



ELMORE COUNTY BOARD OF EDUCATION

100 H.H. Robison
P.O. Box 817
Wetumpka, AL 36092

Phone: 334-567-1200
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Richard E. Dennis, Superintendent
Jason M. Mann, CSFO

July 20, 2021

Gentlemen:

The Elmore County Board of Education invites you to participate on the upcoming Petroleum Products Bid. Bids will be received until **9:30 A.M. CST**, at the Elmore County Board of Education 100 HH Robison Drive, Wetumpka, Alabama 36092.

Envelopes containing bids must be sealed and marked in the lower left hand corner **ECBOE PETROLEUM PRODUCTS BID, July 29, 2018 9:30 A.M.** All bid prices must be submitted on the attached bid proposal form and signed by an authorized representative of the firm. **NO FAX BIDS OR VERBAL BIDS WILL BE ACCEPTED.**

Any bid over \$ 10,000.00 requires a 5% bid bond. An irrevocable letter of credit or certified check may be accepted in lieu of the bid bond required under the state competitive bid law.

Any questions regarding the specification or the bid process should be directed to Jason Mann, Chief Financial Officer, 100 H. H Robison, Wetumpka, Al. 36092.

Your interest in submitting a bid to our Board is appreciated.

Sincerely,

Richard Dennis
Superintendent

Jason Mann
Chief Financial Officer

Enc

Every student empowered. Every student succeeds.

BOARD MEMBERS

Michael Morgan-Chairman Dale Bain-Vice Chairman Leisa Finley Joey Holley David Jones Wendell Saxon Brian Ward

GENERAL SPECIFICATIONS

Vendor is to monitor and maintain fuel levels for all above and underground tanks owned by Elmore County Board of Education and supply, service and repair pumps, tanks and auxiliary equipment at all locations at no additional cost. Vendor is also expected to supply low sulfur fuel that has an adequate amount additives to assure that algae does not affect the performance of diesel engines in the Elmore County fleet.

I. Intent of Bid

- A. **The intent of these specifications is to set forth and convey to prospective bidders the general type, character and quality of the REGULAR UNLEADED GASOLINE AND ULTRA LOW SULFUR# 2 DIESEL FUEL PROVISION SERVICES that must be supplied to the Elmore County Board of Education and to establish a contract between the owner and bidder for supplies or items described herein.**
- B. It is the Board's intent to pay the State Bid Price or lower for all our petroleum products.
- C. It is the discretion of the Elmore County Board of Education to accept the lowest submitted bid or elect to accept the State Bid Price.

II. Qualifications of Bidders

- A. Bids will be accepted only from firms engaged on a full time basis in the petroleum business. Bidders must be able to demonstrate that, their sales and distribution facilities can adequately serve the established needs of the Elmore County Board. The Board reserves the right to make this determination.
- B. All bidders bidding in amounts exceeding \$20,000.00 must be licensed under Provision Title 46, Chapter 4, *Code of Alabama* 1975.
- C. Delivery shall be transported in transport trucks and in small tanker trucks in accordance with size of delivery and size of tanks to assure no damage to tank systems.

III. Terms and Conditions

- A. **Bid price is to be an inclusive price with no further charges made against the Elmore County Board of Education. Prices quoted must indicate your profit margin at the time of bid, and shall remain firm for the period of (1) year from August 1, 2021 through July 31, 2022 with the option to extend for two additional years at same fixed rate per gallon. An extension shall be by mutual consent of both parties to the contract. The option to extend shall be executed annually.**

- B. Vendors shall quote a **fixed** rate of overhead/profit. Vendor shall state the terminal from which he is bidding and supply a copy of the rack prices from that terminal for **July 29, 2021** with their bid. Failure to submit a copy of rack prices shall be cause for rejection of bid.
- C. All prices are to be quoted as a total net price per unit with all applicable taxes included. Elmore County Board of Education is exempted from all sales and use taxes under the provisions of Title 40, Chapter 23, Section 4(15), *Code of Alabama* 1975.
- D. Addition state and federal taxes are to be paid by supplier and it is their responsibility to file with IRS for any refunds.

IV. Specifications

- A. At the time bids are submitted, a firm bidding a specific product is to provide with it complete specifications and technical data applicable to the unit and/or units bid. A firm failing to submit this information with its bid will not be considered in evaluation for award. If a specific brand is not listed for an item, owner reserves the right to reject the bid on this particular item.
- B. Specifications are not intended to eliminate any reputable manufacturer or bidder. So that true and accurate comparisons may be made, bidder shall include a detailed statement indicating wherein products offered deviate from specifications. If this statement is not submitted with the bid, it will be presumed the bidder proposes to meet the specifications in every respect; and if awarded the contract, performance on this basis will be required. Any item not conforming to specifications may be rejected at the vendor's expense.
- C. The name of a certain brand, make or manufacturer, or definite specification is to denote the quality of the article desired, but does not restrict the bidder to the specified brand, make or manufacturer, or specification named. It is set forth to convey the general style, character, and quality of the article desired to the prospective bidder. Whenever the words "or approved equal" appear in the specifications, they shall be interpreted to mean an item of material or equipment similar to that named, and which is suited to the same use as that named and which is approved by the business office.
- D. Bidders will not be required to furnish samples at the time of the bid opening, but the owner reserves the right to request samples at a later date prior to awarding the bid.

- E. Bidders are expected to supply **Ultra Low Sulfur Fuel** that has an adequate amount of **additives** to assure that algae does not affect the performance of diesel engines in the Elmore County fleet.
- F. Bidders are expected to supply **Unleaded Gasoline**.

