CITY OF

**SANTA FE, Texas**

# INVITATION TO BID

# COSFTX CSB2024-0927

The City of Santa Fe seeks vendors to supply diesel fuel for city operations. Sealed bids addressed to the Honorable Mayor and Council of the City of Santa Fe, Texas, will be received at the office of **Natalie Arnett, City Secretary, P. O. Box 950, Santa Fe, TX 77510-0950** until Thursday, October 17, 2024, at 2 p.m. and then publicly opened and read in the City Council Meeting Room at the same time and date for *Diesel for the initial term of one beginning October 1, 2024, through September 30, 2025, with an option to extend the contract period for two (2) additional one-year terms upon mutual agreement between the City and the contractor*.

The bids will be awarded at the regular council meeting on Thursday, October 24, 2024, at 7 p.m. The city reserves the right to award a primary contract and a secondary contract to secure a backup contractor for emergencies if the primary contractor cannot respond as needed. Specifications will be emailed to all interested vendors and are also available from City Hall, 12002 Hwy. 6, Santa Fe, Texas, or the city website at <https://www.ci.santa-fe.tx.us/administration/page/bids-and-requests-proposals-or-qualifications> and by request to the City Secretary at [citysecretary@santafetx.gov](mailto:citysecretary@santafetx.gov).

The city reserves the right to accept or reject any or all bids and to accept only those that are in the best interest of the City of Santa Fe. The City reserves the right to revise or amend the specifications before the date set for opening bids. Such revisions or amendments, if any, will be announced by addenda or addendum to these specifications. Copies of such addenda so issued will be furnished to all prospective bidders.

The unit price should reflect all charges, and the bidder shall advise if there is a minimum amount per order. Prices quoted shall be firm for the entire term of the contract. Bidder must give full firm name and address. Bids shall be submitted in sealed envelopes upon the blank forms provided and marked in the lower left-hand corner, *“Sealed bid for diesel fuel.”* Bids cannot be altered or amended after opening time. Any alterations made before opening must be initialed by the bidder or authorized agent. Bids received after the time specified in the invitation will not be considered.

Please direct any questions regarding these documents to Billy Creppon, Street Superintendent, at (409) 218-8656 or [bcreppon@santafetx.gov](mailto:bcreppon@santafetx.gov).

**SPECIFICATIONS**

**# 2 DIESEL FUEL:**

FUEL SHALL MEET ALL COLONIAL PIPELINE SPECIFICATIONS. DIESEL FUEL SHALL BE #2. FUEL WITH ALCOHOL ADDITIVES OR EXTENDERS ARE UNACCEPTABLE. BID PRICE DIFFERENTIAL IN CENTS OVER RACK PRICE. TAX EXEMPT, DO NOT INCLUDE TAX IN BID. PRICES MUST BE BID F.O.B. OUR SANTA FE STORAGE TANKS.

PRICE DIFFERENTIAL OVER RACK PRICE =\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OTHER CHARGES (SPECIFY) =\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorized Signature & Title Date**

**Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bidder’s Contact Information:**

**Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**e-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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