

## REQUEST FOR BIDS

### MOTOR FUEL

Preston County Board of Education is requesting sealed bids on petroleum products for its transportation fleet. Complete bid information can be obtained by contacting Tony Harris, Transportation Supervisor, at 304-329-0580 x249 or visiting the BOE's website. Bids are due by 1:00 PM on August 31, 2015, at the Preston County Board of Education office at 731 Preston Drive, Kingwood, WV 26537.

Instructions to Vendors  
Bids on Petroleum Products

1. **Opening**: The bid must be sealed and returned to the Preston County Board of Education (BOE) on or before 1:00 PM on **August 31, 2015**. No changes can be made on your bid after the opening without Board approval.
2. **Award**: The award will be made on August 31, 2015 to the vendor or vendors who meet or exceed the vendor qualifications, instructions to vendors, specification requirements, and provides the best cost ratio to the BOE maintaining quality. The award may be made separately regarding gasoline, diesel, bio-diesel, and oil.
3. **Delivery**: Delivery is to be included in your bid price to the **Preston County Fueling Stations**. The vendors must make delivery arrangements with Tony Harris, Transportation Supervisor, 304-329-0580 x249.
4. **Permits and Taxes**: The successful vendor shall obtain all permits and licenses required and pay any and all taxes in connection with the work included in this contract. The successful vendor shall pay all fees and other costs in connection therewith.
5. **Descriptive Literature**: Vendors must supply descriptive literature on their products. Failure to include descriptive literature shall result in the bid being automatically rejected by the BOE.
6. **Rejection**: The BOE reserves the right to reject any and all bids received and to alter or accept any bid, whether or not it is the low bid.
7. **Termination**: Subject to the provisions below:
  - a. The contract may be terminated by either party upon thirty (30) days advance written notice to the other party; however, if any work or service hereunder is in progress and not completed as of the date of the termination, then this contract may be extended upon written approval of the BOE until said work or services are completed and accepted.
  - b. In the event that this contract is terminated or cancelled upon request and for the convenience of the BOE, without the required thirty (30) days advance written notice, then, if applicable, the BOE shall negotiate reasonable termination costs.
  - c. Termination by the BOE for cause, default, or negligence on the part of the engineer or responsible vendor, will be excluded from the foregoing provision; therefore, termination costs, if any, will not apply. In the event of Termination for Cause, the thirty (30) day advance notice requirement is waived.
  - d. If funds are not appropriate or available to support the project in the present budget or subsequent fiscal year budgets, the contract can be canceled without further obligation by the BOE. The court shall prorate any payments due to the vendor at the time of termination.
8. **Withdrawal**: No bid may be withdrawn for thirty (30) days after bid opening.

**Instructions to Vendor Verification  
Invitation for Bid – Petroleum Products**

**Vendor Name:** \_\_\_\_\_

**Vendor Address:**

**Vendor Telephone Number(s):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, on \_\_\_\_\_, 2014, do hereby attest that all instructions to vendors have been carefully read and understood before submitting this bid for consideration by the Preston County Board of Education.

**Vendor Qualification  
Invitation for Bid – Petroleum Products**

The successful vendor shall be registered to do business in the State of West Virginia, or be a vendor that has acquired all permits, paid all fees, and taxes subject to West Virginia Code Chapter 11, Article 10, Section 11(d).

The vendor shall submit a copy of their West Virginia Business Franchise Certificate with the returned bid packet.

Please complete all information requested below:

**Vendor Name (As Registered with the State of West Virginia):**

\_\_\_\_\_

**Vendor Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contact Person(s):**

**Telephone Number(s):**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Bid Sheet**  
**Invitation for Bid – Petroleum Products**

Vendor: \_\_\_\_\_ Date: \_\_\_\_\_

Sales Representative: \_\_\_\_\_ Phone: \_\_\_\_\_

The price quoted over **OPIS (Pittsburg Terminal) Price** on this bid return sheet will reflect the weekly average for the entire contract term of July 1, 2015 to June 30, 2016. The motor oil price will stand firm for the contract period.

