Brigham City Fleet Vehicle Fueling
Request for Proposals

Brigham City (the "City") is seeking proposals from qualified vendors to provide fuel card services for the City's fleet vehicles. The objective is to obtain a reliable, secure, and cost-effective fuel card program that supports fueling needs within Brigham City and surrounding cities throughout the State of Utah. The awarded Contract will be for a term of three (3) years.

The Owner reserves the right to cancel and/or withdraw this Request for Proposals ("RFP") at any time and to reject all proposals submitted, for any reason, at its sole discretion.

1.0 Scope of Services

The selected Proposer will be required to provide the following services:

1. **Fuel Cards**
    a. Provide individual fuel cards for each City vehicle. There are currently 100 vehicles; however, the City may in the future determine the need to add additional vehicles.
    b. Cards must support the purchase of both regular unleaded gasoline and diesel fuel.
    c. Ability to assign PINs or driver IDs for tracking and security purposes.
2. **Fueling Locations**
    a. Fuel cards must be valid at fueling stations within Brigham City.
    b. Fueling capability must extend to surrounding cities and other locations within the State of Utah.
    c. Proposers should detail network coverage and participating fuel stations.
    d. Locations need to be able to accommodate a 10-wheeled dump truck with trailer.
3. **Pricing Requirements**
    a. Proposers must specify the pricing structure, including any set or negotiated fuel prices, discounts, or rebates for the term of the Contract.
    b. Clearly outline any fees associated with card issuance, replacement, transactions, or program participation.
4. **Reporting Requirements**
    a. Provide a comprehensive monthly report that interfaces with the City's Fleet Department systems. Where possible, reports should notify the City of high usage, low or no use, oil change needed (based on miles), etc.
    b. Reports must include, at a minimum:
        i. Vehicle identification
        ii. Date and time of fueling
        iii. Location of fueling
        iv. Type of fuel purchased
        v. Quantities of fuel purchased
        vi. Price per gallon and total cost
        vii. Driver or PIN ID used
    c. Reports must be exportable in commonly used digital formats (e.g. CSV, Excel, PDF).

5. **Invoicing**
    a. Provide detailed invoices for each fueling transaction monthly.
    b. Invoices must include:
        i. Vehicle ID or license number
        ii. Transaction date and time
        iii. Fuel type
        iv. Gallons purchased
        v. Pricer per gallon and total charge
        vi. Fueling station location

2.0 Procurement Process

Proposers are required to meet the information submittal dates outlined in Table 2.0 below. Failure to meet the submittal dates will result in the proposal being considered non-responsive.

Table 2.0 RFP Submittal Dates

Critical Task	Deadline
RFP available to interested parties	December 1, 2025
Questions Deadline	December 20, 2025
Proposal Due	January 3, 2026, by 5:00 pm
Awarded Contract	January 20, 2026 (tentative)

2.1 Obtaining the Request for Proposals

The RFP documents are available for download at www.jonescivil.com. The documents may be downloaded for free; however, the Owner requires each Proposer to go through the purchasing process as a way to help track downloads. The Owner will not provide any copies of the RFP documents.

2.2 Communications

Communications and/or questions regarding the RFP document and project shall be directed to:

Brigham City, Mike Waite
Phone: (801) 821-0640
Email: mwaite@bcutah.gov

2.3 Costs of Preparing Proposals

All costs associated with preparing Proposals are the sole responsibility of the Proposer.

2.4 Modifications to Proposals

Proposals submitted to the Owner may be modified in writing at any time before the proposal due date. Any modifications to a Proposal must be signed by the person or officer of the entity authorized to do so.

2.5 Submission of Proposals

Proposals will be received via email to the Brigham City Streets Division, mwaite@bcutah.gov. **No printed copies will be accepted.**

Proposals will be accepted until 5:00 p.m. local time, on January 3, 2026. Each Proposal should be prepared simply and provide a straightforward and concise description of the person's or entity's ability to perform the required services. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner's needs. A full list of requirements and formatting can be found in Section 3.

