



**REQUEST FOR BIDS**

**2026 DISTRICT FUEL BIDS**

109 S. Lake of the Woods Road / Mahomet, IL 61853

Issued on March 17<sup>th</sup>, 2026  
**Responses due 10:00am CST, April 1st, 2026**

**Champaign County Forest Preserve District  
P.O. Box 1040 / Mahomet, IL 61853**

CCFPD is an equal opportunity employer (EOE). CCFPD encourages all interested businesses to provide quotes for this work, including but not limited to small business (SBA), minority and women owned businesses (MBE/WBE).

**PROJECT SUMMARY**

Notice is hereby given that Proposals will be received by the Board of Commissioners, Champaign County Forest Preserve District, at the Headquarters building at Lake of the Woods Forest Preserve, P.O. Box 1040, 109 South Lake of the Woods Road, Mahomet, IL, 61853, until **10:00AM (local time), April 1st, 2026**, for the **Fuel Bid** project described below:

Supply Gasoline and Non-Highway Diesel Fuel and Delivery to Lake of the Woods Forest Preserve, Middle Fork River Forest Preserve and Homer Lake Forest Preserve.

Proposals must be addressed to the Board of Commissioners, Champaign County Forest Preserve District, P.O. Box 1040, Mahomet, IL 61853. Proposals must be enclosed in a sealed envelope with the bidder’s name and **Fuel Bid** clearly marked on the outside of the envelope. Hand delivered proposals may be brought to the main entrance of the Headquarters building.

The successful bidder will be required to furnish a Certificate of Insurance naming the Champaign County Forest Preserve District as Co-Insured. The successful bidder will be required to furnish and pay for a Contract Bond in the amount of 100% of the Contract amount. Owner has determined that the project will not be subject to State of Illinois sales tax. Bidders shall not include said sales tax amounts in their bids. CCFPD’s tax exempt number: E 9998-5144-07

Vendors will be required to comply with all federal, state and municipal laws and regulations, including those related to discrimination, prevailing wage, safety, drug-free workplace, bid rigging, human rights, preferential employment of Illinois labor and equal opportunity employment. Minority and female-owned businesses are encouraged to submit proposals.

The Champaign County Forest Preserve District is requesting bids for gasoline and diesel fuel with the accepted bid price and delivery to begin May 1, 2026 and continue until April 31, 2030. This will be a new four-year contract.

We will need approximately 11,500 gallons of unleaded gasoline, and 7,500 gallons of non-licensed diesel fuel per year delivered to:

Lake of the Woods Forest Preserve: Grounds Maintenance Facility  
650 N. Lombard Street  
Mahomet, IL 61853

Lake of the Woods Forest Preserve: Golf Course Maintenance Facility  
405 N. Lake of the Woods Road  
Mahomet, IL 61853

Homer Lake Forest Preserve: Maintenance Facility  
2573 S. Homer Lake Road  
Homer, IL 61849

Middle Fork River Forest Preserve: Maintenance Facility  
3433 County Road 2700E  
Penfield, IL 61862

**Prevailing Wage:** Champaign County prevailing wage rates shall be paid where applicable. Current rates: <https://labor.illinois.gov/content/dam/soi/en/web/idol/laws-rules/conmed/documents/fy26/20260115/Champaign.pdf>

Complete sets of contract documents may be obtained after March 17<sup>th</sup>, 2026 from the District Headquarters Office, 109 S. Lake of the Woods Rd., Mahomet, IL 61853 (217-586-3360) or, from <https://www.champaignforests.org/About/About-CCFP/Bids>. Printed packets will be made available by request from the District Headquarters Office, 109 S. Lake of the Woods Rd., Mahomet, IL 61853. Please call (217-586-3360) or email [bmartin@ccfpd.org](mailto:bmartin@ccfpd.org) to request a packet.

The Board of Commissioners of the Champaign County Forest Preserve District reserves the right to reject any, part of any, or all proposals, to waive any informality or irregularity in the proposals or the proposal process, and to accept any proposals which it deems most favorable.

**Contact Persons:**

- Brock Martin, Business and Finance Director/217.586.3360.[bmartin@ccfpd.org](mailto:bmartin@ccfpd.org)

**Required Insurance:** The Contractor, prior to execution of the Contract, shall file with the Owner a copy of a completed Certificate of Insurance satisfactory to the Owner, to afford protection against all claims for Worker's Compensation, damages to public or private property, injuries to persons arising out of and during the progress of the Work to its completion, and other insurance as follows. The policy of insurance shall include the Owner as an additional insured or provide separate coverage with an Owner's Protective Policy.

The minimum amounts of insurance shall be as follows:

- Commercial General and Umbrella Liability Insurance not less than \$1,000,000.<sup>00</sup>
- Continuing Completed Operations Liability Insurance not less than \$1,000,000.<sup>00</sup>
- Business Auto and Umbrella Liability Insurance not less than \$1,000,000.<sup>00</sup>
- Worker's Compensation Insurance not less than \$1,000,000.<sup>00</sup>

Board of Commissioners  
Champaign County  
Forest Preserve District  
Mark Toalson, Secretary

## **GENERAL TERMS AND CONDITIONS**

### **DELIVERIES**

All deliveries and billing of fuel to Lake of the Woods Forest Preserve, Homer Lake Forest Preserve and Middle Fork River Forest Preserve will be based on standard U.S. gallons. The billing of fuel will include the location and storage tank number to which the delivery was made.

