



Saint Regis Mohawk Tribe

71 Margaret Terrance Memorial Way
Akwasasne, New York 13655

RFQ 21-002

NOTICE TO BIDDERS

The Saint Regis Mohawk Tribe is seeking bids from qualified vendors to provide gasoline and diesel fuel for their vehicle fleet, heavy equipment and fuel charge cards for the various Tribal Programs for a three (3) year period. Bids will be received at the Saint Regis Mohawk Tribe, Finance Department, 71 Margaret Terrance Memorial Way, Akwasasne, New York, 13655, until **January 25th, 2021**. Any bid submitted will be binding for 90 days subsequent to the date of the bid deadline, unless otherwise noted.

By order of:
Saint Regis Mohawk Tribe
71 Margaret Terrance Memorial Way
Akwasasne, NY 13655

January 11, 2021

Ashley Brown
Signed: Ashley Brown, Procurement Manager

Business Name: _____

Address: _____

Telephone Number: _____

Contact Person: _____

Contact E-mail: _____

Signature: _____

*My signature certifies that the, bid as submitted, complies with all Terms and Conditions as set forth in RFQ 21-002. My signature also certifies that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce.

The bidder acknowledges receipt of the following addendums and agrees that its requirements have been included in their BID.

Addendum # _____ Dated _____
Addendum # _____ Dated _____
Addendum # _____ Dated _____



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SCOPE OF WORK

The SRMT is seeking vendors to supply gasoline and diesel fuel for their vehicle fleet, heavy equipment and fuel charge cards for various Tribal Programs. The intent of the Saint Regis Mohawk Tribe is to contract with one vendor to provide fuel for approximately 200+ automobiles, 25+ pieces of heavy equipment, 50+ recreation/small equipment and any clients that are accompanied by a Tribal Employee.

The vendor must be able to meet or exceed the following requirements

1. have the following grades of gasoline/fuel available:
 - a. 87 Octane Unleaded Gasoline
 - b. 91 Octane Super Non-Ethanol Gasoline
 - c. Ultra-Low Sulfur Diesel Fuel
 - d. Off-Road Diesel Fuel
2. must be able to provide 24-hours per day, seven (7) days per week, including weekends and holidays
3. assumes all responsibility and liability for repairs of all damage in the event of a spill during fueling a vehicle/equipment or if the wrong product is pumped into a vehicle/equipment
4. must carry General Liability (\$1,000,000) and provide certificate of coverage, listing the Saint Regis Mohawk Tribe as additionally insured
5. must submit signed invoices to Accounts Payable detailing at minimum: Program/Division, Date of Purchase, fuel type, number of gallons dispensed, advertised price/contract price and signature of SRMT Employee



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SCOPE OF WORK

6. must provide, at no cost to the Saint Regis Mohawk Tribe, fuel charge cards (for fuel purchasing) to be issued in a quantity required by the Saint Regis Mohawk Tribe that will be used at the vendor's place of business and record the necessary information for the Saint Regis Mohawk Tribe fleet billing records
 - a. vendor is responsible in ensuring that they are serving a Saint Regis Mohawk Tribe employee by writing down the vehicle license plate number and coinciding the fuel charge card number with the vehicle's plate number. Each employee is provided a PIN# from the supplier. Employee is expected to Print Name and Department on each receipt for the benefit of the supplier and the Saint Regis Mohawk Tribe.
 - b. Currently the Saint Regis Mohawk Tribe has approximately 200+ fuel charge cards (one per vehicle). It is expected that the successful vendor will provide all initial cards, any lost or stolen cards or new cards for vehicles that the Saint Regis Mohawk Tribe acquires during the life of the Agreement. The cards will meet or exceed the same size and strength of a normal credit card and resistant to modification or tampering



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INSTRUCTIONS FOR BIDDERS

Bidders must legibly complete, sign and return the SRMT **Notice to Bidders Form, Pricing Table, New/Updated Vendor Information Form, and all documents included in Attachment A** along with their company bid documents to be considered.

All bids shall be sealed and addressed to the Saint Regis Mohawk Tribe, Community Building – **ATTN Procurement** 71 Margaret Terrance Memorial Way, Akwesasne, NY 13655 and received no later than 3:00 p.m. (EST), **Monday January 25th 2021**. Bids received after the deadline will **not** be considered, regardless of the reason for their being late and will be returned unopened. All methods of delivery are to be labeled either on the envelope or subject "BID ENCLOSED 21-002".

The SRMT will not be held responsible for any delays in mail, common carriers, or transmission errors. Bidders are solely responsible for ensuring their bid package is received by the SRMT by the bid deadline date.

