Port Lavaca	785	Diesel for Generator, Low Sulfur, Off Road	0 to 785
Calhoun County Adult Detention Center (Jail)	Port Lavaca	706	Diesel for Generator, Low Sulfur, Off Road	0 to 706
EMS CENTRAL STATION (Emergency Management Services)	Port Lavaca	250	Diesel for Generator, Low Sulfur, Off Road	0 to 250
EMS SOUTH STATION (Emergency Management Services)	Seadrift	250	Diesel for Generator, Low Sulfur, Off Road	0 to 250
Memorial Medical Center (Hospital)	Port Lavaca	2,000	Diesel for Generator, Low Sulfur, Off Road	0 to 2,000
Memorial Medical Clinic	Port Lavaca	400	Diesel for Generator, Low Sulfur, Off Road	0 to 400

\*\* Skid Fuel Tank: 1,000 gallon skid fuel tank with pump and meter to be provided by vendor at no charge. The skid fuel tank should be double wall or a single wall tank and secondary containment that satisfies TCEQ requirements.

(See page 17)

# INVITATION TO BID FORM

## ANNUAL SUPPLY CONTRACT FOR DELIVERED FUEL

Bid Number: 2020-02

### PRECINCT #1

**TANK(S) LOCATION: 305 HENRY BARBER WAY  
PORT LAVACA, TX 77979**

THIS IS A BID FORM ONLY AND DOES NOT REPRESENT AN ORDER FOR A PURCHASE BY CALHOUN COUNTY.

<b>VENDOR'S NAME AND ADDRESS</b>	BID ITEM:	DELIVERED FUEL – BID NUMBER: 2020-02
	BID PERIOD:	JANUARY 1, 2020 thru DECEMBER 31, 2020
	DUE DATE OF BID:	WEDNESDAY, NOVEMBER 20, 2019 at 2:00 PM
	<ul style="list-style-type: none"><li>• All transportation costs must be included in bid.</li><li>• Estimated quantities are not guaranteed for the year. Amounts will vary by need.</li><li>• Calhoun County is Exempt from all Federal Excise Taxes and Sales Tax (county, city and state sales tax).</li></ul>	

Fuel Type	Applicable Tax per Gallon Texas State Excise Tax and/or Lust Tax	Mark-Up per Gallon	Total
<b>Gasoline, Unleaded, 87 Octane</b> Brand Name: _____	\$ / \$	\$	\$
<b>Diesel, Low Sulfur (On Road)</b> Brand Name: _____	\$ / \$	\$	\$
F.O.B. CALHOUN COUNTY  DELIVERY IN 24 HOURS FROM RECEIPT OF ORDER. The County of Calhoun reserves the right to reject any and/or all bids and to waive any and/or all formalities and to award purchase on individual basis.	Acceptance of the successful bid shall obligate the bidder to provide up to the amount bid at the bid terms and conditions stated herein. Acceptance of the successful bid shall only obligate Calhoun County to purchase some of the items from that bidder. Calhoun County reserves the right to require any successful bidder to enter a separate written contract containing the terms herein and other reasonable conditions. The bid package, in its entirety, will be the binding contract between Calhoun County and the successful bidder.  The undersigned affirms that they are duly authorized to execute this bid and that this company, corporation, firm, partnership, or individual has read the entire Invitation To Bid package and fully understands and has followed the return instructions, general conditions and specifications.  Failure to sign below will disqualify the bid.		
Date: _____	Signature: _____		
	Title: _____		

# INVITATION TO BID FORM

## ANNUAL SUPPLY CONTRACT FOR DELIVERED FUEL

Bid Number: 2020-02

### PRECINCT #2

**TANK(S) LOCATION: 5812 FM 1090  
PORT LAVACA, TX 77979**

THIS IS A BID FORM ONLY AND DOES NOT REPRESENT AN ORDER FOR A PURCHASE BY CALHOUN COUNTY.

<b>VENDOR'S NAME AND ADDRESS</b>	BID ITEM:	DELIVERED FUEL – BID NUMBER: 2020-02
	INVITATION TO BID:	JANUARY 1, 2020 thru DECEMBER 31, 2020
	DUE DATE OF BID:	WEDNESDAY, NOVEMBER 20, 2019 at 2:00 PM

- All transportation costs must be included in bid.
- Estimated quantities are not guaranteed for the year.  
Amounts will vary by need.
- Calhoun County is Exempt from all Federal Excise Taxes and Sales Tax (county, city and state sales tax).

Fuel Type	Applicable Tax per Gallon Texas State Excise Tax and/or Lust Tax	Mark-Up per Gallon	Total
<b>Gasoline, Unleaded, 87 Octane</b> Brand Name: _____	\$ / \$	\$	\$
<b>Diesel, Low Sulfur (On Road)</b> Brand Name: _____	\$ / \$	\$	\$
F.O.B. CALHOUN COUNTY  DELIVERY IN 24 HOURS FROM RECEIPT OF ORDER. The County of Calhoun reserves the right to reject any and/or all bids and to waive any and/or all formalities and to award purchase on individual basis.	Acceptance of the successful bid shall obligate the bidder to provide up to the amount bid at the bid terms and conditions stated herein. Acceptance of the successful bid shall only obligate Calhoun County to purchase some of the items from that bidder. Calhoun County reserves the right to require any successful bidder to enter a separate written contract containing the terms herein and other reasonable conditions. The bid package, in its entirety, will be the binding contract between Calhoun County and the successful bidder.  The undersigned affirms that they are duly authorized to execute this bid and that this company, corporation, firm, partnership, or individual has read the entire Invitation To Bid package and fully understands and has followed the return instructions, general conditions and specifications.  Failure to sign below will disqualify the bid.		
Date: _____	Signature: _____		
	Title: _____		

# INVITATION TO BID FORM

## ANNUAL SUPPLY CONTRACT FOR DELIVERED FUEL

Bid Number: 2020-02

### PRECINCT #3

**TANK(S) LOCATION: 24627 STATE HIGHWAY 172,  
PORT LAVACA, TX 77979  
(Precinct #3 is in Olivia, Texas)**

THIS IS A BID FORM ONLY AND DOES NOT REPRESENT AN ORDER FOR A PURCHASE BY CALHOUN COUNTY.

<b>VENDOR'S NAME AND ADDRESS</b>	BID ITEM:	DELIVERED FUEL – BID NUMBER: 2020-02
	BID PERIOD:	JANUARY 1, 2020 thru DECEMBER 31, 2020
	DUE DATE OF BID:	WEDNESDAY, NOVEMBER 20, 2019 at 2:00 PM

- All transportation costs must be included in bid.
- Estimated quantities are not guaranteed for the year.  
Amounts will vary by need.
- Calhoun County is Exempt from all Federal Excise Taxes and Sales Tax (county, city and state sales tax).

Fuel Type	Applicable Tax per Gallon Texas State Excise Tax and/or Lust Tax	Mark-Up per Gallon	Total
<b>Gasoline, Unleaded, 87 Octane</b> Brand Name: _____	\$ / \$	\$	\$
<b>Diesel, Low Sulfur (On Road)</b> Brand Name: _____	\$ / \$	\$	\$
F.O.B. CALHOUN COUNTY  DELIVERY IN 24 HOURS FROM RECEIPT OF ORDER. The County of Calhoun reserves the right to reject any and/or all bids and to waive any and/or all formalities and to award purchase on individual basis.	Acceptance of the successful bid shall obligate the bidder to provide up to the amount bid at the bid terms and conditions stated herein. Acceptance of the successful bid shall only obligate Calhoun County to purchase some of the items from that bidder. Calhoun County reserves the right to require any successful bidder to enter a separate written contract containing the terms herein and other reasonable conditions. The bid package, in its entirety, will be the binding contract between Calhoun County and the successful bidder.  The undersigned affirms that they are duly authorized to execute this bid and that this company, corporation, firm, partnership, or individual has read the entire Invitation To Bid package and fully understands and has followed the return instructions, general conditions and specifications.  Failure to sign below will disqualify the bid.		
Date:	Signature:		
	Title:		

# INVITATION TO BID FORM

## ANNUAL SUPPLY CONTRACT FOR DELIVERED FUEL

Bid Number: 2020-02

### PRECINCT #4

**TANK(S) LOCATION: 104 E. DALLAS  
SEADRIFT, TX 77983**

THIS IS A BID FORM ONLY AND DOES NOT REPRESENT AN ORDER FOR A PURCHASE BY CALHOUN COUNTY.

