



# MERIDIAN SCHOOL DISTRICT

*Each student will succeed through quality, inspirational and innovative education*

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**JULY 24, 2015**

## **CALL FOR BIDS**

### **FUELING SERVICES**

1. **INTRODUCTION:** The Meridian School District #505 (MSD) is requesting **SEALED** bids for Fueling Services for the 2015-2016 school year. In order to be considered bids must be received no later than 11:30 a.m. on August 13, 2015. All bids received will be opened and publicly read. Sealed bids may be mailed or hand-delivered to the attention of Superintendent of Schools, Meridian School District Office, 214 W. Laurel Road, Bellingham, WA. 98226. **Envelopes are to be marked “Bid – 2015-2016 Fueling Service”.** Bids received after the above stated closing date and time cannot be considered and will be returned unopened.
2. **EXAMINATION OF SPECIFICATIONS:** Bidders shall thoroughly examine and be familiar with these specifications. The failure or omission of a bidder to receive or examine any form, instruments, addendum, or other document or to visit the site when required to acquaint him or herself with existing conditions, shall in no way relieve any bidder from obligations with respect to this bid or any other resulting contract. Contractors must take all existing conditions into consideration prior to submitting a bid. No change orders will be accepted for existing conditions. The submission of a bid shall be taken as prima facie evidence of compliance with this section.
3. **SCOPE OF BID:** Bids are being solicited from qualified Vendors who are interested in furnishing MSD with Fueling Services for all Maintenance and Transportation department vehicles at Vendor’s pumping facility (card lock) or on-site delivery with fleet fueling. Bidders are not required to bid on both card lock and on-site fueling; they may bid on both or either one.
4. **CARD LOCK VEHICLE FUELING SYSTEM SERVICE (Gasoline & Diesel):**
  - 4.1 Service offered must provide fuel pumps activated by a plastic card, or other similar access device or method. Vendor will be required to provide such access for each vehicle authorized to use the service. Bidders must provide a copy of printed guidelines and procedures with his/her bid.
  - 4.2 Card Lock service must be located within close proximity to the District Transportation and Maintenance facilities at 194 West Laurel Road, Bellingham, WA, 98226. The value of District employees’ time required to drive to and from the card lock facility and for fuel consumed for fueling will be a consideration in evaluating bids submitted.

**4.3** Card lock facility must be open and easily accessible to user 24 hours each day, seven (7) days a week. Air and water for vehicles must be available to users at the facility, free of charge. Bidders must provide a description of facility, including locations, layout, services, amenities, etc. with bid, including the extent of the bidder's experience providing card lock services. Facility must also be capable of simultaneously accommodating up to two (2) District buses up to 40 feet in length with easy in-and-out service.

**4.4** Pricing will be the OPIS prices as of 6:00 am, August 13, 2015.

The Contractor must verify price (or standard price for ULSD and regular unleaded gasoline) of each type of fuel by attaching a copy of the suppliers' price sheet to their bid. (Note: the District will require an attached copy of the suppliers' price sheet to each invoice statement).

**4.5** Invoices for service must identify card number, vehicle, product, gallons, cost per gallon, total cost of draw, date and time. Vendor must have the ability to exclude federal excise tax on invoices submitted to the District for product supplied under this contract. Bidders are asked to provide a sample invoice with their bid.

**4.6** Each bidder must provide information for three (3) local card lock fueling references of significant size, including any other public agencies who are currently using the service and who are familiar with it. This must include name, telephone number of a contact, duration of contract, annual volume and any other information that the bidder believes would be of interest to the District.

## **5. ON-SITE FLEET FUELING (Diesel only):**

**5.1** On-site fueling would require the fueler to follow an established fueling schedule for each bus and have the flexibility to fuel extra buses upon request.

**5.2** Pricing will be the Pricing will be the OPIS prices as of 6:00 am, August 13, 2015. The Contractor will bid the rack price as the price per gallon of product and shall include delivery FOB Meridian School District Transportation Department, 194 West Laurel Road, Bellingham, WA. 98226.

