

**AN ORDINANCE TO AUTHORIZE AND APPROVE A CONTRACT BETWEEN THE CITY OF WILMINGTON AND RIGGINS, INC. FOR GASOLINE, HEATING OIL, AND DIESEL FUEL**

#4546

Sponsor:

Council  
Member  
Turner

**WHEREAS**, pursuant to Section 2-308 and Section 8-200 of the City Charter, the City of Wilmington is authorized to enter into contracts for the supply of personal property or the rendering of services for a period of more than one year if approved by City Council by ordinance; and

**WHEREAS**, the City publicly advertised the specifications for Contract 19017PW – Gasoline/Heating Oil/Diesel Fuel (the “Contract”) – in accordance with the requirements of Section 8-200 of the City Charter, and subsequently awarded the Contract, a copy of which, in substantial form, is attached hereto and incorporated by reference herein as Exhibit “A”, to Riggins, Inc. (the “Contractor”), the highest ranked proposer; and

**WHEREAS**, the term of the Contract is for a period of one (1) year from July 1, 2018 through June 30, 2019, at an estimated price of One Million One Hundred Sixty-Nine Thousand Six Hundred Sixty Dollars (\$1,169,660.00), with the possibility of two (2) extensions of one (1) year thereafter at the same annual price, at the option of the City, subject to budget appropriations; and

**WHEREAS**, the primary purpose of the Contract is to provide gasoline, heating oil, and diesel fuel to the City’s Department of Public Works; and

**WHEREAS**, said extension periods were included in the Contract in order to provide for continuity of service; and

**WHEREAS**, it is the recommendation of the Department of Public Works that the City enter into the Contract with the Contractor for a period of one (1) year from July 1, 2018

through June 30, 2019, and reserve the right to extend the Contract for two (2) additional periods of one (1) year thereafter, at the option of the City.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF WILMINGTON  
HEREBY ORDAINS:**

**SECTION 1.** Contract 19017PW - Gasoline/Heating Oil/Diesel Fuel - between the City of Wilmington and Riggins, Inc., a copy of which Contract is attached hereto as Exhibit "A," for the period of one (1) year from July 1, 2018 through June 30, 2019, at an estimated price of One Million One Hundred Sixty-Nine Thousand Six Hundred Sixty Dollars (\$1,169,660.00), with the possibility of two (2) additional extensions of one (1) year thereafter at the same annual price, at the option of the City, is hereby approved, and the Mayor and the City Clerk are hereby authorized and directed to execute as many copies of the Contract, as well as all additional undertakings related thereto, as may be necessary.

**SECTION 2.** This Ordinance shall become effective upon its passage by City Council and approval by the Mayor.

First Reading..... June 7, 2018  
Second Reading..... June 7, 2018  
Third Reading.....

Passed by City Council,

\_\_\_\_\_  
President of City Council

ATTEST: \_\_\_\_\_  
City Clerk

Approved this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Mayor

**SYNOPSIS:** This Ordinance authorizes the execution of Contract 19017PW - Gasoline/Heating Oil/Diesel Fuel - between the City of Wilmington and Riggins, Inc. for the period of one (1) year from July 1, 2018 through June 30, 2019, at an estimated price of One Million One Hundred Sixty-Nine Thousand Six Hundred Sixty Dollars (\$1,169,660.00), with the possibility of two (2) additional extensions of one (1) year thereafter at the same annual price, at the option of the City.

**FISCAL IMPACT STATEMENT:** The fiscal impact of this Ordinance is a contract for the period of one (1) year from July 1, 2018 through June 30, 2019, at an estimated price of One Million One Hundred Sixty-Nine Thousand Six Hundred Sixty Dollars (\$1,169,660.00), with the possibility of two (2) additional extensions of one (1) year thereafter at the same annual price, at the option of the City.

W0099656

# **EXHIBIT A**

The City of Wilmington  
will receive sealed bids  
at the Division of Procurement &  
Records, 5th Fl., Louis L. Redding  
Bldg., 800 French St., Wilm., DE  
19801 for:

**19017PW – GASOLINE, HEATING  
OIL & DIESEL FUEL**

**Bid opening:** Tuesday, March 27,  
2018, at 3:00 p.m., in the 5th Floor  
Finance Conference Room, Louis L.  
Redding City/County Building, 800  
French Street, Wilmington, DE  
19801.

Specifications may be obtained at  
the above address for the Division  
of Procurement & Records.

Philip Ceresini  
Purchasing Agent II  
Division of Procurement and  
Records  
Department of Finance  
3/6, 3/13-NJ



**Classified Ad Receipt**  
**(For Info Only - NOT A BILL)**

**Customer:** SD CITY WILM PURCHASING DIV  
**Address:** 800 N FRENCH ST FL 5  
WILMINGTON DE 19801  
USA

**Ad No.:** 0002773421  
**Pymt Method** Invoice  
**Net Amt:** \$134.88

**Run Times:** 2

**No. of Affidavits:** 1

**Run Dates:** 03/06/18, 03/13/18

**Text of Ad:**

The City of Wilmington  
will receive sealed bids  
at the Division of Procurement &  
Records, 5th Fl., Louis L. Redding  
Bldg., 800 French St., Wilm., DE  
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Philip Ceresini  
Purchasing Agent II  
Division of Procurement and  
Records  
Department of Finance  
3/6, 3/13-NJ

0002773421-01



**The News Journal**  
Media Group

A GANNETT COMPANY

Street Address: (302) 324-2500  
950 West Basin Road (800) 235-9100  
New Castle, DE 19720

Mailing Address: Legal Desk:  
P.O. Box 15505 (302) 324-2676  
Wilmington, DE 19850 Legal Fax:  
302 324-2249

SD CITY WILM PURCHASING DIV  
800 N FRENCH ST FL 5

WILMINGTON, DE 19801

DE,

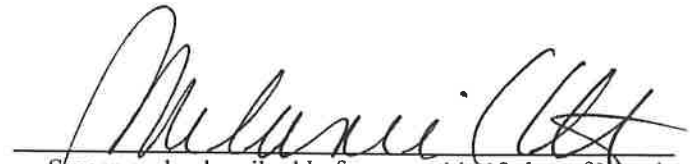
**AFFIDAVIT OF PUBLICATION**

**State of Delaware**  
**New Castle County**

Personally appeared **The News Journal**

Of the **The News Journal Media Group**, a newspaper printed, published and circulated in the State of Delaware, who being duly sworn, deposeth and saith that the advertisement of which the annexed is a true copy, has been published in the said newspaper 2 times, once in each issue as follows:

03/06/18, 03/13/18 A.D 2018

  
Sworn and subscribed before me, this 13 day of March,  
2018

Ad Number: 0002773421

Legal notification printed at larger size for affidavit.



# City of Wilmington



MICHAEL S. PURZYCKI  
Mayor

Advertisement for Bids to appear in the News Journal  
on Tuesday, March 6<sup>th</sup> and Tuesday, March 13<sup>th</sup>, 2018.

The City of Wilmington will receive sealed bids  
at the Division of Procurement & Records, 5th Fl., Louis L. Redding Bldg.,  
800 French St., Wilm., DE 19801 for:

## **19017PW – GASOLINE, HEATING OIL & DIESEL FUEL**

**bid opening:** Tuesday, March 27, 2018, at 3:00 p.m., in the 5<sup>th</sup> Floor Finance Conference Room, Louis L. Redding City/County Building, 800 French Street, Wilmington, DE 19801.

Specifications may be obtained at the above address for the Division of Procurement & Records.

Philip Ceresini  
Purchasing Agent II  
Division of Procurement and Records  
Department of Finance

[pceresini@wilmingtonde.gov](mailto:pceresini@wilmingtonde.gov)  
[www.wilmingtonde.gov](http://www.wilmingtonde.gov)



**ADDENDUM #1**  
**Contract 19017PW**  
**Gasoline Heating Oil & Diesel Fuel**



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In response to questions and comments that have been received we offer the following updates, clarifications. Note that only questions that were determined to be relevant have been addressed.