<b>VENDOR'S NAME AND ADDRESS</b>	BID ITEM:	DELIVERED FUEL – BID NUMBER: 2020-02
	BID PERIOD:	JANUARY 1, 2020 thru DECEMBER 31, 2020
	DUE DATE OF BID:	WEDNESDAY, NOVEMBER 20, 2019 at 2:00 PM
	<ul style="list-style-type: none"><li>• All transportation costs must be included in bid.</li><li>• Estimated quantities are not guaranteed for the year. Amounts will vary by need.</li><li>• Calhoun County is Exempt from all Federal Excise Taxes and Sales Tax (county, city and state sales tax).</li></ul>	

Fuel Type	Applicable Tax per Gallon Texas State Excise Tax and/or Lust Tax	Mark-Up per Gallon	Total
<b>Gasoline, Unleaded, 87 Octane</b> Brand Name: _____	\$ / \$	\$	\$
<b>Diesel, Low Sulfur (On Road)</b> Brand Name: _____	\$ / \$	\$	\$
F.O.B. CALHOUN COUNTY  DELIVERY IN 24 HOURS FROM RECEIPT OF ORDER. The County of Calhoun reserves the right to reject any and/or all bids and to waive any and/or all formalities and to award purchase on individual basis.	Acceptance of the successful bid shall obligate the bidder to provide up to the amount bid at the bid terms and conditions stated herein. Acceptance of the successful bid shall only obligate Calhoun County to purchase some of the items from that bidder. Calhoun County reserves the right to require any successful bidder to enter a separate written contract containing the terms herein and other reasonable conditions. The bid package, in its entirety, will be the binding contract between Calhoun County and the successful bidder.  The undersigned affirms that they are duly authorized to execute this bid and that this company, corporation, firm, partnership, or individual has read the entire Invitation To Bid package and fully understands and has followed the return instructions, general conditions and specifications.  Failure to sign below will disqualify the bid.		
Date: _____	Signature: _____		
	Title: _____		

# INVITATION TO BID FORM

## ANNUAL SUPPLY CONTRACT FOR DELIVERED FUEL

Bid Number: 2020-02

### PRECINCT #4

**TANK(S) LOCATION: 448 HARBOR ROAD  
SEADRIFT, TX 77983**

THIS IS A BID FORM ONLY AND DOES NOT REPRESENT AN ORDER FOR A PURCHASE BY CALHOUN COUNTY.

<b>VENDOR'S NAME AND ADDRESS</b>	BID ITEM:	DELIVERED FUEL – BID NUMBER: 2020-02
	BID PERIOD:	JANUARY 1, 2020 thru DECEMBER 31, 2020
	DUE DATE OF BID:	WEDNESDAY, NOVEMBER 20, 2019 at 2:00 PM
	<ul style="list-style-type: none"><li>• All transportation costs must be included in bid.</li><li>• Estimated quantities are not guaranteed for the year. Amounts will vary by need.</li><li>• Calhoun County is Exempt from all Federal Excise Taxes and Sales Tax (county, city and state sales tax).</li></ul>	

Fuel Type	Applicable Tax per Gallon Texas State Excise Tax and/or Lust Tax	Mark-Up per Gallon	Total
<b>Gasoline, Unleaded, 87 Octane</b> Brand Name: _____	\$ / \$	\$	\$
<b>Diesel, Low Sulfur (On Road)</b> Brand Name: _____	\$ / \$	\$	\$
F.O.B. CALHOUN COUNTY  DELIVERY IN 24 HOURS FROM RECEIPT OF ORDER. The County of Calhoun reserves the right to reject any and/or all bids and to waive any and/or all formalities and to award purchase on individual basis.	Acceptance of the successful bid shall obligate the bidder to provide up to the amount bid at the bid terms and conditions stated herein. Acceptance of the successful bid shall only obligate Calhoun County to purchase some of the items from that bidder. Calhoun County reserves the right to require any successful bidder to enter a separate written contract containing the terms herein and other reasonable conditions. The bid package, in its entirety, will be the binding contract between Calhoun County and the successful bidder.  The undersigned affirms that they are duly authorized to execute this bid and that this company, corporation, firm, partnership, or individual has read the entire Invitation To Bid package and fully understands and has followed the return instructions, general conditions and specifications.  Failure to sign below will disqualify the bid.		
Date:	Signature:		
	Title:		

# INVITATION TO BID FORM

## ANNUAL SUPPLY CONTRACT FOR DELIVERED FUEL

Bid Number: 2020-02

### PRECINCT #4

**TANK(S) LOCATION: 93 TREVOR STREET OFF OF HIGHWAY 185  
PORT O'CONNOR, TX 77982**

THIS IS A BID FORM ONLY AND DOES NOT REPRESENT AN ORDER FOR A PURCHASE BY CALHOUN COUNTY.

<b>VENDOR'S NAME AND ADDRESS</b>	BID ITEM:	DELIVERED FUEL – BID NUMBER: 2020-02
	BID PERIOD:	JANUARY 1, 2020 thru DECEMBER 31, 2020
	DUE DATE OF BID:	WEDNESDAY, NOVEMBER 20, 2019 at 2:00 PM
	<ul style="list-style-type: none"><li>• All transportation costs must be included in bid.</li><li>• Estimated quantities are not guaranteed for the year. Amounts will vary by need.</li><li>• Calhoun County is Exempt from all Federal Excise Taxes and Sales Tax (county, city, and state sales tax).</li></ul>	

Fuel Type	Applicable Tax per Gallon Texas State Excise Tax and/or Lust Tax	Mark-Up per Gallon	Total
<b>Gasoline, Unleaded, 87 Octane</b> Brand Name: _____	\$ / \$	\$	\$
<b>Diesel, Low Sulfur (On Road)</b> Brand Name: _____	\$ / \$	\$	\$
F.O.B. CALHOUN COUNTY  DELIVERY IN 24 HOURS FROM RECEIPT OF ORDER. The County of Calhoun reserves the right to reject any and/or all bids and to waive any and/or all formalities and to award purchase on individual basis.	Acceptance of the successful bid shall obligate the bidder to provide up to the amount bid at the bid terms and conditions stated herein. Acceptance of the successful bid shall only obligate Calhoun County to purchase some of the items from that bidder. Calhoun County reserves the right to require any successful bidder to enter a separate written contract containing the terms herein and other reasonable conditions. The bid package, in its entirety, will be the binding contract between Calhoun County and the successful bidder.  The undersigned affirms that they are duly authorized to execute this bid and that this company, corporation, firm, partnership, or individual has read the entire Invitation To Bid package and fully understands and has followed the return instructions, general conditions and specifications.  Failure to sign below will disqualify the bid.		
Date:	Signature:		
	Title:		

# INVITATION TO BID FORM

## ANNUAL SUPPLY CONTRACT FOR

### DELIVERED FUEL

Bid Number: 2020-02

### SKID FUEL TANK

**SKID LOCATION FOR FUEL DELIVERY: Within Close Proximity to the  
Calhoun County Courthouse  
211 S. Ann St.  
Port Lavaca, TX 77979**

THIS IS A BID FORM ONLY AND DOES NOT REPRESENT AN ORDER FOR A PURCHASE BY CALHOUN COUNTY.

