

**JEA Fuel Management Services  
Responsible Bidders List Application**

---Please PRINT CLEARLY using Black Ink---

**Organization Information**

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Main Phone Number \_\_\_\_\_

Main Fax Number \_\_\_\_\_

**Return To:**

JEA  
Fuel Management Services  
21 West Church Street, T-11  
Jacksonville, Florida 32202

Fill out the attached documents and sign below in order to apply for inclusion on a JEA Fuel Management Services Responsible Bidders List (FMS RBL). By signing below, you understand the following:

- 1 Inclusion on a FMS RBL is a requirement in order to have your bids evaluated for consideration of award.
- 2 Only those organizations included on the particular FMS RBL are eligible for an award in the specific category.
- 3 If your organization will submit bids on behalf of a Seller, the Seller would have to be on that particular FMS RBL in addition to your organization.
- 4 By submitting a bid, you are agreeing to the specification document provided by JEA FMS for the respective fuel.
- 5 A current certificate of insurance, as clarified in the specification document or bid form, will remain on file with JEA FMS.
- 6 In the event that your organization no longer wants to be included on a FMS RBL, JEA will remove your organization from that particular FMS RBL upon your written request. In addition, at JEA's option, JEA may remove your organization from a FMS RBL if removal is in the best interest of JEA.

Your completed application should include all requested information and all supporting documentation. The application should be sent to the above address. If all the required information and/or documentation is not initially submitted, further information requests may be required resulting in a delay in the approval process. Such a delay may cause your organization to be unable to participate in a FMS bid solicitation.

Printed Name of Officer \_\_\_\_\_

Signature of Officer \_\_\_\_\_

Date \_\_\_\_\_

## **JEA Fuel Management Services Responsible Bidders List Categories**

Listed below are the product categories for which JEA FMS solicits bids. You may choose to compete in as many categories as your organization is qualified to provide. For each category, furnish all of the requested information.

The fax number you provide under each category is where JEA FMS will send the bid solicitation document for that category. JEA FMS may send a copy of the bid solicitation to the e-mail address you provide under each category. The purpose of that e-mail is to provide you with a notification of the faxed bid solicitation. Bids are not to be submitted via e-mail; only faxed bids will be considered.

It is your responsibility to make sure JEA FMS has the most current contact information for your organization. (Attachment B is the form your organization should use to update FMS of any contact information changes). If JEA FMS has incorrect contact information, the bid solicitation document may not be received by your organization.

If your organization does not respond with a bid or a no-bid to three successive bid solicitations, JEA FMS may, at its discretion, remove your organization from the FMS RBL and your organization will no longer receive JEA FMS bid solicitations for that particular category. Once your organization is removed from a FMS RBL for non-response, you will have to submit a new application for reconsideration.

### **1 Petroleum Coke**

Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

### **2 Coal**

Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

### **3 Limestone**

Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

**4 Diesel Fuel Oil** (choose one or both)

**4A Water Delivery**

Requires delivery via barge.

Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

**4B Truck Delivery**

Requires delivery via truck.

Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

**5 Residual Oil**

Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

The following data must be furnished for consideration purposes. JEA FMS reserves the right to contact listed references.

1. How many years has your organization been in business? \_\_\_\_\_
2. How many years has your organization been in business under its present name? \_\_\_\_\_

If the name change was within the last 3 years, explain the impact on your supply capabilities:

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3. Have you ever failed to complete any contracts of the type for which you are requesting consideration? If so, provide specific details concerning each instance including the date of occurrence, the name of the counterparty, all pertinent details and references.

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4. List three contracts (for each category you are applying for) that your organization has completed in the past two years or are currently performing under with an electric utility for the supply of product.

Each contract shall be for at least a minimum total volume of:

Petroleum Coke – 150,000 short tons  
Coal – 100,000 short tons  
Limestone – 150,000 short tons  
Diesel Fuel – 30,000 Barrels  
Residual Oil – 300,000 Barrels

In the event that your organization has not had contracts for volumes in the amounts indicated above, JEA reserves the right to hold this application until such levels are attained.

**NOTE: ATTACHMENT A MUST BE USED TO LIST THE CONTRACTS REQUESTED**

Furnish the requested information for **each** contract.

- Category Number (from Category List)
- Contract Start Date
- Contract End Date
- Contract Volume
- Number of Deliveries
- Name of the Electric Utility and Location
- Contact Name & Telephone Number (JEA FMS may call for Reference)

**NOTE** If a contract reference is being submitted for more than one category, the reference should be listed separately for each category it applies to and the contract volume listed should be the amount of the contract applicable to each category.

**Attachment A**

JEA FMS Responsible Bidders List Application  
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Category: \_\_\_\_\_

Contract Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Contract Volume: \_\_\_\_\_

Number of Deliveries: \_\_\_\_\_

Electric Utility Name: \_\_\_\_\_

Electric Utility Location (City, State): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Other Pertinent Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Category: \_\_\_\_\_

Contract Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Contract Volume: \_\_\_\_\_

Number of Deliveries: \_\_\_\_\_

Electric Utility Name: \_\_\_\_\_

Electric Utility Location (City, State): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Other Pertinent Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Make additional copies of this page for listing all required contracts

**Attachment B**

JEA FMS Responsible Bidders List Application  
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Date: \_\_\_\_\_

**To:** Fuel Management Services  
**Fax Number:** 904-665-7345

Please update your FMS RBL information as follows:

Organization Name: \_\_\_\_\_

If name change, list previous name: \_\_\_\_\_

Why the name change? \_\_\_\_\_

If JEA FMS finds it appropriate, additional information may be requested for further evaluation of this new organization.

A current insurance certificate bearing the new name, should be sent to JEA FMS as soon as possible.

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Main Phone Number: \_\_\_\_\_

Main Fax Number: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Thank you,

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title