The Owner reserves the right to request that the Proposer clarify any part of its Proposal. Responses to such requests must be made in writing and will become part of the Proposal. Unsolicited supplementary information and materials received after the proposal deadline will not be considered in the evaluation. All proposals, including electronic media, will become and remain property of the Owner.

2.5.1 Public Record

In accordance with State Law, proposals are public record and are subject to public review upon request. However, a proposer may request that any part of its proposal be designated a protected record and not be available for public release by complying with Utah Law, 63G-2-309(1). To do this, the Proposer must provide the Owner with a written claim of business confidentiality (Attachment A) and a concise statement of reasons supporting this claim. This information must be submitted together with the proposal to be considered.

3.0 Proposal Requirements

It is very important that the submittals be clear, and in the recommended format so they may be evaluated in an objective manner by the Owner.

3.1 Content Requirements

1. Title page that identifies the document as a response to the Request for Proposals for the Brigham City Fleet Vehicle Fueling and includes the name of the Proposer submitting the Proposal.
2. Company profile and history.
3. Description of the fuel card program and technology.
4. Overview of fuel station network availability.
5. Pricing structure, including any discounts or incentives (pricing shall be for the next 3 years and may just list a percentage increase for years 2 and 3).
6. Sample monthly report.
7. Sample invoice.
8. Implementation plan and timeline.
9. Customer service and support details.
10. References from at least three comparable municipal or fleet clients.

3.2 Format Requirements

- Proposals shall be submitted electronically as a combined pdf file saved with the name of proposer and proposal name – for example: "Jones_BC Fleet Vehicle Fueling" and shall include Attachment A, if Claim of Business Confidentiality is being made.
- Maximum of 20 pages (excludes cover pages and title page)

4.0 Evaluation of Proposals

The Owner shall establish a selection committee that will discuss and evaluate each proposal as a collective team to determine the final proposal score.

Proposals will be ranked on each of the proposal requirements listed in section 3, as follows:

Network coverage and fueling accessibility	20%
Cost-effectiveness and pricing clarity	20%
Reporting capability and system integration	20%
Experience and qualifications	20%
Customer service and vendor support	20%
	100%

5.0 Other

The Owner may reject any proposal not in compliance with all prescribed public bidding procedures and requirements, and may, for good cause, reject all proposals upon finding by the Owner it is in the public interest to do so. The Owner reserves the right to accept or reject any or all proposal documents or portions thereof and to waive any informality or irregularity in any proposal, at the sole discretion of the Owner, which is determined to serve the best interest of the Owner. The Owner shall be the sole judge of the merits of the respective proposals received.

Please be advised that failure to comply with any of the requirements of this submittal will be grounds for disqualification.

ATTACHMENT A

CLAIM OF BUSINESS CONFIDENTIALITY

Any person that provides Brigham City a proposal (or information contained in any record) that he or she believes should be protected under UCA Subsection 63G-2-305(1-4) shall provide with the proposal a written claim of business confidentiality and a concise statement of reasons supporting the claim of business confidentiality. The guidelines to grant business confidentiality are as follows:

- Trade secrets – if the submitted information includes a formula, pattern, compilation, program, device, method, technique, or process, that has actual or potential value by its non-disclosure to the general public, and is the subject of efforts that are reasonable under the circumstances to maintain its secrecy;

- Commercial information or non-individual financial information – if the submitted information contains commercial information or non-individual financial information the disclosure of which could reasonably be expected to result in unfair competitive injury to the person submitting the information, or would impair the ability of Brigham City to obtain necessary information in the future, and the person submitting the information has greater interest in prohibiting access than the public in obtaining access.

I, _____ do hereby claim that the pages identified
(name & title)

below, which are contained within this submission as required by Brigham City are confidential.

Signature _____ Date: _____

The following pages of this Proposal are Protected under a Claim of Business Confidentiality.