

Specifications

FUELING SERVICES

Bid #1415-0504

1. **INTRODUCTION:** The Bellingham School District is requesting sealed bids for Fueling Services. In order to be considered a bidder, bidders must be familiar with these specifications. The failure or omission of a bidder to receive or examine any form, instruments, addendum, or other document or to visit the site when required to acquaint him or herself with existing conditions, shall in no way relieve any bidder from obligations with respect to this bid or any other resulting contract. Bidders must take all existing conditions into consideration prior to submitting a bid. No change orders will be accepted for existing conditions. The submission of a bid shall be taken as prima facie evidence of compliance with this section.

3. **SCOPE OF BID:** Bids are being solicited from qualified vendors who are interested in

facility, free of charge. Bidders must provide a description of facility, including locations, layout, services, amenities, etc. with bid, including the extent of bidder's experience providing card lock services. Facility must also be capable of simultaneously accommodating up to two (2) District buses up to 39 feet in length with easy in-and-out service.

- 4.4** Pricing will be the regional "Rack Price" as of June 30, 2014 at 12:01 a.m. (PDT), plus margin/mark-up. The Contractor will bid the rack price as the price per gallon of product.

The Contractor must verify rack price (or standard price for ULSD and regular unleaded gasoline) of each type of fuel by attaching a copy of the suppliers' price sheet to their bid. (Note: the District will require an attached copy of the suppliers' price sheet to each invoice statement).

- 4.5** Invoices for service must identify card number, vehicle, product, gallons, cost per gallon, total cost of draw, date and time. Vendor must have the ability to exclude federal excise tax on invoices submitted to the District for product supplied under

9. **FIXED MARGIN:** The bidder will bid a fixed margin that will be used to calculate the lowest responsive bid. The margin will be set for the life of the contract and will not change.
10. **TAXES:** Hazard/Environmental taxes and/or Washington State fees will be listed separately from rack price and margin. State or Federal fuel/road tax *is not* to be included in unit prices.
11. **PRICE DE-ESCALATION/ESCALATION:** The prices in this bid shall de-escalate/escalate in exact proportion to established rack price. The bidder will send to the District the suppliers' price sheet showing the new effective date.
12. **BONDS:** The Bellingham School District reserves the right to require the successful bidder to furnish a performance bond before entering into a formal contractual agreement for these services.
13. **QUESTIONS:** Any questions regarding specific specifications should be directed via e-mail to:

Card Lock fueling: Mike Anderson, Director Building & Grounds,
mike.anderson@bellingshamschools.org.

On-Site fueling: Rae Anne Thon, Director Transportation,
raeanne.thon@bellingshamschools.org

Questions regarding bids, public works requirements, contract and bonds should be directed to: Kathryn Weilage, Director Business Services,
kathryn.weilage@bellingshamschools.org