Deliveries shall be made in a metered truck. **The vendor will be responsible for checking all storage tanks at each location and delivering fuel as it is needed to assure that the tanks do not run dry.**

Liquid fuels shall be quoted as delivered into storage tanks belonging to or leased by the Champaign County Forest Preserve District. No other arrangements will be considered.

Keys for the storage tanks can be received at the maintenance shop where the tanks are located. These keys are property of the Champaign County Forest Preserve District and if the supplier loses the bidding process, they must deliver the keys back to the maintenance shop where they were received.

### **QUANTITIES**

The listed quantities of fuel are estimates only, based on past usage, and are not a guarantee of the quantity to be purchased. The vendor will be required to furnish such quantities as may be needed during the contract period whether they are more or less than the estimates shown.

### **COMPLIANCE**

In cases where specification compliance is at issue, the Champaign County Forest Preserve District reserves the right to have an independent test laboratory analysis made of the product in question. Selection of the test laboratory shall be made by the Champaign County Forest Preserve District. If following such test, any product is found to be non-compliant; the contractor shall assume all responsibility and expense for the test cost incurred, removing product from the storage tanks, vehicles and equipment that may contain the non-compliant fuel. The contractor may be subject to payment of any damage incurred as a result of the use of such non-compliant fuel in any vehicle or equipment that is owned, rented, leased, borrowed or otherwise used by the Champaign County Forest Preserve District. If these products are found compliant, the Champaign County Forest Preserve District shall bear the cost of the test.

### **PRICINGS**

**When the vendor invoices the Champaign County Forest Preserve District with a bill for fuel they must also include a photocopy of the OPIS (Oil Price Information Service) for the average fuel price at the Champaign Terminal that is used to determine the bid price for the week of delivery.** If the publication is not available for the week of delivery, the latest pricing will be used to determine the price. In the event that the indicated publication should cease to publish prices, the Champaign County Forest Preserve District reserves the right to select a mutually acceptable alternate publication. Beginning on the date that the contract starts, prices will automatically be adjusted on a weekly basis by the vendor and shall remain firm for that entire week.

By submitting a signed bid form, the vendor that is awarded the contract to supply fuel to the Champaign County Forest Preserve District agrees to follow all terms, conditions and instructions included in this bidding document. The vendor also agrees that any failure to follow the terms, conditions and instructions may result in the termination of the contract.

The Champaign County Forest Preserve District is exempt from Federal Excise Tax and Sales Tax.

**All MSDS (Material Safety Data Sheets) will be provided to the Champaign County Forest Preserve District by the vendor on both the gasoline and on the diesel fuel.**

**SPILLAGE**

All spillage when improperly unloaded shall be corrected on an immediate basis by the vendor and to the satisfaction of the Champaign County Forest Preserve District. All associated costs including materials, labor, and any damages resulting from the spillage shall be borne by the vendor. The vendor shall immediately notify the following:

**EMERGENCY - 911**

**Lake of the Woods Forest Preserve – Grounds Maintenance Shop**

(217) 586-2431, Interim Superintendent, Tammy Fry

**Lake of the Woods Forest Preserve – Golf Course Maintenance Shop**

(217) 586-3912, Superintendent of Golf, Joie Torres

**Homer Lake Forest Preserve – Maintenance Shop**

(217) 896-2733, Superintendent, Skylar Smith

**Middle Fork River Forest Preserve – Maintenance Shop**

(217) 595-5432, Superintendent, Matt Kuntz

**District Headquarters**

(217) 586-3360

## **SPECIFICATIONS**

The gasoline and diesel fuel must be free of any suspended material and any trace of water.

Gasoline must be an unleaded type with an octane rating of 87 percent. It can have an ethanol rating of up to 10%.

Gasoline delivered during November 1<sup>st</sup> to March 31<sup>st</sup> shall contain additives in sufficient quantities to prevent gas line freeze.

**Non-Highway Use**, Ultra Low Sulfur Diesel fuel must be a 5% biodiesel that is #2 blend. It must have a minimum cetane rating of 45.

The diesel fuel will be appropriately blended to prevent jelling. Winter blending of 80% #2 Ultra Low Sulfur Diesel and 20% #1 Ultra Low Sulfur Diesel with a minimum cetane of 45, from November 1<sup>st</sup> to March 31<sup>st</sup> or upon any other request by the Champaign County Forest Preserve District.

The Ultra-Low Sulfur Diesel fuel must have the following:

Specification to meet ASTM D975 S15

- Cetane improver
- Lubricity enhancer
- Corrosion inhibitor
- Oxidation inhibitor
- Demulsifier
- Moisture control chemistry
- Stabilizing agent



Email

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Signature

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