



**COUNTY ADMINISTRATIVE OFFICE
PURCHASING & DISPOSITION TEAM
COUNTY OF HUMBOLDT**

825 5th Street, Room 112, Eureka, CA 95501-1153
Telephone (707) 268-2544 Fax (707) 445-7299
purchase@co.humboldt.ca.us

COUNTY OF HUMBOLDT

**REQUEST FOR PROPOSALS – NO. DPW2026-001
Provision of Bulk Fuel and Petroleum Products**



Request for Proposal (RFP)
Cover Page
County Administrative Office
County of Humboldt, Eureka, CA

COUNTY AGENCY

Purchasing

RFP NUMBER

DPW2026-001

RFP TITLE

BULK FUEL AND PETROLEUM PRODUCTS,

PURPOSE

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for various fuels and Lubricants for vehicles and equipment for use by departments within the County of Humboldt.

**DEADLINE FOR
RFP SUBMISSION**

DEADLINE FOR PROPOSALS TO BE RECEIVED

April 2, 2026

2:00 P.M. Pacific Standard Time

LATE, FAXED, OR UNSIGNED PROPOSALS WILL BE REJECTED

**EMAIL RFP TO
THIS ADDRESS**

PURCHASE@CO.HUMBOLDT.CA.US

ATTENTION:

HUMBOLDT COUNTY ADMINISTRATIVE OFFICE

PURCHASING DIVISION

IAN GOBLE, PURCHASING COORDINATOR

SPECIAL INSTRUCTIONS

- ☐ **Submit one electronic version of the Proposal(s)**
- ☐ **Include the RFP number in the subject line when submitting electronic version by email**

**DIRECT ALL INQUIRES
TO**

NAME Ian Goble

TITLE Purchasing Coordinator

PHONE # 707/268-2544

EMAIL purchase@co.humboldt.ca.us

WEB SITE <https://humboldtgov.org/280/Purchasing>

DATE RFP ISSUED: March 3, 2026

REQUEST FOR PROPOSALS – NO. DPW2026-001
PROVISION OF BULK FUEL AND PETROLEUM PRODUCTS

TABLE OF CONTENTS

1.0	<u>DEFINITIONS:</u>	5
1.1	Terms	5
1.2	Abbreviations	5
2.0	<u>INTRODUCTION:</u>	5
2.1	Statement of Purpose	5
2.2	Overview of the Proposal Process	6
3.0	<u>PRELIMINARY SCOPE OF SERVICES:</u>	6
3.1	Provision of Bulk Fuel Products and Related Services	6
3.2	Provision of Bulk Petroleum Products and Related Services	7
4.0	<u>REQUIREMENTS STATEMENT:</u>	7
4.1	Performance Standards	7
4.2	General Duties and Obligations of the Successful Proposer(s)	10
5.0	<u>SCHEDULE OF EVENTS:</u>	10
6.0	<u>GENERAL REQUIREMENTS AND INFORMATION REGARDING PROPOSALS:</u>	11
6.1	Proposal Submission	11
6.2	Withdrawal of Submitted Proposals	11
6.3	Proposal Modification	11
6.4	Proposer Investigations	11
6.5	Expenses Incurred in Preparing Proposals	12
6.6	Right of County Reject Proposals	12
6.7	Public Records and Trade Secrets	12
6.8	Conflict of Interest	12
7.0	<u>REQUIRED FORMAT OF PROPOSALS:</u>	12
7.1	General Instructions and Information	12
7.2	Cover Letter	13
7.3	RFP Signature Affidavit	13
7.4	Proposal Table of Contents	14
7.5	Business Profile	14
7.6	Quality Assurance Capabilities	15
7.7	Cost Proposals	16
7.8	Documentation	17
7.9	References	17
7.10	Evidence of Insurability and Business Licenses:	17
7.11	Exceptions, Objections and Requested Changes:	18
7.12	Required Attachments	18
8.0	<u>EVALUATION CRITERIA AND SELECTION PROCESS:</u>	18
9.0	<u>CONTRACT DEVELOPMENT:</u>	19
9.1	Award of Professional Services Agreements	19
9.2	Contractual Requirements	20

10.0 <u>MODIFICATION AND CORRECTION:</u>	20
10.1 Requests for Clarification or Correction	20
10.2 RFP Addenda	21
11.0 <u>CANCELLATION OF THE RFP PROCESS:</u>	21

ATTACHMENTS:

- Exhibit A – Location, Service and Price List – Fuel Products
- Exhibit B – Location, Service and Price List – Petroleum Products
- Exhibit C – County Location Map
- Exhibit D – RFP Signature Affidavit
- Exhibit E – Reference Data Sheet
- Exhibit F – Sample Professional Services Agreement for the Provision of Fuel and/or Petroleum Products

REQUEST FOR PROPOSALS – NO. DPW2026-001 PROVISION OF BULK FUEL AND PETROLEUM PRODUCTS,

1.0 DEFINITIONS:

1.1 Terms:

- A. **Addenda.** As used herein, the term “Addenda” refers to an amendment to, or modification of, this Request for Proposals.
- B. **County.** As used herein, the term “County” refers to the County of Humboldt, a political subdivision of the State of California, acting through the Humboldt County Department of Public Works – Roads Division and the Humboldt County Administrative Office – Purchasing Division.
- C. **Professional Services Agreement.** As used herein, the term “Professional Services Agreement” refers to the contract regarding the provision of bulk fuel and/or petroleum products and related services between the County and the Successful Proposer(s).
- D. **Proposal.** As used herein, the term “Proposal” refers to an offer submitted in accordance with this Request for Proposals to provide bulk fuel and/or petroleum products and related services for a specified sum of money.
- E. **Proposer.** As used herein, the term “Proposer” refers to any individual, agency, firm or company submitting a Proposal in response to this Request for Proposals.
- F. **Successful Proposer.** As used herein, the term “Successful Proposer” refers to any individual, agency, firm or business having a contract with a governmental body to furnish services for an agreed-upon price.

1.2 Abbreviations:

- A. **O.P.I.S.** As used herein, the abbreviation “O.P.I.S.” refers to the Oil Price Information Service.
- B. **PST.** As used herein, the abbreviation “PST” refers to Pacific Standard Time.
- C. **RFP.** As used herein, the abbreviation “RFP” refers to this Request for Proposals for the provision of bulk fuel and/or petroleum products and related services.
- D. **PSA.** As used herein, the abbreviation “PSA” refers to the Professional Services Agreement defined in 1.2(C).

2.0 INTRODUCTION:

2.1 Statement of Purpose:

The County of Humboldt (“County”), by and through the Humboldt County Department of Public Works – Roads Division and the Humboldt County Administrative Office – Purchasing Division, is issuing this Request for Proposals (“RFP”) to solicit Proposals for the provision of bulk fuel and/or petroleum products and related services. The Successful Proposer(s) must have the ability to deliver gasoline, diesel fuel and/or lubrication fluids to various locations throughout Humboldt County. Service hours, locations and the amount of fuel and/or petroleum products provided may be increased or decreased at any time during the term of the final PSA(s) between the County and the Successful Proposer.

It is the intent of this RFP to provide the specifications and terms and conditions pertaining to the provision of bulk fuel and/or petroleum products and related services so that Proposers may present their capabilities to provide any or all of the products and services set forth herein. Information submitted in response to this RFP shall be objectively evaluated to determine those companies best qualified to provide the bulk fuel and/or petroleum products and services set forth in this RFP. This is a nonbinding solicitation for services and may be canceled by the County at any time.

