

Response to Request for Proposals - Pre-Paid Fuel

Please complete this form as a response to the Request for Proposals (RFP) for Pre-paid fuel cards. This form is required to respond to the RFP. Respondents may attach additional pages to this form, as necessary.

Please return your RFP response **NO LATER THAN 4:00 P.M. ON Wednesday, MAY 19, 2021** to

Prepaid Fuel - RFP
Muskingum County Job & Family Services
445 Woodlawn Avenue
Zanesville, Ohio 43701
ATTN: Katie Lee, Administrative Assistant

Please respond via mail or hand delivery – **faxed or e-mailed proposals will not be accepted.**

NAME of business or company submitting this proposal

NAME and PHONE NUMBER of contact person for questions regarding this response

MAILING ADDRESS of business or company (include city and zip code)

Please respond to the following questions in detail. Providers will be selected based on responses to the questions listed below.

1. Is there a discount available based on the amount of pre-paid fuel ordered? If yes, what is the discount?
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2. Can the prepaid fuel card be restricted to allow fuel purchases only? If no, list items that may be purchased.

3. Once activated is there a time limit for usage of the prepaid fuel card? If yes, please indicate time limit.

4. Where are your company's locations in Muskingum and surrounding counties where prepaid fuel cards can be utilized? (you may attach a list of Ohio counties where your fuel is available)

5. What training and/or instruction is provided to store staff which will ensure that only automobile fuel is purchased through the specified purchase method?

6. What is your policy on giving cash back when the fuel purchase is under the pre-paid authorized amount? Are refunds available?

7. List past experience with issuing bulk fuel-only pre-paid fuel.

By signing this form, I acknowledge intent to submit a proposal to the Muskingum County Job and Family Services and agree to the terms and conditions outlined in the Request for Proposals.

Signature of authorized agency representative

Print Name

Date