

Detailed Bid Specifications  
Reference: TAMUG-ITB-1201  
Ultra Low Sulfur Marine Gas Oil Fuel

Item #	Item & Description	Qty	Unit	Unit Price	Extension	Delivery (Days)
	<p><b>**Please note:</b> This bid has been posted on the Electronic State Business Daily (ESBD) website: <a href="http://esbd.cpa.state.tx.us/">http://esbd.cpa.state.tx.us/</a> It is the bidder's responsibility to check this site for any addendum's that may be posted.**</p> <p>Texas A&amp;M University, Galveston, TX is seeking bids for Ultra Low Sulfur Marine Fuel for the General Rudder as a Master Contract meeting the following terms, conditions and specifications as listed below.</p> <p><b><u>HUB Subcontracting Plan (HSP):</u></b></p> <p>It is the intention of the State of Texas, Texas A&amp;M University (TAMU), and Procurement Service at Texas A&amp;M to encourage the use of Historically Underutilized Businesses (HUB's) in our prime contracts, subcontracts and purchasing transactions. Texas A&amp;M initiatives through the Texas A&amp;M Department of Procurement Services are to assist our prime contractors and core suppliers to achieve these ends through race, ethnic and gender-neutral means. The goal of the attached HUB Subcontracting Plan (HSP) is to promote full and equal business opportunity for all business in Texas A&amp;M Contracting and Procurement.</p> <p>The following Texas, Texas Building and Procurement Commission, Commodity Codes(s) are applicable to this bid, and should be used for researching subcontracting opportunities on the TBPC's, Centralized Master Bidders List (CMBL) when the contract/vendor anticipates utilization of subcontractors. The CMBL is located on the TBPC's website at: <a href="http://www.tbpc.state.tx.us/">www.tbpc.state.tx.us/</a></p> <p>Commodity Code: 405-09</p> <p>The attached HSP subcontracting plan <b><u>**MUST**</u></b> be returned with the invitation for bid.</p> <p>Failure to fill-out the proper forms with supporting documentation if applicable and return properly executed form with your bid response will <b><u>**VOID**</u></b> you offer.</p>					

## PROCUREMENT SERVICE

Item #	Item & Description	Qty	Unit	Unit Price	Extension	Delivery (Days)
	<p><b><u>Vendor HSP Requirements</u></b></p> <p><b><u>Subcontractor Selection Notification</u></b></p> <p>Vendor shall provide a notice to <b>all</b> selected subcontractors (HUB's and Non-HUB's) of their selection as a subcontractor for this awarded contract. The notice must specify at a minimum the contracting agency's name (<i>Texas A&amp;M</i>) and it's point of contact for the contract, the purchase order number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontractor will perform. A copy of the notice must also be sent to the Texas A&amp;M point of contact provided below no later than ten (10) working days after the contract is awarded and the purchase order is issued.</p> <p><b><u>Progress Assessment Report</u></b></p> <p>The HUB Subcontracting Plan (HSP) submitted with the bid response shall become a provision of the purchase order. The vendor cannot change a subcontracting plan prior to its incorporation into the purchase order. TAC 20.14 (5). Per the Texas Administrative Code Chapter 20.14, Texas A&amp;M requires the following:</p> <ul style="list-style-type: none"> <li>○ The vendor must submit a HUB Subcontracting Plan (HSP) Prime Contractor Progress Assessment Report (PAR) to Texas A&amp;M University on a monthly basis. The vendor will maintain business records documenting its compliance with the approved HSP and will submit a PAR to the Texas A&amp;M Department of Procurement Services no later than the 5<sup>th</sup> calendar day of the month until the purchase order has been paid in full. TAC 20.14 (d). <b>All PAR's shall be sent via e-mail to the following address: <a href="mailto:hubprogram@tamu.edu">hubprogram@tamu.edu</a> or fax 979.845.3800. Payment requests submitted without the PAR will not be processed.</b></li> <li>○ Changes may not be made to the HSP without prior review and approval from the Texas A&amp;M Department of Procurement Services. The vendor shall submit to the TAMU HSP point of contact provided below a revised HSP for each subcontracting opportunity to be modified.</li> </ul> <p>If the selected vendor subcontracts any of the work without complying with TAC 20.14 and without prior approval from the Texas A&amp;M Department of Procurement Services, the vendor</p>					