2.2 Overview of the Proposal Process:

Each Proposer may submit a single Proposal for the provision of either bulk fuel or petroleum products, or submit separate Proposals for both; one Proposal for the provision of bulk fuel and another Proposal for the provision of bulk petroleum products. Proposals regarding the provision of bulk fuel products may be made by fuel type or a combination of fuel types set forth in this RFP. The provision of the petroleum products set forth in this RFP shall not be divided and will be awarded to one Successful Proposer.

2.3 Nonbinding Solicitation

Specifications and requirements set forth in this RFP may be reviewed and adjusted during the evaluation period and will remain nonbinding pending approval and execution of the final PSA(s) by both the County and Successful Proposer(s).

3.0 PRELIMINARY SCOPE OF SERVICES:

This section only presents a preliminary scope of services to generally communicate the County’s expectations for the provision of bulk fuel and/or petroleum products and related services. A final scope of services will be developed by the County and the Successful Proposer(s). All Proposers will be held strictly to the requirements, standards and protocols set forth in this RFP and the sample PSA attached hereto as Exhibit F. Such requirements, standards and protocols will be incorporated into the final PSA(s) between the County and the Successful Proposer(s). The volumes of bulk fuel and petroleum products set forth in this RFP, and the Service Lists attached hereto as Exhibit A and Exhibit B, are estimates based on past usage only and are not to be construed as a commitment by the County to purchase any specific amount of bulk fuel and/or petroleum products.

3.1 **Provision of Bulk Fuel Products and Related Services:**

- A. **Gasoline.** The Successful Proposer(s) shall provide the County with approximately ninety two thousand (92,000) gallons of unleaded gasoline set forth in Exhibit A on an annual basis throughout the term of the final PSA(s). Gasoline delivered to the County shall have an octane level of eighty-seven (87) or higher and meet or exceed any and all applicable ASTM International fuel specifications approved by the State of California at the time such deliveries are made.
- B. **Diesel Fuel.** The Successful Proposer(s) shall provide the County with approximately seventy thousand gallons (70,000) of ultra-low sulfur dyed diesel fuel set forth in Exhibit A on an annual basis throughout the term of the final PSA(s). Diesel fuel delivered to the County shall meet or exceed any and all applicable ASTM International fuel specifications approved by the State of California at the time such deliveries are made.
- C. **Fuel Station Testing and Other Environmental Services.** The Successful Proposer(s) shall conduct, at a minimum, annual fuel station testing, and all other environmental testing services, required to maintain compliance with all applicable local, state and federal laws, regulations, standards and permits. The Successful Proposer(s) shall be responsible for scheduling all fuel tank and/or environmental testing services to be performed. The County shall be notified of all fuel station and environmental tests and provided with hard copies of the results thereof. The Successful Proposer(s) shall also be responsible for complying with all applicable local, state and federal records management requirements pertaining to the fuel station and/or environmental testing services performed.

3.2 **Provision of Bulk Petroleum Products and Related Services:**

- A. **Lubricants.** The Successful Proposer shall provide the County with approximately three thousand two hundred sixty (3,260) gallons of the lubrication oils and six hundred twenty (620) pounds of greases set forth in Exhibit B on an annual basis throughout the term of the final PSA awarded as a result of this RFP process. Lubricants delivered to the County shall, at a minimum, meet or exceed the specifications for “Chevron – Delo 400” products and be in compliance with the current California Air Resource Board regulations at the time such deliveries are made. Re-refined products will not be accepted.
- B. **Environmental Testing Services.** The Successful Proposer shall conduct any and all necessary environmental testing services, in order to ensure continued compliance with all applicable local, state and federal laws, regulations and standards throughout the term of the final PSA awarded as a result of this RFP process. The Successful Proposer shall be responsible for scheduling all environmental testing services to be performed. The County shall be notified of all environmental tests and provided with hard copies of the results thereof. The Successful Proposer shall also be responsible for complying with any and all applicable local, state and federal records management requirements pertaining to the environmental testing services performed.

4.0 REQUIREMENTS STATEMENT:

4.1 Performance Standards:

A. Fuel and Lubricant Specifications. The Successful Proposer(s) shall:

1. Have the sole responsibility for selecting the brand of fuel and/or petroleum products that they intend to provide to the County. The Successful Proposer(s) must be responsive to possible changes in product specifications and brand choice as vehicle and/or specifications may require.
2. Not change fuel or lubricant brands during the term of the final PSA(s), or any extension thereof, without prior written authorization from the County. Written requests for changes in fuel and/or lubricant brands must be accompanied by evidence that the replacement brand meets the requirements of the final PSA(s) and does not result in a cost increase for the County. Thirty-day written notice from the Successful Proposer(s) to the County is required prior to any change in fuel and/or lubricant brand. The County reserves the right, upon such notice, to accept or reject the brand change; rejection will remove the product from the PSA(s).
3. Be responsible for all costs and expenses resulting from the use of substandard or contaminated fuel and/or lubricants, including, without limitation, the costs associated with removing contaminated fuel and/or lubricants from the County's tanks or drums, repairing damage to machinery, replacing equipment or vehicle parts and any additional expenses.
4. Be responsible for submitting all applicable Material Safety Data Sheets relating to the fuel and/or lubricants provided to the County.

B. Delivery Requirements. The Successful Proposer(s) shall:

1. Be responsible for delivering the bulk fuel and/or petroleum products set forth in this RFP to each County site that requires bulk fuel and lubricant deliveries. Delivery locations include, without limitation, all of the following County sites:
 - a. Elk Creek maintenance yard – 1860 Elk Creek Road, Myers Flat, California 95554 (un-manned location);
 - b. Ferndale maintenance yard - 5th and Arlington near fairgrounds, Ferndale, California 95536;
 - c. Freshwater maintenance yard – 3100 Kneeland Road, Eureka, California 95503;
 - d. Garberville maintenance yard– 100 County Yard Road, Garberville, California 95542;
 - e. Loleta maintenance yard – 75 Hookton Cemetery Road, Loleta, California 95551;
 - f. Mattole maintenance yard – 37581 Mattole Road, Petrolia, California 95558 (un- manned location);

- g. McKinleyville maintenance yard – 1450 Grand Road, McKinleyville, California 95519. In compliance with TSA requirements, delivery must be scheduled with the foreman at (707)498-3786 and the driver must be escorted into the delivery location by County staff;
 - h. Rohnerville maintenance yard – 2330 Airport Road, Fortuna, California 95540;
 - i. Hoopa maintenance yard –Shoemaker Road, Hoopa, California, 95546;
 - j. Fleet services – 3130 Jacobs Ave, Eureka, California 95501;
 - k. Mobile rock crusher – this equipment moves throughout the year.
2. Be responsible for making all fuel and/or lubricant deliveries required under the final PSA(s) Monday through Thursday, 6:30 a.m. to 5:00 p.m. Pacific Standard Time (“PST”) during the summer and Monday through Friday, 7:30 a.m. to 4:00 p.m. PST during the winter. A mutually agreed upon delivery schedule will be included in the final PSA(s). The Successful Proposer(s) shall notify the County of any unexpected events that may delay or prevent fuel and/or lubricant deliveries from being made at the agreed upon time, or that may in any way modify conditions of delivery pursuant to the final PSA(s).
 3. Be responsible for making deliveries of the bulk fuel and/or petroleum products set forth in this RFP in response to emergency calls from the County on as-needed basis throughout the term of the final PSA(s). The Successful Proposer(s) shall provide the County with contact information, including telephone numbers, fax numbers and email addresses, of any and all office and/or delivery personnel that will be responsible for responding to emergency calls.
 4. Record the amount of fuel and/or lubricants delivered to each County facility. The Successful Proposer(s) shall also obtain a legible delivery signature from authorized County personnel after each delivery required under the final PSA(s) is made.
 5. Ensure that digital tank level sensors are installed and functioning properly in all bulk fuel tanks located on County delivery sites, including, without limitation, all sites specified in Section B. All tank level data will be accessible by county personnel in real-time. The County prefers a system that provides automated alerts of low tank levels and sudden and/or significant changes in fuel level.
 6. Be responsible for performing all deliveries of bulk fuel and/or petroleum products to County facilities in a safe and professional manner.
 7. Ensure that all personnel responsible for delivering bulk fuel and petroleum products are adequately trained regarding all safety and compliance measures associated with the delivery of such products.
 8. Ensure that all personnel responsible for delivering bulk fuel and petroleum products conduct themselves in a professional and courteous manner when on County premises, including, without limitation, wearing company apparel with visible photo identification and adhering to the County’s policies prohibiting the use of alcohol, drugs and tobacco.
 9. Ensure that all equipment and vehicles used to deliver bulk fuel and/or petroleum

