

**ANDERSON COUNTY BOARD OF EDUCATION
1160 BYPASS NORTH
LAWRENCEBURG, KY 40342**

–REQUEST FOR PROPOSAL–

Reference Number: **FUEL-2025**

Title: **Diesel and Gasoline Fuel**

Date information released: May 1, 2024

Closing time of proposals: June 3, 2024 10:00am

Proposal Opening: June 4, 2024 10:00am

General Conditions and Specifications

- 1. CONTACTS**– Information pertaining to any item or condition in this invitation must be obtained by communicating with Josh White, Chief Finance Officer at 502-839-3406. Questions regarding technical matters should be addressed to the Transportation and Maintenance Departments (Terrianna Conway - Transportation Director and Terry Drury - Maintenance Director).
- 2. DURATION OF AGREEMENT**– The intent of this invitation is to receive proposals from any qualified entities to provide diesel and gasoline fuel for the Anderson County Board of Education (“Board”). The duration of the agreement shall be from **July 1, 2024 to June 30, 2025**.
- 3. LOCATION**– 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.
- 4. TYPES OF FUEL**–
 - a. **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.
 - b. **Diesel Standard:** #2 Diesel Federal Specification: ASTM D-975 2-D.
- 5. GENERAL REQUIREMENTS**– Bidders shall:
 - a. Exclude federal excise tax and include the Kentucky state tax as well as any applicable taxes/assessments in premium price per gallon.
 - b. List separately the following items in the bid: the cost of delivery, fuel, and the additives.
 - c. Deliver fuel, with all carrying charges pre-paid, to pumps indicated at the locations specified herein.
 - d. List the octane rating of the gasoline. The minimum octane rating for unleaded gasoline shall be 87.
 - e. 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.
 - f. 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.

g. Supply a copy of rack prices from supply source to the Garage Office each time a delivery is made.

6. **SERVICE PERFORMANCE**– All services performed under contract shall be in accordance with the terms and provisions of the contract. It will be the Anderson County Board of Education's responsibility to insure that such services rendered are performed and acceptable. Major deviations of services performed will not be made without the written approval of the Anderson County Board of Education. Problems which arise under any aspect of performance should first be resolved between the vendor and the Anderson County Board of Education.
7. **CANCELLATION CLAUSE**– 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 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. The vendor shall have received in writing any complaints in these areas and given a stated time for correction before any action to cancel the contract will be taken.
8. **ADDITIONAL ITEMS/SERVICES**– Additional items or services that come within the scope of the contract and found to be needed by the using agency may be added to the contract if mutually agreeable to both vendor and using agency. No additions, either items or services, may occur without the consent of the school systems' financial officer.
9. **PROPOSAL FORM**– Any provider that submits a proposal shall submit the attached "Official Proposal Form." No proposal will be considered unless the Official Proposal Form has been completed, signed, and submitted. The provider shall not add any additional information other than that which is required in the proposal form. Any exceptions taken to the general terms and specifications of the RFP must be clearly identified. If no exceptions are listed it will be concluded that the proposer will meet, in every detail, the conditions stipulated in this RFP.
10. **PROPOSAL SUBMITTAL**– The original, completed copy of this proposal is to be received no later than the closing time indicated above. The proposal may be hand delivered on the date, provided it is presented no later than the closing time indicated above. Proposals should be addressed to:

Josh White, CFO

RE: Fuel 2025

Anderson County Board of Education

1160 Bypass North

Lawrenceburg, KY 40342
11. **PROPOSAL OPENING**– A representative of the provider may be present at the opening of proposals on the date, time, and location stated above, although this is not required. The Board reserves the right to negotiate any or all of the terms of submitted proposals from the providers.
12. **PROPOSAL EVALUATION**– Proposals will be evaluated on multiple factors. Factors will include: relevant experience and cost of services. Other considerations may include: any existing relationship between the Board and the provider and optional services. Any provider that cannot fulfill the list of required services will be eliminated from consideration. The evaluation process will not be completed on the date proposals are opened and there is no set period by which the evaluation process must be completed. All proposals must be honored at least 60 days after the closing time stated above.
13. **SIGNATURE**– An officer or member of the proposed provider, authorized to legally bind the provider, must sign the Official Proposal Form.

- 14. PROPOSAL ISSUES**– The Board reserves the right to waive defects and informalities in proposals, to reject any or all proposals, or to accept any proposal as may be deemed to be in its best interest.
- 15. TAXES NOT APPLICABLE**– Federal excise taxes or Kentucky sales and use taxes are not applicable to any purchase made for use of the Board. Proposals should not include any such taxes. Purchase exemption certificates will be furnished as required.
- 16. NON-DISCRIMINATION**– The Anderson County Public School System does not discriminate on the basis of race, color, national origin, age, religion, creed, marital status, sex, or handicap in employment, educational programs, or activities as set forth in Title IX, Title VI, and Section 504.
- 17. CONFLICTS OF INTEREST**– KRS 45A.455 prohibits conflicts of interest, gratuities or kickbacks to employees of the Board of Education in connection with contracts for supplies or services whether such gratuities or kickbacks are direct or indirect. KRS 45A.990 provides severe penalties for violations of the laws relating to gratuities or kickbacks to employees that are designed to secure a public contract for supplies or services.
- 18. FEDERAL AND STATE LAWS**– Services provided for the Board must be in compliance with all federal and state laws.

**ANDERSON COUNTY BOARD OF EDUCATION
1160 BYPASS NORTH
LAWRENCEBURG, KY 40342**

**OFFICIAL PROPOSAL FORM
FOR
DIESEL AND GASOLINE FUEL FOR ANDERSON COUNTY BOARD OF EDUCATION**

***THE ANDERSON COUNTY BOARD OF EDUCATION RESERVES THE RIGHT TO NEGOTIATE ANY OR ALL OF THE
TERMS OF SUBMITTED PROPOSALS FROM PROVIDERS.***

Provider Identification Information

Name	
Address	
City/State/Zip	
Phone	
Fax	
Designated Contact	
Designated Contact Email	
No of years in business	
Location of any offices/branches	

Length of Agreement

The duration of the agreement shall be from **July 1, 2024 to June 30, 2025**.

Experience

List relevant experience with such accounts as proposed as this one:

References

List not more than 10 client references. (Name, Address, Contact and Contact Phone Number).

Proposed Costs

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

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

The Board reserves the right to waive minor irregularities in proposals, provided that such action is in the best interest of the Board. Any such waiver shall not modify any remaining RFP requirements or excuse the successful Contractor from full compliance with the RFP specifications and other contract requirements.

In order to complete the evaluation process faster, list the name, address, phone number, and email address of the person capable of answering any questions that may arise during the evaluation process. (Print or type)

Name	
Address	
City/State/Zip	
Phone	
Fax	
Designated Contact	
Designated Contact Email	

I hereby submit this proposal on behalf of: _____

Name	
Title	
Signature	
Date	