



Aberdeen
School District

*Our Children,
Our Schools,
Our Future*

INVITATION TO BID FUEL PRODUCTS

Notice is hereby given that the Aberdeen School District is accepting 2020-2021 fuel bids for the following:

Regular, unleaded and diesel fuels for district buses and vehicles.

Full specifications can be obtained through the District website at www.asd5.org. Bids will be received until 2:00 p.m. on Friday, August 7, 2020, at the Administration Building of the Aberdeen School District No. 5, 216 North G Street, Aberdeen, Washington, 98520, at which time all bids will be publicly opened.

No vendor may withdraw or alter their bid after the hour set for the opening until and unless the award of the contract is delayed for a period of more than thirty (30) days from the date of opening.

The Board of Directors of the Aberdeen School District No. 5 reserves the right to reject any or all bids and to waive all informalities in the bidding and to accept the bid deemed best for the school district.

Publish: July 22, 2020
 July 29, 2020

ABERDEEN SCHOOL DISTRICT NO. 5
Aberdeen, Washington

INSTRUCTIONS TO BIDDERS

Definitions and Interpretation:

1. Interpretation - Questions regarding specifications should be addressed to Amber Diel at adiel@asd5.org or by calling 360-538-2012. They will be answered on the web site with information available to all potential bidders.
2. Submission Of Bid - Bid shall be enclosed in a sealed envelope with the name of bidder on the upper left-hand corner and the words FUEL BID written in lower left corner. ALL BIDS SHALL BE MADE ON BID FORMS PROVIDED.
3. Signature - Each bid must be signed by the bidder with his/her usual signature. The name of each person signing shall also be typed or printed with the signature.
4. Prices – Shall be quoted as specified on bid document. Bids shall not include sales tax. Prices bid shall be firm for a period of 120 days following bid opening.
5. Quantities – Quantities indicated or estimated are subject to increase and decrease as determined by the school district.

Consideration of Bid:

1. Opening of Bids - All bids will be opened publicly and read aloud at the time and date specified in the Invitation to Bid. No vendor may withdraw or alter their bid after the hour set for the opening until and unless the award of the contract is delayed for a period of more than thirty (30) days from the date of opening.
2. Late Bids - Any bid received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.
3. Bid Award - Bid will be awarded to the lowest, most responsible bidder as defined in RCW 43.19.1911 (9). The Aberdeen School District No. 5 reserves the right to reject any or all bids and to waive all informalities in the bidding or to accept the bid deemed best for the school district.
4. Rejection of Bids - No oral, electronic or telephonic modifications of any bid submitted will be considered.
5. Bid Errors – A bidder who claims a bid error and fails to enter into a contract is prohibited from bidding on the project if a subsequent call for bids is made.
6. Protest of Bid Award – Any vendor protesting a bid must file the protest in writing within two full business days following bid opening. If a written protest is filed, the district will not execute a contract without first giving the protesting vendor a two-day notice of intent to execute the contract.

Aberdeen School District No. 5

**2020-2021
Fuel Products Bid Specifications**

The Aberdeen School District is accepting fuel bids for the 2020-2021 school year ending August 31, 2021. Bids are requested for the following:

- E-10 unleaded (approximately 5,000 gallons per year)
- ULS diesel (approximately 38,000 gallons per year)
- "ULS diesel containing additive (approximately 38,000 gallons per year.)

The successful bidder shall invoice the district monthly and provide the district copies of wholesale invoices upon request.

Bidders assure the Aberdeen School District that its agency will comply with all state and federal guidelines and/or regulations. Therefore, all contracts for goods and services will be considered and will not be discriminated against on the basis of race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a disabled person. This is in accordance with Title VI of the 1964 Civil Rights Act, July 26, 1990.

Additional Specifications for Fuel

1. Fuel will be available from the vendor's place of business using a "card lock" system.
2. At least one (1) fueling station must be within a one-mile radius of the district's Transportation Department, located at 3030 Bay Ave., Hoquiam, Washington.
3. Fuel must be available on a 24-hour basis.
4. The fueling station must be able to accommodate all district vehicles, including its largest school buses.
5. The fueling station must be well lit and conducive to vehicle and personal safety and security.
6. A plastic or plastic-coated card will be provided for each district vehicle that will allow access to the fuel pumps.
7. The card will be encoded so that the card identifies the vehicle to which it is assigned.

8. The card will be coded to provide the following billing information:
 - a. Card number
 - b. Time and Date of Purchase
 - c. Location of Purchase
 - d. Type of Product Purchased
 - e. Quantity Purchased
 - f. Unit Price
 - g. Total Dollars Purchased

9. The monthly invoice will itemize the individual purchases containing the information in Item No. 8, as well as a summary of the total quantities and dollar amounts of each type of product.

10. The pricing shall be based on the Tacoma OPIS "Rack Price" as of July 30, 2020, at 12:01 a.m. Pacific Time. The contractor will bid the rack price as the price per gallon of product without applicable taxes and include delivery and margin. Bidder shall include the printout showing the prior-day pricing that bid was based on before any mark-up was included in the final per-gallon price.

Fixed Margin: The contractor will bid a fixed margin that will be used to calculate the lowest responsible bid. The margin will be set for the life of the contract and will not change.

The bid shall contain a breakdown and description of the price, delivery and margin listed separately.

11. Questions: Questions regarding specifications should be directed to:
Amber Diel, Purchasing Coordinator
Business Office, (360) 538-2012

Aberdeen School District No. 5

Fuel Products Bid Form
2020-2021

| | OPIS Tacoma Rack Price Per Gallon July 30, 2020 | Margin/Markup | Total Price Per Gallon |
|--|---|---------------|---------------------------|
| E-10 Unleaded (Approx. 5,000 gallons per year) | | | |
| ULS Diesel (Approx. 38,000 gallons per year) | | | |
| ULS Diesel Containing Additive (Approximately 38,000 gallons per year) | | | |

Bid Opening: 2:00 p.m., Friday, August 7, 2020

The undersigned agrees to all stipulations included in the specifications and to deliver items specified at the prices listed.

LEGAL Name of Vendor _____

Signature _____ Name Printed _____

Address _____ Phone _____

_____ FAX _____

_____ Date _____



**Certification Regarding
Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name _____

Date _____

By _____

Name and Title of Authorized Representative

Signature of Authorized Representative

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.