products are compatible with the County's fuel and/or oil tanks and in good working order.

C. Protection of Property, Spill prevention and Clean-up Requirements. The Successful Proposer(s) shall:

1. Take all necessary precautions, as required by applicable local, state and federal law, to prevent spills, overfills or other contamination or damage to County property, including, without limitation, existing buildings, equipment, vehicles, asphalt pavement, soil or vegetation, from occurring during the provision of the bulk fuel and/or petroleum products and services set forth in this RFP.
2. Clean, replace and/or repair any and all County property damaged during the provision of the bulk fuel and/or petroleum products and services set forth in this RFP at no expense to the County. Should the Successful Proposer(s) fail or refuse to take the appropriate containment, clean-up and/or disposal actions, or replace or repair damaged County property, the County may, in addition to any other available remedies, have such containment, clean-up and/or disposal actions taken, and necessary replacements or repairs made, at the sole cost of the Successful Proposer(s). The County shall be entitled to deduct the cost for cleaning, replacing or repairing any County property that is damaged by the Successful Proposer(s) from the amounts owed thereto under the terms and conditions of the final PSA(s).

4.2 General Duties and Obligations of the Successful Proposer(s):

- A. **Project Development.** The Successful Proposer(s) shall work together with the County to plan and organize information regarding the provision of the bulk fuel and/or petroleum products and services set forth in this RFP, including, without limitation, participating in regular meetings. The Successful Proposer(s) shall be available at all times to report to and confer with County staff regarding the provision of the bulk fuel and/or petroleum products and services set forth in this RFP.
- B. **Price Reports.** The Successful Proposer(s) shall be responsible for submitting a weekly Oil Price Information Services ("O.P.I.S.") report. If more than one Proposer is selected, only one O.P.I.S. report is necessary, and the Successful Proposers may split the cost of such O.P.I.S. reports. The Eureka, California section of the O.P.I.S. publication will be used as an average base price for the provision of the bulk fuel and/or petroleum products set forth in this RFP.

5.0 SCHEDULE OF EVENTS:

The following schedule of events represents the County's best estimate of the schedule that shall be followed with regard to this RFP process. Unless otherwise specified, the time of day for the following events shall be between 8:00 a.m. and 5:00 p.m. PST.

The County hereby reserves the right, at its sole discretion, to adjust this tentative schedule as it deems necessary, including, without limitation, extending the deadline for submission of Proposals. Notification of any adjustment to the following schedule of events shall be provided to all Proposers.

EVENT	DATE
Release of RFP:	March 3, 2026
Deadline for Submission of Questions:	March 13, 2026
Deadline for Responses to Questions:	March 20, 2026
Deadline for Proposals to be Received:	April 2, 2026, 2:00 p.m. PST
Completion of the RFP Evaluation and Selection Process:	April 24, 2026
Recommendation of Award to County Board of Supervisors:	May 19, 2026
Finalization of the PSA(s):	June 26, 2026
Start Date of the PSA(s):	July 1, 2026

6.0 GENERAL REQUIREMENTS AND INFORMATION REGARDING PROPOSALS:

6.1 Proposal Submittal:

Proposers shall prepare and submit one (1) electronic copy of their Proposal(s), via email by **2:00 P.M. PST, on April 2, 2026**. All Proposals must be transmitted as an attachment to, or via a file transfer link contained in, an email with the subject line of “**RFP No. DPW2026-001**” along with the name and address of the Proposer and the closing date and time for submission of Proposals. Proposals that are unsigned or signed by an individual not authorized to bind the Proposer, shall be considered non-responsive and will not be accepted by County. Proposals submitted in response to this RFP must be sent to County electronically at the following address :

COUNTY: Email: purchase@co.humboldt.ca.us
Humboldt County Administrative Office – Purchasing Division
Attention: Ian Goble, Purchasing Coordinator

Proposals submitted to any other County of Humboldt department or office shall be considered non-responsive and will not be accepted by County. Additionally, time is of the essence, and any Proposal received after the above-referenced date and time for submittal shall be considered non-responsive and will not be accepted by County.

It is the sole responsibility of the Proposer to ensure that their Proposal is received by County before the submittal deadline. Nothing in this RFP precludes County from extending the deadline for submission of Proposals, or from requesting additional information at any time during the Proposal evaluation process.

6.2 Withdrawal of Submitted Proposals:

A Proposer may withdraw their Proposal at any time prior to the deadline for submission by

electronically submitting to County written notification of withdrawal signed by an authorized representative of the Proposer. Proposals shall become County's property after the submission deadline has passed.

6.3 Proposal Modification:

Any Proposer who wishes to make modifications to a submitted Proposal must withdraw its initial Proposal as required by this RFP. It is the responsibility of the Proposer to ensure that modified Proposals are resubmitted prior to the submission deadline in accordance with the terms and conditions of this RFP. Proposals may not be changed or modified after the submission deadline.

6.4 Proposer Investigations:

Before submitting a Proposal, each Proposer shall make all investigations and examinations necessary to ascertain its ability to provide the bulk fuel and/or petroleum products and related services, and comply with the requirements and standards, set forth in this RFP and the sample PSA attached hereto. In addition, each Proposer shall verify any representations made by the County that the Proposer will rely upon. Failure to make such investigations and examinations will not relieve the Successful Proposer(s) from its obligation to comply with all standards and requirements set forth in this RFP and the sample PSA attached hereto. In addition, a Proposer's lack of due diligence will not be accepted as a basis for any claim for monetary consideration on the part of the Proposer.

6.5 Expenses Incurred in Preparing Proposals:

The County shall not pay any costs or expenses, resulting from or associated with, a Proposer's participation in this RFP process, including, without limitation, the preparation and presentation of any Proposal(s). Such expenses are to be borne exclusively by the Proposer.

6.6 Right of County to Reject Proposals:

The County reserves the right to reject any and all Proposals or to waive, at its discretion, any irregularity which the County deems reasonably correctable or otherwise not warranting rejection of a Proposal.

6.7 Public Records and Trade Secrets:

All proposals and materials submitted become the property of the county and are subject to disclosure under the Public Records Act (Government Code § 7920.000 et seq.). However, if prior to the award of a contract further negotiations are contemplated, the county must discern whether public disclosure should await the completion of the negotiations. In these circumstances the county must establish that the public interest in nondisclosure clearly outweighs the public's interest in disclosure (Government Code § 7922.000; Michaelis, Montanari and Johnson v. Superior Court (Los Angeles) (2006) 38 Cal. 4th 1065).