1. Who is your current vendor?  
Riggins Oil
2. Please provide current copies of invoices and bill of ladings for each product.  
FOIA Request Required – Form Sent
3. Are vendors required to bid on all products?  
No
4. Can vendors only bid on tanker loads?  
Yes
5. Are the options to extend the contract upon mutual agreement of both parties?  
No
6. Are you billed on gross or net gallons?  
Net
7. Is the heating oil required to be ultra-low Sulphur?  
Yes
8. Because the DE Gross Receipt tax is based on a percentage on all product dollars, we request that it be allowed to be a line item and not incorporated into the delivery fee. This will ensure that all quotes submitted are being compared equally. It will also assist in keeping the cost to the city down, because this tax is a percentage based on total product dollars, the tax will change as the OPIS index changes so Bidders will use an inflated delivery fee to cover the risk this tax will cause. By having the tax as a line item, the bidders can give the most complete delivery fee possible to the city.  
We would agree to this change in the addendum.

9. When is the award date?  
Usually within 30 days of the bid opening.
10. When is the first board meeting after the opening?  
N/A
11. Will decision be made before or at the board meeting?  
N/A
12. Will a firm fixed price be considered? If not, why?  
No
13. If we were to insert any conditions into our alternate firm fixed bid, would they be taken into consideration or rejected? Sample attached, please indicate which clauses would be acceptable and which clauses would be cause for rejection?  
No
14. Have any addendums been released for this bid?  
This is Addendum #1
15. Does the City of Wilmington require dyed or clear diesel fuel for this procurement?  
The City requires dyed heating oil for the generators at its Water Plant facilities, however we'll also require clear diesel for motor vehicle use at the Fire Stations, and the Public Works Yard at 1450 New York Ave.

ALL OTHER PROVISIONS OF THIS SOLICITATION REMAIN THE SAME.

Issued 26 March 2018 by the  
Procurement and Records Division, Department of Finance  
Louis L. Redding City County Building, 800 French Street  
Wilmington, DE 19801

## INSTRUCTIONS TO BIDDERS

1. Bids on **City Contract 19017PW – GASOLINE, HEATING OIL & DIESEL FUEL** will be publicly opened and read aloud in the 5<sup>th</sup> Floor Finance Conference Room, Louis L. Redding City/County Building, 800 French Street, Wilmington, DE 19801 on **TUESDAY, MARCH 27, 2018, AT 3:00 p.m.**
2. Proposals must be in triplicate, sealed in an envelope, and the envelope endorsed "**Bid for City Contract 19017PW – GASOLINE, HEATING OIL & DIESEL FUEL**" and addressed to the Department of Finance, Division of Procurement and Records, 5<sup>th</sup> Floor, Louis L. Redding City/County Building, 800 French Street, Wilmington, Delaware.
3. Any bid may be withdrawn prior to the schedule time for opening of bids or authorized postponement thereof. No bid may be withdrawn within thirty (30) calendar days after the actual opening thereof.
4. The successful bidder will be required to have or obtain an appropriate business license from the Department of Finance, Revenue Division, City of Wilmington, in order to be awarded the contract. Before obtaining a City of Wilmington Business License, all applicants must show proof of a current State of Delaware Business License.
5. The corporation, the successful bidder shall furnish a certificate from the State where it is incorporated, stating that it is a subsisting corporation. The corporation shall also furnish one (1) original and two (2) copies of the excerpts of the corporate minutes, which grant authority to those who sign and attest the contract. The Corporate Seal shall be affixed where signatures are attested.
6. The successful bidder will be required to withhold City of Wilmington Wage Tax from their employees and withheld taxes paid to the City of Wilmington pursuant to the provisions of the Wilmington Wage Tax Law. This law applies to people living and/or working in the City of Wilmington.

The U.S. Department of Commerce monitors Procurement transaction made to minority business enterprises by the City of Wilmington. The Minority Business Developments Agency's District Office reserves the right to contact the successful minority bidder and/or subcontractor to confirm any participation in the Procurement process.
8. The successful bidder certifies that they are not listed on the Federal Government, Excluded Parties List System ([www.sam.gov](http://www.sam.gov)). This will be verified by the City of Wilmington and if listed may be grounds for rejection of the bid or proposal.
9. Any person doing business or seeking to do business with the City shall abide by the following Global Sullivan Principles:
  - A. Support universal human rights and particularly, those of employees, the communities within which you operate, and parties with whom you do business.
  - B. Promote equal opportunity for employees at all levels of the company with respect to issues such as color, race, gender, age, ethnicity, or religious beliefs, and operate without unacceptable worker treatment such as the exploitation of children, physical punishment, female abuse, involuntary servitude, or other forms of abuse.
  - C. Respect employee's voluntary freedom of association.
  - D. Compensate employees to enable them to meet at least their basic needs and provide the opportunity to improve their skill and capability in order to raise their social and economic opportunities.

- E. Provide a safe and healthy workplace; protect human health and the environment; and promote sustainable development.
- F. Promote fair competition including respect for intellectual and other property rights, and not offer, pay, or accept bribes.
- G. Work with governments and communities in which you do business to improve the quality of life in those communities -- their educational, cultural, economic, and social well-being -- and seek to provide training and opportunities for workers from disadvantaged backgrounds.
- H. Promote the application of these principles by those with whom you do business.

10. **Award and Execution of Contract**

- A. **Consideration of Proposals.** After the proposals are opened and read, they will be compared on the basis of the summation of the products of the approximate quantities shown in the bid schedule by the unit bid prices, unless the proposals states a different basis for comparing bids. In the event of a discrepancy between unit bid prices and extensions, the unit bid price shall govern.

Before awarding the contract, a bidder may be required to show that he/she has the ability, experience, necessary equipment, experienced personnel, and financial resources to successfully carry out the work required by the contract.

The right is reserved to reject any and/or all proposals, to waive technicalities, to advertise for new proposals, or to proceed to do the work otherwise, if in the judgment of the department the best interest of the City will be promoted thereby.

- B. **Award of Contract.** The award of the contract, if it be awarded, must be within thirty (30) calendar days after the opening of proposals to the lowest responsible and qualified bidder whose proposal complies with all the requirements prescribed. The successful bidder will be notified by letter mailed to the address shown on his proposals that his bid has been accepted and has been awarded the contract.
- C. **Cancellation of Award.** The City reserves the right to cancel the award of any contract at any time before the execution of said contract by all parties without any liability against the City.
- D. **Right to Audit.** The City Auditor or his designee shall have the right to audit the contract and any books, documents, or records relating thereto.

Questions should be directed to Phil Ceresini via email at [pceresini@wilmingtonde.gov](mailto:pceresini@wilmingtonde.gov). Questions will not be accepted within 1 week of bid opening.

**THIS CONTRACT DOES NOT REQUIRE A BID BOND OR PERFORMANCE BOND.**



**CITY OF WILMINGTON, DELAWARE**

**SPECIFICATIONS FOR CONTRACT**

**GASOLINE / HEATING OIL / DIESEL FUEL**

**CONTRACT 19017PW**

City of Wilmington  
Department of Public Works  
February 27, 2018

**CITY OF WILMINGTON  
DEPARTMENT OF PUBLIC WORKS  
GASOLINE, HEATING OIL AND DIESEL FUEL  
Contract 19017PW**

**SPECIFICATIONS:**

Petroleum products sold to the City of Wilmington under the Terms and Conditions of this contract will be tested according to the procedures and specifications outlined below. Vendors can bid Wagon Loads, Tanker Loads (8,500), or a combination of both:

**Gasoline** to conform to the ASTM Designation D439-79 or most current revision thereof: the antiknock requirement for gasoline shall be as follows:

<b>Antiknock Index</b>	<b>Ethanol Content /Gal.</b>
<b>Minimum</b>	<b>Maximum</b>
87.0 octane	15%

**Heating Oil** to conform to the ASTM Designation for #2 Heating Oil, D396 or most current revision. The heating oil shall also comply with the requirement of Ultra Low Sulphur 15 PPM maximum. The City will not accept DYED ULSD in lieu of Heating Oil.