<b>VENDOR'S NAME AND ADDRESS</b>	BID ITEM:	DELIVERED FUEL – BID NUMBER: 2020-02
	BID PERIOD:	JANUARY 1, 2020 thru DECEMBER 31, 2020
	DUE DATE OF BID:	WEDNESDAY, NOVEMBER 20, 2019 at 2:00 PM
	<ul style="list-style-type: none"><li>• All transportation costs must be included in bid.</li><li>• Estimated quantities are not guaranteed for the year. Amounts will vary by need.</li><li>• Calhoun County is Exempt from all Federal Excise Taxes and Sales Tax (county, city and state sales tax).</li></ul>	

Fuel Type	Applicable Tax per Gallon Texas State Excise Tax and/or Lust Tax	Mark-Up per Gallon	Total
<b>Diesel, Low Sulfur (On Road)</b>			
Brand Name: _____	\$ / \$	\$	\$
F.O.B. CALHOUN COUNTY  DELIVERY IN 24 HOURS FROM RECEIPT OF ORDER. The County of Calhoun reserves the right to reject any and/or all bids and to waive any and/or all formalities and to award purchase on individual basis.	Acceptance of the successful bid shall obligate the bidder to provide up to the amount bid at the bid terms and conditions stated herein. Acceptance of the successful bid shall only obligate Calhoun County to purchase some of the items from that bidder. Calhoun County reserves the right to require any successful bidder to enter a separate written contract containing the terms herein and other reasonable conditions. The bid package, in its entirety, will be the binding contract between Calhoun County and the successful bidder.  The undersigned affirms that they are duly authorized to execute this bid and that this company, corporation, firm, partnership, or individual has read the entire Invitation To Bid package and fully understands and has followed the return instructions, general conditions and specifications.  Failure to sign below will disqualify the bid.		
Date:	Signature:		
	Title:		



# INVITATION TO BID FORM

## ANNUAL SUPPLY CONTRACT FOR DELIVERED FUEL

Bid Number: 2020-02

### GENERATOR – CALHOUN COUNTY COURTHOUSE

GENERATOR LOCATION FOR FUEL DELIVERY: 211 S. Ann St.

Port Lavaca, TX 77979

THIS IS A BID FORM ONLY AND DOES NOT REPRESENT AN ORDER FOR A PURCHASE BY CALHOUN COUNTY.

#### VENDOR'S NAME AND ADDRESS

BID ITEM: DELIVERED FUEL – BID NUMBER: 2020-02

BID PERIOD: JANUARY 1, 2020 thru DECEMBER 31, 2020

DUE DATE OF BID: WEDNESDAY, NOVEMBER 20, 2019 at 2:00 PM

- All transportation costs must be included in bid.
- Estimated quantities are not guaranteed for the year.  
Amounts will vary by need.
- Calhoun County is Exempt from all Federal Excise Taxes and Sales Tax (county, city and state sales tax).

Fuel Type	Applicable Tax per Gallon Texas State Excise Tax and/or Lust Tax	Mark-Up per Gallon	Total
<b>Diesel, Low Sulfur (Off Road)</b>  Brand Name: _____	\$ / \$	\$	\$
F.O.B. CALHOUN COUNTY  DELIVERY IN 24 HOURS FROM RECEIPT OF ORDER. The County of Calhoun reserves the right to reject any and/or all bids and to waive any and/or all formalities and to award purchase on individual basis.	Acceptance of the successful bid shall obligate the bidder to provide up to the amount bid at the bid terms and conditions stated herein. Acceptance of the successful bid shall only obligate Calhoun County to purchase some of the items from that bidder. Calhoun County reserves the right to require any successful bidder to enter a separate written contract containing the terms herein and other reasonable conditions. The bid package, in its entirety, will be the binding contract between Calhoun County and the successful bidder.  The undersigned affirms that they are duly authorized to execute this bid and that this company, corporation, firm, partnership, or individual has read the entire Invitation To Bid package and fully understands and has followed the return instructions, general conditions and specifications.  Failure to sign below will disqualify the bid.		
Date:	Signature:		
	Title:		

# INVITATION TO BID FORM

## ANNUAL SUPPLY CONTRACT FOR DELIVERED FUEL

Bid Number: 2020-02

### **GENERATOR – CALHOUN COUNTY ADULT DETENTION CENTER (JAIL)**

**GENERATOR LOCATION FOR FUEL DELIVERY: 302 W. Live Oak**

**Port Lavaca, TX 77979**

THIS IS A BID FORM ONLY AND DOES NOT REPRESENT AN ORDER FOR A PURCHASE BY CALHOUN COUNTY.

<b>VENDOR'S NAME AND ADDRESS</b>	BID ITEM:	DELIVERED FUEL – BID NUMBER: 2020-02
	BID PERIOD:	JANUARY 1, 2020 thru DECEMBER 31, 2020
	DUE DATE OF BID:	WEDNESDAY, NOVEMBER 20, 2019 at 2:00 PM
	<ul style="list-style-type: none"><li>• All transportation costs must be included in bid.</li><li>• Estimated quantities are not guaranteed for the year. Amounts will vary by need.</li><li>• Calhoun County is Exempt from all Federal Excise Taxes and Sales Tax (county, city and state sales tax).</li></ul>	

Fuel Type	Applicable Tax per Gallon Texas State Excise Tax and/or Lust Tax	Mark-Up per Gallon	Total
<b>Diesel, Low Sulfur (Off Road)</b>			
Brand Name: _____	\$ / \$	\$	\$
F.O.B. CALHOUN COUNTY  DELIVERY IN 24 HOURS FROM RECEIPT OF ORDER. The County of Calhoun reserves the right to reject any and/or all bids and to waive any and/or all formalities and to award purchase on individual basis.	Acceptance of the successful bid shall obligate the bidder to provide up to the amount bid at the bid terms and conditions stated herein. Acceptance of the successful bid shall only obligate Calhoun County to purchase some of the items from that bidder. Calhoun County reserves the right to require any successful bidder to enter a separate written contract containing the terms herein and other reasonable conditions. The bid package, in its entirety, will be the binding contract between Calhoun County and the successful bidder.  The undersigned affirms that they are duly authorized to execute this bid and that this company, corporation, firm, partnership, or individual has read the entire Invitation To Bid package and fully understands and has followed the return instructions, general conditions and specifications.  Failure to sign below will disqualify the bid.		
Date:	Signature:		
	Title:		

# INVITATION TO BID FORM

## ANNUAL SUPPLY CONTRACT FOR

### DELIVERED FUEL

Bid Number: 2020-02

## GENERATOR – EMS CENTRAL STATION

### (EMERGENCY MANAGEMENT SERVICES)

GENERATOR LOCATION FOR FUEL DELIVERY: 705 Henry Barber Way

Port Lavaca, TX 77979

THIS IS A BID FORM ONLY AND DOES NOT REPRESENT AN ORDER FOR A PURCHASE BY CALHOUN COUNTY.

#### VENDOR'S NAME AND ADDRESS

BID ITEM:

DELIVERED FUEL – BID NUMBER: 2020-02

BID PERIOD:

JANUARY 1, 2020 thru DECEMBER 31, 2020

DUE DATE OF BID:

WEDNESDAY, NOVEMBER 20, 2019 at 2:00 PM

- All transportation costs must be included in bid.
- Estimated quantities are not guaranteed for the year.  
Amounts will vary by need.
- Calhoun County is Exempt from all Federal Excise Taxes and Sales Tax (county, city and state sales tax).

Fuel Type	Applicable Tax per Gallon Texas State Excise Tax and/or Lust Tax	Mark-Up per Gallon	Total
<b>Diesel, Low Sulfur (Off Road)</b>			
Brand Name: _____	\$ / \$	\$	\$
F.O.B. CALHOUN COUNTY  DELIVERY IN 24 HOURS FROM RECEIPT OF ORDER. The County of Calhoun reserves the right to reject any and/or all bids and to waive any and/or all formalities and to award purchase on individual basis.	Acceptance of the successful bid shall obligate the bidder to provide up to the amount bid at the bid terms and conditions stated herein. Acceptance of the successful bid shall only obligate Calhoun County to purchase some of the items from that bidder. Calhoun County reserves the right to require any successful bidder to enter a separate written contract containing the terms herein and other reasonable conditions. The bid package, in its entirety, will be the binding contract between Calhoun County and the successful bidder.  The undersigned affirms that they are duly authorized to execute this bid and that this company, corporation, firm, partnership, or individual has read the entire Invitation To Bid package and fully understands and has followed the return instructions, general conditions and specifications.  Failure to sign below will disqualify the bid.		
Date: _____	Signature: _____		
	Title: _____		

# INVITATION TO BID FORM

## ANNUAL SUPPLY CONTRACT FOR DELIVERED FUEL

Bid Number: 2020-02

### GENERATOR – EMS SOUTH STATION

#### (EMERGENCY MANAGEMENT SERVICES)

GENERATOR LOCATION FOR FUEL DELIVERY: 6084 State Hwy 185 East  
Seadrift, TX 77983

THIS IS A BID FORM ONLY AND DOES NOT REPRESENT AN ORDER FOR A PURCHASE BY CALHOUN COUNTY.