The RFP and all responses are considered public information with the exception noted above and for trade secrets specifically identified, which will be handled according to state statutes or other laws. Any information that contains trade secrets aka Confidential Information shall be communicated to county by the proposer. Any page of the proposal that is deemed to be a trade secret by the proposer shall be clearly marked "PROPRIETARY OR CONFIDENTIAL INFORMATION" at the top of the page.

In the event that the County receives a request for disclosure of any such specifically identified information prior to release of any such specifically identified information, the County will contact the proposer and will not release the specifically identified information if the proposer agrees to indemnify, defend and hold harmless the County in any action brought to disclose such information. The proposer, by submitting such information, agrees that the failure of County to contact the proposer prior to the release of such information will not be a basis for liability by the County of any County employee to prosper.

6.8 Conflict of Interest:

By submitting a Proposal(s) in response to this RFP, the Proposer warrants and covenants that no official or employee of the County, nor any business entity in which an official or employee of the County has an interest, has been employed or retained to solicit or assist in procuring the final PSA(s) resulting from this RFP process, nor that any such person will be employed in the performance of such final PSA(s) without immediate divulgence of such fact to the County.

7.0 REQUIRED FORMAT OF PROPOSALS:

7.1 General Instructions and Information:

- A. **Content Requirements.** In order for Proposals to be considered for award of a PSA by County pursuant to this RFP process, all of the following conditions must be satisfied:
1. Proposals must be submitted in accordance with the requirements set forth in this RFP and contain all required attachments.
 2. Proposals must be complete and specific unto themselves. For example, “*See Enclosed Manual or Brochure*” will not be considered an acceptable response and the Proposal will be deemed nonresponsive.
 3. Proposals must contain information which enables County to properly evaluate the Proposer’s ability to provide bulk fuel and/or petroleum products and related services as set forth in this RFP.
 4. Proposals must contain information which enables County to properly evaluate the Proposer’s ability to comply with the requirements set forth in this RFP.
 5. Any and all information, statements, letters and other documentation and attachments required by this RFP must be included in the Proposal(s).
- B. **Presentation Requirements.** In order for Proposals to be considered for award of a PSA by County pursuant to this RFP process, all of the following conditions must be satisfied:
1. Proposals must not be any more than thirty (30) pages in length. Proposals exceeding the maximum page limit may be rejected by County as nonresponsive.
 2. Proposals must be uniformly typed in twelve (12) point font with each section and subsection clearly titled, each page consecutively numbered, including all attachments.
- C. **Formatting Requirements.** In order to be considered for award of a PSA by County pursuant to this RFP, Proposals shall include all of the following sections:

- 1.0 Cover Letter
- 2.0 RFP Signature Affidavit
- 3.0 Table of Contents
- 4.0 Business Profile
- 5.0 Quality Assurance Capabilities
- 6.0 Cost Proposal
- 7.0 Supplemental Documentation
- 8.0 References
- 9.0 Evidence of Insurability and Business Licensure
- 10.0 Exceptions, Objections and Requested Changes
- 11.0 Required Attachments

7.2 Cover Letter:

The cover letter shall, in two (2) pages or less, describes the Proposer's qualifications, experience and vision regarding the provision of bulk fuel and/or petroleum products and services as set forth in this RFP. The introductory letter must also provide the Proposer's contact information, including, without limitation, the name, address and telephone number of a representative that is authorized to communicate with County on behalf of the Proposer

7.3 RFP Signature Affidavit:

Each Proposal must contain a signed and completed RFP Signature Affidavit which is attached to this RFP as Exhibit D – RFP Signature Affidavit and incorporated herein by reference as if set forth in full. The RFP Signature Affidavit must be signed by an authorized representative of the Proposer. Signature authorization on the RFP Signature Affidavit shall constitute a warranty, the falsity of which shall entitle County to pursue any and all remedies authorized by law, including, without limitation, termination of any PSA(s) resulting from this RFP process. Receipt of all Addenda to this RFP, if any, must be acknowledged on the bottom of the RFP Signature Affidavit.

7.4 Proposal Table of Contents:

Proposals shall include a comprehensive table of contents that identifies submitted material by sections 1.0-11.0 and any subsections thereof, in the order listed herein with sequential page numbers.

7.5 Business Profile:

Proposals shall include a clear and concise narrative which identifies the Proposer's ability to provide the bulk fuel and/or petroleum products and services as specified in this RFP.

A. Company Overview. The Business Profile must include an overview of the business structure and operation of the Proposer's organization, which includes, at a minimum, all of the following items:

1. The Proposer's organization name, physical location, mission statement, accreditation, certification and/or licensure status, legal business status, such as partnership, corporation or limited liability company, current staffing levels and overall budget.
2. A detailed description of the Proposer's current and previous business activities, including, without limitation:

- a. The history of the Proposer's organization, including, without limitation, the date on which the organization was founded and how the Proposer fosters innovation and high-quality performance.
 - b. The total number of years the Proposer has been operating under the present organization name, and any prior organization names under which the Proposer has provided bulk fuel and/or petroleum products and services equivalent to those set forth in this RFP.
 - c. The total number of years the Proposer has been providing bulk fuel and/or petroleum products and services equivalent to those set forth in this RFP.
 - d. Government agencies for which the Proposer has provided bulk fuel and/or petroleum products and services equivalent to those set forth in this RFP.
3. A detailed description of any litigation regarding the provision of bulk fuel and/or petroleum products and services equivalent to those set forth in this RFP that has been brought by or against the Proposer, including, without limitation, the nature and result of such litigation, if applicable.
 4. A detailed description of any fraud convictions related to public contracts, including the date of any such convictions, if applicable.
 5. A detailed description of any current or prior debarments, suspensions or other ineligibility to participate in public contracts, if applicable.
 6. A detailed description of any violations of local, state and/or federal industry, environmental or regulatory requirements, if applicable.
 7. A detailed description of any controlling or financial interest the Proposer has in any other companies or organizations, or whether the Proposer's company is owned or controlled by any other person or organization. If the Proposer does not hold a controlling or financial interest in any other companies or organizations, that must be stated.

B. Statement of Qualifications. The Business Profile must include a statement of the Proposer's qualifications and experience regarding the provision of bulk fuel and/or petroleum products and services as set forth in this RFP. The Statement of Qualifications must include, at a minimum, all of the following items:

1. The number of staff that will potentially be providing bulk fuel and/or petroleum products and services to the County.
2. The physical address of all facilities from which any of the services set forth in this RFP will potentially be provided and the staff allocation at each such facility.
3. Identification of the Proposer's management team and key personnel, including, without limitation, an organizational chart and resumes of each representative.
4. A detailed summary of the qualifications and experience of key personnel and staff members who will provide the proposed bulk fuel and/or petroleum products and

services as set forth in this RFP, including job titles, responsibilities, special training, licenses, certifications and experience with other public agencies.

5. A detailed summary of the Proposer's overall experience regarding the provision of bulk fuel and/or petroleum products and services equivalent to those set forth in this RFP for public agencies.
6. A detailed description of the Proposer's knowledge of the requirements pertaining to the provision of the bulk fuel and/or petroleum products and services as set forth in this RFP.
7. A detailed description of the Proposer's technical capabilities for providing the bulk fuel and/or petroleum products and services as set forth in this RFP, including, without limitation, the compatibility of the Proposer's equipment with County tanks.

