

MERAMEC VALLEY R-III SCHOOL DISTRICT

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



**REQUEST FOR PROPOSAL
DIESEL/UNLEADED FUEL**

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: May 8th 2018

Closing Time: 1:00 P.M.

BIDDER'S COMPANY NAME: _____

REPRESENTATIVE NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SIGNATURE & TITLE OF PERSON AUTHORIZED TO SIGN THIS BID:

**GENERAL SPECIFICATIONS
DIESEL/UNLEADED FUEL**

1. The Meramec Valley School District invites sealed bids for supplying Diesel #2 Low Sulphur Fuel and Unleaded Gasoline for the District Fleet. 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 May 8th 2018 in a sealed envelope clearly marked "DIESEL/UNLEADED FUEL 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 diesel fuel quoted should be a low sulphur grade of Diesel Fuel as used in service stations for commercial vehicles and automobiles on road use. The gasoline quoted should be a "regular" grade of unleaded gas as used in service stations for commercial vehicles and automobiles.
4. The successful bidder agrees to provide all winterize/anti-gel additives as needed.
5. The existing tanks and pumps are furnished and owned by the School District.
6. Bid prices will be F.O.B. destination, Meramec Valley School District.
7. Size of tank to be used by Meramec Valley R-III School District is 1500 gallons for diesel fuel. The size of the tank to be used by Meramec Valley R-III School District is a 500 gallons for unleaded fuel located at the Transportation Department, 2254 Hwy AP, Catawissa MO 63015. In addition, there is a 250 gallon tank for unleaded fuel and 250 gallons for diesel, located at the Maintenance Department, 102 N 2nd Street Pacific MO 63069.
8. 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. The successful bidder will file IRS Form 720 with the Internal Revenue Service for all District purchases on the agreement.
9. Bidders may provide a bid on more than one brand; however, each brand must be submitted on a separate bid form for that item, including winter blend/additive.
10. Prices bid based on 5/1/18 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.
11. 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.
12. Bidders shall not include any prompt payment discount in their bid to the district, which may be offered, to them by their suppliers.
13. The term of this agreement will be July 1, 2018 through June 30, 2019. The District with consent of the vendor shall have the option to renew this agreement for two additional one year terms at the same pricing structure, terms and conditions upon approval of the Board of Education of each additional one year term.
14. 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.

15. Inquiries regarding specifications may be directed to Mr. Scott Roper, Director of Transportation at 636-271-1470.
16. 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.
17. No faxed bids will be accepted.
18. 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.
19. Prices bid will be used as the bid evaluation prices. Actual price may increase/decrease effective July 1, 2017. 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.
20. Regularly scheduled deliveries will be required on Mondays, Wednesdays and Fridays at both the Transportation and Maintenance Department locations.
21. **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.**
22. 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. This shall include oxygenated fuel (unleaded) and low sulfur diesel for on road use.
23. 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.
24. The Federal Work Authorization Program (E-Verify) addendum (attached) must be completed and returned with the bid documents.

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.

**DIESEL FUEL
BID FORM**

Bidder's Name _____

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

Name: _____

Address: _____

Telephone: _____

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Number 2 Diesel, low sulphur content not to exceed .05 weight 0/0 maximum as required by 1990 Clean Air Act amended.

Tank
Wagon

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

Posted Rack Price on 5/1/18 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 5/1/18, **highlighting the posted rack price for Number 2 Diesel, low sulphur diesel.**

Source of Rack Price: _____

**UNLEADED FUEL
BID FORM**

Bidder's Name _____

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

Name: _____

Address: _____

Telephone: _____

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Item 1a Unleaded gasoline, 87 octane rating, RVP, 7.8 PSI, maximum, or as required by EPA for St. Louis County, reformulated gasoline.

Tank
Wagon

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

Posted Rack Price on 5/1/18 for brand bid.... \$ _____

Difference per gallon..... \$ _____

Item 1b Unleaded gasoline, 87 octane rating, RVP 9.0 PSI, regular unleaded.

Tank
Wagon

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

Posted Rack Price on 5/1/18 for brand bid.... \$ _____

Difference per gallon..... \$ _____

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 5/1/18, **highlighting the posted rack price for 7.8 PSI and for 9.0 PSI unleaded gasoline, reformulated gasoline.**

Source of Rack Price: _____

Meramec Valley R-III School District

The Meramec Valley R-III School District Maintenance and Transportation Departments are accepting bids on the following supplies and/or services: for the 2018-2019 school year:

#2 FUEL OIL July 1, 2018 – June 30, 2019

DIESEL/UNLEADED FUEL July 1, 2018 – June 30, 2019

TIRES July 1, 2018 – June 30, 2019

Specs. available at the district website www.mvr3.k12.mo.us and www.findrfp.com

Sealed bids clearly printed with the type are to be submitted no later than

1:00 pm on Friday June 2nd, 2017 to:

**THE BOARD OF EDUCATION OFFICE
126 NORTH PAYNE STREET
PACIFIC, MISSOURI 63069**

The Board of Education reserves the right to accept or reject any or all bids and to be the sole judge as to which is the lowest and/or best bid for the School District.