#### VENDOR'S NAME AND ADDRESS

BID ITEM:

DELIVERED FUEL – BID NUMBER: 2020-02

BID PERIOD:

JANUARY 1, 2020 thru DECEMBER 31, 2020

DUE DATE OF BID:

WEDNESDAY, NOVEMBER 20, 2019 at 2:00 PM

- All transportation costs must be included in bid.
- Estimated quantities are not guaranteed for the year.  
Amounts will vary by need.
- Calhoun County is Exempt from all Federal Excise Taxes and Sales Tax (county, city and state sales tax).

Fuel Type	Applicable Tax per Gallon Texas State Excise Tax and/or Lust Tax	Mark-Up per Gallon	Total
<b>Diesel, Low Sulfur (Off Road)</b>			
Brand Name: _____	\$ / \$	\$	\$
F.O.B. CALHOUN COUNTY  DELIVERY IN 24 HOURS FROM RECEIPT OF ORDER. The County of Calhoun reserves the right to reject any and/or all bids and to waive any and/or all formalities and to award purchase on individual basis.	Acceptance of the successful bid shall obligate the bidder to provide up to the amount bid at the bid terms and conditions stated herein. Acceptance of the successful bid shall only obligate Calhoun County to purchase some of the items from that bidder. Calhoun County reserves the right to require any successful bidder to enter a separate written contract containing the terms herein and other reasonable conditions. The bid package, in its entirety, will be the binding contract between Calhoun County and the successful bidder.  The undersigned affirms that they are duly authorized to execute this bid and that this company, corporation, firm, partnership, or individual has read the entire Invitation To Bid package and fully understands and has followed the return instructions, general conditions and specifications.  Failure to sign below will disqualify the bid.		
Date:	Signature:		
	Title:		

# INVITATION TO BID FORM

## ANNUAL SUPPLY CONTRACT FOR DELIVERED FUEL

Bid Number: 2020-02

### **GENERATOR – MEMORIAL MEDICAL CENTER (HOSPITAL)**

**GENERATOR LOCATION FOR FUEL DELIVERY: 815 N. Virginia St.**

**Port Lavaca, TX 77979**

THIS IS A BID FORM ONLY AND DOES NOT REPRESENT AN ORDER FOR A PURCHASE BY CALHOUN COUNTY.

<b>VENDOR'S NAME AND ADDRESS</b>	BID ITEM:	DELIVERED FUEL – BID NUMBER: 2020-02
	BID PERIOD:	JANUARY 1, 2020 thru DECEMBER 31, 2020
	DUE DATE OF BID:	WEDNESDAY, NOVEMBER 20, 2019 at 2:00 PM
	<ul style="list-style-type: none"><li>• All transportation costs must be included in bid.</li><li>• Estimated quantities are not guaranteed for the year. Amounts will vary by need.</li><li>• Calhoun County is Exempt from all Federal Excise Taxes and Sales Tax (county, city and state sales tax).</li></ul>	

Fuel Type	Applicable Tax per Gallon Texas State Excise Tax and/or Lust Tax	Mark-Up per Gallon	Total
<b>Diesel, Low Sulfur (Off Road)</b>			
Brand Name: _____	\$ / \$	\$	\$
F.O.B. CALHOUN COUNTY  DELIVERY IN 24 HOURS FROM RECEIPT OF ORDER. The County of Calhoun reserves the right to reject any and/or all bids and to waive any and/or all formalities and to award purchase on individual basis.	Acceptance of the successful bid shall obligate the bidder to provide up to the amount bid at the bid terms and conditions stated herein. Acceptance of the successful bid shall only obligate Calhoun County to purchase some of the items from that bidder. Calhoun County reserves the right to require any successful bidder to enter a separate written contract containing the terms herein and other reasonable conditions. The bid package, in its entirety, will be the binding contract between Calhoun County and the successful bidder.  The undersigned affirms that they are duly authorized to execute this bid and that this company, corporation, firm, partnership, or individual has read the entire Invitation To Bid package and fully understands and has followed the return instructions, general conditions and specifications.  Failure to sign below will disqualify the bid.		
Date:	Signature:		
	Title:		

# INVITATION TO BID FORM

## ANNUAL SUPPLY CONTRACT FOR DELIVERED FUEL

Bid Number: 2020-02

### GENERATOR – MEMORIAL MEDICAL CLINIC

GENERATOR LOCATION FOR FUEL DELIVERY: 1016 N. Virginia St.

Port Lavaca, TX 77979

THIS IS A BID FORM ONLY AND DOES NOT REPRESENT AN ORDER FOR A PURCHASE BY CALHOUN COUNTY.

<b>VENDOR'S NAME AND ADDRESS</b>	BID ITEM:	DELIVERED FUEL – BID NUMBER: 2020-02
	BID PERIOD:	JANUARY 1, 2020 thru DECEMBER 31, 2020
	DUE DATE OF BID:	WEDNESDAY, NOVEMBER 20, 2019 at 2:00 PM
	<ul style="list-style-type: none"><li>• All transportation costs must be included in bid.</li><li>• Estimated quantities are not guaranteed for the year. Amounts will vary by need.</li><li>• Calhoun County is Exempt from all Federal Excise Taxes and Sales Tax (county, city and state sales tax).</li></ul>	

Fuel Type	Applicable Tax per Gallon Texas State Excise Tax and/or Lust Tax	Mark-Up per Gallon	Total
<b>Diesel, Low Sulfur (Off Road)</b>			
Brand Name: _____	\$ / \$	\$	\$
F.O.B. CALHOUN COUNTY  DELIVERY IN 24 HOURS FROM RECEIPT OF ORDER. The County of Calhoun reserves the right to reject any and/or all bids and to waive any and/or all formalities and to award purchase on individual basis.	Acceptance of the successful bid shall obligate the bidder to provide up to the amount bid at the bid terms and conditions stated herein. Acceptance of the successful bid shall only obligate Calhoun County to purchase some of the items from that bidder. Calhoun County reserves the right to require any successful bidder to enter a separate written contract containing the terms herein and other reasonable conditions. The bid package, in its entirety, will be the binding contract between Calhoun County and the successful bidder.  The undersigned affirms that they are duly authorized to execute this bid and that this company, corporation, firm, partnership, or individual has read the entire Invitation To Bid package and fully understands and has followed the return instructions, general conditions and specifications.  Failure to sign below will disqualify the bid.		
Date:	Signature:		
	Title:		

**CONTACT AND BILLING INFORMATION  
AND  
LOCATION OF FUEL TANKS AND GENERATORS**

**Calhoun County Precinct 1**

Commissioner David Hall  
305 Henry Barber Way (by the County Fairgrounds)  
Port Lavaca, TX 77979  
Office Manager: Angela Torres  
Office: 361-552-9242  
Fax: 361-553-8734  
**Location of Fuel Tanks:** 305 Henry Barber Way, Port Lavaca, TX

**Calhoun County Precinct 2**

Commissioner Vern Lyssy  
5812 FM 1090 (Six Mile)  
Port Lavaca, TX 77979  
Office Manager: Lesa Jurek  
Office: 361-552-9656  
Fax: 361-553-6664  
**Location of Fuel Tanks:** 5812 FM 1090, Port Lavaca, TX

**Calhoun County Precinct 3**

Commissioner Clyde Syma  
24627 State Hwy 172 (Olivia)  
Port Lavaca, TX 77979  
Office Manager: Lynette Adame  
Office: 361-893-5346  
Fax: 361-893-5309  
**Location of Fuel Tanks:** 24627 State Highway 172, Olivia TX

**Calhoun County Precinct 4**

Precinct 4-P (Port O'Connor)  
Commissioner Gary Reese  
Trevor St off of Hwy 185  
Port O'Connor, TX 77982  
Office Manager: April Townsend  
Use same numbers as Seadrift (4-S)  
**Location of Fuel Tanks – Pct 4-P Barn #3:** 93 Trevor Street off of Highway 185, Port O'Connor, TX

