



Rockwood School District Diesel Fuel Bid

BIDS DUE ON JUNE 16, 2016

AT 11:00 A.M. CST

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, Purchasing 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
Purchasing Department
111 East North St.
Eureka, MO 63025-1229

INSTRUCTIONS TO BIDDERS

Proposals must be made upon the form of the proposal attached hereto. They must be enclosed in a sealed plain envelope, with the bid type ("2016/17 Diesel Fuel Bid") written on the outside and endorsed with the title of the proposal. An electronic copy of the bid (Schedule B) should be sent to kirchhoeferbrenda@rsdmo.org.

The specifications represent the minimum characteristics desired in the aforementioned product to be purchased. These requirements are not intended to prevent obtaining fair prices or to eliminate competition, but to insure, if possible, that all bids submitted should not be subject to correction or alteration after the bid has been filed, opened, and publicly read. The Rockwood School District reserves the right to evaluate any or all bids, particularly where there is a range in specifications.

It is expressly understood by the bidder that written notice of the award or purchase order by the Rockwood School District will constitute an agreement and consummate the transaction and will serve together with the proposal, the advertisement, these instructions and the detailed specifications, as the entire form of contract between the parties.

Specifications referred to are minimum, therefore unless otherwise indicated by the bidder, the Rockwood School District will assume proposals meet or exceed all specifications.

The award of the contract will be made to the lowest responsible bidder taking into consideration quality performance and the time specified in the proposals for the performance of the contract. The Rockwood School District reserves the right to reject all bids as it appears in its own best interest and to waive technicalities.

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Diesel Fuel Bid Request

The Rockwood School District is accepting proposals for Diesel Fuel.

A. All proposals must be received in the Rockwood School District, Purchasing Department at 111 East North St., Eureka, MO 63025 by 11:00 AM on June 16, 2016, and will be opened at that time. Bids will be awarded upon approval by the Board of Education.

B. Proposers taking exception to any part of any section of this Request for Proposal shall indicate such exceptions on a separate sheet entitled "Exceptions to Specifications". Failures to indicate any exceptions shall be interpreted as the proposer's intent to fully comply with the specifications as written.

C. No bidder will be allowed to withdraw his proposal for any reason whatsoever after the bids have been opened.

D. The bidder agrees that the Rockwood School District reserves the right to reject any or all proposals, or to accept part of the bid considered to be in the best interest of the District.

E. The contractor must provide proof of General Liability Insurance, Worker's Compensation, Property Damage Insurance and a copy of the business' current business license.

F. Failure to complete **all** paper work will void the bid. **Rockwood School District reserves the right to accept or reject any and all bids. Bids will not be accepted after 11:00 AM on June 17, 2016.**

The Rockwood School District will accept bids for diesel fuel to be furnished for a period of one (1) Year. Effective date of the agreement will be July 1, 2016 - June 30, 2017. The award will require Board of Education approval which may not occur until July 21, 2016.

Recognizing the fact that distributors cannot guarantee a fixed price for an extended length of time, Rockwood School District will receive bids for diesel fuel that reflect a cost plus markup.

Distributors are requested to exclude all applicable taxes for bidding purposes. The actual bid for diesel fuel will be for how much money, in cents and fractions of cents, the distributor will sell for over cost.

Schedule A: This schedule reflects the anticipated usage or consumption of diesel fuel. Actual usage will and may vary somewhat with regard to weather, equipment changes, or any other unforeseen factor.

Schedule B: This is the actual bid form for diesel fuel. All blanks must be completed. It is Rockwood School District's intention to purchase diesel fuel at the distributor cost plus a reasonable markup. It will be necessary to furnish the distributors cost with all diesel fuel bids.

Proposed markup to Rockwood School District should be expressed in money amounts. If it is your desire to bid two and one half cents, the amount should be expressed as

.025.

All deliveries are to be made freight paid, and must be accompanied with an invoice stating type, quantity, and price. The invoice must be signed at time of delivery.

The District's payment terms are Net 45.

Deliveries are to be made, as products are required. The District prefers deliveries to be after 5:00 PM.

Rockwood School District reserves the right to consider individual item bids as well as the combined total bid.

Please make sure the envelope is marked "2016/17 DIESEL FUEL BID" on the outside.

Questions pertaining to this bid should be directed to Brenda Kirchhoefer at kirchhoeferbrenda@rsdmo.org. Bids may be mailed or delivered to the following address but must be received by 11:00 AM on June 17, 2016.