7.6 Quality Assurance Capabilities:

A. Description of Services. Proposals shall include an overview of how the bulk fuel and/or petroleum products and services provided by the Proposer will comply with the requirements set forth in this RFP. The description of services portion of the Proposal should include, at a minimum, all of the following items:

1. A detailed description of how the Proposer intends to provide the bulk fuel and/or petroleum products set forth in this RFP, including, without limitation, any portion(s) of the services that will be subcontracted and the name of the subcontractor(s) that will be performing such services.
2. A detailed delivery schedule for all County locations listed in this RFP, including, without limitation, the amount of time necessary to achieve full performance at each location, the amount of lead time necessary to accommodate call-in deliveries and the Proposer's ability to add additional locations as needed.
3. A detailed Disaster Recovery Plan outlining solutions for providing the County with uninterrupted fuel deliveries after a natural disaster or emergency event has occurred, including, without limitation, fires, floods, earthquakes, staffing shortages, power outages, system crashes or road closures. The Disaster Recovery Plan shall include the contact information of at least two (2) members of the Proposer's staff, and a list of multiple methods of contact that can be utilized twenty-four (24) hours per day, seven days per week.
4. A detailed description of the sources from which the Proposer will obtain the bulk fuel and/or petroleum products set forth in this RFP, including the names and addresses of any and potential suppliers.
5. A detailed description of any products or services set forth in this RFP that will not be included in the products and/or services provided by the Proposer and the reason for the exclusion of such services.
6. A detailed description of any innovations and/or procedural enhancements that may add value to the bulk fuel and/or petroleum products and services set forth in this RFP.

B. Project Understanding and Approach. Proposals shall include an overview of the

Proposer's policies and procedures regarding quality control. The overview should include, at a minimum, the following items:

1. A detailed description of the Proposer's specific management expertise that will ensure satisfactory provision of the bulk fuel and/or petroleum products set forth in this RFP.
2. A detailed description of the expected communication channels between the Proposer and the County to ensure that the bulk fuel and/or petroleum products and services provided are to the County's satisfaction, including how potential problems will be resolved.
3. A detailed description of the Proposer's policies, procedures and standards pertaining to the provision of bulk fuel and/or petroleum products and services equivalent to those set forth in this RFP, including, without limitation, any applicable safety and/or environmental testing and compliance processes and any procedures regarding the protection of property, spill prevention and environmental clean-up.
4. A detailed description of any environmental policies and/or practices that the Proposer has implemented, or plans to implement, during the term of the final PSA(s) to help minimize adverse environmental and health impacts associated with the provision of the bulk fuel and/or petroleum products set forth herein.

7.7 Cost Proposals:

- A. **Price Quotes.** Proposals shall include an itemized list of the costs for all of the bulk fuel and/or petroleum products and services that will be provided by the Proposer. Cost information shall be presented in a form substantially similar to the Price Lists attached hereto as Exhibit A and Exhibit B. In addition to the above-referenced cost information, Proposals should also include a detailed summary of the pricing data submitted therein, including, without limitation, staffing levels and hourly rates.
- B. **General Instructions and Requirements.** The following is an outline of the general information and requirements applicable to price quotes:
 1. Price quotes shall be valid for a minimum period of one hundred eighty (180) days from the Proposal submission deadline of April 2, 2026.
 2. Price quotes shall only include applicable taxes with sales tax shown separately. The County is exempt from Federal Excise Tax and will furnish an exemption certificate to the Successful Proposer(s).
 3. Price quotes shall include prices for virgin bulk fuel and/or petroleum products. Pricing for re-refined products may be included as substitutes in the event that virgin bulk fuel and/or petroleum products are not available.
 4. Price quotes shall include any and all payment incentives available to the County at the time the Proposal is submitted.
 5. Price quotes shall include any exceptions, deviations and/or clarifications pertinent to the provision of the bulk fuel and/or petroleum products and services that may assist the County in evaluating such price quotes.

7.8 Supplemental Documentation:

Proposals shall include a detailed description of any and all delivery receipts, invoices and any other pertinent documents that will be used to facilitate the terms and conditions of this RFP and the sample PSA attached hereto. Samples of each document described in the documentation section of the Proposal shall be attached to the original Proposal and each copy thereof.

7.9 References:

- A. Reference Data Sheet.** Proposals shall include a Reference Data Sheet containing present and past performance information from a minimum of three (3) former clients, preferably government agencies. Performance information shall be presented in a form substantially similar to or on the Reference Data Sheet that is attached hereto as Exhibit E.
- B. Required Information.** The performance information provided with each reference must be clearly correlated to the provision of bulk fuel and/or petroleum products and services equivalent to those set forth in this RFP. Each reference shall include, at a minimum, all of the following items:
 - 1. The name, physical address, email address and telephone number for the current contact person of each referenced client.
 - 2. The dates on which bulk fuel and/or petroleum products and services equivalent to those set forth in this RFP were provided to each referenced client.
 - 3. A detailed description of the bulk fuel and/or petroleum products and services that were provided to each referenced client.
 - 4. A verification that all information provided in the Reference Data Sheet is true and correct to the best of the Proposer's knowledge.

7.10 Evidence of Insurability and Business Licenses:

All Proposers shall submit evidence of eligibility for all insurances required by the sample PSA attached hereto. Upon award of a PSA(s) the Successful Proposer(s) will have ten (10) calendar days to produce certificates of the required insurance, including a certified endorsement naming the County as an additional insured. Additional insurance should not be purchased until a PSA(s) has been awarded.

In addition, all Proposers shall certify the possession of any and all licenses and/or certifications required for the provision of the bulk fuel and/or petroleum products and services set forth in this RFP. Copies of any and all applicable licenses and/or certifications shall be attached to the original Proposal and each copy thereof.

Humboldt County Code Title VIII, Division 1, Chapter 1, Section 811-6 requires that all persons and entities under contract or agreement with the county or public entity for which the Board of Supervisors is the governing body must have a valid Humboldt County business license or a State of California license or exemption which releases that person or entity from local business license requirements.

7.11 Exceptions, Objections and Requested Changes:

Proposers should carefully review the terms and conditions of this RFP and the sample PSA attached

hereto. All exceptions, objections or requested changes to any portion of this RFP or the sample PSA attached hereto shall be clearly stated and explained in the Proposal. Descriptions of any exceptions, objections or requested changes should include the page and section number of the referenced portion of this RFP or the sample PSA attached hereto. Protests based on any exception, objection or requested change to this RFP, and/or the sample Professional Services Agreement attached hereto, shall be considered waived and invalid by County, if the exception, objection or requested change is not adequately identified and explained in the Proposal. County reserves the right to accept or reject any or all exceptions, objections or requested changes at its sole discretion. The materiality of the exceptions, objections or requested changes will be factored into the evaluation process.

7.12 Required Attachments:

In order to be considered for award by the County, Proposals must contain each of the following attachments. Failure to such attachments may result in the rejection of the Proposal.