**Diesel Fuel** to conform to the ASTM designation D975 or most current revision for ULSD (12-15 PPM of Sulfur). Suppliers and their sources are prohibited from adulterating the fuel with reclaimed or waste products of any type. The fuel is to be completely distilled materials. That is, the fuel should show at least 98 percent of volume recovery when subjected to ASTM D-86 (or latest version) distillation. Fuel is to meet VVF-800 (grades DF-1 and DF-2) and ASTM Designation D-975. Fuel is to be clean and free of contamination of any kind. The cetane number rating must be a minimum of 40 and the final boiling point is to be 675 degrees Fahrenheit. The City will not accept 5% or 2% bio in your diesel.

**TERM:**

The initial term of this contract shall be July 1, 2018, or as soon as possible thereafter, to June 30, 2019. The City of Wilmington maintains the option to extend this contract for two (2) additional periods of one (1) year each which will run from July 1<sup>st</sup> until June 30<sup>th</sup>. Terms and conditions of the contract must remain the same. The City will give 60 days advanced written notice if the contract is to be extended.

**PRICING METHOD:**

For all fuel products the bidder must complete the proposal form at the end of this document. The delivered price per gallon of Gasoline / Heating Oil / Diesel Fuel will be calculated for each product as follows: the daily OPIS Contract Low Rack price for Philadelphia, PA at 5:00 pm for the day of delivery plus the delivery fee (fixed for the term of the contract) from the proposal form. The City of Wilmington is exempt from Federal and State excise taxes. Additional charges to appear separately on the invoice are:

Federal Leaking Underground Storage Tank (LUST) Fee  
Federal Oil Spill Recovery Fee  
Delaware Hazard Substance Clean

A copy of the February 15, 2018 OPIS Contract Report for 5:00 pm is attached to this document for reference as Attachment A. Additionally, the base price on the proposal form is derived from the February 15, 2018 report. The prices on the proposal form are for comparison only. Invoiced pricing will fluctuate as detailed above.

**ESTIMATED QUANTITIES:**

The quantities stated in the attached proposal forms are used as basis of comparison of bids. Actual quantities purchased will be governed by need. The City reserves the right to change, add, or delete delivery locations within the City limits as needed.

**TAXES:**

The price quoted on all products shall be exempt from Federal, State, or local taxes. Tax exempt certificates will be supplied to the successful bidder(s) (license #21131)

**GENERAL:**

All Items of this specification shall meet or exceed Federal and /or State regulations with reference to air, water, storage, and pollution regulations. The initial term of this contract will be from date of signed contract to **June 30, 2019** with possible extensions as described above.

**DELIVERY:**

Delivery shall be made to the tanks at several locations, Monday through Friday, between 6:00 a.m. and 6:00 p.m., and anytime when requested for an emergency delivery. When verbally ordered, normal delivery shall be made within 24 hours of receipt of the order.

The successful bidder shall supply a toll-free number where such orders may be placed. Should the successful bidder fail to make delivery of the fuel oil and the diesel or heating oil systems run out of fuel, he shall be liable for all the expenses for the repairs and maintenance to the equipment, including the expense of resetting the pumps restoring burners, cleaning nozzles, and ignition systems. Upon failure to deliver as requested, the City may at their discretion, arrange for another source of fuel oil and the vendor shall be liable for reimbursement to the City for any increase in costs resulting there from.

Emergency deliveries may be requested and an after-hours delivery charge is to be entered on proposal sheet for this purpose.

Should any fuel delivered prove not to meet the specified standards, the successful bidder shall remove such fuel, replace with specified fuel, and bear the costs of the task. The successful bidder shall remove condensate and other foreign heavy material from the tanks as required, at no additional cost.

**METERED DELIVERIES:**

All fuel deliveries must be made by trucks equipped with a meter and printed tickets. The printed tickets must indicate readings before and after loading into storage tanks. Copies of the associated delivery tickets are to be sent with the invoices.

**AUTOMATIC DELIVERIES:**

The Successful Bidder must make automatic deliveries as required based on automatically faxed tank levels supplied daily by the City's Veeder Root System and the future deliveries are to be confirmed in advance with the City's designate by email (designate to be determined at bid award). Successful bidder shall supply a coordinating company contact individual to receive the subject City's tank level faxes. The automatic deliveries pertain to the 1450 New York Ave location fuel site at present but may include other locations later at the discretion of the City. Bidder must take exception to this requirement, if compliance is not expected.



**INVOICES:**

Vendor shall issue a separate invoice for each location and delivery. Delivery location and purchase order number must show on each invoice along with a copy of delivery sheet and daily OPIS rack price listing used for that day. Invoices, OPIS, and copy of the delivery sheet are to be sent to the Finance Department, Accounts Payable via email to: [accountspayable@wilmingtonde.gov](mailto:accountspayable@wilmingtonde.gov) and [laobohoski@wilmingtonde.gov](mailto:laobohoski@wilmingtonde.gov) The invoiced quantity of any delivery must match the corresponding delivered quantity as shown on the metered delivery sheet for that delivery. If the quantities of product, OPIS Contract Low Rack Price Sheet, and delivery ticket do not match, the invoice will be held up for payment until reconciliation is made.

## **DELIVERY LOCATIONS**

### **GASOLINE SMALL TANK 5000 GALLONS OR LESS**

#### **Public Safety Building One**

300 N Walnut Street

One (1) 3,000 gallon tank (in-ground)

#### **Fire Department:**

Old Swedes Landing Road

At foot of East 4th Street Bridge

One (1) -500 gallon tank (Skid Tank, above ground)

### **GASOLINE LARGE TANK 5001 GALLONS OR MORE**

**Motor Vehicle Division:** (Supervisor – Leonard Oboski or designate at 302-576-3073)

Public Works Yard at the City's Municipal Complex 1450 New York Ave.

(Enter through gate at 500 Wilmington Ave.) **Gate access code required**

One (1) 10,000 gal, above-ground tank

One (1) 12,000 gal, above-ground tank

### **HEATING OIL (ULSD) SMALL TANKS 5000 GALLONS OR LESS**

Porter Gatehouse

2052 E. Park Drive

One (1) 275 Gallon, above ground, 15 PPM USLD heating oil tank.

Porter Filter Plant

2052 E. Park Drive

One (1) – 15 PPM ULSD heating oil, above-ground, 5,000 gallon tank

## **HEATING OIL (USLD) LARGE TANKS 5001 GALLONS OR MORE**

**Water Department:** (Supervisor – Joe Dellose at 302-576-5461)

Brandywine Plant

16th & French Streets

One (1) 10,000 gallon, vaulted underground storage tank, 15 PPM USLD heating oil

## **DIESEL FUEL (USLD) SMALL TANKS & GENERATORS 5000 GALLONS OR LESS**

**Public Works Department:** (Supervisor – Sam Baise at 302-420-8602)

Public Works Yard at the City's Municipal Complex 1450 New York Ave.

