

PROPOSAL SUMMARY SHEET

21-023

Gasoline and Diesel Fuel

Business Name: Petroleum Traders Corporation

Street Address: 7120 Pointe Inverness Way PO Box 2357

City, State, Zip: Fort Wayne, IN 46801-2357

Contact Name: Gayle Newton

Title: Contract Sales Manager

Phone: 888-637-7661 Fax: 260-203-3820

E-Mail address: gnewton@petroleumtraders.com

PRICE PROPOSAL

Please fill out Unit Price Sheet for price proposal.

AUTHORIZATION & SIGNATURE

Name of Authorized Signee: Gayle Newton

Signature of Authorized Signee: 

Title: Contract Sales Manager Date: 10/6/2021

 ORLAND PARK
CERTIFICATE OF COMPLIANCE

The undersigned Linda Stephens, as Vice President
(Enter Name of Person Making Certification) (Enter Title of Person Making Certification)

and on behalf of Petroleum Traders Corporation, certifies that:
(Enter Name of Business Organization)

1) BUSINESS ORGANIZATION:

The Proposer is authorized to do business in Illinois: Yes [x] No []

Federal Employer I.D.#: 35-1462227
(or Social Security # if a sole proprietor or individual)

The form of business organization of the Proposer is (*check one*):

☐ Sole Proprietor
☐ Independent Contractor (*Individual*)
☐ Partnership
☐ LLC
☒ Corporation Indiana July 3, 1979
(State of Incorporation) (Date of Incorporation)

2) ELIGIBILITY TO ENTER INTO PUBLIC CONTRACTS: Yes [x] No []

The Proposer is eligible to enter into public contracts, and is not barred from contracting with any unit of state or local government as a result of a violation of either Section 33E-3, or 33E-4 of the Illinois Criminal Code, or of any similar offense of "Bid-rigging" or "Bid-rotating" of any state or of the United States.

3) SEXUAL HARASSMENT POLICY: Yes [x] No []

Please be advised that Public Act 87-1257, effective July 1, 1993, 775 ILCS 5/2-105 (A) has been amended to provide that every party to a public contract must have a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105 (A) (4) and includes, at a minimum, the following information: (I) the illegality of sexual harassment; (II) the definition of sexual harassment under State law; (III) a description of sexual harassment, utilizing examples; (IV) the vendor's internal complaint process including penalties; (V) the legal recourse, investigative and complaint process available through the Department of Human Rights (the "Department") and the Human Rights Commission (the "Commission"); (VI) directions on how to contact the Department and Commission; and (VII) protection against retaliation as provided by Section 6-101 of the Act. (Illinois Human Rights Act). (emphasis added). Pursuant to 775 ILCS 5/1-103 (M) (2002), a "public contract" includes "...every contract to which the State, any of its political subdivisions or any municipal corporation is a party."

4) EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE: Yes [x] No []

During the performance of this Project, Proposer agrees to comply with the "Illinois Human Rights Act", 775 ILCS Title 5 and the Rules and Regulations of the Illinois Department of Human Rights published at 44 Illinois Administrative Code Section 750, et seq. The

Proposer shall: (I) not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; (II) examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization; (III) ensure all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; (IV) send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Vendor's obligations under the Illinois Human Rights Act and Department's Rules and Regulations for Public Contract; (V) submit reports as required by the Department's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and Department's Rules and Regulations for Public Contracts; (VI) permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and Department's Rules and Regulations for Public Contracts; and (VII) include verbatim or by reference the provisions of this Equal Employment Opportunity Clause in every subcontract it awards under which any portion of this Agreement obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as the other provisions of this Agreement, the Proposer will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Proposer will not utilize any subcontractor declared by the Illinois Human Rights Department to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations. Subcontract" means any agreement, arrangement or understanding, written or otherwise, between the Proposer and any person under which any portion of the Proposer's obligations under one or more public contracts is performed, undertaken or assumed; the term "subcontract", however, shall not include any agreement, arrangement or understanding in which the parties stand in the relationship of an employer and an employee, or between a Proposer or other organization and its customers. In the event of the Proposer's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Human Right Act, or the Rules and Regulations for Public Contracts of the Department of Human Rights the Proposer may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and this agreement may be canceled or avoided in whole or in part, and such other sanctions or penalties may be imposed or remedies involved as provided by statute or regulation.