Description	Estimated Usage	Delivery Cost per Gallon
Gasoline – (Unleaded Gasoline-Midgrade) 87 Octane (R+M/2) Minimum	7,500 GAL	
#2 Ultra Low Sulfur Diesel Fuel - For use in all automotive type diesel engines		
#1 Ultra Low Sulfur Diesel Fuel – For use as winter blend component in diesel engines	Used Between November 1 <sup>st</sup> & March 1 <sup>st</sup>	
Biodiesel – (BS) meeting the ASTM D6751 Standard Specification for Biodiesel fuel	127,500 GAL	
Winter Fuel Additive – winterization additives necessary to lower CFPP of ULSD should #1 Ultra Low Sulfur Kero be unavailable	Used Between November 1 <sup>st</sup> & March 1 <sup>st</sup>	
Shell Rotella 15w-40 Motor Oil	1,540 GAL	
Blue DEF Emissions Fluid	1,200 GAL	
Spirax S6 ASME 75W90 Keg	5	
GADUS S3 V220 C2 Keg	5	
Synthetic Automatic Transmission Fluid Autran Syn295 55 Gal Drum	2	

The Preston County Board of Education reserves the right to reject, alter, or negotiate with any vendor submitting a quotation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Notes/Comments:

## **Petroleum Products Specification Requirements**

Location and capacity of storage tanks are as follows:

Preston County:

Gasoline	2000 gallon tank/Bus Garage in Kingwood
Diesel/Biodiesel	3000 gallon tank at Aurora (filled from the top) 10,000 gallon tank at Bus Garage in Kingwood
Oil	300 gallon tank at Bus Garage in Kingwood
DEF	300 gallon tank at Bus Garage in Kingwood

### **1. Gasoline**

- The Preston County Board of Education will accept unleaded gasoline only. The unleaded gasoline shall be at least 87 (R+M/2) octane.
- The Preston County Board of Education is looking for the highest quality regular unleaded gasoline on the market and will not accept any blended gasoline unless otherwise negotiated and approved by the Purchasing Agent.
- The minimum specification for all gasoline delivered under this contract shall be as listed in typical specifications. However, local, state, and federal regulations concerning fuel content, emissions, safety, etc., shall be adhered to and shall take precedence over the specification mentioned below. The gasoline supplied under this contract shall conform to Federal Specifications VV-G-1609B for unleaded gasoline. The unleaded gasoline shall have a minimum 87 (R+M/2) octane.
- The supplier will be required to warrant that the gasoline meets or exceeds the legally applicable standard for Reid Vapor Pressure (RVP) under federal and state law for the geographical area and time period in which the gasoline is intended to be dispensed to motor vehicles.
- The successful contractor, if requested, must be able to furnish a certified analysis of all gasoline delivered to their terminal during the life of the contract.

### **2. Diesel Fuel**

- The #2 diesel fuel shall be an all-purpose diesel fuel intended for use in all automotive type diesel engines under all normal conditions of service.
- The #2 diesel fuel shall be free from water, grit, acid, and fibrous or other foreign matter likely to clog or injure pumps, nozzles, or valves.

### 3. Biodiesel Fuel

- The B5 fuel shall be an all-purpose biodiesel fuel intended for use in all automotive type diesel engines under all normal conditions of service.
- The B5 fuel shall be free from water, grit, acid, and fibrous or other foreign matter likely to clog or injure pumps, nozzles, or valves.
- The B5 fuel shall be blended in a ratio of 5% by volume pure biodiesel (which meets the standard set forth in ASTM D 6751) and 95% by volume petrodiesel with a cloud point of 7 degrees Fahrenheit.
- Once blended, the B5 fuel shall meet the properties set forth in ASTM D 975, Standard Specification for Diesel Fuel Oils.

### 4. Oil

- Oil should be suitable for both gas and diesel engines.

## General Information

The vendor must provide two copies of each invoice. The Preston County Board of Education will keep one copy on file in the finance department, and will submit the other copy to the Department of Tax and Revenue for tax reimbursement.

#### 1) Pump Service

- The Preston County Board of Education owns all supply tanks and gasoline pumps located at Bus Garage in Kingwood and at Aurora. The successful vendor must supply service for the pumps at no labor charge or service call to the Board of Education. The Board of Education will be responsible for pump costs.

#### 2) Fuel Responsibility

- Preston County Board of Education will keep apprised of minimum amounts of fuel and will notify the vendor when the need exists to refill tanks.