



Request for Proposal – RFPFCC1314
Fleet Fuel Card Programs

BIDS DUE ON May 15, 2012

AT 4:00 P.M. CDT

GENERAL SPECIFICATIONS

It is the intent of these specifications to furnish the Rockwood School District with the aforementioned product, according to the attached. It is clearly understood that the following are minimum specifications and are made in order to show the exact specifications of the product proposed.

The Rockwood School District reserves the right to accept any or all bids or to choose the bid considered to be in their best interest.

The final decision of purchase will be made upon the award of the Rockwood School District, Director of Purchasing and Transportation office as approved by the Board of Education.

NO BID WILL BE CONSIDERED IF RECEIVED AFTER THE DATE AND TIME SPECIFIED. Bids will be accepted if received by the specified date.

Please put the Bid Name on the outside of your return envelope.

BIDS MAY BE DELIVERED OR MAILED TO:

Rockwood School District
Director of Purchasing and Transportation
111 East North St.
Eureka, MO 63025-1229

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1.0 SUBJECT

The Rockwood School District (the District) is soliciting vendors for fuel card program to be used to fuel district vehicles driven primarily by staff in the maintenance, facilities, grounds, construction and administrative departments.

The purpose of this Request for Proposal (RFP) is to obtain information about the various fuel card programs and proposed pricing that would be best suited for a public school district covering the geographic area within our district boundaries. There are 150 square miles within our district boundaries covering the following municipalities of: Fenton, Eureka, Wildwood, Ellisville, Ballwin, and parts of Chesterfield. The district currently uses the FuelMan/ Fleetcor program which has been in place for approximately 10 years.

2.0 DISCLAIMER

This RFP is issued solely for the purpose of entering into a new agreement for district fleet fuel purchases and will be awarded at the sole discretion of the District. Responses to the RFP will not be returned. Responses to these notices are considered as offers and will accepted based upon evaluation and recommendation as approved by the Board of Education. Responders are solely responsible for all expenses associated with responding to this RFP. The responses received will be considered confidential until an award is announced. Respondents are requested to provide clear and concise statements concerning responses to the questions and details of the fuel card program.

4.0 DESCRIPTION

The Rockwood R-VI School District is seeking proposals from fuel card programs targeted for government fleets with fueling to occur at local stations. The West St. Louis County area served by our school district has a variety of stations including: BP, Mobil, Shell, QT, and Phillips 66.

5.0 RFP RESPONSE

This section enumerates the general requirements for a district fuel card program and respondents are asked to provide details regarding the questions listed about their fuel card program. Detailed responses should be provided on additional sheets as necessary.

In addition, please provide a brief description of the company history, ability to service and support a Rockwood School District fuel card program for approximately 100 vehicles and please list at least five other government agencies or public school districts using your program.

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Please provide a response to each question.

Company Name: _____

Proposer Name: _____

Date: _____

Date Offer Expires: _____

Item	Question	Response
1	What is the name of your fuel card program?	
2	Is your program designed for government entities and tax exempt organizations?	
3	Do Mobil, Phillips, BP, QT, and Shell accept your cards?	
4	Can you provide a list of the stations that accept your cards in the following Zip Codes: 63011, 63025, 63026, 63040, and 63005?	
5	Are PIN numbers issued to authorized card users?	
6	Can your cards be customized with customer logos or designated and embossed for assignment to a specific vehicle?	
7	Do you have an on-line tool that can be used by District staff to monitor transactions and manage card limits?	
8	Can fueling limits be placed on individual cards that are administered by district staff?	
9	Can reports be provided or pulled on a weekly or monthly basis by district staff?	
10	How is the price per gallon determined?	
11	Is the price per gallon based upon an index plus or is it based upon the current retail ppg?	
12	What would have been the price per gallon for unleaded gas that would have been charged to us if we were on your fuel card program on May 1st, 2013.	
13	What would have been the price per gallon for diesel (UDSL) that we would have been charged to us paid on May 1st, 2013.	
14	Are there any administrative or one time fees associated with the program?	
15	How are cards generated and is there a cost to replace a lost or stolen card?	
16	How long does it take to issue new or replacement cards?	
17	Do reports provide exception codes for transactions that may appear suspicious?	
18	Are odometer readings required at the pump?	
19	Can miles per gallon be tracked on reports?	
20	Are the times and locations of the fueling transactions available on a report?	
21	Can card fueling limits be applied as "allow and report" or "not allowed as limits were exceeded"?	
22	Is a multi-year contract required to participate in your program?	
23	Who is the contact to initiate a new program?	
24	Please indicate if your company has a consignment fuel program to provide fuel for our on-site tanks.	

Please use additional sheets to answer any of the questions above or to provide additional details on your card program.

- **DISTRICT FLEET CARDS**

The district currently has 25 cards fuel cards issued for equipment used by the Grounds and Facilities department. There are 104 cards issued for district trucks and cars. There are 144 PIN numbers issued to district staff.

- **DISTRICT FUEL USAGE**

The Rockwood fuel purchases for district fleet and equipment during the school year is approximately 7700 gallons of diesel fuel and 64,000 gallons of unleaded fuel. Actual usage will fluctuate based upon weather conditions and other demands.

- **DISTRICT PAYMENT PROCESSES**

As a public school district all payments must be approved through the Board of Education. BOE approval normally occurs twice a month on the first and third Thursday of each month. Invoicing should be generated weekly and no less than every other week. Accurate invoices must be issued to ensure timely processing. The District does not accept payment penalties and bidding vendors must indicate if this is not acceptable.

- **CONTACT INFORMATION**

Following is the Point of Contact (POC) for this Request for Proposal:

William M. Sloan
Director of Purchasing and Transportation
Rockwood School District
111 East North Street
Eureka, MO 63025-1229
(636) 733.2032
sloanwilliam@rockwood.k12.mo.us

Please submit responses via email or to the address listed in the contact information by 4:00 PM on Wednesday, May 15, 2013, to the person identified above. You may also submit supplemental hardcopy materials such as brochures, etc. (2 copies each).