5) TAX CERTIFICATION: Yes ☒ No ☐

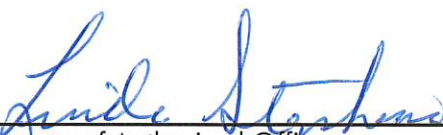
Contractor is current in the payment of any tax administered by the Illinois Department of Revenue, or if it is: (a) it is contesting its liability for the tax or the amount of tax in accordance

with procedures established by the appropriate Revenue Act; or (b) it has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement.

6) AUTHORIZATION & SIGNATURE:

I certify that I am authorized to execute this Certificate of Compliance on behalf of the Contractor set forth on the Proposal, that I have personal knowledge of all the information set forth herein and that all statements, representations, that the Proposal is genuine and not collusive, and information provided in or with this Certificate are true and accurate. The undersigned, having become familiar with the Project specified, proposes to provide and furnish all of the labor, materials, necessary tools, expendable equipment and all utility and transportation services necessary to perform and complete in a workmanlike manner all of the work required for the Project.

ACKNOWLEDGED AND AGREED TO:



Signature of Authorized Officer

Linda Stephens

Name of Authorized Officer

Vice President

Title

10/6/2021

Date



ORLAND PARK

INSURANCE REQUIREMENTS

Please submit a policy Specimen Certificate of Insurance showing current coverage's

WORKERS' COMPENSATION & EMPLOYER LIABILITY

Full Statutory Limits - Employers Liability

\$500,000 – Each Accident \$500,000 – Each Employee

\$500,000 – Policy Limit

Waiver of Subrogation in favor of the Village of Orland Park

AUTOMOBILE LIABILITY (ISO Form CA 0001)

\$1,000,000 – Combined Single Limit Per Occurrence

Bodily Injury & Property Damage

GENERAL LIABILITY (Occurrence basis) (ISO Form CG 0001)

\$1,000,000 – Combined Single Limit Per Occurrence

Bodily Injury & Property Damage

\$2,000,000 – General Aggregate Limit

\$1,000,000 – Personal & Advertising Injury

\$2,000,000 – Products/Completed Operations Aggregate

Additional Insured Endorsements: ISO CG 20 10 or CG 20 26 and

CG 20 01 Primary & Non-Contributory

Waiver of Subrogation in favor of the Village of Orland Park



PROFESSIONAL LIABILITY

\$1,000,000 Limit - Claims Made Form, Indicate Retroactive Date

Deductible not-to-exceed \$50,000 without prior written approval



UMBRELLA LIABILITY (Follow Form Policy)

\$2,000,000 – Each Occurrence \$2,000,000 – Aggregate

EXCESS MUST COVER: General Liability, Automobile Liability, Employers' Liability



UMBRELLA/EXCESS PROFESSIONAL LIABILITY

\$1,000,000 Limit – Claims Made Form, Indicate Retroactive Date

Deductible not-to-exceed \$50,000 without prior written approval



BUILDERS RISK

Completed Property Full Replacement Cost Limits -

Structures under construction



ENVIRONMENTAL IMPAIRMENT/POLLUTION LIABILITY

\$1,000,000 Limit for bodily injury, property damage and remediation costs resulting from a pollution incident at, on or mitigating beyond the job site



CYBER LIABILITY

\$1,000,000 Limit per Data Breach for liability, notification, response, credit monitoring service costs, and software/property damage