(Enter through gate at 500 Wilmington Ave.) **Gate access code required**

Two (2) – ULSD, 500 gal., above- ground tanks (emergency generator tanks)

**Water Department:** (Supervisor – Joe Dellose at 302-576-5461)

Porter Filter Plant electrical substation – 2052 E. Park Drive, 19803

One (1) – ULSD, above-ground, 1,200 gallon tank

Porter Filter Plant - Alapocas pump Station – 2052 E. Park Drive, 19803

One (1) – ULSD, 500 gallon tank, above-ground

Kennett Pike – 1125 DuPont Road, 19807

One (1) ULSD, 100 gallon, above ground tank

Hillcrest Pump Station, 503 Hillcrest Avenue, 19809

One (1) ULSD, 100 Gallon, above ground tank

New Castle Pump Station, 4125 New Castle Avenue, 19720

One (1) ULSD, 75 gallon, above ground tank

Cool Springs Station at Gate House, 1001 Van Buren Streets, 19806

One (1) 15 PPM ULSD, 1,000 gallon, in-ground tank

**Fire Department:** (Supervisor – Chief Jerome McCaffery or designate at 302-576-3151)

Station #3  
At 30th and Northeast Blvd.  
One (1) ULSD, 550 gallon, in-ground tank

Station #2  
At New Castle Ave  
One (1) ULSD, 275 gallon, in-ground tank

Fire Boat  
Old Swedes Landing Road  
At foot of East 4th Street Bridge  
One (1) ULSD 5,000 gallon, tank located on boat at dock

Station #1  
At 2nd and West St.  
One (1) ULSD, 3,000 gallon, above ground tank

**Police Athletic League Building:** (Supervisor - George Giles or designate at 302-576-3914)  
3707 N Market Street  
One (1) ULSD, 500 Gallon above-ground tank

**William Hick Anderson Community Center** (contact – U'Gandi Jacobs, 302-571-4266)  
501 Madison Street  
One (1) ULSD, 500 Gallon above-ground tank

**DIESEL FUEL (USLD) LARGE TANKS (5001 to 15000 gallons Tank)**

**Motor Vehicle Division:** (Supervisor – Leonard Obohoski or designate at 302-576-3073)

Public Works Yard at the City's Municipal Complex 1450 New York Ave.  
(Enter through gate at 500 Wilmington Ave.) **Gate access code required**  
Two (2) 6,000 gallon ULSD, above ground, manifolded tanks (automatic delivery)

**Site Visits:**

Bidders may make arrangements with site supervisors to visit the tank locations before bidding. Questions related to the bids must go to Phil Ceresini, City of Wilmington Purchasing Department via email at pceresini@wilmingtonde.gov .

Questions will not be accepted within one (1) week of bid opening date.

**The City retains the right to split the award of each item to separate bidders. The City also reserves the right to change or add, delivery locations within the City limits as needed during the term of this contract.**

**EXCEPTIONS:**

Any exceptions submitted to these specifications and attachments must be submitted by the bidder on company letterhead and enclosed with the bid.

**PROPOSAL FORM  
CONTRACT 19017PW  
GASOLINE / HEATING OIL / DIESEL FUEL**

Your City of Wilmington Business License is \_\_\_\_\_.

This proposal is submitted with the knowledge that the Department of Finance, Division of Procurement and Records, reserve the right to reject any and all proposals when, and in its judgment, and is in the best interest of the City of Wilmington to do so.

We, the undersigned, hereby agree to furnish and deliver per the specifications, the items listed below to the City of Wilmington, at various locations between start of contract through June 30, 2019, with possible extensions as described above.

**THE CITY RESERVES THE RIGHT TO SPLIT THE AWARD TO MULTIPLE VENDORS.**

**Gasoline Small Tank 5000 Gallons or Less:**

Approximately 20,000 gallons of UNLEADED REGULAR, delivered F.O.B. to locations in Wilmington, Delaware as delivered by wagon load.

Estimated Gallons	20,000
OPIS Low Rack (February 15, 2018)	\$1.6725
Quoted Delivery Fee per gallon	_____
Delivered Cost per gallon	_____
	(OPIS plus Quoted Delivery Fee)
Total Cost for 20,000 gallons	_____
	(Delivered Cost Gallon, multiplied by gallons)

**PROPOSAL FORM  
CONTRACT 19017PW  
GASOLINE / HEATING OIL / DIESEL FUEL**

**Gasoline Large Tank 5001 Gallons or More:**

Approximately 325,000 gallons of UNLEADED REGULAR, delivered F.O.B. to locations in Wilmington, Delaware as delivered by **tanker load**.

Estimated Gallons	325,000
OPIS Low Rack (February 15, 2018)	\$1.6725
Quoted Delivery Fee per gallon	_____
Delivered Cost per gallon	_____ (OPIS plus Quoted Delivery Fee)
Total Cost for 325,000 gallons	_____ (Delivered Cost Gallon, multiplied by gallons)

**Heating Oil Small Tank 5000 Gallons or Less:**

Approximately 50,000 gallons of HEATING OIL, ULSD, delivered F.O.B. to locations in Wilmington, Delaware as delivered by **wagon load**.

Estimated Gallons	50,000
OPIS Low Rack (February 15, 2018)	\$1.8470
Quoted Delivery Fee per gallon	_____
Delivered Cost per gallon	_____ (OPIS plus Quoted Delivery Fee)
Total Cost for 50,000 gallons	_____ (Delivered Cost Gallon, multiplied by gallons)

**PROPOSAL FORM  
CONTRACT 19017PW  
GASOLINE / HEATING OIL / DIESEL FUEL**

**Heating Oil Large Tank 5001 Gallons or More:**

Approximately 50,000 gallons of HEATING OIL, USLD, delivered F.O.B. to locations in Wilmington, Delaware as delivered by tanker load.

Estimated Gallons	55,000
OPIS Low Rack (February 15, 2018)	\$1.8470
Quoted Delivery Fee per gallon	_____
Delivered Cost per gallon	_____
	(OPIS plus Quoted Delivery Fee)
Total Cost for 50,000 gallons	_____
	(Delivered Cost Gallon, multiplied by gallons)

**Diesel Fuel Small Tank 5000 Gallons or Less:**

Approximately 25,000 gallons of Diesel Fuel, USLD, delivered F.O.B. to locations in Wilmington, Delaware as delivered by wagon load.

Estimated Gallons	25,000
OPIS Low Rack (February 15, 2018)	\$1.9165
Quoted Delivery Fee per gallon	_____
Delivered Cost per gallon	_____
	(OPIS plus Quoted Delivery Fee)
Total Cost for 25,000 gallons	_____
	(Delivered Cost Gallon, multiplied by gallons)



**PROPOSAL FORM  
CONTRACT 19017PW  
GASOLINE / HEATING OIL / DIESEL FUEL**

**Diesel Fuel Large Tank 5001 Gallons or More:**

Approximately 165,000 gallons of Diesel Fuel, USLD, delivered F.O.B. to locations in Wilmington, Delaware as delivered by tanker load.

Estimated Gallons	165,000
OPIS Low Rack (February 15, 2018)	\$1.9165
Quoted Delivery Fee per gallon	_____
Delivered Cost per gallon	_____
	(OPIS plus Quoted Delivery Fee)
Total Cost for 165,000 gallons	_____
	(Delivered Cost Gallon, multiplied by gallons)

**PROPOSAL FORM  
CONTRACT 19017PW  
GASOLINE / HEATING OIL / DIESEL FUEL**

**Grand Total:** \_\_\_\_\_  
(Total of all above sections)

**FIRM:** \_\_\_\_\_  
Corporation / Partnership / Individual

**PER:** \_\_\_\_\_  
Name (Typed or Printed)

**TITLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY, STATE ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**FED TAX ID:** \_\_\_\_\_

**AUTOMATIC DELIVERY CONTACT NAME & TEL #:** \_\_\_\_\_

Attachment A

Account #249981

To align the following data, change the font size to 9 in Courier New.