**Calhoun County Precinct 4**

**Precinct 4-S (Seadrift)**

Commissioner Gary Reese

104 E Dallas St

PO Box 177

Seadrift, TX 77983

Office Manager: April Townsend

Office: 361-785-3141

Fax: 361-785-5602

**Location of Fuel Tanks – Pct 4-S Barn #1:** 104 E Dallas, Seadrift TX

**Location of Fuel Tanks – Pct 4-S Barn #2:** 448 Harbor Road, Seadrift TX

**Skid Fuel Tank:**

Calhoun County

Attn: Commissioner David Hall

305 Henry Barber Way

Port Lavaca, TX 77979

Office: 361-552-9242

Fax: 361-553-8734

**Storage Location when not in use:** Calhoun County Recycle Center, 900 Landfill Rd, Port Lavaca TX

**Location for Fuel Delivery:** Within close proximity to the Calhoun County Courthouse, 211 S Ann St, Port Lavaca TX

**Calhoun County Courthouse - Generator**

Calhoun County Maintenance

Attn: Everett Wood, Maintenance Supervisor

211 S Ann St

Port Lavaca, TX 77979

Contact Person: Everett Wood, Maintenance Supervisor

Office: 361-553-4499

Fax: 361-553-4497

**Location of Generator:** 211 S Ann St, Port Lavaca, TX

**Calhoun County Adult Detention Center (Jail) - Generator**

Calhoun County Maintenance

Attn: Everett Wood, Maintenance Supervisor

211 S Ann St

Port Lavaca, TX 77979

Contact Person: Everett Wood, Maintenance Supervisor

Office: 361-553-4499

Fax: 361-553-4497

**Location of Generator:** 302 W Live Oak, Port Lavaca, TX (Corner of Live Oak and San Antonio St)



**EMS Central Station (Emergency Management Services) - Generator**

Calhoun County EMS Central Station

Attn: Accounts Payable

705 Henry Barber Way

Port Lavaca, TX 77979

Office: 361-552-1140

Fax: 361-552-6552

**Location of Generator:** 705 Henry Barber Way, Port Lavaca, TX

**EMS South Station (Emergency Management Services) - Generator**

Calhoun County EMS South Station

Attn: Accounts Payable

705 Henry Barber Way

Port Lavaca, TX 77979

Office: 361-552-1140

Fax: 361-552-6552

**Location of Generator:** 6084 State Hwy 185 East, Seadrift, TX

**Memorial Medical Center (Hospital) - Generator**

Memorial Medical Center

Attn: Accounts Payable

815 N Virginia St

Port Lavaca, TX 77979

Office: 361-552-0256; Fax: 361-551-4504 (Melissa McKissack, Accounts Payable)

Office: 361-552-0392; Fax: 361-552-0312(Sylvia Vargas, Plant Services Dept. Asst. – Order Contact)

Office: 361-552-0224; Fax: 361-552-0220 (Diane Moore, Chief Financial Officer)

**Location of Hospital Generator:** 815 N Virginia St, Port Lavaca, TX

**Memorial Medical Clinic - Generator**

Memorial Medical Clinic

c/o Memorial Medical Center

Attn: Accounts Payable

815 N Virginia St

Port Lavaca, TX 77979

Office: 361-552-0256; Fax: 361-551-4504 (Melissa McKissack, Accounts Payable)

Office: 361-552-0392; Fax: 361-552-0312(Sylvia Vargas, Plant Services Dept. Asst. – Order Contact)

Office: 361-552-0224; Fax: 361-552-0220 (Diane Moore, Chief Financial Officer)

**Location of Clinic Generator:** 1016 N Virginia St, Port Lavaca, TX

STATE OF TEXAS                {}

**AFFIDAVIT**

COUNTY OF CALHOUN        {}

The undersigned certifies that the bid prices contained in this bid have been carefully checked and are submitted as correct and final and if bid is accepted, agrees to furnish any and/or all items upon which prices are offered, at the price(s) and upon the conditions contained in the Specifications and General Conditions.

BEFORE ME, the undersigned authority, on this day personally appeared \_\_\_\_\_  
known to me to be the person whose name is subscribed to the following, who, upon oath says:

I am the Manager, Secretary, or other Agent or Officer or the Principal of the Bidder in the matter of the bids to which this affidavit is attached, and I have full knowledge of the relations of the Bidder with the other firms in this same line of business, and the Bidder is not a member of any trust, pool or combination to control the price of supplies bid on, or to influence any person to bid or not to bid thereon.

I affirm that I am duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this Bid in collusion with any other Bidder.

I further affirm that the Bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted bid. The contents of this Bid as to prices, terms or conditions of said Bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this Bid.

\_\_\_\_\_  
Affiant

\_\_\_\_\_  
Printed Name and Title of Affiant

Name of Bidder (Company) \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

SWORN TO AND SUBSCRIBED BEFORE ME by the above Affiant, who, on oath, states that the facts contained in the above are true and correct, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for \_\_\_\_\_ County, Texas

**CERTIFICATE OF INTERESTED PARTIES****FORM 1295****OFFICE USE ONLY**

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**1** Name of business entity filing form, and the city, state and country of the business entity's place of business.

**2** Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

**3** Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

**5** Check only if there is **NO** Interested Party. ☐

**6 UNSWORN DECLARATION**

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(month) (year)

\_\_\_\_\_  
Signature of authorized agent of contracting business entity  
(Declarant)

**ADD ADDITIONAL PAGES AS NECESSARY**

**Calhoun County, Texas**  
**POLICY OF COMPLIANCE**  
**SECTION 2252.908 TEXAS GOVERNMENT CODE**  
**Approved by Commissioners Court January 28, 2016**  
**Amended by Commissioners Court January 31, 2018**

**BACKGROUND**

Section 2252.908 was added to the Government Code by the 84<sup>th</sup> Texas Legislature through the adoption of House Bill 1295. The law states that the County may not enter into a contract with a business entity unless a Certificate of Interested Parties (Form 1295) is provided to the county at the time the contract is considered for action by Commissioner's Court. The term "business entity" includes a sole proprietorship, partnership or corporation (whether for-profit or non-profit). The term "contract" includes amendment, extension or renewal of an existing contract. The law does not apply to a contract between the County and another governmental entity or state agency. The county is required to file Form 1295 with the state within 30 days of approving a contract with a business entity. Governmental transparency is the objective of the law.

Senate Bill 255 adopted by the 85<sup>th</sup> Legislature Regular Session amended the law effective for contracts entered into or amended on or after January 1, 2018. Additional exemptions from Form 1295 requirement were added for 1) a contract with a publicly traded business entity, including a wholly owned subsidiary of the business entity, 2) a contract with an electric utility as defined by Section 31.002 of the Utilities Code, or 3) a contract with a gas utility as defined by Section 121.001 of the Utilities Code. Notarization of Form 1295 has been replaced by an unsworn statement under penalty of perjury by an authorized representative of the business entity.

The Texas Ethics Commission promulgated rules to implement the law and established an online portal [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm). A business entity will generate Form 1295 online. Calhoun County will acknowledge online the receipt of Form 1295 after a contract is executed. Within seven business days, Form 1295 will be available for public viewing on the Commission's website.

**COMPLAINCE**

**Calhoun County Commissioners Court** will not consider for action any contract or bid with a business entity unless it is accompanied by a completed, signed Form 1295 or a signed statement declaring the provision of the law under which the business entity is exempt.

No later than 30 days after Commissioner's Court approves a contract or awards a bid with a non-exempt business entity, the **County Clerk** will file acknowledgement of receipt of the Form 1295 with the Ethics Commission.

Vendor must *Insert /Attach* a copy of Certificate of Liability Insurance showing proof of coverage required under this Invitation To Bid Package

\*\* Once bids are awarded, the vendor that is awarded a bid must provide a Certificate of Liability Insurance that reflects that Calhoun County (certificate holder) is an additional insured on general liability subject to the conditions of the additional insured. (See General Conditions)

## **CERTIFICATION REGARDING DEBARMENT & SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

In accordance with the Executive Order 12549, the prospective primary participant certifies to the best of his / her knowledge and belief, that its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification.
- d. Have not within a three-year period preceding this application / proposal had one or more public transactions (federal, state, or local) terminated for cause of default.
- e. Acknowledge that all sub-contractors selected for this project must be in compliance with paragraphs (1) (a – d) of this certification.