Any insurance policies providing the coverages required of the Consultant, excluding Professional Liability, shall be specifically endorsed to identify **"The Village of Orland Park, and their respective officers, trustees, directors, officials, employees, volunteers and agents as Additional Insureds on a primary/non-contributory basis with respect to all claims arising out of operations by or on behalf of the named insured."** The required Additional Insured coverage shall be provided on the Insurance Service Office (ISO) CG 20 10 or CG 20 26 endorsements or an endorsement at least as broad as the above noted endorsements as determined by the

Village of Orland Park. Any Village of Orland Park insurance coverage shall be deemed to be on an excess or contingent basis as confirmed by the required (ISO) CG 20 01 Additional Insured Primary & Non-Contributory Endorsement. The policies shall also contain a Waiver of Subrogation in favor of the Additional Insureds in regard to General Liability and Workers' Compensation coverage. The certificate of insurance shall also state this information on its face. Any insurance company providing coverage must hold an A-, VII rating according to Best's Key Rating Guide. Each insurance policy required shall have the Village of Orland Park expressly endorsed onto the policy as a Cancellation Notice Recipient. Should any of the policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. Permitting the contractor, or any subcontractor, to proceed with any work prior to our receipt of the foregoing certificate and endorsements shall not be a waiver of the contractor's obligation to provide all the above insurance.

Consultant agrees that prior to any commencement of work to furnish evidence of Insurance coverage providing for at minimum the coverages, endorsements and limits described above directly to the Village of Orland Park, Nicole Merced, Purchasing Coordinator, 14700 S. Ravinia Avenue, Orland Park, IL 60462. Failure to provide this evidence in the time frame specified and prior to beginning of work may result in the termination of the Village's relationship with the contractor.

ACCEPTED & AGREED ON 10/6/2021

Gayle Newton
Signature

Gayle Newton

Printed Name

Contract Sales Manager

Title

Authorized to execute agreements for:

Petroleum Traders Corporation

Name of Company

Note: Sample Certificate of Insurance and Additional Insured Endorsements attached.

REFERENCES

Provide three (3) references for which your organization has performed similar work.

Bidder's Name: Petroleum Traders Corporation
(Enter Name of Business Organization)

- | | |
|-----------------|--|
| 1. ORGANIZATION | <u>Kane County, IL</u> |
| ADDRESS | <u>719 South Batavia Avenue BLDG A, Geneva, IL 60134</u> |
| PHONE NUMBER | <u>630-256-3662</u> |
| CONTACT PERSON | <u>Erik Meraz</u> |
| YEAR OF PROJECT | <u>Current: 2019-2022</u> |
| | |
| 2. ORGANIZATION | <u>Village of Vernon Hills, IL</u> |
| ADDRESS | <u>290 Evergreen Drive Vernon Hills, 60061</u> |
| PHONE NUMBER | <u>847-680-2276</u> |
| CONTACT PERSON | <u>Carissa Hansen</u> |
| YEAR OF PROJECT | <u>2021-2023</u> |
| | |
| 3. ORGANIZATION | <u>Village of Gurnee, IL</u> |
| ADDRESS | <u>1151 Kilbourne Road Gurnee, IL 60031</u> |
| PHONE NUMBER | <u>847-599-6881</u> |
| CONTACT PERSON | <u>Craig Lambrecht</u> |
| YEAR OF PROJECT | <u>Jan 2021- Dec 2021</u> |



PETROLEUM TRADERS CORPORATION

PO Box 2357
Fort Wayne, IN 46801-2357
888-637-7661

Company Overview

Petroleum Traders Corporation has been a pure wholesaler of fuels since 1979. We are an experienced supplier of wholesale gasoline, premium, winter blend diesel, heating oil, as well as renewable fuels such as biodiesel and ethanol to government agencies across the country. Our resources include a host of large and small local and nationally recognized carriers to complete fuel deliveries. We have accounts with 90% of large and independent fuel refiners in the United States to better ensure availability of product in the event of difficulties within a region of the country.