PHILADELPHIA, PA

2018-02-15 17:00:50 EST

\*\*OPIS CLOSING BENCHMARK FILE\*\*  
 \*\*OPIS GROSS RFG ETHANOL(10%) PRICES\*\*

	Terms	Unl	Move	Mid	Move	Pre	Move	Date	Time
Petrocom	u Net	167.25	+ 2.35	172.98	+ 2.23	181.95	+ 2.35	02/14	19:00
BESRM	u N-10	168.54	+ 4.15	174.88	+ 4.25	187.50	+ 4.46	02/14	18:00
UEPT	u Net	169.40	+ .35	-- --	-- --	-- --	-- --	02/14	18:00
Sprague	u N-10	169.60	- 1.71	176.03	+ 2.55	187.05	- 1.89	02/14	18:00
GULF-GIE	u Net	169.75	+ 2.80	180.45	+ 2.80	186.75	+ .80	02/14	18:00
Monroe En	u Net	169.75	+ 3.25	175.50	+ 3.25	187.75	+ 3.25	02/14	18:00
Buckeye	u 1-10	170.90	+ 2.50	176.20	+ 2.50	186.90	+ 2.50	02/14	17:00
AmerGreen	u N-10	171.69	+ 2.47	176.94	+ 2.48	187.53	+ 2.47	02/14	17:00
S.R.& M.	u 1-10	173.78	+ 2.71	189.38	+ 2.71	209.38	+ 2.71	02/14	18:00
Citgo	b 1-10	175.53	+ 2.05	188.00	+ 2.04	202.67	+ 2.04	02/14	18:00
Shell	b 125-3	175.96	+ 1.39	193.17	+ 1.38	226.59	+ 1.38	02/14	18:00
Coastal	b 125-3	176.06	- .91	187.56	- .91	214.90	- .91	02/14	18:01
Sunoco	b 125-3	176.06	- .91	187.56	- .91	214.90	- .91	02/14	18:01
Valero	b 1-10	176.30	+ 1.85	-- --	-- --	211.30	+ 1.85	02/14	18:00
Gulf	b 1-10	176.35	+ 2.20	186.90	+ 2.20	204.80	+ 2.20	02/14	18:00
BP	b 1-10	176.37	+ 1.53	190.97	+ 1.53	221.27	+ 1.53	02/14	18:00
XOM	b 1-10	177.10	+ 2.75	192.70	+ 2.75	227.60	+ 2.75	02/14	19:00
PBFEnergy	u Net	177.72	+ 2.84	185.02	+ 2.79	195.96	+ 2.71	02/14	18:00
LOW RACK		167.25		172.98		181.95			
HIGH RACK		177.72		193.17		227.60			
RACK AVG		173.50		183.96		202.96			
OPIS GULF COAST SPOT MEAN - 02/14									
FOB COLONIAL		170.250		-- --		-- --			
OPIS GULF COAST DELIVERED SPOT (SRI) MAIN									
FOB PHILADELPHIA		172.37		176.16		181.83			
OPIS LAUREL DELIVERED SPOT (SRI)									
FOB PHILADELPHIA		170.12		175.32		183.12			
OPIS NYH BARGE DELIVERED SPOT (SRI)									
FOB PHILADELPHIA		171.08		176.30		184.13			
OPIS LINDEN JUNCTION DELIVERED SPOT (SRI)									
FOB PHILADELPHIA		172.43		-- --		-- --			
BRD LOW RACK		175.53		186.90		202.67			
BRD HIGH RACK		177.10		193.17		227.60			
BRD RACK AVG		176.22		189.55		215.50			
UBD LOW RACK		167.25		172.98		181.95			
UBD HIGH RACK		177.72		189.38		209.38			
UBD RACK AVG		171.09		179.06		190.41			
CONT AVG-02/15		173.50		183.96		202.96			
CONT LOW-02/15		167.25		172.98		181.95			
CONT HIGH-02/15		177.72		193.17		227.60			

PHILADELPHIA, PA-NJ

LOW RETAIL	240.63
AVG RETAIL	276.23
LOW RETAIL EX-TAX	185.08
AVG RETAIL EX-TAX	206.20

## Attachment A

PHILADELPHIA, PA

2018-02-15 17:00:50 EST

\*\*OPIS CLOSING BENCHMARK FILE\*\*

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

	Terms	No.2	Move	No.1	Move	Pre	Move	Date	Time
Huguenot	u N-10	191.65	+ 5.10	-- --	-- --	-- --	-- --	02/14	18:00
UEPT	u Net	192.30	+ .25	-- --	-- --	-- --	-- --	02/14	18:00
Petrocom	u Net	192.45	+ 4.75	-- --	-- --	-- --	-- --	02/14	19:00
Monroe En	u Net	193.25	+ 5.25	-- --	-- --	-- --	-- --	02/14	18:00
BP	b 1-10	194.42	+ 2.22	-- --	-- --	-- --	-- --	02/14	18:00
S.R.& M.	u 1-10	194.58	+ 4.70	-- --	-- --	196.02	+ 4.70	02/14	18:00
Buckeye	u 1-10	195.20	+ 4.50	-- --	-- --	-- --	-- --	02/14	17:00
Coastal	b 125-3	195.27	+ 4.30	-- --	-- --	-- --	-- --	02/14	18:00
Sunoco	b 125-3	195.27	+ 4.70	-- --	-- --	-- --	-- --	02/14	18:00
AmerGreen	u N-10	195.75	+ 4.46	-- --	-- --	198.22	+ 4.45	02/14	17:00
PESRM	u N-10	196.21	+ .68	236.23	+ 3.60	-- --	-- --	02/14	18:00
PBFEnergy	u Net	196.49	+ 4.84	-- --	-- --	-- --	-- --	02/14	18:00
Sprague	u 1-10	196.67	+ 4.55	-- --	-- --	-- --	-- --	02/14	18:00
LOW RACK		191.65		236.23		196.02			
HIGH RACK		196.67		236.23		198.22			
RACK AVG		194.44		236.23		197.12			
OPIS GULF COAST SPOT MEAN - 02/14									
FOB COLONIAL		184.115		-- --		184.115			
OPIS GULF COAST DELIVERED SPOT (SRI) MAIN									
FOB PHILADELPHIA		190.17		-- --		192.42			
OPIS LAUREL DELIVERED SPOT (SRI)									
FOB PHILADELPHIA		188.14		-- --		190.39			
OPIS NYH BARGE DELIVERED SPOT (SRI)									
FOB PHILADELPHIA		189.65		-- --		191.90			
OPIS LINDEN JUNCTION DELIVERED SPOT (SRI)									
FOB PHILADELPHIA		190.40		-- --		192.65			
BRD LOW RACK		194.42		-- --		-- --			
BRD HIGH RACK		195.27		-- --		-- --			
BRD RACK AVG		194.99		-- --		-- --			
UBD LOW RACK		191.65		236.23		196.02			
UBD HIGH RACK		196.67		236.23		198.22			
UBD RACK AVG		194.26		236.23		197.12			
CONT AVG-02/15		194.44		236.23		197.12			
CONT LOW-02/15		191.65		236.23		196.02			
CONT HIGH-02/15		196.67		236.23		198.22			

o=out of product

## Attachment A

PHILADELPHIA, PA

2018-02-15 17:00:50 EST

\*\*OPIS CLOSING BENCHMARK FILE\*\*

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

	Terms	No.2	Move	No.1	Move	Pre	Move	Move	Date	Time
Huguenot	u N-10	192.15	+ 5.10	-- --	-- --	-- --	-- --	-- --	02/14	18:00
UEPT	u Net	192.75	+ .25	-- --	-- --	-- --	-- --	-- --	02/14	18:00
Petrocom	u Net	192.90	+ 4.70	-- --	-- --	-- --	-- --	-- --	02/14	19:00
Monroe En	u Net	193.64	+ 5.25	-- --	-- --	-- --	-- --	-- --	02/14	18:00
S.R.& M.	u 1-10	195.08	+ 4.70	-- --	-- --	196.52	+ 4.70	-- --	02/14	18:00
Buckeye	u 1-10	195.70	+ 4.50	-- --	-- --	-- --	-- --	-- --	02/14	17:00
Coastal	b 125-3	195.77	+ 4.30	-- --	-- --	-- --	-- --	-- --	02/14	18:00
Sunoco	b 125-3	195.77	+ 4.70	-- --	-- --	-- --	-- --	-- --	02/14	18:00
AmerGreen	u N-10	196.24	+ 4.45	-- --	-- --	-- --	-- --	-- --	02/14	17:00
PESRM	u N-10	196.60	+ .68	-- --	-- --	-- --	-- --	-- --	02/14	18:00
PBFenergy	u Net	196.99	+ 4.84	-- --	-- --	-- --	-- --	-- --	02/14	18:00
Petrolube	u N-15	218.53	- .80	-- --	-- --	-- --	-- --	-- --	02/15	00:01
LOW RACK		192.15		-- --		196.52				
HIGH RACK		218.53		-- --		196.52				
RACK AVG		196.87		-- --		196.52				
OPIS GULF COAST DELIVERED SPOT (SRI) MAIN										
FOB PHILADELPHIA		190.52		-- --		192.77				
OPIS LAUREL DELIVERED SPOT (SRI)										
FOB PHILADELPHIA		188.49		-- --		190.74				
OPIS NYH BARGE DELIVERED SPOT (SRI)										
FOB PHILADELPHIA		190.00		-- --		192.25				
OPIS LINDEN JUNCTION DELIVERED SPOT (SRI)										
FOB PHILADELPHIA		190.75		-- --		193.00				
BRD LOW RACK		195.77		-- --		-- --				
BRD HIGH RACK		195.77		-- --		-- --				
BRD RACK AVG		195.77		-- --		-- --				
UBD LOW RACK		192.15		-- --		196.52				
UBD HIGH RACK		218.53		-- --		196.52				
UBD RACK AVG		197.11		-- --		196.52				
CONT AVG-02/15		196.87		-- --		196.52				
CONT LOW-02/15		192.15		-- --		196.52				
CONT HIGH-02/15		218.53		-- --		196.52				