V. Method of Award

- A. This bid will be awarded on an individual or lump sum basis as owner deems to be in his best interest.
- B. The lowest responsible bidder who guarantees continuous sales and equipment service to our account will be awarded the bid. Service refers to supplying the Board of Education with gasoline, diesel, and other petroleum products to all Elmore County schools.
- C. The following factors will be considered in determining the lowest responsible bidder:
 - a. Overall quality
 - b. Conformity with specifications, both general and specific
 - c. Dates of delivery
 - d. Unit price
 - e. Monitoring and maintaining adequate fuel tank levels
 - g. Maintaining equipment related to the dispensing of gasoline to ECBOE vehicles
- D. The Board of Education reserves the right to reject any and/or all bids, to waive all formalities in bidding, to be the sole judge of quality and equality of the several bid proposals and to award the contract to the most desirable bidder.
- E. The successful bidder will be required to furnish all material, equipment, and/or service at the bid price, within the terms of the bid. In the event the bidder fails to comply with the terms of the bid or fails to deliver within a reasonable period of time as determined by the owner, the owner reserves the right to cancel the award and buy, from the next lowest bidder, the items needed. The original successful or low bidder will be charged the difference in the original bid price and the price the owner has to pay.
- F. **In accordance with the Alabama State Bid Law 3% rule, preference will be given to resident bidders from the Standard Metropolitan Statistical Area. The Elmore County Board defines SMSA area to be within Elmore County boundaries.**

VI. Delivery

Vendor shall provide service at all Elmore County Schools.

VII. Estimated Quantity

We are currently operating approximately 163 diesel buses, 55 gasoline vehicles and 6 diesel service vehicles.

All quantities are approximate and, since owner cannot anticipate all needs in advance, additional quantities may be requested as the need arises. Actual purchases may be plus or minus those listed, however, no guarantee as to actual purchases is made.

VIII. Terms of Payment

- A. Vendors will be paid for merchandise upon receipt of acknowledgment of delivery and after vendor has invoiced the Board for same and all necessary documentation has been indicated. Invoices shall be prepared only after materials have been delivered.
- B. It is understood that invoice will be based on OPIS price for day of delivery and OPIS Publication for that date are to be provided.

If further information or bid clarification is needed, please contact Jason Mann (334) 567-1200. If technical information is needed regarding our bus fleet, or if specific geographical information about existing equipment is needed, please contact Ray Mullino (334)567-1229.

IX. Insurance

- A. Unless otherwise required by Special Conditions of this Invitation to Bid, if a contract is awarded, the successful bidder will be required to purchase and maintain during the life of the contract, Comprehensive General Liability Insurance, Comprehensive Automobile Liability Insurance, and Workman's Compensation Insurance with limits of not less than those set forth below.
- B. Comprehensive General Liability Insurance, Liability limits of a minimum of \$1,000,000.00 each occurrence and \$ 1,000,000.00 aggregate.
- C. Comprehensive Automobile Liability Insurance: Liability limit of a minimum \$1,000,000.00 any one accident.
- D. Workmen's Compensation Insurance: Statutory coverage.
- E. The bidder shall provide the Elmore County Board of Education with Certificates of Insurance evidencing the coverage required above. Such certificates shall provide that the Board be given at least 30 days prior written notice of any cancellation of, intention to not renew, or material change in such coverage. Bidder shall provide Certificate of Insurance before commencing work in connection with the contract.

- F. The providing of any insurance requires herein does not relieve the bidder of any of the responsibilities or obligations assumed by the bidder in this contract.

ELMORE COUNTY BOARD OF EDUCATION
PETROLEUM PRODUCTS BID
Thursday, July 29, 2021

BID PROPOSAL FORM

Gasoline

The undersigned bidder has fully examined the specifications and fully understands each instruction.

The undersigned bidder also proposes and agrees to furnish for approximately one school year, beginning August 1, 2021 and continuing through July 31, 2021, fuels in the approximate quantities as listed at the agreed prices which is set forth in the proposal.

Delivery to all Elmore County Schools and the Elmore county Board of Education Bus Shop approximately 225,000 gallons (gasoline and diesel).

Rack Price\$ _____
(attach OPIS Publication for April 20,2018 to support this price)

Total Profit Margin Per Gallon\$ _____

Other _____

Total Price Per Gallon \$ _____

Minimum Octane Rating _____

ELMORE COUNTY BOARD OF EDUCATION
PETROLEUM PRODUCTS BID
July 29, 2021

BID PROPOSAL FORM

#2 DIESEL

The undersigned bidder has fully examined the specifications and fully understands each instruction.

The undersigned bidder also proposes and agrees to furnish for approximately one school year, beginning July, 2018 and continuing through June 2019, **#2 Diesel with a minimum Octane Rating of 45, SL BOCLE rating of 3,100 grams** in the approximate quantities as listed at the agreed prices which is set forth in the proposal.

Rack Price\$ _____
(attach OPIS Publication for April 20, 2018 to support this price)

Total Profit Margin Per Gallon\$ _____

Other _____

Total Price Per Gallon\$ _____

The undersigned, as bidder, hereby declares that he has examined the instructions, conditions, and specifications, and has informed himself fully in regard to all conditions contained therein.

The undersigned is:

1. a corporation organized and existing under the laws of the State _____ or
2. a partnership consisting of _____
or
3. an individual traded as _____
of the City of _____

BIDDER

ADDRESS

CITY

STATE

ZIP

TELEPHONE NUMBER