Petroleum Traders maintains one of America's largest fuel distribution networks with supply points in 39 states nationwide. As a coast-to-coast pipeline shipper, we can satisfy your supply requirements through either delivery or direct terminal access throughout the continental US. Our supply spans the United States from coast to coast. We use a host of nationally recognized and local common carriers to facilitate delivery. Our supply sources include 90% of the major oil companies and large independent suppliers. Since its inception in 1979, our company has built its strength on a singular purpose: to meet and exceed the expectations of our customers in every aspect possible, including accountable service, quality products and customized pricing programs. Petroleum Traders Corporation is proud to be the largest pure wholesale fuel distributor in the country.

Petroleum Traders is an experienced supplier of wholesale gasoline, diesel fuel, heating oil, as well as renewable fuels such as biodiesel and E85 ethanol to government agencies. Working as either as a contract or spot supplier, we work alongside city, county, state, federal, and township government agencies to provide significant fuel cost savings and assist in budgeting with fuel price management. Petroleum Traders is familiar with and regularly participates in gasoline, diesel, and heating oil Request for Proposals (RFPs) and Invitation for Proposals (IFPs).

With Petroleum Traders, you're not only buying from a price leader, you're also getting the best proactive service in the business. Our prompt, responsive, and proactive customer service offers 24/7 communication to give you the attention you deserve. Emergency service is available as well to make sure you get the fuel you need when you need it the most.

Petroleum Traders Corporation consists of about 137 employees divided into various departments to ensure the satisfaction of our customers. The Contract Sales/Bid Department currently consists of (14) employees ranging in experience from 1 to 27 years. The combined experience of the departments paired with the guidance of our upper management team will ensure accurate and responsible service is provided.

Generally, 24 hours is all that is required to complete a delivery. Petroleum Traders Corporation makes every effort to provide consistent quality of service to its customers in times of national or local emergency and weather related natural disasters. Our resources include a stable of large and small local and nationally recognized carriers to complete fuel deliveries. Our carriers strive to fulfill all delivery requests as promptly as possible.

Financials can be provided upon request



PETROLEUM TRADERS CORPORATION

PO Box 2357
Fort Wayne, IN 46801-2357
888-637-7661

Qualifications and Capabilities of the Company

All business is conducted at our Corporate Headquarters located in Fort Wayne, IN.

President- Michael Himes

July 1979-present

Founded Petroleum Traders Corporation in 1979 leading us to now be the largest pure wholesale fuel distributor in the nation.

Vice President/Controller -Linda Stephens

March 1982- present

Oversees all aspects of accounting for Petroleum Traders and their customers. Supervises the accounting staff and keeps track of all incoming and outgoing payments.

Contract Sales Manager- Gayle Newton

December 1993- present

Manages the Contract Sales Department. This department is responsible for researching and maintaining thousands of bids per year throughout the county. At Petroleum Traders Corporation we pride ourselves on our excellent customer service and continue to improve our methods that will ensure our customers level of satisfaction.

Dispatch Manager- Rick Hauschild

January 1991- present

Responsible to oversee, coordinate, and assist in the scheduling of deliveries of gas and distillates ensuring customer satisfaction in the most efficient, cost effective way possible.

Supply Manager- Mayleen Brinker

March 1998- present

Performs purchasing of petroleum products and trading of Futures Contracts or Future Options for hedging and inventory purposes. Often handles special assignments and projects for profit analysis. Supervises tasks performed by Supply Specialists and Purchases/Futures Analysts.

Tax Manager- Dawn Wiggins

April 2000- present

Maintains all current tax information for Petroleum Traders as well as their customers. Continually researching and updating ever changing tax requirements. Keeps all departments informed of all tax information as it becomes available.

Years of Experience

Petroleum Traders Corporation was established in 1979 and has been a pure wholesaler of fuels for 40 years. We supply fuel to a large number of entities across 45 states including federal agencies, state governments, county governments, local and city governments, school districts, transportation systems, and private companies.