o=out of product

Attachment A

PHILADELPHIA, PA

2018-02-15 17:00:50 EST

\*\*OPIS CLOSING BENCHMARK FILE\*\*

\*\*OPIS GROSS HEATING OIL DISTILLATE PRICES\*\*

				Move	Date	Time
	Terms	HEAT				
PESRM	u N-10	131.24	o -	3.20	02/14	18:00
UEPT	u Net	184.70	+	.30	02/14	18:00
S.R. & M.	u 1-10	185.70	+	4.75	02/14	18:00
Buckeye	u 1-10	187.00	+	4.50	02/14	17:00
Sprague	u 1-10	187.44	+	4.54	02/14	18:00
Petrolube	u 1-10	205.12	-	.85	02/13	00:01
LOW RACK		184.70				
HIGH RACK		205.12				
RACK AVG		189.99				
UBD LOW RACK		184.70				
UBD HIGH RACK		205.12				
UBD RACK AVG		189.99				
CONT AVG-02/15		189.99				
CONT LOW-02/15		184.70				
CONT HIGH-02/15		205.12				

o=out of product

**PROPOSAL FORM  
CONTRACT 19017PW  
GASOLINE / HEATING OIL / DIESEL FUEL**

Your City of Wilmington Business License is 041022.

This proposal is submitted with the knowledge that the Department of Finance, Division of Procurement and Records, reserve the right to reject any and all proposals when, and in its judgment, and is in the best interest of the City of Wilmington to do so.

We, the undersigned, hereby agree to furnish and deliver per the specifications, the items listed below to the City of Wilmington, at various locations between start of contract through June 30, 2019, with possible extensions as described above.

**THE CITY RESERVES THE RIGHT TO SPLIT THE AWARD TO MULTIPLE VENDORS.**

**Gasoline Small Tank 5000 Gallons or Less:**

Approximately 20,000 gallons of UNLEADED REGULAR, delivered F.O.B. to locations in Wilmington, Delaware as delivered by wagon load.

Estimated Gallons	20,000
OPIS Low Rack (February 15, 2018)	\$1.6725
Quoted Delivery Fee per gallon	<u>.1619</u>
Delivered Cost per gallon	<u>1.8344</u> (OPIS plus Quoted Delivery Fee)
Total Cost for 20,000 gallons	<u>\$36,688.00</u> (Delivered Cost Gallon, multiplied by gallons)

**PROPOSAL FORM  
CONTRACT 19017PW  
GASOLINE / HEATING OIL / DIESEL FUEL**

**Gasoline Large Tank 5001 Gallons or More:**

Approximately 325,000 gallons of UNLEADED REGULAR, delivered F.O.B. to locations in Wilmington, Delaware as delivered by tanker load.

Estimated Gallons	325,000
OPIS Low Rack (February 15, 2018)	\$1.6725
Quoted Delivery Fee per gallon	<u>.0265</u>
Delivered Cost per gallon	<u>1.699</u> (OPIS plus Quoted Delivery Fee)
Total Cost for 325,000 gallons	<u>\$552,175.00</u> (Delivered Cost Gallon, multiplied by gallons)

**Heating Oil Small Tank 5000 Gallons or Less:**

Approximately 50,000 gallons of HEATING OIL, ULSD, delivered F.O.B. to locations in Wilmington, Delaware as delivered by wagon load.

Estimated Gallons	50,000
OPIS Low Rack (February 15, 2018)	\$1.8470
Quoted Delivery Fee per gallon	<u>.1619</u>
Delivered Cost per gallon	<u>2.0089</u> (OPIS plus Quoted Delivery Fee)
Total Cost for 50,000 gallons	<u>\$100,445.00</u> (Delivered Cost Gallon, multiplied by gallons)



**PROPOSAL FORM  
CONTRACT 19017PW  
GASOLINE / HEATING OIL / DIESEL FUEL**

**Heating Oil Large Tank 5001 Gallons or More:**

Approximately 50,000 gallons of HEATING OIL, USLD, delivered F.O.B. to locations in Wilmington, Delaware as delivered by tanker load.

Estimated Gallons	55,000
OPIS Low Rack (February 15, 2018)	\$1.8470
Quoted Delivery Fee per gallon	<u>.0339</u>
Delivered Cost per gallon	<u>1.8809</u> (OPIS plus Quoted Delivery Fee)
Total Cost for 50,000 gallons	<u>\$ 94045.00</u> (Delivered Cost Gallon, multiplied by gallons)

**Diesel Fuel Small Tank 5000 Gallons or Less:**

Approximately 25,000 gallons of Diesel Fuel, USLD, delivered F.O.B. to locations in Wilmington, Delaware as delivered by wagon load.

Estimated Gallons	25,000
OPIS Low Rack (February 15, 2018)	\$1.9165
Quoted Delivery Fee per gallon	<u>.217</u>
Delivered Cost per gallon	<u>2.1335</u> (OPIS plus Quoted Delivery Fee)
Total Cost for 25,000 gallons	<u>\$ 53337.50</u> (Delivered Cost Gallon, multiplied by gallons)

**PROPOSAL FORM  
CONTRACT 19017PW  
GASOLINE / HEATING OIL / DIESEL FUEL**

**Diesel Fuel Large Tank 5001 Gallons or More:**

Approximately 165,000 gallons of Diesel Fuel, USLD, delivered F.O.B. to locations in Wilmington, Delaware as delivered by tanker load.

Estimated Gallons	165,000
OPIS Low Rack (February 15, 2018)	\$1.9165
Quoted Delivery Fee per gallon	<u>.0445</u>
Delivered Cost per gallon	<u>1.961</u> (OPIS plus Quoted Delivery Fee)
Total Cost for 165,000 gallons	\$ <u>323,565.00</u> (Delivered Cost Gallon, multiplied by gallons)

PROPOSAL FORM  
CONTRACT 19017PW  
GASOLINE / HEATING OIL / DIESEL FUEL

Grand Total: \$ 1,160,255.50  
(Total of all above sections)

FIRM: Riggins, Inc.

Corporation  Partnership  Individual

PER: R. Paul Riggins

Name (Typed or Printed)

TITLE: president

SIGNATURE: 

ADDRESS: 3938 S. Main Rd.

CITY, STATE ZIP: Vineland, NJ 08360

PHONE: 856-825-7600

FAX: 856-825-2270

EMAIL: rpriggins@rigginsoil.com

FED TAX ID: 210548200

AUTOMATIC DELIVERY CONTACT NAME & TEL #: 856-825-7601

PF-5 Wholesale dispatcher.

Department of Finance  
Division of Procurement and Records  
5<sup>th</sup> Floor  
Louis L Redding City/ County Building  
800 French St  
Wilmington, DE 19801

March 9, 2018

RE: Contract 19017 PW- Gasoline- Heating Oil- Diesel Fuel

Per page S-4 of the contract specifications:

“Emergency deliveries may be requested and an after- hours delivery charge is to be entered on the proposal sheet for this purpose.”

