

## REQUEST FOR PROPOSAL

Date 10/29/2024

Please bid on the following in accordance with the attached specifications, drawings, and documents:

### Item(s) To Be Bid

<i>QUANTITY</i>	<i>DESCRIPTION</i>
	<b>CONTRACT BID (36 Month Contract) Contract period is January 1, 2025 through December 31, 2027. Supply Gasoline for all Sheriff's Office vehicles</b>
	<b>24 hour fueling service available 365 days per year</b> for gasoline fuel service.
	A method of showing, on each individual purchase ticket, the recorded time fueling began and ended.
	A complete end of month compilation sheet showing gallons of fuel charged to each individual vehicle or piece of equipment by date, total gallons and charges for each transaction, as well as all totals for each month as compiled above.
	Provide a charge card for each vehicle and each operator, allowing for a system for fuel/operator monthly tracking

### Additional Bid Comments

Bidders **MUST HAVE** multiple fuel dispensing locations with **available fueling stations within the county and surrounding counties and other capabilities/agreements throughout the State of Missouri.**

The bid must include the following to be considered complete:

- Bid Summary
- Terms
- Breakdown of price per gallon (by type) at the pump.
- Charges should reflect a difference of either above or below "pump price" based on your charges to perform this complete fueling service **for each "type of fuel offered. i.e. Regular, Plus, EBS, etc.**

**All bids must be returned by: December 2, 2024 @ 4:00pm CST. Bids will be opened in the Commissioners' office at a date and time to be determined.**

#### RETURN BIDS TO:

Adair County Clerk  
Sandy Collop  
106 West Washington Street  
Kirksville, MO 63501  
[scollop@adaircomo.com](mailto:scollop@adaircomo.com)

**Bids may be mailed or emailed.**

#### Refer all bid inquiries to:

Adair County Sheriff's Office  
Loretta Maize  
215 N. Franklin  
Kirksville MO 63501  
(660)665-4644

[lmaize@adaircosomo.gov](mailto:lmaize@adaircosomo.gov)

**Do Not Send Bids to The Sheriff's Office**

We reserve the right to accept or decline all or any part of the bid. If you decline to bid, please so advise promptly indicating briefly the reason. All designs and drawings and copies thereof, and all information submitted to you hereunder shall be received and held by you in confidence and shall remain our property, and shall be returned to us at our request.