## PROCUREMENT SERVICE

Item #	Item & Description	Qty	Unit	Unit Price	Extension	Delivery (Days)
	<p>will be deemed to have breached the purchase order and be subject to any remedial actions provided by Texas Government Code, Chapter 2161, state law and TAC 20.14 (6). Texas A&amp;M will report nonperformance relative to its purchase order to Texas Procurement and Support Services in accordance with TAC 20.105, Subchapter F relating to the Vendor Performance and Debarment Program.</p> <p><b><u>PAR Requirements for Self-Performing</u></b></p> <p>The HUB Subcontracting Plan (HSP) submitted with the bid response shall become a provision of the purchase order. The vendor cannot change a subcontracting plan prior to its incorporation into the purchase order. TAC 20.14 (5). Per the Texas Administrative Code Chapter 20.14, Texas A&amp;M requires the following:</p> <ul style="list-style-type: none"> <li>○ <b>Vendors self-performing</b> must submit a HUB Subcontracting Plan (HSP) Prime Contractor Progress Assessment Report (PAR) to Texas A&amp;M University on a monthly basis. The vendor will maintain business records documenting its compliance with the approved HSP and will submit a PAR to the Texas A&amp;M Department of Procurement Services no later than the 5<sup>th</sup> calendar day of the month until the purchase order has been paid in full. TAC 20.14 (d). <b>All PAR's shall be sent via e-mail to the following address: <a href="mailto:hubprogram@tamu.edu">hubprogram@tamu.edu</a> . Payment requests submitted without the PAR will not be processed.</b></li> <li>○ Changes may not be made to the HSP without prior review and approval from the Texas A&amp;M Department of Procurement Services. The vendor shall submit to the TAMU point of contact provided below a revised HSP if determined subcontracting will be necessary.</li> </ul> <p>If the selected vendor subcontracts any of the work without complying with TAC 20.14 and without prior approval from the Texas A&amp;M Department of Procurement Services, the vendor will be deemed to have breached the purchase order and be subject to any remedial actions provided by Texas Government Code, Chapter 2161, state law and TAC 20.14 (6). Texas A&amp;M will report nonperformance relative to its purchase order to Texas Procurement and Support Services in accordance with TAC 20.105, Subchapter F relating to the Vendor Performance and Debarment Program.</p>					

## PROCUREMENT SERVICE

Item #	Item & Description	Qty	Unit	Unit Price	Extension	Delivery (Days)
	<p>A copy of the PAR can also be found at the following link: <a href="http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/">http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/</a></p> <p><b>For questions about the HSP packet, please contact Patty Winkler at 979-845-4556 to discuss the HSP packet requirements.</b></p> <p>Master Contract shall be valid for the period from date of the award through August 31, 2020.</p> <p>Quantities are estimated only and do not guarantee purchase. Prices shall remain firm through time frame listed above. Show unit price on each item, as quantities may be increased or decreased, within reasonable limits. In case of error in price extension, unit price shall govern.</p> <p>Orders are to be placed at times and in quantities as requested by the department.</p> <p>Texas A&amp;M University – Galveston, TX (TAMUG) reserves the right to add/delete any items on the contract as the need changes throughout the contract period and renewal(s). Prior to adding products, the department will request a quote from the vendor and the vendor will provide the quote to the department, at that point the department will forward on to Procurement Services for approval and processing.</p> <p><b><u>Renewal:</u></b></p> <p>Texas A&amp;M University reserves the right to renew the awarded contract for an additional three (3) years, one (1) year at a time, if mutually agreed upon by both parties with all terms and conditions remaining firm.</p> <p>If renewal option is exercised, the vendor may increase the contract price to reflect increases in the cost of providing the product. Vendor shall quote a maximum percentage increase for each extension period as follows:</p> <p>9/1/20 – 8/31/21: _____ %  9/1/21 – 8/31/22: _____ %  9/1/22 – 8/31/23: _____ %</p> <p>Please note: if bidder fails to indicate a maximum percentage increase, it will be assumed the percentage is zero (0%).</p>					

