

REQUEST FOR BIDS

DIESEL AND GASOLINE

RETURN TO: Aaron Butch Fealy
Operations Director
Moscow School District No. 281
650 N. Cleveland Street
Moscow, ID 83843
(208) 882-1120

Bid Opening: 2:00 P.M. (PST) February 20, 2024

SCOPE OF CONTRACT

The Moscow School District intends to contract for the supply of diesel for school buses and regular unleaded gas for maintenance vehicles.

The diesel fuel shall be No. 2 Ultra Low-Sulfur on-road clear and have a Cold Filter Plug Point of -16 degrees from November 1 to February 28. The regular unleaded E 10% gas should be at least 87 octane.

Approximately 26,000 gallons of diesel fuel will be picked up during the one-year period of this agreement primarily during the school months. The majority of the fuel will be pumped into the buses between 9:00 a.m. and 7:00 p.m. by District employees filling an average of six (6) buses per day. Maintenance vehicles will be filled when needed, requiring approximately 3,500 gallons during the same time.

The ability to fuel buses and other vehicles on a 24-hour basis, seven (7) days per week is a desired option but will not be the determining factor in awarding the contract.

The District shall consider price and fuel dispenser location and convenience of service in determining the award of the contract. In addition, the District will consider the ability and capacity of the bidder to provide the services required.

BID PRICE

The vendor bid price will be the Value Added Amount (VAA) required to perform the contract. VAA is defined as the supplier margin required above the combination of the OPIS P.A.D. Report Price (OPRP) and the State Tax Requirement (STR) to supply the fuels for the contract.

Therefore, the price of the fuel will be equal to $VAA + OPRP + STR$, contract price adjustments.

The contract prices for fuels will be allowed to increase or decrease during the term of the contract based on a change in State Tax Requirement and/or a change in the vendor's certified supplies listed price for one of the following cities: Seattle, Pasco, Spokane, or Portland, as reported in the daily publication, Oil Price Information Service (OPIS). The effective date of the price change will be the day following the date of the OPIS publication which reflects the change.

The Moscow School District Business Office will be the approving authority for adjustments to contract price structure. Prices will be determined daily based on OPIS and the procedure described above.

The vendor's margin will be preserved as the Value Added Amount (VAA) which will not change during the contract period, or any subsequent renewal period.

TERMS OF THE AGREEMENT

The terms of this agreement will be for one (1) year beginning March 1, 2024, to February 28, 2025.

RECORD OF PURCHASES

Contractor shall keep record of all fuel provided under this contract which shall include date, amount and type of fuel and vehicle unit number. Monthly billing will include totals by vehicle unit number. *NO ADDITIONAL CHARGE WILL BE ALLOWED FOR THE SEPARATE BILLING BY VEHICLE.*

INTERPRETATION, CORRECTIONS OR CHANGES

Any interpretation, corrections or changes to this request will be made by formal addendum by the Moscow School District.

DEADLINE FOR THE SUBMISSION OF PROPOSAL

Proposals will be received until 2:00 P.M., PST, on February 20, 2024, in the office of:

Moscow School District 281
Attn: Aaron Butch Fealy
650 N. Cleveland Street
Moscow, Idaho 83843.

Bid Form

Bid the Value Added Amount (VAA) required to perform the contract for the dispensing of diesel fuel and regular unleaded gasoline. **THE ACTUAL DELIVERED PRICE OF FUELS WILL BE EQUAL TO:**

- 1) The Value Added Amount (VAA)
PLUS
- 2) The OPIS P.A.D. Report Price (OPRP)
PLUS
- 3) The State Tax Requirement (STR) including transfer fee

Applicable Idaho State Tax to be added to invoice by successful vendor. Moscow School District is not subject to Federal Fuel Taxes.

#2 Ultra Low-Sulfur Clear Diesel _____/gal VAA

Regular Unleaded E 10% Gasoline _____/gal VAA

Supplier

Location

Brand

Note: Describe your ability to provide 24-hour service, 7 days per week.

Printed Name of Bidder

Phone Number

Signature of Bidder

Date

Mailing Address

City, State, Zip Code