---

Name and Title of Authorized Agent

---

Date

---

Signature of Authorized Agent

\_\_\_\_\_ I am unable to certify to the above statements. My explanation is attached.

# DEBARMENT & SUSPENSION

## Executive Order 12549--Debarment and Suspension

**Source:** The provisions of Executive Order 12549 of Feb. 18, 1986, appear at 51 FR 6370, 3 CFR, 1986 Comp., p. 189, unless otherwise noted.

By the authority vested in me as President by the Constitution and laws of the United States of America, and in order to curb fraud, waste, and abuse in Federal programs, increase agency accountability, and ensure consistency among agency regulations concerning debarment and suspension of participants in Federal programs, it is hereby ordered that:

**Section 1.** (a) To the extent permitted by law and subject to the limitations in Section 1(c), Executive departments and agencies shall participate in a system for debarment and suspension from programs and activities involving Federal financial and nonfinancial assistance and benefits. Debarment or suspension of a participant in a program by one agency shall have government-wide effect.

(b) Activities covered by this Order include but are not limited to: grants, cooperative agreements, contracts of assistance, loans, and loan guarantees.

(c) This Order does not cover procurement programs and activities, direct Federal statutory entitlements or mandatory awards, direct awards to foreign governments or public international organizations, benefits to an individual as a personal entitlement, or Federal employment.

**Sec. 2.** To the extent permitted by law, Executive departments and agencies shall:

(a) Follow government-wide criteria and government-wide minimum due process procedures when they act to debar or suspend participants in affected programs.

(b) Send to the agency designated pursuant to Section 5 identifying information concerning debarred and suspended participants in affected programs, participants who have agreed to exclusion from participation, and participants declared ineligible under applicable law, including Executive Orders. This information shall be included in the list to be maintained pursuant to Section 5.

(c) Not allow a party to participate in any affected program if any Executive department or agency has debarred, suspended, or otherwise excluded (to the extent specified in the exclusion agreement) that party from participation in an affected program. An agency may grant an exception permitting a debarred, suspended, or excluded party to participate in a particular transaction upon a written determination by the agency head or authorized designee stating the reason(s) for deviating from this Presidential policy. However, I intend that exceptions to this policy should be granted only infrequently.

**Sec. 3.** Executive departments and agencies shall issue regulations governing their implementation of this Order that shall be consistent with the guidelines issued under Section 6. Proposed regulations shall be submitted to the Office of Management and Budget for review within four months of the date of the guidelines issued under Section 6. The Director of the Office of Management and Budget may return for reconsideration proposed regulations that the Director believes are inconsistent with the guidelines. Final regulations shall be published within twelve months of the date of the guidelines.

**Sec. 4.** There is hereby constituted the Interagency Committee on Debarment and Suspension, which shall monitor implementation of this Order. The Committee shall consist of representatives of agencies designated by the Director of the Office of Management and Budget.

**Sec. 5.** The Director of the Office of Management and Budget shall designate a Federal agency to perform the following functions: maintain a current list of all individuals and organizations excluded from program participation under this Order, periodically distribute the list to Federal agencies, and study the feasibility of automating the list; coordinate with the lead agency responsible for government-wide debarment and suspension of contractors; chair the Interagency Committee established by Section 4; and report periodically to the Director on implementation of this Order, with the first report due within two years of the date of the Order.

**Sec. 6.** The Director of the Office of Management and Budget is authorized to issue guidelines to Executive departments and agencies that govern which programs and activities are covered by this Order, prescribe government-wide criteria and government-wide minimum due process procedures, and set forth other related details for the effective administration of the guidelines.

**Sec. 7.** The Director of the Office of Management and Budget shall report to the President within three years of the date of this Order on Federal agency compliance with the Order, including the number of exceptions made under Section 2(c), and shall make recommendations as are appropriate further to curb fraud, waste, and abuse.

## **Implementation in the SRF Programs**

A company or individual who is debarred or suspended cannot participate in primary and lower-tiered covered transactions. These transactions include SRF loans and contracts and subcontracts awarded with SRF loan funds.

Under 40 C.F.R. 32.510, the SRF agency must submit a certification stating that it shall not knowingly enter into any transaction with a person who is proposed for debarment, suspended, declared ineligible, or voluntarily excluded from participation in the SRF program. This certification is reviewed by the EPA regional office before the capitalization grant is awarded.

A recipient of SRF assistance directly made available by capitalization grants must provide a certification that it will not knowingly enter into a contract with anyone who is ineligible under the regulations to participate in the project. Contractors on the project have to provide a similar certification prior to the award of a contract and subcontractors on the project have to provide the general contractor with the certification prior to the award of any subcontract.

In addition to actions taken under 40 C.F.R. Part 32, there are a wide range of other sanctions that can render a party ineligible to participate in the SRF program. Lists of debarred, suspended and otherwise ineligible parties are maintained by the General Services Administration and should be checked by the SRF agency and all recipients of funds directly made available by capitalization grants to ensure the accuracy of certifications.

## **Additional References**

C 40 C.F.R. Part 32: EPA Regulations on Debarment and Suspension.



# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

## OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

## **CONFLICT OF INTEREST QUESTIONNAIRE**

### **For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;  
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

**HOUSE BILL 89 VERIFICATION**  
**CERTIFICATION REQUIRED BY TEXAS GOVERNMENT CODE SECTION 2270.001**

I, \_\_\_\_\_, the undersigned representative of  
Representative

\_\_\_\_\_, (hereafter referred to as Company) being an  
Company or Business Name

adult over the age of eighteen (18) years of age, verify that the Company named above, under the provisions of Subtitle F, Title 10, Texas Government Code Chapter 2270:

1. Does not currently boycott the country of Israel; and
2. Will not boycott the country of Israel during the term of the contract with Calhoun County, Texas.

*Pursuant to 2270.001, Texas Government Code:*

1. *"Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and*
2. *"Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, Joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.*

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

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Date

State law requires certification from a Company for contracts (which includes contracts formed through purchase orders) involving goods or services regardless of the amount.

**RESIDENCE CERTIFICATION**

Pursuant to Texas Government Code §2252.001 *et seq.*, as amended, Calhoun County requests Residence Certification. §2252.001 *et seq.* of the Government Code provides some restrictions on the awarding of governmental contract; pertinent provisions of §2252.001 are stated below:

Sec. 2252.001 (3) “Nonresident bidder” refers to a person who is not a resident.

(4) “Resident bidder” refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

☐ I certify that \_\_\_\_\_ is a “Nonresident Bidder” of Texas  

(Company Name)

  
as defined in Government Code §2252.001 and our principal place of business is  
\_\_\_\_\_.  

(City and State)

☐ I certify that \_\_\_\_\_ is a “Resident Bidder” of Texas as  

(Company Name)

  
defined in Government Code §2252.001.

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Agent

\_\_\_\_\_  
Date

## VENDOR AND ORDER INFORMATION

**Please Type**

**If handwritten, must be in ink and legible**

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Remittance Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Email(s) to send Bid Information: \_\_\_\_\_

\_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Printed name of Authorized Rep: \_\_\_\_\_

## ORDER – CONTACT INFORMATION

Order Contact Name & Title: \_\_\_\_\_

Order Contact Telephone: \_\_\_\_\_

Order Contact Fax: \_\_\_\_\_

Order Contact Email: \_\_\_\_\_

# Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

Print or type.  
See Specific Instructions on page 3.

