



City of Cortland

400 North High Street, Cortland, Ohio 44410

(330) 637-3916 ~ Fax (330) 637-4778

www.cityofcortland.org

January 4, 2018

Dear Prospective Bidder,

Thank you for your interest in providing gasoline to the City of Cortland for one year beginning April 1, 2018. The city has the need to solicit for bids for gasoline for the Police, Fire and Service Departments. These three departments utilize approximately 1,800 gallons of gasoline and diesel fuel per month.

The City requires the ability to manage the amount of gasoline for each department and will require a fleet system. An individual card for each department will be stored at the facility location for use by a variety of city personnel. The City will require a monthly invoice depicting the following information for each itemized fueling by department; date, time, gallons, gross cost, exempted tax and net cost. The invoice should also contain a summary for each department which provides a total gross cost, total exempted tax, total municipal discount (if applicable) and total net cost. As part of the sealed bid, the City will require an example of an invoice depicting the above information.

Please submit the attached form and requested sample invoice in a sealed envelope to the Office of the Clerk of Council at the Cortland Administration Building, 400 North High Street, Cortland, OH 44410 no later than Tuesday, March 20, 2018 at 11:00 a.m. for consideration. If you have any questions, do not hesitate to call (330) 637-3916.

Sincerely,

The City of Cortland



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2018 Pump Rates for Gasoline and Diesel Fuel

Company Name _____

Contact _____ Phone _____ Fax _____

Mailing Address

Facility Location (if different)

(Address and Street)

(Address and Street)

(City) _____
(State) _____
(Zip)

(City) _____
(State) _____
(Zip)

Item 1 Does your facility have the ability to provide Gasoline? _____ Yes _____ No
If no skip to Item 2, if yes please provide:

- 2017 Average Gasoline Pump Rate (87 Octane) \$ _____ / gallon

Item 2 Does your facility have the ability to provide Diesel Fuel? _____ Yes _____ No
If no skip to Item 3, if yes please provide:

- 2017 Average Diesel Fuel Pump Rate \$ _____ / gallon

Item 3 Does your company offer municipal discounts or rebates? _____ Yes _____ No
If no skip to Item 4, if yes please provide:

- Municipal Discount \$ _____ / gallon
- or _____ % / net cost.

Item 4 Does your company charge a monthly invoice fee? _____ Yes _____ No
If no skip to Item 5, if yes please provide:

- Monthly invoice fee \$ _____ / invoice

Item 5 The facility has the following pumps; _____ Full Service _____ Self Service