- **Attachment 1 – RFP Signature Affidavit** (See Section 7.4)
- **Attachment 2 – Cost Proposal** (See Section 7.8)
- **Attachment 3 – Reference Data Sheet** (See Section 7.10)
- **Attachment 4 – Sample Documentation** (See Section 7.9)
- **Attachment 5 – Applicable Licenses and Certifications** (See Section 7.11)
- **Attachment 6 – Staff Resumes** (key management staff only)

8.0 EVALUATION CRITERIA AND SELECTION PROCESS:

After the Proposals are received and opened in accordance with the requirements set forth herein, County will review and evaluate all Proposals for responsiveness to this RFP, in order to determine whether the Proposer possesses the qualifications necessary for the satisfactory provision of the bulk fuel and/or petroleum products and services set forth in this RFP. In evaluating the proposals, County shall employ a one hundred (100) point competitive evaluation system with consideration given to each of the following categories:

- A. **Service Requirements – 30 points:** The Proposer’s ability to meet the service requirements and standards set forth in this RFP and the sample PSA attached hereto. Including but not limited to:
 1. Capacity/Capability to meet County needs in a timely manner
 2. Capacity/Capability to meet County needs in the event of an emergency
 3. Geographical location and familiarity relating to service area
 4. Innovations and procedural enhancements
- B. **Company Profile and References – 30 points:** The Proposer’s experience in providing the bulk fuel and/or petroleum products and services equivalent to those set forth in this RFP for government agencies of comparable size. Including but not limited to:
 1. Current and previous experience and qualifications of Proposer and staff
 2. Competitive advantage over competition
 3. Reference checks
- C. **Commencement of Services – 10 points:** The Proposer’s ability to start providing the bulk fuel and/or petroleum products and services set forth in this RFP by the date currently scheduled as the PSA start date.
- D. **Overall Cost of Products and Services – 15 points:** Total cost to provide the bulk fuel and/or petroleum products and services set forth in this RFP.

- E. **Other Criteria – 15 points: Responsiveness to the RFP and** overall impression of the Proposer’s understanding and ability to provide the bulk fuel and/or petroleum products and services set forth in this RFP.

All proposals will be evaluated by an impartial RFP Evaluation Committee comprised of County staff members. The RFP Evaluation Committee may directly request clarification of Proposals from, and/or interviews with, one (1) or more Proposers. The purpose of any such requests for clarifications or interviews shall be to ensure the RFP Evaluation Committee’s full understanding of the Proposer’s ability to provide bulk fuel and/or petroleum products and services as set forth in this RFP. If clarifications are made as a result of such discussions, the Proposer shall put such clarifications in writing, as appropriate. Any delay caused by a Proposer’s failure to respond to such a request for clarification or interview may result in the rejection of the Proposal.

All contacts made with County during the evaluation and selection process shall be through the Humboldt County Purchasing Coordinator (see Section 6.2 of this RFP for contact information). Attempts by the Proposer to contact any other County representative during the evaluation and selection process may result in disqualification of the Proposal(s). Conflict resolution shall be handled by County staff upon receiving a written complaint from the Proposer about this RFP process.

The evaluation and selection process is designed to award the final PSA(s) not necessarily to the Proposer(s) of least cost, but rather to the Proposer(s) with the best combination of attributes based upon the above-referenced evaluation criteria. Accordingly, Proposals will be evaluated against the evaluation criteria set forth in this RFP and not against other Proposals. The award of a PSA, if made by the County, will be based upon a total review and evaluation of each Proposal and the projected costs associated therewith.

The County reserves the right to inspect the Proposer’s equipment and facilities to determine if the Proposer is capable of fulfilling this PSA. Inspection may include, but is not limited to, survey of proposer’s physical assets and financial capability. Proposer, by signing the Proposal agrees to the County’s right of access to physical assets and financial records for the sole purpose of determining Proposer’s capability to perform the PSA. Should the County conduct this inspection, the County reserves the right to disqualify a proposer who does not, in the County’s judgment, exhibit the sufficient physical and financial resources to perform this PSA.

Following the conclusion of the evaluation and selection process, the RFP Evaluation Committee will present the evaluation results to the County Board of Supervisors for review and approval. County staff will notify each Proposer of the acceptance or rejection of their Proposal(s).

9.0 CONTRACT DEVELOPMENT:

9.1 Award of Professional Services Agreement(s):

The Successful Proposer(s) will be awarded a PSA(s) with the County. The term of the PSA(s) for the provision of the bulk fuel and/or petroleum products and services set forth in this RFP shall commence upon execution and shall continue for a period of five (5) years. The final PSA(s) shall be substantially similar to the sample PSA attached hereto, and will be subject to approval by the Humboldt County Counsel, Risk Manager and Board of Supervisors.

The County hereby reserves the right to negotiate the terms and conditions of the PSA(s) for the provision of bulk fuel and/or petroleum products and services with one (1) or more Proposers. Proposers shall participate in good faith negotiations in accordance with direction from the County.

Any delay caused by a Proposer's failure to participate in good faith negotiations may lead to rejection of the Proposal(s). No Proposal(s) shall be binding upon the County until a final PSA(s) is signed by duly authorized representatives of both the Successful Proposer(s) and the County. In the event mutual agreement cannot be reached, negotiations with the second ranking Proposer(s) shall commence.

If the County determines, after the completion of the contract negotiation process, to award an agreement(s), a PSA(s) shall be sent to the Successful Proposer(s) for signature. The County hereby reserves the right to award a PSA or PSAs to a Proposer or Proposers that present Proposals which, in the sole judgment of the County, best serve the interests thereof.

9.2 Contractual Requirements:

Upon award of a PSA(s), the Successful Proposer(s) will be expected to meet all of the requirements set forth therein, including, without limitation, all of the following:

- A. **Compliance with Anti-Discrimination Laws.** In connection with the execution of the final Professional Services Agreement resulting from this RFP process, the Successful Proposer will be required to comply with any and all applicable provisions of: Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1975, the Food Stamp Act of 1977; Title II of the Americans with Disabilities Act of 1990; the California Fair Employment and Housing Act; California Civil Code Sections 51, et seq.; California Government Code, Sections 4450, et seq.; California Welfare and Institutions Code, Section 10000, Division 21 of the California Department of Social Services Manual of Policies and Procedures, United States Executive Order 11246, as amended and supplemented by United States Executive Order 11375 and 41 C.F.R. Part 60, and any other applicable local, state and/or federal laws, regulations and standards, all as may be amended from time to time
- B. **Indemnification Requirements.** In connection with the execution of the final Professional Services Agreement resulting from this RFP process, the Successful Proposer will be required to hold harmless, defend and indemnify County, and its agents, officers, officials, employees and volunteers, from and against any and all claims, demands, losses, damages, liabilities, expenses and costs of any kind or nature, including, without limitation, attorney fees and other costs of litigation, arising out of, or in connection with, the Successful Proposer's negligent performance of, or failure to comply with, any of the obligations contained in the final Professional Services Agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of County.
- C. **Assignment.** The final Professional Services Agreement resulting from this RFP process, and any amendments thereto, shall not be assignable by the Successful Proposer without the prior written approval of County. Said approval shall be granted at the sole discretion of the County.
- D. **Jurisdiction and Venue.** Any PSAs resulting from this RFP shall be governed in all respects by the laws of the State of California. Any disputes regarding such PSAs shall be litigated in the State of California and venue shall lie in the County of Humboldt unless transferred by court order pursuant to California Code Civil Procedure Sections 394 or 395.

10.0 MODIFICATION AND CORRECTION:

10.1 Requests for Clarification or Correction:

Proposers shall be responsible for meeting all of the requirements, specifications and conditions set forth in this RFP and the sample PSA attached hereto. If a Proposer discovers any ambiguity, conflict, discrepancy, omission or other error in this RFP, a written request for clarification or correction should be immediately submitted to the County. Such requests for clarification or correction should be directed to:

COUNTY: Humboldt County Administrative Office – Purchasing
Division Attention: Ian Goble, Purchasing Coordinator
825 Fifth Street, Room 112
Eureka, California 95501
purchase@co.humboldt.ca.us, 707-268-2544

Requests for clarification or correction and any other questions pertaining to this RFP must be received by March 13, 2026. All responses to such requests for clarification or correction and written questions received by County will be posted on the County's website (<http://www.humboldt.gov/bids>) on or before March 20, 2026. Proposers shall be responsible for checking the County's website for updates.