<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
<b>2</b> Business name/disregarded entity name, if different from above	
<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ► _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
<b>5</b> Address (number, street, and apt. or suite no.) See instructions. <i>Remit Address</i>	Requester's name and address (optional)
<b>6</b> City, state, and ZIP code	
<b>7</b> List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
				-				-	
<b>or</b>									
<b>Employer identification number</b>									
				-					

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ►	Date ►
------------------	----------------------------	--------

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

**CURRENT MARK-UP FOR  
DELIVERED FUEL**

**CURRENT AWARDED BID TABULATIONS  
FOR THE  
*CURRENT BID PERIOD***

**January 1, 2019 thru December 31, 2019**



**Delivered Fuel Annual Supply Contract -- Bid Tabulations****AWARDED TO NEW DISTRIBUTING CO., INC.**

For Period Beginning January 1, 2019 and Ending December 31, 2019

		<b>NEW DISTRIBUTING CO. INC</b>			<b>SUN COAST RESOURCES, INC.</b>		
		Brand Name: CITGO			Brand Name: Various Unbranded		
DEPARTMENT	FUEL TYPE	APPLICABLE TAX PER GALLON STATE-NOT FEDERAL	MARK-UP PER GALLON	TOTAL	APPLICABLE TAX PER GALLON STATE-NOT FEDERAL	MARK-UP PER GALLON	TOTAL
<b>Precinct 1</b> 305 Henry Barber Way Port Lavaca TX 77979	Gasoline, Unleaded, 87 Octane	\$0.20	\$0.11	\$0.31	\$0.20	\$0.20	\$0.40
	Diesel, Low Sulfur, (On Road)	\$0.19	\$0.11	\$0.30	\$0.20	\$0.20	\$0.40
<b>Precinct 2</b> 5812 FM 1090 Port Lavaca TX 77979	Gasoline, Unleaded, 87 Octane	\$0.20	\$0.11	\$0.31	\$0.20	\$0.12	\$0.32
	Diesel, Low Sulfur, (On Road)	\$0.19	\$0.11	\$0.30	\$0.20	\$0.12	\$0.32
<b>Precinct 3</b> 24627 State Highway 172 Port Lavaca TX 77979 (Olivia)	Gasoline, Unleaded, 87 Octane	\$0.20	\$0.11	\$0.31	\$0.20	\$0.30	\$0.50
	Diesel, Low Sulfur, (On Road)	\$0.19	\$0.11	\$0.30	\$0.20	\$0.30	\$0.50
<b>Precinct 4 (Seadrift)</b> 104 E. Dallas Seadrift TX 77983	Gasoline, Unleaded, 87 Octane	\$0.20	\$0.11	\$0.31	\$0.20	\$0.44	\$0.64
	Diesel, Low Sulfur, (On Road)	\$0.19	\$0.11	\$0.30	\$0.20	\$0.44	\$0.64
<b>Precinct 4 (Seadrift)</b> 448 Harbor Road Seadrift TX 77983	Gasoline, Unleaded, 87 Octane	\$0.20	\$0.11	\$0.31	\$0.20	\$0.44	\$0.64
	Diesel, Low Sulfur, (On Road)	\$0.19	\$0.11	\$0.30	\$0.20	\$0.44	\$0.64
<b>Precinct 4 (Port O'Connor)</b> 93 Trevor Street off of Hwy 185 Port O'Connor TX 77982	Gasoline, Unleaded, 87 Octane	\$0.20	\$0.19	\$0.39	\$0.20	\$0.50	\$0.70
	Diesel, Low Sulfur, (On Road)	\$0.19	\$0.19	\$0.38	\$0.20	\$0.50	\$0.70



**Delivered Fuel Annual Supply Contract -- Bid Tabulations****AWARDED TO NEW DISTRIBUTING CO., INC.**

For Period Beginning January 1, 2019 and Ending December 31, 2019

		<b>NEW DISTRIBUTING CO. INC</b>			<b>SUN COAST RESOURCES, INC.</b>		
		Brand Name: CITGO			Brand Name: Various Unbranded		
DEPARTMENT	FUEL TYPE	APPLICABLE TAX PER GALLON STATE-NOT FEDERAL	MARK-UP PER GALLON	TOTAL	APPLICABLE TAX PER GALLON STATE-NOT FEDERAL	MARK-UP PER GALLON	TOTAL
<b>Fuel Skid</b> Within Close Proximity to the Calhoun County Courthouse Port Lavaca TX 77979	Diesel, Low Sulfur, (On Road)	\$0.19	\$0.25	\$0.44	\$0.20	\$1.20	\$1.40
<b>Exceptions</b>		Distributor to furnish single wall tank & secondary containment (Satisfies TCEQ Requirements)			Bidder Exception: 1. <u>General</u> <u>Conditions-Force</u> <u>Majeure</u> (page 9) Bidder requests this section be amended - <i>See copy attached</i>		
<b>Bidder Information (pg 14)</b>		Returned			Returned		
<b>Affidavit</b>		Returned			Returned		
<b>Term</b>		0%, Net 30			0%, 0 Days		
<b>Method/Source used throughout contract</b>		webracks.opisnet.com OPIS City Rack Report (for Virginia Anderson)			Did not Submit with Bid		
<b>Form 1295</b>		Returned			Returned		
<b>Certificate of Insurance</b>		Returned			Did not Submit with Bid		

# County of Calhoun, Texas

## Addendum No. 1 to Delivered Fuel Contract

### Generators at Various County Locations

Location of Generator	Tank Size (Gallons)	* Type of Fuel	Estimated Fuel Orders per Year	<sup>22</sup> IF Applicable STATE TAX per Gallon	MARK-UP per Gallon	** TOTAL COST per gallon
Calhoun County Courthouse 211 S Ann St Port Lavaca TX 77979	785	Diesel	1	▶ 0.20	.40	.60
Calhoun County Adult Dentention Center 302 W Live Oak Corner of Live Oak and San Antonio St Port Lavaca TX 77979	706	Diesel	1	▶ 0.20	.40	.60
EMS (Emergency Management Services) 705 Henry Barber Way Port Lavaca TX 77979	250	Diesel	1	▶ 0.20	.40	.60
Memorial Medical Center 815 N Virginia St Port Lavaca TX 77979	2,500	Diesel	*** 1	▶ 0.20	.40	.60

\* Type of Fuel: Diesel, Low Sulfur (On Road) - state tax applies / Dyed Diesel (OFF-ROAD) - NO STATE TAX <sup>22</sup>

\*\* Invoice may include LUST Tax - Calhoun County is not exempt from this tax

\*\*\* Memorial Medical Center has previously placed the following orders:  
9/12/18 = 858 Gallons; 9/18/17 = 506 Gallons; 9/6/17 = 600 Gallons

## Sample of Current Invoice with Backup

Attached is a copy of a current invoice with backup provided by our current supplier.

When billed, the below information must be included:

1. Invoice billed to Calhoun County with reference to the Calhoun County Department that is being billed.
2. Delivery Ticket that was signed by a Calhoun County employee at time of delivery.
3. The OPIS sheet (or rack pricing sheet from the same company throughout the term of the bid) showing rack prices on the date of delivery.  
Price for unleaded and/or diesel must be highlighted or clearly marked.

# **New Distributing** **INCORPORATED**

[REDACTED]

Port Lavaca, TX

CALHOUN COUNTY PRECINCT 1  
PRECINCT BARN  
305 HENRY BARBER WAY  
PORT LAVACA, TX

**CUSTOMER NO.**

**PAGE**

2019/09/04 NET 30 DAYS

Received

# New Distributing

P.O. BOX 1247 • 4102 HWY. 59 N  
VICTORIA, TEXAS 77902-1247  
www.newdistributing.com

(361) 575-1981

DELIVERY TICKET

No. 305010

This is Returned  
With invoice

DATE 9-4 2019 TERMS: ☐ C.O.D. ☐ NET 10 DAYS ☐ NET 30 DAYS

ACCOUNT NO. \_\_\_\_\_ CUSTOMER P.O. NO. \_\_\_\_\_

SOLD TO Calhoun County Prot #1 DELIVERED TO \_\_\_\_\_

ADDRESS \_\_\_\_\_ DELIVERED BY Red

CITY/STATE \_\_\_\_\_ EMERGENCY CONTACT: \_\_\_\_\_

PACKAGES NO.	KIND	HAZARDOUS MATERIAL DESCRIPTION			ORIGIN MANIFEST NUMBER	QUANTITY	PRICE Excluding Tax	TAX		PRICE Including Tax	AMOUNT
								State	Fed.		
	BULK	UN 1203, GASOLINE, 3, PG II	87 OCTANE	UNLEADED	590705	1498 660	1817	✓	001	2018	1331 88
	BULK	UN 1203, GASOLINE, 3, PG II	89 OCTANE	UNLEADED PLUS							
	BULK	UN 1203, GASOLINE, 3, PG II	93 OCTANE	SUPER UNLEADED							
	BULK	NA 1993, DIESEL FUEL 3, PG III	5% BIO	ULSD DYED							
	BULK	NA 1993, DIESEL FUEL 3, PG III	5% BIO	ULTRA-LOW SULFUR DIESEL	590705	1790	2044	✓	001	2235	4000 65
	BULK	UN 1223, KEROSENE, 3, PG III		KEROSENE							
		NA 1268, NAPHTHA, 3, PG III		SOLVENT							
		NA 1230, METHANOL 3, PG III		METHANOL							
REFORMULATED GASOLINE MAY CONTAIN UP TO 10% ETHANOL											

The price of this diesel fuel does  
not include federal motor fuel  
taxes and the diesel fuel does not  
contain visible evidence of dye.

