

MERAMEC VALLEY R-III SCHOOL DISTRICT

126 North Payne Street
Pacific, MO 63069
636-271-1400



REQUEST FOR PROPOSAL
#2 FUEL OIL

FOR ADDITIONAL INFORMATION CONTACT:
Jeff Haug, Chief Financial Officer
E-mail: jhaug@mvr3.k12.mo.us
Fax: 636-271-1406

SEALED BID SUBMISSION DEADLINE:

Closing Date: Tuesday, May 8, 2018
Closing Time: 1:00 p.m. CST

BIDDER'S COMPANY NAME: _____

REPRESENTATIVE NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SIGNATURE & TITLE OF PERSON AUTHORIZED TO SIGN THIS BID:

GENERAL SPECIFICATIONS

#2 FUEL OIL

1. The Meramec Valley School District invites sealed bids for supplying #2 Fuel Oil for the District. Bids must be submitted on the attached forms, and sent to the attention of Jeff Haug, Chief Financial Officer, 126 N Payne Street, Pacific, MO 63069, no later than 1:00 p.m. on Tuesday, May 8, 2018 in a sealed envelope clearly marked "#2 FUEL OIL BID". Bids will be publicly opened and read aloud at that time.
2. The agreement term will be from July 1, 2018 through June 30, 2019.
3. The fuel quoted should be a low sulphur grade of #2 Fuel Oil.
4. The existing tanks and pumps are furnished and owned by the School District.
5. Bid prices will be F.O.B. destination, Meramec Valley School District.
6. You may use 10,000 gallons, annual #2 fuel oil consumption, as an approximate figure for fuel usage. Sizes of tanks to be used by Meramec Valley School District are a 1,000 gallon tank and a 2,000 gallon tank located at the Robertsville Elementary School located in Robertsville.
7. Bid prices must be exclusive of any taxes such as federal excise, state sales or local taxes. A tax exemption certificate will be furnished to the successful bidder. The successful bidder agrees not to charge Federal Fuel Tax to Meramec Valley School District throughout the terms of the agreement.
8. Bidders may provide a bid on more than one brand; however, each brand must be submitted on a separate bid form for that item.
9. Prices bid based on 5/4/18 rack prices will be used as the bid evaluation prices and **must be actual prices** bidder would sell fuel to the District on that day. Prices may increase/decrease effective July 1, 2018 based only on an exact increase/decrease in the verifiable posted rack prices of the brand bid.
10. The prices bid to the District on all items **must remain** exactly the same monetary relationship to the Posted Rack prices on the **brand of fuel** throughout the life of the contract. The monetary difference between Price to the District and Posted Rack Prices **will** remain identical throughout the life of the contract.

11. Bidders shall not include any prompt payment discount in their bid to the district, which may be offered, to them by their suppliers.
12. The District may terminate the whole or any part of this agreement if the Supplier fails to deliver within the time specified or if the Supplier fails to perform any other provisions of the agreement or so fails to make progress as to endanger performance of the agreement and in either of these two circumstances does not cure such failure in a period of ten days after notice from the District specifying such failure. In the event of termination, the District will have the right to procure items similar to those terminated and to recover from the Supplier the excess cost of such items provided the failure of the Supplier has not arisen out of causes beyond the control of the Supplier.
13. Inquiries regarding specifications may be directed to Mr. Chris Delmain, Director of Support Services at 636-271-1400.
14. Meramec Valley School District reserves the right to reject any or all bids and accept that bid which appears to be in the best interest of the school district. The district reserves the right to waive any informality in, or reject any or all bids or any part of any bid. Any bid received after the time and date specified shall not be considered.
15. No faxed or emailed bids will be accepted.
16. Quantities shown are estimates only, and the successful bidder agrees to allow the District to obtain excess fuel beyond the amount available from the bidder from other sources, should the need arise. The successful bidder agrees that the fuel allocated for a given month, quarter, or year will be carried over to the next month, quarter, or year or overlap the following month, quarter or year.
17. Prices bid will be used as the bid evaluation prices. Actual price may increase/decrease effective July 1, 2018. All increases/decreases will be in writing and must be substantiated by attaching a copy of the posted rack price verification to the invoice. Invoices should contain the amount of increase/decrease, new Posted Rack Price and delivered price to the District. Rack prices will be for the day of delivery. Delivery is required within 24 hours after notification.
18. Tanks are to be maintained on a **keep full-basis**. Fuel oil must be delivered **after 4:00 pm, Monday through Friday**.
19. **Each billing is to include a copy of the OPIS price index for the fuel on date of delivery with brand highlighted. If this is not included with the billing, it may be cause for termination of the contract.**
20. All fuels delivered to the Meramec Valley School District must meet or exceed all environmental, state, local, municipal, federal, EPA requirements, and Clean Air Act.

21. The successful bidder agrees to carry the following insurance coverage during the period of this contract, and will provide the Meramec Valley School District, with certificates of insurance on all required coverage prior to commencement of the work under this contract.

Workers Compensation - as required by the law of the State of Missouri, including Employer's Liability.

Public Liability - Limits of not less than \$1,000,000 per person and \$1,000,000 per occurrence and \$1,000,00 property damage per occurrence to protect the contractor against claims for personal injury to or death of one or more than one person and property damage claims that may occur as a result of operations under this contract.

Automobile, Bodily Injury and Property Damage Liability - Limits of not less than \$1,000,000 per person and \$1,000,000 per occurrence and \$1,000,000 property damage per occurrence is required. Non-ownership hired cars are to be included in the coverage.

The successful bidder, by accepting this contract, agrees to save and hold harmless Meramec Valley School District, its elected and appointed officials and all employees.

Explosion, Collapse, Underground, will be in the same limits of liability as indicated above in Public Liability.

All certificates of insurance are required to indicate Meramec Valley School District, 126 North Payne Street, Pacific, MO 63069 as certificate holder and a 45 day advance written notice of cancellation or non-renewal must be given. Such notice to be sent to the Chief Financial Officer for Meramec Valley School District.

**#2 FUEL OIL
BID FORM**

Bidder's Name _____

Bidder must indicate the person the Meramec Valley Maintenance Department can contact to verify rack prices for the brands bid.

Name: _____

Address: _____

Telephone: _____



Tank Wagon

Bid price to District, per gallon..... \$ _____

Posted Rack Price on 5/4/18 for brand bid.....\$ _____

Difference per gallon.....\$ _____

Brand: _____

Pipeline: _____

Terminal Location: _____

Bidder will indicate the Posted Rack price category that they used in their bid. This category or classification will be used on the date of bid opening and throughout the life of the agreement. (Check one)

Posted Rack Price: _____

Unbranded Dealer Rack Price: _____

Other (explain): _____

Bidder will attach a copy of the posted rack price category for 5/4/18, **highlighting the posted rack price for Number 2 Fuel Oil.**

Source of Rack Price: _____