Bidders prices shall remain firm for the term of the contract. The successful awarded bidder shall hold firm the prices of the quote for the duration of the project named.

All information, prices, notations, signatures, and corrections must be in ink or typewritten. Mistakes may be crossed out and corrections typed or printed adjacent to the mistake and initialed in ink by the person signing the quote.

Prices shall be stated in units and quotations made separately on each item. Where there is a conflict between unit prices and extended prices; units will govern. Where there is a conflict between words and figures; words will govern.

All bids shall comply with current Federal, State, Tribal and other laws relative thereto. Bidder agrees that any item(s) offered comply with all applicable Federal and the State Occupational Safety and Health Act, laws, standards and regulations, including Tribal, and that bidder will indemnify and hold the buyer harmless for any failure to so conform.



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Should the successful bidder fail to comply with the conditions of this bid package or fail to complete the required work or furnish the required materials within the time stipulated, the SRMT reserves the right to purchase the materials in open market, or to complete the required work, at the expense of the successful bidder.

Should any questions arise as to the specifications or any other matters pertinent to said bid, they **must be submitted in writing** either by fax or to procurement@srmt-nsn.gov at least five days prior to the bid deadline. Any questions received after the bid deadline will not be addressed. Bidders shall **not** contact any SRMT personnel other than Procurement personnel for meetings, conference, or discussions that are specifically related to this bid. Any unauthorized contact may be cause for rejection of the bidder's bid.

The SRMT shall to the greatest extent feasible provide preference to Indian organizations in conjunction with the SRMT Procurement Policy, TCR# 2016-82, as well as Women Business Enterprises and Veteran with Disabilities Business Enterprises and Minority Business Enterprises and Veterans Business Enterprises.

The SRMT reserves the right to reject any or all bids or any part thereof, or to accept any bid or any part thereof, or to waive any informalities in any bid, whenever it is deemed to be in the best interest of the SRMT. The SRMT may cancel this solicitation at any time.

The SRMT is not subject to New York State Sales Tax. An Exempt Purchase Certificate will be provided to successful bidder upon request.

The Saint Regis Mohawk Tribe may modify this bid prior to the time and date fixed for submission of bids through addenda. Bidder will acknowledge receipt of all addendum.



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INSTRUCTIONS FOR BIDDERS

Bidders submitting quotes or proposals understand and agree they must comply with the Saint Regis Mohawk Tribe Corporate Compliance Policy. As recipients of Department of Health and Human Services and other federal and state funding, all successful bidders will be screened against the Department of Health & Human Services/Office of Inspector General and The System for Award Management (SAM) exclusion database, prior to contracting with the SRMT and for the duration of the contract.

In addition to the SRMT Corporate Compliance Policy, bidders must a) respond to solicitations in an honest, fair and comprehensive manner, b) accurately reflect their capacity to satisfy the requirements stipulated in the solicitations and resulting contracts/agreements, c) submit quotes and proposals and enter into contracts only if they will fulfill all obligations of the Contract/Agreement.

Bidders further understand that, to ensure fairness, openness and transparency in the solicitation process, the commission of certain acts or offences will render them ineligible to be awarded a contract/agreement. SRMT will declare non-responsive any bid/proposal in respect of which the information herein requested is missing or inaccurate, or in respect of which the information contained in the certifications specified hereinafter is found to be untrue, in any respect, by SRMT. If it is determined, after contract/agreement award, that the Bidder made a false declaration, SRMT will have the right to terminate the Contract/Agreement for default. The Bidder will be required to diligently maintain up-to-date the information herein requested. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

If awarded – the contract would start on April 1st 2021 and terminate on March 31st 2024. No awards are final until a purchase agreement is signed by the Saint Regis Mohawk Tribal Council or Office of the Executive Director.



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PRICING TABLE

Please indicate savings from Advertised Price for each Fuel Type. Fixed prices are to include relevant fees, taxes and/or surcharges that are in place at the time of the bid offer and should be included in the fixed price per gallon. All rates are determined using American weights and measures.

