

**BID PROPOSAL FORM – PAGE 1**

BIDS SHALL BE SUBMITTED TO:

Mr. Dean McCoury  
The School District of Jackson County  
2903 Jefferson Street, P. O. Box 5958  
Marianna, Florida 32447  
850-482-1328

BIDS WILL BE OPENED:

Monday, June 7, 2010 @ 11:00 a.m.

ENVELOPE SHALL BE MARKED:

**Government Ultra Low Sulfur Dyed #2 Diesel Fuel**

UPON AWARD, BIDS WILL BE FIRM FOR:

School Years July 1, 2010 through June 30, 2013 (3 years)

<b>BID NUMBER</b>  <b>11-01</b>	<b>BID TITLE</b>  <b>Government Ultra Low Sulfur Dyed #2 Diesel Fuel</b>
<b>VENDOR</b>	
<b>VENDOR MAILING ADDRESS</b>	
	<b>VENDOR PHONE</b>
<b>AUTHORIZED SIGNATURE (PRINT)</b>	
<b>AUTHORIZED SIGNATURE (SIGN)</b>	

**GENERAL CONDITIONS**

**SEALED BIDS:** All bid sheets and this form must be executed and submitted in a sealed envelope. The face of the envelope shall contain, in addition to the School Board name and address, the bid title and the date and time of bid opening. Bids not submitted on the attached bid form shall be rejected and those, which do not comply with the general and special conditions stated herein, are subject to rejection.

**EXECUTION OF BID:** Bid must contain a manual signature of authorized representative in the space above. Bid must be typed or printed in ink, and all corrections made by bidder to his bid price must be initialed. The vendor name shall also appear on each page of the bid as required.

**BID OPENING:** Bid opening shall be public, on the date and time specified on the bid form. It is the bidder's responsibility to assure that his bid is delivered at the proper time and place of bid opening. Bid tabulations will be furnished upon written requests within an enclosed, self-addressed stamped envelope. Bid tabulations will also be posted at the agency address above where the bids are opened, and may be examined during normal working hours.

**PRICES, TERMS, AND PAYMENT:** Firm net price shall be bid and include all packaging, handling, shipping charges and delivery F.O.B. to designated destination. Bidders may offer a cash discount for prompt payment. However, such discounts should not be considered in determining the lowest net cost for bid evaluation. Delivery date shall be specified as from date of purchase order to the successful bidder.

**SERVICE AND WARRANTY:** Bidder shall define any warranty service and replacements that will be provided during and subsequent to award, and to what extent service facilities are provided. Descriptive literature must accompany the bid, if item bid is other than that specified.

**INVOICING AND PAYMENT:** The vender shall be paid upon submission of properly certified invoices at the prices stipulated on the bid, after delivery and acceptance of goods, less deductions, if any. An original and 3 copies of the invoice will be appreciated.

**THE BOARD RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS AND/OR ACCEPT THE ONE MOST BENEFICIAL TO ITS OPERATION.**

**THE SCHOOL DISTRICT OF JACKSON COUNTY  
MARIANNA, FLORIDA 32447  
BID PROPOSAL FORM – PAGE 2**

**To: The School District of Jackson County, Florida**

**Bidder to write in this Column Only**

Bid Number 11-01	Bid Title Government Ultra Low Sulfur Dyed #2 Diesel Fuel	Complete Name of Bidder
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Item Number	Description of Item	Quantity & Unit	Price Per Unit Shown	Bidder Must Indicate Below Brand and Model Numbers
1.	<b>Government Low Sulfur Dyed #2 Diesel Fuel</b>			
		100,000 Gallons (Estimated)		
	A. Name of posting or postings, to be used for base price; i.e., Gulf, Tenneco, etc. _____			
	B. Location of posting: i.e. Gulf Coast, St. Mark's, Jacksonville, etc. _____			
	C. Posted price per gallon which is effective <u>July 1, 2010</u> . Provide document at bid opening. _____			
	D. Vendor's firm mark-up per gallon delivered to various locations, which shall remain firm for the duration of the agreement. (This figure should include vendor's overhead, the environmental assessment, the superfund assessment, transportation costs, profit, etc.) _____			
	Total of C and D above	<input style="width: 200px; height: 20px;" type="text"/>		
	_____ Signature			
	_____ Date			
	<b>See Attached Special Conditions (If Any)</b>			

**THE SCHOOL DISTRICT OF JACKSON COUNTY  
MARIANNA, FLORIDA 32447  
BID PROPOSAL FORM – PAGE 3**

**To: The School District of Jackson County, Florida**

**Bidder to write in this Column Only**

Bid Number	Bid Title	Complete Name of Bidder
11-01	Government Ultra Low Sulfur Dyed #2 Diesel Fuel	

**SPECIAL CONDITIONS**

The fuel oil delivered to the various locations within Jackson Count shall be Grade 2 Fuel as recommended by the manufacturers of the heating systems and shall meet the requirements of the American Society for Testing Materials (ASTM), designation D396-69, with a maximum Sulfur content not exceeding 15ppm for Grade 2.