The Contractor must verify price (or standard price for ULSD and regular unleaded) of each type of fuel by attaching a copy of the suppliers' price sheet to their bid. (Note: the District will require an attached copy of the suppliers' price sheet to each invoice statement).

**5.3** Fuel is to be delivered to individual bus tanks. There will be an average of 13 daily-use and 22 total buses per delivery. The fleet is available after 5:30 pm until 6:00 am and 10:00 am until 1:00 pm Monday through Friday, and all weekend. Once per week fueling is adequate.

- 5.4 Fleet fueling vehicle must have hose with enough length to fill vehicles parked in a locked garage.
- 5.5 Contractor must provide a system and or systems that separate each delivery by vehicle and have this information accessible to District administration daily. Invoices for service must include vehicle, product, gallons, cost per gallon, total cost of draw, date and time. Vendor must have the ability to exclude federal excise tax on invoices submitted to the District for product supplied under this contract. Bidders are asked to provide a sample invoice with their bid.
- 5.6 The contractor must comply with all applicable Federal, State, and Local laws pertaining to on-site fueling.
- 5.7 Contractor must provide a Certificate of Insurance naming the Meridian School District as an additional insured with an endorsement. Coverage should include general liability coverage in the amount of one million (\$1,000,000.00), auto liability and pollution liability.
- 5.8 Each bidder must provide information for three (3) on-site fueling references. This must include name, telephone number of a contact, duration of contract, annual volume and any other information that the bidder believes would be of interest to the District.
6. **CONTRACT TERM:** This will be a requirements type contract and shall remain in effect for a period of one (1) year, for the period beginning September 1, 2015 and continuing through August 31, 2016.
- At the option of the District this contract may be renewed for four (4) consecutive renewal periods of one (1) year each by mutual agreement set forth in writing thirty (30) days prior to the expiration date of the current contract.
7. **QUANTITIES:** All quantities listed herein are estimates only. This contract will be based on actual requirements. Volume usage during the 12-month period is estimated to be approximately 30,000 gallons of diesel. These estimates are based on record of previous year's consumption, and are not guaranteed, but provided for bidding purposes only.
8. **PRODUCT OCTANE RATING:** Gasoline provided must have a minimum octane rating of 87 for unleaded regular gas and must conform to ASTM-D432. The District reserves the right to analyze fuel at any time during the contract period. If the fuel is found to be substandard, the District will serve written notice for immediate correction (within ten (10) days). If correction does not occur within this ten (10) day period, the District may cancel the contract and purchase service from another supplier. The District may also seek compensation for any loss due to Vendor's breach of contract.
9. **FIXED MARGIN:** The Contractor will bid a fixed margin that will be used to calculate the lowest responsive bid. The margin will be set for the life of the contract and will not change.
10. **TAXES:** Hazard/Environmental taxes and Washington state or fees will be listed separately from rack price and margin. State or Federal fuel/road tax is not to be included in unit prices.

11. **PRICE DE-ESCALATION/ESCALATION:** The prices in this contract shall deescalate/escalate in exact proportion to established rack price. The contractor will send to the District the suppliers' price sheet showing the new effective date.
12. **BONDS:** Meridian School District reserves the right to require the successful Bidder to furnish a performance bond before entering into a formal contractual agreement for these services.
13. **QUESTIONS:** Any questions regarding specific specifications should be directed via email to:

Card Lock & On-Site Fueling:  
Mark Dennis, Transportation Director  
[mdennis@meridian.wednet.edu](mailto:mdennis@meridian.wednet.edu)

Questions regarding bids, public works requirements, contract and bonds should be directed to:  
Daniel Yorton  
Director of Business & Finance  
[dyorton@meridian.wednet.edu](mailto:dyorton@meridian.wednet.edu)