Since no space was provided on the proposal sheet, we are indicating that charge here:

After Hours Delivery Charge: \$150.00

Sincerely,



R. Paul Riggins  
president



DEPARTMENT OF PUBLIC WORKS  
OPERATIONS DIVISION □ Wilmington, Delaware

**MEMORANDUM**

TO: John D'amelio  
Acting Manager  
Division of Procurement and Records

FROM: Leonard A. Obohoski  
Fleet & Contracts Administrator  
Department of Public Works

DATE: 28 March 2018

SUBJECT: Contract - 19017 PW - Recommendation of award Gasoline, Heating Oil, and Diesel Fuels.



APR 16 PM 3:30

We have reviewed the proposals for the subject specification and tabulate them as follows: (see attached sheet from Procurement)

<u>BIDDER</u>	<u>Contract Bid Amount</u>	
Superior Plus Energy	\$1,225,982.50	
James River	\$1,177,942.50	
Mansfield Oil	\$1,172,580.00	Note Did NOT Bid Full Contract
PAPCO, Inc	\$1,186,719.00	
Petroleum Traders	\$1,160,157.00	Note Did NOT Bid Full Contract
Riggins	\$1,169,660.00	

After reviewing the bids, we are recommending the apparent low bidder who bid the contract in its entirety.

Riggins should be awarded this contract in the total amount of \$1,169,660.00 for the delivery of Gasoline/Heating Oil and Diesel Fuels for the City of Wilmington.

APPROVED:

Kelly Williams  
COMMISSIONER OF PUBLIC WORKS

cc: Vincent Carroccia  
Phil Ceresini  
Leonard A Obohoski

19017PW		Gasoline, Heating Oil, Diesel Fuel							3/27/2018
		Quantity	Base	Delivery	Discount	Price	Total Math	Total Bid	Variance
<b>Riprens</b>									
	Gasoline Small Tank	20000	\$1.6725	\$0.1619		\$1.8344	\$36,688.00	\$36,688.00	\$0.00
	Gasoline Large Tank	325000	\$1.6725	\$0.0265		\$1.6990	\$552,175.00	\$552,175.00	\$0.00
	Heating Oil Small Tank, ULS	50000	\$1.8470	\$0.1619		\$2.0089	\$100,445.00	\$100,445.00	\$0.00
	Heating Oil Large Tank, ULS	55000	\$1.8470	\$0.0339		\$1.8809	\$103,449.50	\$94,045.00	\$9,404.50 *
	Diesel Fuel Small Tank, ULSD	25000	\$1.9165	\$0.2170		\$2.1335	\$53,337.50	\$53,337.50	\$0.00
	Diesel Fuel Large Tank, ULSD	165000	\$1.9165	\$0.0445		\$1.9610	\$323,565.00	\$323,565.00	\$0.00
	<b>Grand Total</b>						<b>\$1,169,660.00</b>		
<b>Mansfield Oil</b>									
	Gasoline Small Tank	20000	\$1.6725			\$1.6725	\$33,450.00	<b>NO BID</b>	#VALUE!
	Gasoline Large Tank	325000	\$1.6725	\$0.0663		\$1.7388	\$565,110.00	\$565,110.00	\$0.00
	Heating Oil Small Tank, ULS	50000	\$1.8470			\$1.8470	\$92,350.00	<b>NO BID</b>	#VALUE!
	Heating Oil Large Tank, ULS	55000	\$1.8470	\$0.0707		\$1.9177	\$105,473.50	\$105,473.50	\$0.00
	Diesel Fuel Small Tank, ULSD	25000	\$1.9165			\$1.9165	\$47,912.50	<b>NO BID</b>	#VALUE!
	Diesel Fuel Large Tank, ULSD	165000	\$1.9165	\$0.0731		\$1.9896	\$328,284.00	\$328,284.00	\$0.00
	<b>Grand Total</b>						<b>\$1,172,580.00</b>		
<b>Petroleum Traders</b>									
	Gasoline Small Tank	20000	\$1.6725			\$1.6725	\$33,450.00	<b>NO BID</b>	#VALUE!
	Gasoline Large Tank	325000	\$1.6725	\$0.0396		\$1.7121	\$556,432.50	\$556,432.50	\$0.00
	Heating Oil Small Tank, ULS	50000	\$1.8470			\$1.8470	\$92,350.00	<b>NO BID</b>	#VALUE!
	Heating Oil Large Tank, ULS	55000	\$1.8470	\$0.0479		\$1.8949	\$104,219.50	\$94,745.00	\$9,474.50 *
	Diesel Fuel Small Tank, ULSD	25000	\$1.9165			\$1.9165	\$47,912.50	<b>NO BID</b>	#VALUE!
	Diesel Fuel Large Tank, ULSD	165000	\$1.9165	\$0.0580		\$1.9745	\$325,792.50	\$325,792.50	\$0.00
	<b>Grand Total</b>						<b>\$1,160,157.00</b>		
<b>PANCO, Inc.</b> *Note on Proposal Form - Generator Delivery fee is \$155.00									
	Gasoline Small Tank	20000	\$1.6725	\$0.3250		\$1.9975	\$39,950.00	\$39,950.00	\$0.00
	Gasoline Large Tank	325000	\$1.6725	\$0.0424		\$1.7149	\$557,342.50	\$557,349.00	-\$6.50
	Heating Oil Small Tank, ULS	50000	\$1.8470	\$0.2399		\$2.0869	\$104,345.00	\$104,345.00	\$0.00
	Heating Oil Large Tank, ULS	55000	\$1.8470	\$0.0608		\$1.9078	\$104,929.00	\$104,929.22	-\$0.22
	Diesel Fuel Small Tank, ULSD	25000	\$1.9165	\$0.3140		\$2.2305	\$55,762.50	\$55,762.50	\$0.00
	Diesel Fuel Large Tank, ULSD	165000	\$1.9165	\$0.0495		\$1.9660	\$324,390.00	\$324,395.94	-\$5.94
	<b>Grand Total</b>						<b>\$1,186,719.00</b>		
<b>James River Solutions</b>									
	Gasoline Small Tank	20000	\$1.6725	\$0.2000		\$1.8725	\$37,450.00	\$37,450.00	\$0.00
	Gasoline Large Tank	325000	\$1.6725	\$0.0350		\$1.7075	\$554,937.50	\$554,937.50	\$0.00
	Heating Oil Small Tank, ULS	50000	\$1.8470	\$0.2000		\$2.0470	\$102,350.00	\$102,350.00	\$0.00
	Heating Oil Large Tank, ULS	55000	\$1.8470	\$0.0410		\$1.8880	\$103,840.00	\$94,400.00	\$9,440.00
	Diesel Fuel Small Tank, ULSD	25000	\$1.9165	\$0.2000		\$2.1165	\$52,912.50	\$52,912.50	\$0.00
	Diesel Fuel Large Tank, ULSD	165000	\$1.9165	\$0.0620		\$1.9785	\$326,452.50	\$326,452.50	\$0.00
	<b>Grand Total</b>						<b>\$1,177,942.50</b>		
<b>Superior Plus Energy</b>									
	Gasoline Small Tank	20000	\$1.6725	\$0.3975		\$2.0700	\$41,400.00	\$41,400.00	\$0.00
	Gasoline Large Tank	325000	\$1.6725	\$0.0975		\$1.7700	\$575,250.00	\$575,250.00	\$0.00
	Heating Oil Small Tank, ULS	50000	\$1.8470	\$0.3975		\$2.2445	\$112,225.00	\$112,225.00	\$0.00
	Heating Oil Large Tank, ULS	55000	\$1.8470	\$0.0975		\$1.9445	\$106,947.50	\$106,947.50	\$0.00
	Diesel Fuel Small Tank, ULSD	25000	\$1.9165	\$0.3975		\$2.3140	\$57,850.00	\$57,850.00	\$0.00
	Diesel Fuel Large Tank, ULSD	165000	\$1.9165	\$0.0975		\$2.0140	\$332,310.00	\$332,310.00	\$0.00
	<b>Grand Total</b>						<b>\$1,225,982.50</b>		
Analysis Prepared by Phil Ceresini									
Notes:									
Total Math is calculated from unit price									
Total Bid is as reported on Bid sheet									
Variance reflects amount of difference from bid sheet									
*All analysis for Heating Oil Large Tank based on 55,000 gallons because of conflicting information on proposal forms.									

