

Minidoka County School District #331
310 10th Street
Rupert, Idaho 83350
2019-2020 Fuel Bid Specifications

INVITATION TO BID

Minidoka County School District is accepting bids for Fuel Products, for the 2019-2020 School year. We are accepting bid options for either or both on-site fueling and/or station fueling for buses and their cost comparisons, and station fueling only with card lock for all other vehicles.

This document is available to view and download at www.minidokacountyschools.org or by contacting Ryan Edwards, Transportation Supervisor at (208) 436-3311.

Bids are due by **9:00 am, August 14, 2019** to the Minidoka County School District by mail or hand delivery to Minidoka County School District, 310 10th St. Rupert, Idaho 83350. NO faxed form documents will be accepted.

Bidders must state the current prices as of July 31, 2019, which includes additional shipping or surcharges to the participating school districts. All prices quoted must be the delivered price. Prices quoted should not include excise or other taxes.

No bid may be withdrawn after the time bids are due. Minidoka County School District may, at its option, require a Performance Bond of the successful bidder if such is deemed to be in the best interest of the District.

The bids will be reviewed and a recommendation for award will be made to the Minidoka County School Board at their regular board meeting on Monday, August 19, 2019.

RESERVATIONS

The Minidoka County School District herein expressly reserves the rights to:

1. Reject all bids;
2. Waive any and/or all irregularities in the bids submitted.
3. Base award with due regard to quality, deliverability, and customer service.
4. Reject any bid not in compliance with prescribed public bidding procedures and requirements.

INSTRUCTIONS

1. ADDRESSES

All bids must be sealed in an opaque envelope clearly marked on the outside **“Fuel Products Bid”** and addressed to: Minidoka School District Attn: Fuel Products Bid. 310 10th St., Rupert, ID 83350

2. SIGNATURES

All bids must be submitted on the forms furnished by the school district and be signed and dated by a company representative. Bids will be awarded by fuel type and availability.

3. ERRORS AND CLARIFICATION

Any vendor who finds errors or who needs clarification of this bid document may call Ryan Edwards at Minidoka School District Transportation at 208-436-3311.

4. TIME

Bids will not be considered if filed after the time specified in the advertisement and announcement calling for bids.

GENERAL REQUIREMENTS

1. All bids must state the price of the fuel as of July 31, 2019. Printed documentation verifying the July 31, 2019 fuel price must be included with each bid.
2. Each bid must state the location of fuel pumps, and successful bidders will need to submit the location of the billing office and the name and telephone number of a contact person.
3. Each bid must specify the winter additive used and the amount per gallon that will be charged for adding that additive.
4. Monthly statements must
 - a. Be received by the Minidoka County School District no later than the 5th working day of the month.
 - b. Include separate accounts for each department (i.e. Transportation, Maintenance, Drivers Ed, etc.) as specified by the Transportation and Maintenance Supervisor (accounts using store cardlock program only).
 - c. Include a printout of each department that indicates the date, card number, odometer reading and gallons of fuel of each purchase (accounts using store cardlock program only).
5. Successful bidders must provide copies of invoices or other printed proof of their terminal price on a monthly basis to the Transportation Supervisor of the School District. If the terminal cost to the successful bidder decreases during the budget year, the terminal cost decrease must be passed onto the school. At no time shall the cost of the fuel be above the advertised pump price. The District reserves the right to purchase from any other vendor and locations as necessary.

CARD LOCK SPECIFICATIONS

1. Minidoka County School District will be using their own Pcard program to purchase fuel. In the event that the winning bid does not accept credit cards at the fuel terminal, we will require a card lock type system to include:

- a. 24 hour a day access.
 - b. Single product cards. (i.e. diesel only, unleaded only etc.) Option to regulate the type of fuel allowed when displaying restricted card, preferred.
 - c. All cards must require a pin number for access and vehicle cards must allow for entering an odometer reading.
 - d. Cards to be individually identifiable.
 - e. Lockout to turn off any individual card if lost or stolen
2. Pumps must print out receipts.

DIESEL FUEL SPECIFICATIONS

1. Diesel to be #2 ULSD Diesel, have a maximum of 15 ppm sulfur content and a minimum Cetane index of 47.
2. Diesel fuel must have additive to prevent jelling when the outside temperatures are declining. It will be mandatory that fuel delivered between October 15th and April 15th must have additive, but it is the supplier's responsibility to ensure the fuel does not jell even though these dates are specified. The additive must be sufficient to provide protection to at least -30 degrees Fahrenheit (F).
3. All fuel must be sourced from the Declo Idaho terminal.
4. Fuel must not contain water sufficient to have water paste show positive.

QUALITY CONTROL REQUIREMENTS

1. Fuel samples may be pulled and tested to ensure fuel quality weekly. We reserve the right to change suppliers if fuel quality is not met as outlined below.
2. All onsite fuel will be tested weekly as follows:
 - a. A fuel sample from three different buses will be drawn weekly and tested for water content using water paste. The testing procedure will be videotaped.
3. All onsite fuel will be tested monthly as follows:
 - a. Two buses will be identified as test buses and will only be fueled by the successful bidder.
 - b. A fuel test sample will be drawn from one of those two buses after the bus has returned from a route by District staff and submitted to an independent testing agency.
 - c. The first of six tests will take place in November and the last in April.
4. The cost for testing will be dealt with as follows:
 - a. The District will pay for testing.
5. Failure to meet specifications will be dealt with as follows:
 - a. If two weekly tests do not meet the above specifications then the contract will be considered in breach and a different vendor used for the remainder of the contract.
 - b. If one monthly fuel test does not meet standards then the contract will be considered in breach and a different vendor used for the remainder of the contract.

All questions can be directed to the Transportation Supervisor, Ryan Edwards at (208)436-3311.