Rockwood School District
Purchasing Department
111 East North St.
Eureka, MO 63025-1229

Sincerely,



Brenda Kirchhoefer
Purchasing Buyer

SCHEDULE A

Anticipated Usage

School Buses and District White Fleet
 TYPE - UL Diesel Fuel UDSL

Winter additives typically used in the St. Louis Area should be included from November through March.

| Wildwood Bus Lot | July | August | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June | Total |
|------------------------------------|-------------|---------------|-------------|------------|------------|------------|------------|------------|--------------|--------------|------------|-------------|--------------|
| Gallons | 3200 | 11440 | 23330 | 21339 | 18400 | 14200 | 15342 | 22443 | 13900 | 24300 | 17262 | 2633 | 187789 |
| | | | | | | | | | | | | | |
| Fenton Bus Lot (Wet Hosing) | July | August | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June | Total |
| Gallons | 0 | 3,245 | 4420 | 4627 | 3555 | 3470 | 4358 | 4025 | 3997 | 5159 | 3449 | 0 | 40305 |
| | | | | | | | | | | | | | |
| Grounds Crew Facilities | July | August | Sept | Oct | Nov | Dec | Jan | Feb | March | April | May | June | Total |
| Gallons | 276 | 508 | 347 | 346 | 419 | 382 | 361 | 286 | 220 | 274 | 2166 | 2208 | 7793 |

Fuel will be delivered to the Wildwood/Pond Bus depot at 17146 Manchester Rd, Wildwood, MO 63040-1001. An existing 6000 gallon above ground tank will be filled and maintained at reasonable levels based upon actual usage. A fuel card reader system (Syn-Tech FuelMaster Plus) currently exists on-site. Contact Mike Heyman at 636.733.8500 for a site visit.

Fenton Bus Lot:

Proposer shall offer a "wet hosing" service to fuel 25 buses at the bus lot which serves the Fenton area schools. Buses should be fueled two to three times per week. Address of the Fenton lot is 4555 Commerce, High Ridge, MO 63049. Contact Patsy LaPlant at 636.733.8515.

Grounds Crew Facility:

Proposer shall deliver fuel and invoice separately to a 1000 gallon fuel tank at the Grounds Crew lot for the purpose of fueling approximately 10 trucks and lawn equipment. See specs below. The winning vendor will be requested to provide a loaner tank and necessary equipment for dispensing. The Grounds Crew lot is located at Crestview Middle School, 16025 Clayton Rd., Ellisville, MO 63011-2131.

- 1,000 gallon double walled tank
- Fillrite 701 Meter Pump
- 2 X 6" E-Vents
- Atmospheric Vent Stack
- 20 foot (break a way) Hose

SCHEDULE B - UDSL (Road Grade)

| Item | Cost Information per Gallon |
|---|-----------------------------|
| 1. Distributors Current Cost Per Gallon as of June 1, 2016. | |
| | |
| 2. Winter Additive cost per gallon (Oct to April) | |
| | |
| 3. Cost of Freight per gallon | |
| | |
| 4. Proposed Markup to Rockwood School District | |
| | |
| 5. Taxes per gallon (provided) | .1759 |
| 6. Total Cost per gallon (total 1 thru 5 as applicable) | |
| | |
| | |
| A. Basis of fuel price per gallon (ex. DTN Rack Avg.) | |
| | |
| B. Fenton wet hosing service (cost per gallon for wet hose service) | |
| | |
| | |
| C. Indicate if any of the locations would be excluded from this bid- Wildwood/Pond tank at the Bus lot, Grounds Diesel Tank and/or Fenton | |

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____

AUTHORIZED SIGNATURE: PLEASE TYPE OR PRINT NAME AND TITLE:

 Signature Name

 Title

DATE: _____

NOTICE TO DEALERS/VENDORS

Any price bid by dealer/vendor on any item offered to the Rockwood School District shall be the price effective at the date of delivery.

The Rockwood School District reserves the right to accept alternate bids on any or all items where maximum delivery date as listed in the specifications is not met by dealer/vendor.

Signature below of authorized agent for dealer/vendor shall constitute recognition and acceptance of all conditions of the sale as listed above.

Dealer/Vendor Name _____

Authorized Agent/Date _____

***Please Sign and return with Schedule B as your bid. Proposed loaner equipment can be provided on additional paper if necessary.**