Qualifications

We are an experienced supplier of wholesale gasoline, premium and winter blend diesel, heating oil, as well as renewable fuels such as biodiesel and ethanol to government agencies and school districts across the country.

Our resources include a host of large and small local and nationally recognized carriers to complete fuel deliveries. We have accounts with 90% of the large and independent fuel refiners in the United States to better ensure availability of product in the event of difficulties within a region of the country.

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Certificate of registration

Please verify that all of the information on your certificate is correct. If you need to make any corrections you must contact us immediately. If all of the information is correct, display your certificate at the location printed on the certificate.



Illinois Department of Revenue

REG-2-A Certificate of Registration

IBT no. : 1691-7502

The person or business listed below is authorized to do business in Illinois.
This certificate must be visibly displayed at the location listed below.

PETROLEUM TRADERS CORP
7110 POINTE INVERNESS WAY
FORT WAYNE IN 46804-7928

Authorized tax:

Motor Fuel Tax Licensed as a Blender with a Blender's Permit
Motor Fuel Tax Licensed as a Distributor
Motor Fuel Tax Licensed as a Receiver

License number:

BDO1048
D 05555
R 15555

Effective:

09/01/1994
03/01/1982
01/01/1990

Issued on the basis of blending.
Issued for convenience of export only to state(s) of IN MO MI IA WI.
Issued on the basis of import from the state(s) of IN MO MI IA WI.

Duplicate



F-RIS629- 000.002

(N-2/02)

This certificate is nontransferable.

Brian M. Hannon
Director of Revenue



Illinois Department of Revenue

Receiver License

This certifies that the person or business indicated below has posted the required bond and is hereby issued a license in accordance with the provisions of the Motor Fuel Tax Law.

This permit must be displayed in plain view at the registrant's place of business.

PETROLEUM TRADERS CORP
7110 POINTE INVERNESS WAY
FORT WAYNE IN 46804-7928

AMENDED



ML-20 (R-2/99)
IL-492-2325



15

R -15555

License no.

01-01-1990

Date issued

Her Brown
Director of Revenue



Illinois Department of Revenue

Motor Fuel Distributor License

This certifies that the person or business indicated below has posted the required bond and is hereby issued a license in accordance with the provisions of the Motor Fuel Tax Law.

This permit must be displayed in plain view at the registrant's place of business.

PETROLEUM TRADERS CORP
7110 POINTE INVERNESS WAY
FORT WAYNE IN 46804-7928

AMENDED



ML-20 (R-2/99)
IL-492-2325

ISSUED ON BASIS OF BLENDING, IMPORT FROM IN MO MI
AND CONVENIENCE OF EXPORT TO IN MO MI



3

D -05555

License no.

03-01-1982

Date issued

Her Brown
Director of Revenue



Illinois Department of Revenue

Motor Fuel Blender Permit

This certifies that the person or business indicated below is hereby issued a permit to act as a blender of motor fuels in accordance with the provisions of the Motor Fuel Tax Law.

This permit must be displayed in plain view at the registrant's place of business.

PETROLEUM TRADERS CORPORATION
7110 POINTE INVERNESS WAY
FORT WAYNE IN 46804-7928

AMENDED



ML-5 (R-2/99)
IL-492-0838



11

BD-01048

License no.

09-01-1994

Date issued

Her Brown
Director of Revenue

Verify that all of your Illinois Business Authorization information is correct.

✓ **If not**, contact us immediately.

✓ **If yes**, cut along the dotted line (fits a standard 5 x 7" frame). Your authorization must be visibly displayed at the address listed. **Do not discard** - your Illinois Business Authorization is an important tax document that provides you the authorization to legally do business in Illinois.

Illinois Business Authorization

PETROLEUM TRADERS CORP

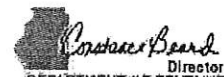
7120 POINTE INVERNESS WAY
FORT WAYNE IN 46804-7928

Certificate of Registration

Motor Fuel Tax - Distributor

(D-05555)

This person or business is permitted under the Motor Fuel Tax Law to operate as a Blender of motor fuel in Illinois.