## CERTIFICATE OF AWARD OF CONTRACT

I hereby certify that Contract No. 19017PW is on this 16th of April 2018 awarded to Riggins, Inc in the amount of \$1,169,660.00 as per Proposal dated 3/26/2018 and that this award is made in compliance with Wilm. Code (Charter), Section 8-200, to wit:

1. Plans and specifications for the work, supplies, or materials were filed with the Department of Finance, Division of Procurement and Records for public inspection on 3/6/18 & 3/13/18.
2. The advertisement calling for sealed bids on this contract was published in the News Journal on 3/6/18 & 3/13/18 stated that bids would be opened at 3:00 p.m. on 3/27/2018
3. All sealed bids received were publicly opened in the office of the Department of Finance, Division of Procurement and Records in the presence of the City Auditor desiring to make the purchase at 3:00 p.m. on 3/27/2018. Other persons present at the opening of the bids were: Philip Ceresini, Yvette Johnson, Tina Austin
4. Bids were submitted by the following contractors in the following amounts:


<b>Contractor</b>	<b>Address</b>	<b>Date of Bid</b>	<b>Amount</b>
Riggins, Inc.	Vineland, NJ	3/27/18	\$1,169,660.00
Mansfield	Gainesville, GA	3/27/18	\$1,172,580.00*
Petroleum Traders	Fort Wayne, In	3/27/18	\$1,160,157.00*
PAPCO, Inc	Aston, PA	3/27/18	\$1,186,719.00
James River Solutions	Ashland, VA	3/27/18	\$1,177,942.50
Superior Plus Energy	Rochester, NY	3/27/18	\$1,225,982.50

**\*Did not bid all items**

5. City License Number \_\_\_\_\_

6. Upon recommendation of Commissioner of Public Works and after due consideration, I determined that the contractor to whom this award is made was the lowest responsible bidder. In support of this determination I have received the following written recommendations, which are on file at my office:

<u>Author</u>	<u>Employment Position</u>	<u>Date</u>
Kelly Williams	Commissioner of Public Works	3/28/2018

  
\_\_\_\_\_  
Department of Finance, Division of Procurement

Riggins, Inc.

CERTIFIED COPY OF RESOLUTIONS

I, the undersigned, Secretary of Riggins, Inc. a  
NJ Corporation, hereby certify that the following Resolutions  
excerpted from the Minutes of the Corporation were duly adopted by unanimous consent of the  
Board of Directors of the Corporation, on the 20<sup>th</sup> day of April 2018

RESOLVED, that the President, vice presidents and  
secretary/ treasurer, of this Corporation be and he hereby is  
authorized to execute and deliver on behalf of this Corporation a contract and other contract  
documents by and between this Corporation and the City of Wilmington, Delaware, Department  
of Finance, 18023W, Gasoline/ Heating Oil and Diesel Fuels, for the Contract Price of  
\$1169660.00; and


FURTHER RESOLVED, that the Secretary of this Corporation be and (HE)  
hereby is authorized to attest to the said contract and other documents.

I further certify that the foregoing Resolutions have not been rescinded or modified and  
remain in full force ad effect.

I further certify that the following are the names of all officers qualified to sign for the  
Corporation:

President:	<u>R. Paul Riggins</u>
Vice President:	<u>Richard E Cummines, Jr and Steven D. Riggins</u>
Treasurer:	<u>Matthew Riggins</u>
Secretary:	<u>Matthew Riggins</u>
Assistant Secretary:	<u>n/a</u>

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Corporation  
this 20<sup>th</sup> day of April 2018 A.D.

  
Secretary



**STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY  
DIVISION OF REVENUE AND ENTERPRISE SERVICES  
SHORT FORM STANDING**

**RIGGINS, INC.**  
5499410000

*I, the Treasurer of the State of New Jersey, do hereby certify that the above-named New Jersey Domestic For-Profit Corporation was registered by this office on December 13, 1957.*

*As of the date of this certificate, said business continues as an active business in good standing in the State of New Jersey, and its Annual Reports are current.*

*I further certify that the registered agent and office are:*

**JAMES J GRUCCIO ESQ**  
817 E. LANDIS AVE.  
VINELAND, NJ 08361



*IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal at Trenton, this 10th day of May, 2017*

**Ford M. Scudder**  
Acting State Treasurer

Certificate Number : 6079651757

Verify this certificate online at

[https://www1.state.nj.us/TYTR\\_StandingCert:JSP/Verify\\_Cert.jsp](https://www1.state.nj.us/TYTR_StandingCert:JSP/Verify_Cert.jsp)

----- CONTRACT-----

THIS AGREEMENT, made the 20<sup>th</sup> day of April in the year Two Thousand Eighteen and between the City of Wilmington, a municipal corporation of the State of Delaware, acting through the agency of the Department of Finance, Division of Procurement and Records, party of the first part (hereinafter designated the Owner), and Riggins Inc., party of the second part (hereinafter designated the Contractors)

WITNESSETH, that the Contractor, in consideration of agreements herein made by the Owner, agrees with the Owner as follows:

Article 1. The Contractor shall and will furnish and deliver per specifications, on contract 19017PW "Gasoline/Heating Oil/Diesel Fuel" for the Department of Public Works in accordance with Advertisement for Bids by the Department of Finance, Division of Procurement and Records date 3/6/2018 & 3/13/18 and specifications identified as Contract No. 19017PW and by the signatures of the parties hereto, are, together with the said Advertisement for Bids, Instructions to Bidders, Forms of Proposal, and/or other documents pertinent thereto, hereby acknowledge and incorporated into these presents and are to be taken as a part of this Contract.

Article 2. It is understood and agreed by and between the parties hereto that the amount of this Contract is in the amount of One Million One Hundred Sixty-Nine Thousand, Six Hundred Sixty -00/100(\$1,169,660.00) as per Proposal dated 3/26/2018 to the Department of Finance, Division of Procurement and Records.

Article 3. In the performance of this Contract, the Contractor shall not discriminate or permit discrimination against any person because of his race, color, religion or his national origin.

Article 4. This Agreement shall bind the heirs, executors, administrators, successors and assigns to the respective parties hereto.

In witness whereof the party of the first part has, by recommendation of the **Commissioner of Public Works**, caused the hand of **Michael S. Purzycki**, Mayor, and the corporate seal of the City of Wilmington, attested by the City Clerk, to be hereunto affixed; and the party of the second part has caused the hand of its' President, (or his authorized representative) and its' corporate seal, attested by the Secretary or assistant Secretary, to be hereunto affixed.

Dated the day and year first above written in the City of Wilmington, County of New Castle, State of Delaware.

Signed, Sealed and delivered  
in the presence of:

**THE CITY OF WILMINGTON**

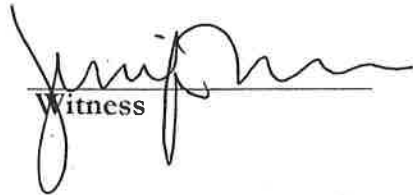
\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Michael S. Purzycki, Mayor

ATTEST:

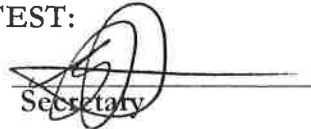
\_\_\_\_\_  
City Clerk

Riggins, Inc.

  
\_\_\_\_\_  
Witness

By:   
\_\_\_\_\_  
President (Seal)

ATTEST:

  
\_\_\_\_\_  
Secretary