The County, at their sole discretion, reserves the right to disregard questions that:

- are not relevant to the solicitation, or
- are not deemed beneficial to the solicitation process.

10.2 RFP Addenda:

Any modifications to this RFP shall be made and distributed by written addendum and will be posted on the County's website. Addenda issued by the County interpreting or modifying any portion of this RFP shall be incorporated in the Proposal. The Addenda Cover Sheet shall be signed and dated by the Proposer and submitted to the County with the Proposal. Any oral communications concerning this RFP by County personnel are not binding on the County, and shall in no way modify this RFP or the obligations of the County or any Proposers.

11.0 CANCELLATION OF THE RFP PROCESS:

The County hereby reserves the right to cancel this RFP process at any time after the issuance of this RFP, but prior to the award of a final PSA(s). If the County determines that cancellation is in the best interest of the County for any reason, including, without limitation, the following: the provision of bulk fuel and/or petroleum products and services set forth in this RFP are no longer required; the Proposals received are at an unreasonable cost; the Proposals received did not independently arrive in open competition, were collusive, or were not submitted in good faith; or the County determines, after review and evaluation of each Proposal, that the need can be satisfied through an alternative method.

The County hereby reserves the right to amend or modify the type of bulk fuel and/or petroleum products and services set forth in this RFP prior to the award of the final PSA(s), as necessity may dictate, and to reject any and all Proposals received in response to this RFP process. This RFP does not commit the County to award a final PSA(s) for the provision of the bulk fuel and/or petroleum products and services set forth herein, or to pay any costs incurred in the preparation of any Proposals received in response to this RFP process.

REQUESTS FOR PROPOSALS - NO. DPW2017-201
ATTACHMENT A - LOCATION, SERVICE AND PRICE LIST - FUEL PRODUCTS

Products are Gasoline - Unleaded 87 octane minimum and Diesel ultra low sulfur dyed each of the type meeting or exceeding State of California Specifications throughout the contract period. The volumes are estimates and are not to be construed as a commitment to purchase. Proposers shall complete and include this ATTACHMENT A as part of your proposal. Pricing formula is in this spreadsheet see example on how to complete below in red.

DELIVERY POINT	PRODUCT	STORAGE CAPACITY by GALLONS	EST ANNUAL QUANTITY BY GALLONS	X	BASE PRICE PER GALLON	+	DIFFERENTIAL PRICE	+	TAX	=	TOTAL
COMPLETION EXAMPLE:			1		\$2.67		0.60		0.26		\$3.53
Elk Creek unmanned	Unl. Gasoline	(1) 1,000	700	\$							#VALUE!
	Diesel	(1) 1,000	500	\$							#VALUE!
Ferndale	Unl. Gasoline	(1) 1,000	8500	\$							#VALUE!
	Diesel	(2) 1,000 ea	13700	\$							#VALUE!
Freshwater	Unl. Gasoline	(1) 1,000	8800	\$							#VALUE!
	Diesel	(2) 1,000 ea	8700	\$							#VALUE!
Garberville	Unl. Gasoline	(2) 1,000	11600	\$							#VALUE!
	Diesel	(2) 1,000 ea	10000	\$							#VALUE!
Hoopa	Unl. Gasoline	(1) 1,000	11000	\$							#VALUE!
	Diesel	(2) 1,000 ea	2000	\$							#VALUE!
Loleta	Unl. Gasoline	(1) 1,000	13000	\$							#VALUE!
	Diesel	(2) 1,000 ea	5000	\$							#VALUE!
Mattole unmanned	Unl. Gasoline	(1) 1,000	1700	\$							#VALUE!
	Diesel	(2) 1,000 ea	1500	\$							#VALUE!
McKinleyville	Unl. Gasoline	(2) 1,000	24000	\$							#VALUE!
	Diesel	(2) 1,000 ea	14500	\$							#VALUE!
Rocker Crusher unmanned - County calls for delivery	Diesel	(1) 1,000	1000	\$							#VALUE!
Rohnerville	Unl. Gasoline	(1) 1,000	13000	\$							#VALUE!
	Diesel	(2) 1,000 ea	13000	\$							#VALUE!
TOTAL ATTACHMENT A											#VALUE!

EXHIBIT B REQUESTS FOR PROPOSALS NO. DPW2025-001
LOCATION, SERVICE AND PRICE LIST - PETROLEUM PRODUCTS

Products shall meet or exceed the current regulations and, at minimum, match the specification as listed below throughout the contract period. The volumes are annual purchase estimates and are not to construed as a commitment to purchase.

Proposers shall complete and include this EXHIBIT B as part of your proposal.

All or part of listed items below are stocked at all County locations with the exception of the mobile rock crusher. Contractor shall work with County to develop stock items and amounts required per location.

Price all items in GALLON unit of measure except the two items listed as pound unit of measure.

Price quotes shall exclude taxes. Include applicable fees which may consist of drum fee, environmental fee, etc.

Provide a schedule of fees at the bottom of this pricing schedule. Pricing formula is in this spreadsheet see example below in red on how to complete

Items within this EXHIBIT B shall not be divided and will be awarded to one proposer.

PRODUCT	PROPOSED BRAND	TOTAL ESTIMATED ANNUAL QUANTITY BY GALLONS	ESTIMATED BULK GALLONS	BULK (for Jacobs location only) BASE PRICE PER GA	ESTIMATED DRUM GALLONS	55 GA. DRUM (for all barn locations) BASE PRICE PER GA	APPLICABLE FEES	TOTAL
COMPLETION EXAMPLE:		100	50	\$ 0.95	50	\$ 1.05	\$ 10.00	\$ 110.00
SAE 15w-40 Low Sulfur Diesel - CK-4 SPEC		1000	800		200		\$ -	\$ -
SAE 5w-30		880	700		180		\$ -	\$ -
SAE 10w-30 Low Sulfur Diesel - CK-4 SPEC		340	340				\$ -	\$ -
SAE 30w - 5 gallon bucket only, quote per gallon price		25	0		25		\$ -	\$ -
SAE 80w-140 Synthetic Gear Lube		200	200		0		\$ -	\$ -
Multi-purpose grease - HD Grease EP NGLI 2 - UM in tubes and/or quarter drums (specify UM being quoted). Annual quantity shown is per pound.		120	120				\$ -	\$ -

EXHIBIT B REQUESTS FOR PROPOSALS NO. DPW2025-001
LOCATION, SERVICE AND PRICE LIST - PETROLEUM PRODUCTS

PRODUCT	PROPOSED BRAND	TOTAL ESTIMATED ANNUAL QUANTITY BY GALLONS	ESTIMATED BULK GALLONS	BULK (for Jacobs location only) BASE PRICE PER GA	+	ESTIMATED DRUM GALLONS	55 GA. DRUM (for all barn locations) BASE PRICE PER GA	+	APPLICABLE FEES	=	TOTAL
COMPLETION EXAMPLE:		100	50	\$ 0.95		50	\$ 1.05		\$ 10.00		\$ 110.00

Multi-purpose grease - Multiplex
 Red EP NGLI 2 - UM is tubes
 and/or quarter drums (specify
 UM being quoted) **Annual
 quantity shown is per pound.**

	500	500				\$ -	\$ -
Hydraulic Fluid	450	450				\$ -	\$ -

ITEMS BELOW ONLY DELIVERED TO JACOBS LOCATION

ISO 220w Gear Oil	110	0			110	\$ -	\$ -
SAE 75w-90 Synthetic Gear Lube	100	100				\$ -	\$ -
SAE 30w (TO-4 requirements)	55	0			55	\$ -	\$ -
Synthetic Transmission Fluid SAE 50w	100	100				\$ -	\$ -
TOTAL EXHIBIT B							\$ -

