

# SCHOOL DISTRICT OF ANDERSON COUNTY BOARD OF EDUCATION

**LAWRENCEBURG, KENTUCKY REQUEST FOR PROPOSAL RFP # 2023-03**

**DIESEL AND GASOLINE FUEL BID**

**BID INSTRUCTIONS**

**Bid Opening: June 2nd, 2023 at 2:00 PM (EST)**

**Bid Opening Location: Central Office, Anderson County School District, 1160 Bypass North, Lawrenceburg, Kentucky 40342.**

**Bid Submission Deadline: June 1st, 2023 at 10:00 AM (EST)**

**Bid Item(s): Diesel and Gasoline Fuel Bid**

**Bid Reference #: Diesel and Gasoline Fuel Bid RFP 2023-03 Contract Start Date: July 1, 2023 – June 30, 2024**

Information pertaining to any item or conditions in this bid request may be addressed to the Finance Department at Central Office with questions regarding technical matters should be addressed to the **Transportation and Maintenance Departments**. Central Office hours are 8:00 a.m. and 4:00 p.m. Monday through Friday, until 10:00 AM of bid submission deadline. The bids received are subject to the terms and conditions contained herein and failure to comply with instructions may disqualify a bid. The Board reserves the right to reject any and all bids. Also, the Board reserves the right to waive defects and informalities in proposals or to accept any proposal as may be deemed to be in its interest.

**District bids are posted on the Anderson County Board of Education’s website: h ttp://**[**www.anderson.k12.ky.us/BIDS.aspx**](http://www.anderson.k12.ky.us/BIDS.aspx)

1. **C ontract Period:** The duration of this contract shall be for July 1, 2023 through June 20, 2024.
2. **L ocation:** The Anderson County Board of Education fuel pumps are located at the Anderson County Bus Garage on 202 East Woodford Street, Lawrenceburg, KY 40342 and Anderson County Middle School on 1 Mustang Trail, Lawrenceburg, KY 40342.
3. **Delivery of Bids:** Bids must be received by 10:00 am eastern standard time on June 1, 2023. Bids received by mail and/or physical delivery after the time designated will not be accepted or considered. Bids shall be enclosed in envelopes which clearly indicate Proposal for Fuel Bids and submitted directly to the Anderson County Board of Education office located at 1160 Bypass North, Lawrenceburg, KY 40342, ATTN: Finance Director.
4. **R esponse Form:** Bidders should issue bid based on criteria of specifications within the RFP. Bid forms must be signed by either an officer or an agent of the bidding firm who is authorized to legally bind the firm. Unsigned bids will be rejected.
5. **C orrection of Mistakes:** All quotations must be in ink or typewritten. No erasures permitted. Mistakes may be crossed out and corrections inserted adjacent. Corrections should be initialed in ink by the person making the correction. All initials will be explained in a visible and appropriate place with the full name of the person making the correction.

**BID INSTRUCTIONS continued**

1. **B id Award:** Bids will be open and read aloud. The Anderson County Board of Education at its regularly scheduled Board meeting will award or reject the bid. Awards will be made using the following criteria. Bidders shall:
	1. Exclude federal excise tax and include the Kentucky state tax as well as any applicable taxes/assessments in premium price per gallon.
	2. List separately the following items in the bid: the cost of delivery, fuel, and the additives.
	3. Deliver fuel, with all carrying charges pre-paid, to pumps indicated at the locations specified herein.
	4. List the octane rating of the gasoline. The minimum octane rating for unleaded gasoline shall be 87.
	5. Deliver gasoline for internal combustion engines that meets ASTM Standards and must be a refined product with or without additive materials and not produce a slight tarnish on a 3” x ½“ thin copper strip when tested. Both gasoline and diesel fuel shall be metered at the time of delivery.
	6. Attach a copy of rack prices to the bid. Bidder shall use dealer rack price plus freight on gasoline and #2 diesel fuel as well as any additives required to preserve the fuel for use. The dealer price is adjustable effective with the issuance of a revised price by the bidder’s supply source.
	7. Supply a copy of rack prices from supply source to the Garage Office each time a delivery is made.
2. **B id Proposal Requirements:** The vendor of the awarded order or contract, agrees to protect, defend, and hold harmless the Board of Education from any suits or demands for payment that may be brought against it for the use of any patented material, process, article, or device that may enter into the manufacture, construction, or form a part of the work covered by either order or contract; and the bidder further agrees to indemnify and hold harmless the Board of Education from suits or actions of every nature and description brought against it for, or on account of, any injuries or damages received or sustained by any party or parties by, or for, any of the acts of the contractor, his/her servants or agents. Any addenda issued, may be viewed online or at Central Office.
3. **T ype of Fuels:**
	1. **Gasoline Standard:** Gasoline purchased shall meet the Society of Automotive Engineers Requirements SAE J312d. Antiknock Index shall be 87 octane minimum. (Alcohol is not acceptable as an octane enhancer.) Volatility Requirement for Kentucky Schedule: January – E, February – E/D, March – D/C, April – C, June – C/D, July – B, August – B, September – B/C, October – C, November – C/D, December – D/E.
	2. **Diesel Standard:** #2 Diesel Federal Specification: ASTM D-975 2-D.
4. **G ifts and Gratuities:** In accordance with KRS 45A.455, acceptance of gifts from contractors and the offering of gifts by contractors are prohibited. No employee of the boards of educations under provisions of the contract issued as a result of this invitation shall accept or receive, either directly or indirectly, from any person, firm or corporation any gift, kickback or gratuity. Any conflicts of interests are strictly prohibited.
5. **R eview and Award:** After the public opening of bids, bids will immediately be evaluated and a recommendation will be drafted for the Board. Any and all bids may be rejected. The established contract shall be non-cancelable during its life except for mal-performance, non-performance, substitution of commodity or other failure to comply on the part of the contractor. In the event of such action being necessitated, the contract shall be null and void upon receipt of written notice from the Anderson County Board of Education.

**BID FORM 2023-03**

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| --- | --- | --- | --- | --- | --- |
| **Product** | **Brand Name** | **Rack Price (per gallon, include state tax)** | **Additives Price** | **Delivery** | **Differential (Overhead and profit)** |
| **Unleaded** |  |  |  |  |  |
| **Diesel** |  |  |  |  |  |

Company Name

Address

City State Zip

Phone Number E-mail

Contact Person

Authorized Signature Date

**NOTE:** *Proposal will not be accepted unless submitted on this form with a copy of the rack prices attached.*