☐ EXEMPT ☐ RESALE ☐ FARM USE

Sales Tax \_\_\_\_\_ %

TOTAL AMOUNT 5332 53

TERMS AND CONDITIONS ACCEPTED BY:

X

CHECKED & RECEIVED

INVOICE WILL FOLLOW  
SUBJECT TO CORRECTION  
OF CLERICAL ERRORS

↓  
This is Returned with invoice

## Customized OPIS City Rack Report for [REDACTED]

VICTORIA/PLACEDO, TX

2019-09-04 10:00:03 EDT

\*\*OPIS CONTRACT BENCHMARK FILE\*\*

\*\*OPIS GROSS CBOB ETHANOL(10%) PRICES\*\*

7.8 RVP

	Terms	Unl	Move	Mid	Move	Pre	Move	Date	Time
Shell-Mot	b 125-3	166.17	- 5.01	183.38	- 5.01	216.80	- 5.01	09/03	18:00
XOM	b 125-3	166.22	- 4.69	182.17	- 4.69	216.85	- 4.69	09/03	19:00
Valero	b 1-10	167.85	- 4.90	183.35	- 4.90	216.00	- 4.90	09/03	18:00
Citgo	b 1-10	167.94	- 4.73	183.60	- 4.72	215.92	- 4.73	09/03	18:00
Cenex	b 1-10	169.49	- 4.04	-- --	-- --	-- --	-- --	09/03	18:00
* Citgo	u 1-10	<u>170.83</u>	- 4.71	186.59	- 4.70	218.30	- 4.71	09/03	18:00
PSX	b 1-10	171.36	- 5.05	186.51	- 5.05	218.83	- 5.05	09/03	18:00
LOW RACK		166.17		182.17		215.92			
HIGH RACK		171.36		186.59		218.83			
RACK AVG		168.55		184.27		217.12			
OPIS GULF COAST DELIVERED SPOT (SRI)									
FOB VICTORIA/PLAC		150.65	-- --	-- --		164.15			
BRD LOW RACK		166.17		182.17		215.92			
BRD HIGH RACK		171.36		186.51		218.83			
BRD RACK AVG		168.17		183.80		216.88			
UBD LOW RACK		170.83		186.59		218.30			
UBD HIGH RACK		170.83		186.59		218.30			
UBD RACK AVG		170.83		186.59		218.30			
CONT AVG-09/04		168.55		184.27		217.12			
CONT LOW-09/04		166.17		182.17		215.92			
CONT HIGH-09/04		171.36		186.59		218.83			

\* this price is  
highlighted or  
marked

VICTORIA, TX

LOW RETAIL	226.20
AVG RETAIL	232.06
LOW RETAIL EX-TAX	187.63
AVG RETAIL EX-TAX	193.50

VICTORIA/PLACEDO, TX

2019-09-04 10:00:03 EDT

\*\*OPIS CONTRACT BENCHMARK FILE\*\*

\*\*OPIS GROSS ULTRA LOW SULFUR LED DISTILLATE PRICES\*\*

	Terms	No.2	Move	No.1	Move	Pre	Move	Date	Time
Motiva	b 125-3	191.80	- 4.39	-- --	-- --	-- --	-- --	09/03	18:00
Shell-Mot	b 125-3	192.64	- 4.40	-- --	-- --	-- --	-- --	09/03	18:00
Citgo	b 1-10	193.49	- 3.94	-- --	-- --	-- --	-- --	09/03	18:00
Citgo	u 1-10	193.49	- 3.94	-- --	-- --	-- --	-- --	09/03	18:00
Valero	b 1-10	193.70	- 2.95	-- --	-- --	-- --	-- --	09/03	18:00
PSX	b 1-10	194.18	- 3.00	-- --	-- --	-- --	-- --	09/03	18:00
Cenex	b 1-10	195.80	- .87	-- --	-- --	-- --	-- --	09/03	18:00
LOW RACK		191.80		-- --		-- --			
HIGH RACK		195.80		-- --		-- --			
RACK AVG		193.59		-- --		-- --			
OPIS GULF COAST DELIVERED SPOT (SRI)									
FOB VICTORIA/PLAC		180.39	-- --	-- --		-- --			
BRD LOW RACK		191.80		-- --		-- --			
BRD HIGH RACK		195.80		-- --		-- --			
BRD RACK AVG		193.60		-- --		-- --			
UBD LOW RACK		193.49		-- --		-- --			
UBD HIGH RACK		193.49		-- --		-- --			
UBD RACK AVG		193.49		-- --		-- --			
CONT AVG-09/04		193.59		-- --		-- --			
CONT LOW-09/04		191.80		-- --		-- --			
CONT HIGH-09/04		195.80		-- --		-- --			

VICTORIA/PLACEDO, TX

2019-09-04 10:00:03 EDT

\*\*OPIS CONTRACT BENCHMARK FILE\*\*

\*\*OPIS GROSS ULTRA LOW SULFUR RED DYE LED DISTILLATE PRICES\*\*

No.2	No.1	Pre	Move
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This is returned with invoice

	Terms	RD	Move	RD	Move	RD	Move	Date	Time
Citgo	b 1-10	193.89	- 3.94	-- --	-- --	-- --	-- --	09/03	18:00
Citgo	u 1-10	193.89	- 3.94	-- --	-- --	-- --	-- --	09/03	18:00
PSX	b 1-10	195.19	- 3.00	-- --	-- --	-- --	-- --	09/03	18:00
Cenex	b 1-10	196.20	- .87	-- --	-- --	-- --	-- --	09/03	18:00
LOW RACK		193.89		-- --		-- --			
HIGH RACK		196.20		-- --		-- --			
RACK AVG		194.79		-- --		-- --			
OPIS GULF COAST DELIVERED SPOT (SRI)									
FOB VICTORIA/PLAC		180.74		-- --		-- --			
BRD LOW RACK		193.89		-- --		-- --			
BRD HIGH RACK		196.20		-- --		-- --			
BRD RACK AVG		195.09		-- --		-- --			
UBD LOW RACK		193.89		-- --		-- --			
UBD HIGH RACK		193.89		-- --		-- --			
UBD RACK AVG		193.89		-- --		-- --			
CONT AVG-09/04		194.79		-- --		-- --			
CONT LOW-09/04		193.89		-- --		-- --			
CONT HIGH-09/04		196.20		-- --		-- --			

VICTORIA/PLACEDO, TX

2019-09-04 10:00:03 EDT

\*\*OPIS CONTRACT BENCHMARK FILE\*\*

\*\*OPIS GROSS WHOLESALE B5 SME BIODIESEL PRICES\*\*

	Terms	LED	LED	Move	Date	Time
Motiva	b 125-3	191.80	-- --		09/03	18:00
Shell-Mot	b 125-3	192.64	-- --		09/03	18:00
XOM	b 125-3	192.66	-- --		09/03	19:00
Valero	b 1-10	193.35	-- --		09/03	18:00
Citgo	b 1-10	193.49	193.89		09/03	18:00
* Citgo	u 1-10	193.49	193.89		09/03	18:00
PSX	b 1-10	194.18	-- --		09/03	18:00
LOW RACK		191.80	193.89			
HIGH RACK		194.18	193.89			
RACK AVG		193.09	193.89			
BRD LOW RACK		191.80	193.89			
BRD HIGH RACK		194.18	193.89			
BRD RACK AVG		193.02	193.89			
UBD LOW RACK		193.49	193.89			
UBD HIGH RACK		193.49	193.89			
UBD RACK AVG		193.49	193.89			
CONT AVG-09/04		193.09	193.89			
CONT LOW-09/04		191.80	193.89			
CONT HIGH-09/04		194.18	193.89			

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\* this is highlighted or marked