Director

DEPARTMENT OF REVENUE

Issued Date: 12/14/2015

COOK COUNTY
GASOLINE TAX ORDINANCE
Certificate of Registration
DUPLICATE



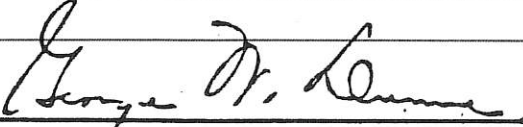
This is to certify that PETROLEUM TRADERS CORPORATION
NAME OF DISTRIBUTOR

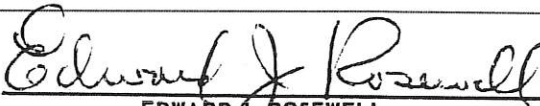
6110 Constitution Drive Fort Wayne Indiana 46804
ADDRESS CITY STATE ZIP CODE

is properly registered with the Cook County Bureau of Administration pursuant to applicable provisions of the Cook County Gasoline Tax Ordinance effective October 1, 1976.

COOK COUNTY REGISTRATION NO. G16-755 STATE OF ILLINOIS LICENSE NO. _____

DATE OF REGISTRATION August 19, 1982


GEORGE W. DUNNE
PRESIDENT, COOK COUNTY BOARD OF COMMISSIONERS


EDWARD J. ROSEWELL
COOK COUNTY COLLECTOR

(TO BE POSTED IN A CONSPICUOUS LOCATION.)



ORLAND PARK
Unit Price Sheet
RFP 21-023
Gasoline and Diesel Fuel

INDEX PRICE SHOWN BELOW IS FROM OPIS FOR SEPTEMBER 15, 2021

USE THAT FIGURE FOR CALCULATING YOUR PRICE.

INCLUDE SERVICES SUCH AS: TANK BOTTOM SAMPLING, WATER REMOVAL LAB ANALYSIS, ETC., IN THE MARK-UP PRICE.

INSTRUCTIONS FOR BIDDERS: PLEASE FILL OUT THE YELLOW HIGHLIGHTED BOXES BELOW FOR YOUR MARK-UP AND YOUR TOTAL COST FOR EACH TYPE OF FUEL.

ITEM	DESCRIPTION	MID-GRADE LEAD) OCTANE	(NO 89	ULTRA LOW SULFUR B5 DIESEL 5% BIO DIESEL	#2 w/ ULTRA LOW SULFUR B5 DIESEL Winter Blend 70/30	RED DYED ULTRA LOW SULFUR DIESEL
1	TANK SIZE IN GALLONS	10000		10000	SAME AS DIESEL	SAME AS DIESEL
2	INDEX PRICE FROM OPIS (9-15-21) <i>Chicago CONT. AVG-9/15</i>	2.443		2.2427	2.4768*	2.2391
3	MARK-UP PER GALLON	-0.0511		0.0122	0.0122	0.35
4	ILLINOIS MOTOR FUEL TAX	0.392		0.467	0.467	0.467
5	ILLINOIS UNDERGROUND STORAGE TAX	0.003		0.003	0.003	0.003
6	ENVIRONMENTAL IMPACT FEE	0.008		0.008	0.008	0.008
7	COOK COUNTY TAX	0.06		0.06	0.06	0.06
8	TYPE AND BRAND OF ADDITIVE (DIESEL)	N/A		ADDITIVE: Valvtect	ADDITIVE: Valvtect	ADDITIVE: Valvtect
	TOTAL COST	2.8549		2.7929	3.027	3.1271

*70% #2 (2.2427) +30% #1 (\$3.0232)=\$2.4768 Winter Blend

*** Additive is priced at +.0300 per gallon

Proposer: Gayle Newton

Firm Name: Petroleum Traders Corporation

Signed: Gayle Newton

Title: Contract Sales Manager

Dated: 10/6/2021