	<i>Less Retail Price</i>	<i>Average Yearly Usage*</i>
A 87 Octane Unleaded Gasoline Fuel FIXED PRICE	-\$ _____/GALLON	69,030
B 91 Octane Super Non-Ethanol Gasoline Fuel FIXED PRICE	-\$ _____/GALLON	7,300
C Ultra-Low Sulfur Diesel Fuel FIXED PRICE	-\$ _____/GALLON	16,200
D Off Road Diesel Fuel FIXED PRICE	-\$ _____/GALLON	0
E Propane FIXED PRICE	-\$ _____/GALLON	80

* Usage listed does not represent actual purchase quantities – these numbers are just for reference only

Does the vendor offer any other services (i.e. – Car Wash, Washer Fluid) _____

If so – would you offer a discount on any of these services:

Description of Service	Less Retail Price
A	
B	
C	
D	
E	

Hours of operation: _____

Does the vendor have the ability to provide fuel charge cards? _____

What is the lead time in receiving the first set of fuel charge cards? _____

What is the lead time of receiving a lost/stolen or new card? _____

How does the Procurement Department order new cards? _____



THIS FORM IS TO BE FILLED OUT COMPLETELY AND ACCURATELY BY THE VENDOR
(Not to be used for Credit Card Purchases)

FINANCE

NEW/UPDATE VENDOR INFORMATION

- NEW VENDOR
 UPDATE VENDOR

FAX COMPLETED FORM TO 518-333-0410,
 OR SUBMIT IN PERSON OR BY MAIL TO
 SRMT FINANCE OFFICE AT 71 MARGARET
 TERRANCE MEMORIAL WAY, AKWESASNE,
 NY 13655

FINANCE USE ONLY

FINANCE DIRECTOR/CFO: _____ DATE: _____
 MIP ADMINISTRATOR: _____ DATE: _____
 VENDOR ID: _____

1. VENDOR NAME

VENDOR LEGAL/TRADE NAME: _____

“DOING BUSINESS AS”, NAME IF APPLICABLE: _____
 (Provide copy of certificate)

CONTACT PERSON

NAME/POSITION: _____

E-MAIL: _____

PHONE: _____

2. VENDOR ADDRESS**MAIN ADDRESS**

LINE 1: _____
 LINE 2: _____
 CITY: _____ STATE/PROVINCE: _____
 ZIP/POSTAL: _____

CHECK ADDRESS

LINE 1: _____
 LINE 2: _____
 CITY: _____ STATE/PROVINCE: _____
 ZIP/POSTAL: _____

3. ELECTRONIC PAYMENT INFORMATION: PLEASE ATTACH A VOID CHECK OR BANK-ISSUE VERIFICATION, MUST BE ATTACHED TO RECEIVE ACH/EFT.

BANK: _____ ROUTING: _____ ACCOUNT: _____

NAME ON ACCOUNT: _____

4. VENDOR TYPE (CHECK ANY THAT APPLY. SSN OR EIN MUST BE PROVIDED)

GOODS SERVICES GOODS & SERVICES CONSTRUCTION TYPE OF SERVICE: _____

SSN, EIN, OR ITIN MUST BE PROVIDED: _____

5. MINORITY, WOMEN & SERVICE DISABLED VETERANS STATUS (Check any that apply & please attach proof of eligibility)

W/MBE CERTIFICATION # _____ SERVICE DISABLED VETERANS B.E. # _____

NATIVE AMERICAN OWNED # _____ NOT APPLICABLE

VENDOR/OWNER/OR OTHER AUTHORIZED INDIVIDUAL, SIGN & PRINT NAME

DATE

Vendor Information Form

Instructions

Any Vendor/Person wishing to receive payment from the Saint Regis Mohawk Tribe for goods and/or services provided, are required to submit a Vendor Information Form, in order to be entered into the SRMT Accounting System.

Form is to be completely filled out by Vendor.

Completed form is to be submitted to the Finance Department, fax (518-333-0410) or in person to the Finance Department located in the SRMT Ionkwakiohkwaro:ron Community Building, 71 Margaret Terrance Memorial Way, Akwesasne, NY 13655.

This form is not to be used for vendors being paid by credit card.

Description/Instruction for each section:

1. Complete Vendor Name. If applicable, please provide copy of "Doing Business As" Certificate. The Vendor Name is who payment will be made out to. Please identify a contact person and provide their best contact information.
2. Main Address is typically, physical address of vendor. Check Address is address where you wish to have checks mailed to. If main address is sole address, it is not necessary to fill out Check Address.
3. If you wish to have electronic payment made, you may provide your Electronic Payment Information. A Void Check or Bank-Issued Confirmation must be attached in order for payment to be process this way.
4. Please identify which Vendor Type your business with the SRMT best fits. Please provide one of the following; Social Security Number, Employer Identification Number, or Individual Taxpayer Identification Number. If services exceed \$600, vendor will be issued an IRS 1099 form.
5. If you have certification as Women in Business, Minority in Business, Service Disabled Veteran Business Enterprise, or Native American Owned, provide certification number and attach proof of documentation. If your business is NAO, provide Tribal ID # and copy of card.
6. Form must be signed by vendor, owner of business, or other authorized individual who can attest to accuracy of information. Printed name also required.

Should you require assistance at any time, please contact the Finance Department at 518.358.2272.