The fuel oil shall be delivered to the various schools of Jackson County to owned storage tanks.

This invitation to bid contemplates the furnishing of Government Ultra Low Sulfur Dyed #2 Diesel Fuel on an “AS NEEDED” basis for the School Board of Jackson County, for the period beginning July 1, 2010, and ending June 30, 2013 both dates inclusive. The estimated annual consumption for Government Ultra Low Sulfur Dyed #2 Diesel Fuel is 100,000 gallons. The School Board of Jackson County, Florida does not guarantee that such quantity will be purchased during the period listed herein, and the Board may, at its sole option, purchase more or less than the estimated annual consumption depending upon its needs.

The successful bidder shall provide a “KEEP FULL” service, and shall deliver the fuel oil within 8 hours or a request for delivery at any of the locations listed by the Jackson County School Board.

The School Board shall at all times reserve the right to take samples from the vendor’s delivery truck or vehicle for the purpose of running a distillation test and such test failing to meet the specification required herein, the Government Dyed Fuel Oil #2 will be rejected and be cause for immediate cancellation of any further deliveries during the above mentioned period.

During the term of this agreement, the Jackson County School Board will, from time to time, monitor fuel pricing from sources other than the contract supplier. Should the Board in the Board’s sole judgment, find that the pricing from the contract supplier is non-representative of the market, the Board shall have the option to request from the contract supplier renegotiation of pricing. If an agreement cannot be reached within five (5) working days after the Board has notified the contract supplier of its intent to renegotiate pricing, the Board shall have the option to cancel this agreement giving thirty (30) days written notice.

**NOTE:** It shall become the responsibility of the bidder to claim the reimbursement from IRS for the Federal Excise tax on gasoline and the Federal Excise Tax on diesel, rather than pass this responsibility on to the Jackson County School Board. The Board will provide the bidder with a certificate, upon payment of each invoice; stating that the district will not claim reimbursement from the IRS for the gallonage.

**\*Forming part of this bid, the bidder shall agree to furnish delivery invoices/tickets. ALL MOTOR/HEATING FUEL SHALL BE OFF LOADED METERED WITH A PRINTED TICKET, AND PROVIDE A SEPARATE OLL LOADED METERED TICKET FOR EACH NUMBERED TANK AT DELIVERY LOCATION. Ticket(s) shall be signed at location, and a copy delivered to the Fleet Manager, at the Bus Garage within two (2) working days of delivery.** Attach copies of invoices/tickets to an itemized statement and then mail to the School Board of Jackson County, Purchasing Department, P.O. Box 5958, 2903 Jefferson Street, Marianna, Florida, 32447, for processing, **no later than the 5<sup>th</sup> day of each month.**

Should there be an increase/decrease in your posted price during the contract period, proper documentation shall be submitted to the Board on forms furnished by the supplier of the fuel oil delivered to the Board supporting the maximum legal price and shall be within any guidelines or restrictions governing cost, as set forth by the federal government. This information must be furnished to the Purchasing Manager, of the Jackson County School Board, Marianna, Florida, 32447, for prior approval.

The School Board of Jackson County reserves the right to accept or reject any or all bids and to waive technicalities in any bid and award the purchase in the best interest of the School Board. Should there be a need, professional assistance will be sought in determining the lowest and best bid

Bidders may offer a cash discount for prompt payment; however, such discounts shall not be considered in determining the lowest net cost for bid evaluation purpose.

**ALL ON SITE VENDORS MUST BE REGISTERED UNDER THE JESSICA LUNDSFORD ACT.**

**THE SCHOOL DISTRICT OF JACKSON COUNTY  
MARIANNA, FLORIDA 32447  
BID PROPOSAL FORM – PAGE 4**

**To: The School District of Jackson County, Florida**

**Bidder to write in this Column Only**

Bid Number	Bid Title	Complete Name of Bidder
11-01	Government Ultra Low Sulfur Dyed #2 Diesel Fuel	

**Bus Fuel Tank Locations**

Bus Barn – 2789 Penn Avenue, Marianna, FL

Graceville High School – 5593 Brown Street, Graceville, FL

Malone School – 5361 9<sup>th</sup> Street, Malone, FL

Sneads High School – 8066 Old Spanish Trail, Sneads, FL

**Heating Fuel Tank Locations**

Golson Annex – 2979 Daniel Street, Marianna, FL (4 tanks)

Malone School – 5361 9<sup>th</sup> Street, Malone, FL (1 tanks)

Sneads High School – 8066 Old Spanish Trail, Sneads, FL

Old Marianna High School – Daniel Street, Marianna, FL