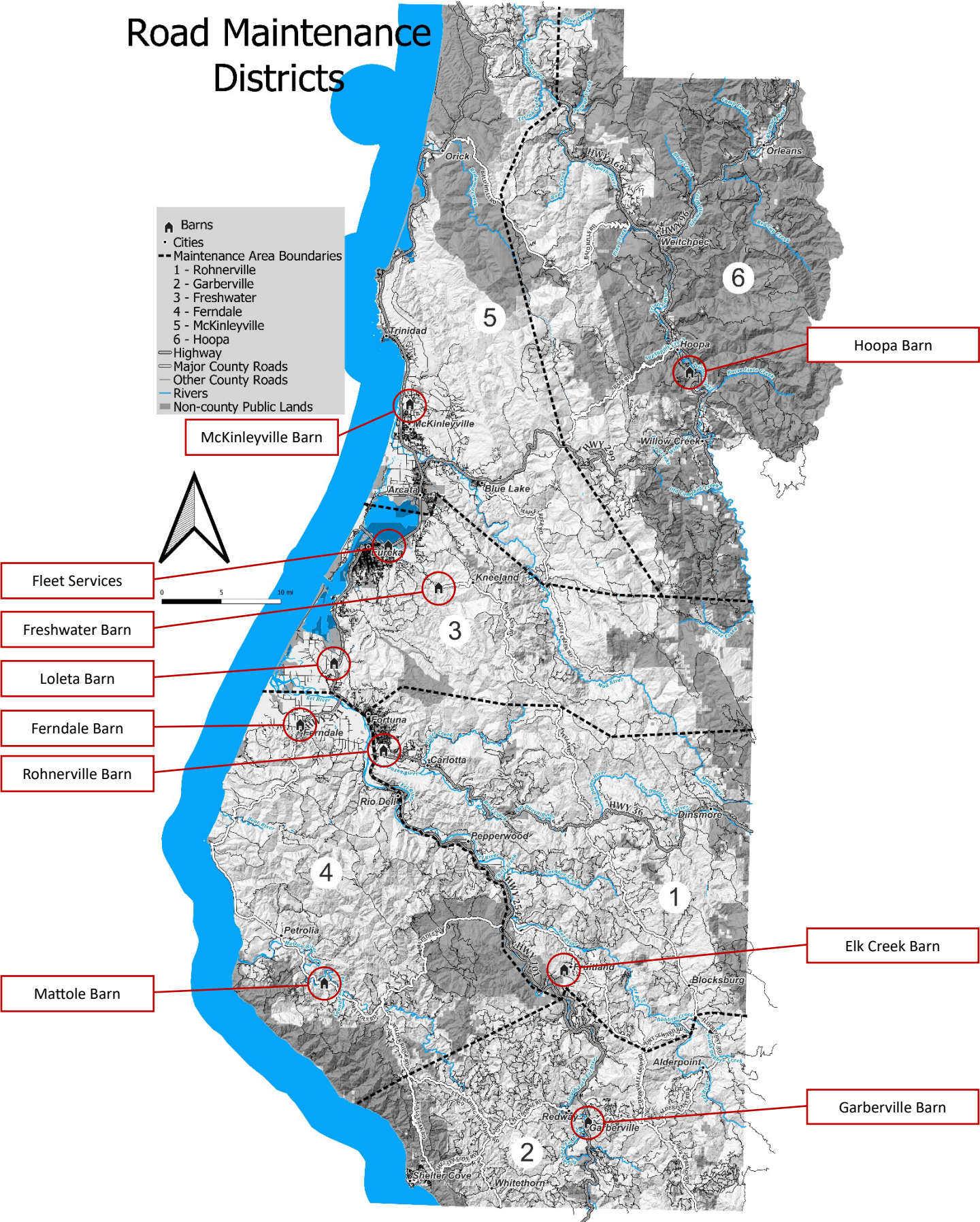
Please list cost plus percentage for purchases of auto and industrial oils and greases that may be required in addition to the items listed herein.

Grease _____
 Oil _____

Please list fee type and charge used this proposal:

REQUEST FOR PROPOSALS – NO. DPW2025-001
Exhibit C – Delivery Locations

Road Maintenance Districts



Elk Creek Maintenance Yard – Myers Flat, CA 95554



1860 Elk Creek Road

Myers Flat, CA 95554

3 Miles South of Myers Flat on the Avenue of the Giants, turn left on Elk Creek road and go 2 miles

Latitude: 40° 17' 36.6"N

Longitude: 123° 50' 07.5"W

Ferndale Maintenance Yard – Ferndale, CA 95536



Corner of Arlington and 5th Street

Next to the Humboldt County Fair Grounds

Latitude: 40° 35' 4.34"N

Longitude: 124° 15' 56.24"W

Freshwater Maintenance Yard – Eureka, CA 95503



3100 Kneeland Road

Eureka, CA 95503

Take Myrtle Avenue from Eureka towards Bayside, turn right onto Freshwater Road at the Three Corners Market and continue on Freshwater road for 3.5 miles, turn left at driveway just South of the Freshwater Park entrance.

Latitude: 40° 45' 19.10"N

Longitude: 124° 2' 58.40"W

Garberville Maintenance Yard – Garberville, CA 95542



100 County Yard Road

Garberville, CA 95542

Take Garberville Exit off Hwy 101. Heads towards Redway, turn right onto Alderpoint Rd, go approx. ¼ mile, turn left onto County Yard Rd

Latitude: 40° 6' 28.28"N

Longitude: 123° 47' 32.76"W

Loleta Maintenance Yard – Loleta, CA 95551



75 Hookton Cemetery Road

Loleta, CA 95551

Hwy 101 to Hookton Road exit, left onto Eel River Drive, to the top of the hill, right onto Table Bluff Road and a right onto Hookton Cemetery Road

Latitude: 40° 39' 35.03"N

Longitude: 124° 12' 54.4"W

Mattole Maintenance Yard – Petrolia, CA 95558



37581 Mattole Road

Petrolia, CA 95558

1.0 Miles South of A.W. Way Park

Latitude: 40° 16' 12.27"N

Longitude: 124° 12' 59.82"W

McKinleyville Maintenance Yard – McKinleyville, CA 95519



1450 Grange Road

McKinleyville, CA 95519

Highway 101, take the Airport road towards Central Avenue, turn left onto Central, then a left onto Grange Road

Latitude: 40° 58' 41.17"N

Longitude: 124° 6' 9.83"W

Rohnerville Maintenance Yard – Fortuna, CA 95540



2330 Airport Road

Fortuna, CA 95540

Take the Fortuna Blvd exit off Highway 101 and head East towards Fortuna Blvd. Turn right onto Drake Hill Road and continue up the hill towards the airport. Take a right onto Airport Road and go to the end of the road

Latitude: 40° 33' 19.69"N

Longitude: 124° 7' 53.04"W

Hoopa Maintenance Yard – Hoopa, CA 95546



444 Shoemaker Road

Hoopa, CA 95546

Just before the town of Hoopa, turn left onto Shoemaker Road and it's on the left

Latitude: 41° 1' 26.2086"N

Longitude: 123° 39' 35.91"W

Fleet Services – Eureka, CA 95501



3130 Jacobs Ave

Eureka, CA 95501

Heading North on Hwy 101 out of Eureka, exit on right for Jacobs Ave, turn left onto Jacobs Ave, will be on the right. Use first (Southern) gate for truck access.

Latitude: 40° 48' 15.6"N

Longitude: 124° 07' 55.1"W