## PROCUREMENT SERVICE

Item #	Item & Description	Qty	Unit	Unit Price	Extension	Delivery (Days)
	<p><b><u>Cancellation:</u></b></p> <p>Texas A&amp;M University reserves the right to cancellation, without penalty, due to non-performance.</p> <p>Upon award, any order is subject to cancellation, without penalty, either in whole or in part if funds are not appropriated by the Texas Legislature or otherwise not made available to the using agency.</p> <p>Texas A&amp;M reserves the right to cancellation by providing a thirty (30) day written notice.</p> <p><b><u>Award Criteria:</u></b></p> <p>The award shall be made based on the following “Best Value Criteria”. Texas A&amp;M University reserves the right to consider the following and any other factors deemed necessary to evaluate the offer and determine the “Best Value” for the University.</p> <ul style="list-style-type: none"> <li>- Vendor’s ability to meet the minimum specifications</li> <li>- The acquisition price</li> <li>- Delivery requirement after the receipt of the purchase order. <b><u>1<sup>st</sup> Delivery required on May 20, 2019.</u></b></li> <li>- Experience/past experience with vendor</li> <li>- The quality; availability of services offered to required application</li> </ul> <p><b><u>Insurance Requirement:</u></b></p> <p>It is understood that all equipment and material supplied by the vendor shall remain their property until such time as accepted or paid for by TAMUG. The vendor shall protect them with appropriate insurance against theft or other loss or damage.</p> <p>The successful vendor will be required to provide proof of insurance in the amounts indicated in Attachment A.</p> <p>The University System shall be listed as an additional insured party under each policy of insurance covering this project.</p> <p><b><u>References:</u></b></p> <p>Bidders shall provide at least three (3) reference where services comparable in size and scope have been performed within the last two (2) years. Bidders shall provide the Company Name; Company Contact Person;</p>					

PROCUREMENT SERVICE

Item #	Item & Description	Qty	Unit	Unit Price	Extension	Delivery (Days)
	<p>Company Phone Number and Contact Email for each reference.</p> <p>Texas A&amp;M reserves the right to contact these reference to verify bidder's ability to perform these services. A negative reference may be ground for disqualification of your bid.</p> <p>Texas A&amp;M University reserves the right to make the decision as to what products best meets the minimum specifications and which products best suits the needs of the University. Texas A&amp;M University decision is final.</p> <p>Texas A&amp;M University reserves the right to accept or reject any or all bids, to waive informalities and technicalities, to accept the offer considered to be the most advantageous to the University.</p> <p>*****</p> <p><b>Attention Bidders</b></p> <p>Texas A&amp;M, Procurement Services is transitioning to an E-commerce system for all invitation for bids and purchase orders. We are asking all vendors to take a few moments and register as one of our vendors. This will allow you to respond to our bid invitations electronically as well as view other bid opportunities. Please visit the following website to register:  <a href="https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=TAMU">https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=TAMU</a></p> <p>If you have any questions in reference to registrations, please contact us at 979-845-2325.</p> <p>*****</p> <p>All invitation for bid documents not submitted electronically via the AggieBid system will only be accepted via the following methods:</p> <ul style="list-style-type: none"> <li>-Faxed to (979) 862-3383</li> <li>-Express Mail (FedEx, UPS, etc.)</li> <li>-US Postal Service</li> <li>-Hand Delivered</li> </ul> <p>At this time, no email responses are acceptable. If your response is received via email, your response may be disqualified.</p> <p>All invitation for bid documents not submitted electronically via the AggieBid system must be returned on our form.</p> <p>As a bidder responding to this invitation upon submission of your response, regardless of the format</p>					

PROCUREMENT SERVICE

Item #	Item & Description	Qty	Unit	Unit Price	Extension	Delivery (Days)
	<p>of your submission, you and the entity you represent are agreeing to the terms and conditions presented here as well as the TAMU terms and conditions located at: <a href="http://purchasing.tamu.edu/media/123743/bidtamu.pdf">http://purchasing.tamu.edu/media/123743/bidtamu.pdf</a></p> <p>Physical Address:</p> <p>Texas A&amp;M University Procurement Services Agronomy Road College Station TX 77843-1477 Fax - 979-862-3383</p> <p>NOTE: If responding manually, please submit with your bid response a W9. This will allow us to enter your company into our bid system and include your response on the electronic tabulation.</p>					
1	<p>Furnish and Delivery of Ultra Low Sulfur Marine Gas Oil to the General Rudder located on the campus of Texas A&amp;M University in Galveston, TX.</p> <p><b>Fuel Specifications:</b></p> <ul style="list-style-type: none"><li>- ISO 8217-2017 DMA (Ultra Low Sulfur)</li><li>- Delivery via barge only</li></ul>	80,000	GAL			
2	Indicate any additional charges here-in and what said charges entail.	1	LOT			
	<b>TOTAL</b>					