

INVITATION TO BID
BULK FUEL DELIVERY

Yupit School District is accepting sealed bids for delivery of bulk grade #1 diesel fuel oil and bulk gasoline for Akiachak, Akiak, an Tuluksak schools. All schools are located in remote rural Alaska and none are accessible by road. The scope of work will include the purchase, transport, delivery, pumping and transfer of bulk fuel to the **Yupit School District's** bulk tanks.

Sealed bids will be accepted at the **Yupit School District** Office. Sealed bids shall be addressed to:

Yupit School District
Attn: Director of Maintenance & Operations
PO Box 51190
Akiachak, AK 99551

Bids will be accepted until 2:00 PM Alaska time on Friday, April 27, 2018. All bids will be publicly opened on that date. Bid review and notice of award shall occur within 7 days of the bid opening date.

Bid instructions are available from the **Yupit School District** and may be requested by calling (907)825-3600 or by downloading from the **Yupit School District** website at www.yupit.org.

Instructions to Bidders

1. Purpose

It is the intent and purpose of this Request for Proposals to solicit proposals for the furnishing of Grade #1 Diesel Fuel and unleaded Gasoline for the **Yupiit School District** at the locations of Akiachak, Akiak and Tuluksak, Alaska.

2. The Fuel Purchaser

Yupiit School District will enter into a contract with its selected Supplier covering the selected Areas for that Supplier.

3. Contract Term

The term of the Contract(s) shall be for a period of one (1) year, commencing on May 1, 2018 and expiring on April 30, 2019.

4. Instructions to Potential Suppliers

- a. Potential Suppliers are instructed to use the attached Area Sheet forms in submitting proposals. These Area Sheets, as submitted in the selected proposal, will be attached to and be incorporated into the final written contract with the **Yupiit School District**.
- b. A clear photocopy of the Area Sheet form may be submitted, but it must have original signatures. All fuel deliveries must take place during the 2018 summer barge season and, unless otherwise agreed to by the **Yupiit School District**, prior to the opening of school for the 2018-2019 school year.
- c. The Area Sheets cover locations in the State of Alaska that are accessible by waterway. Enter the price per gallon delivered and extension for each location you are proposing to supply. Sign, date and have each Area Sheet notarized then return all relevant proposed Area Sheets with your proposal.
- d. In case of error in the extensions of prices in the proposal, the unit prices will govern.
- e. For the purpose of evaluating the proposals, price and contract term, offers made in accordance with the Request for Proposals shall be good and firm for a period of one hundred twenty (120) days from the date of proposal opening unless the potential Supplier specifically limits their offer to a shorter period by written notification on the proposal documents. However, proposals so modified may be rejected.
- f. **Yupiit School District** shall not under any circumstances be liable for any costs incurred by the Potential Contractor in proposal preparation, including in the event of the rejection of all proposals.
- g. All proposals must be submitted with a source of supply, lifting location, and scheduling window. As part of your submittal, please enclose an example of the daily-posted prices for the date loaded. Also include a copy of the #1 diesel fuel and unleaded gasoline product specifications.
- h. Sealed proposals will be accepted at **Yupiit School District's** district office at the following address:

Yupiit School District
Attn: Director of Maintenance and Operations
PO Box 51190
Akiachak, AK 99551

Until 2:00 PM local time on Friday, April 30, 2018. **Yupiit School District** reserves the right to keep all proposals and the terms of final contracts confidential where permitted by law.

Proposals submitted by means of facsimile transfer or electronic transfer shall be deemed non-responsive and rejected.

Mark Your Proposal Envelopes as Follows

PROPOSAL DEADLINE: 2:00 pm (AKST) FRIDAY, APRIL 30, 2018
FUEL REQUIREMENTS REQUEST FOR PROPOSAL NUMBER 18-001

- i. Proposal opening is scheduled for Friday, April 30, 2018. The proposal opening will be open to the public or potential contractors.
5. Basis for Selecting Successful Proposals
 - a. In selecting the Contractor for each location, **Yupiit School District** will take into consideration: price; past performance; deviations from proposed contract terms; and the overall best value. The intent is to award all of the deliveries indicated in each Area to a single Contractor. Awards of less than a complete Area will not be considered.
 - b. A Proposal will likely not be selected by **Yupiit School District** when:
 - i. The Potential Contractor has failed to perform satisfactorily on a previous contract with **Yupiit School District** or in the **Yupiit School District's** opinion, is not in a position to perform the contract.
 - ii. The Area Sheets are not signed and notarized.
 - iii. The proposal materially changes the price calculations method of Price Index (such as referencing the Contractor's own posted price list or the fuel supplier's posted price list)
 - iv. In **Yupiit School District's** sole determination, the Potential Contractor makes other material changes in the specifications or terms and conditions of the Request for Proposals.
 - v. The Potential Contractor proposes an "all or nothing" type of proposal wherein the award of one area at a given price is contingent upon the award of both areas. Such a proposal is unacceptable and, by submitting prices for each area, potential contractor accepts that **Yupiit School District** has the right, at its sole option, to award a contract for each individual area, independently using a potential contractor's bid price for said individual area.
 - c. **Yupiit School District** reserves the right to reject any and all proposals, to waive deviations from the RFP and to waive any informality in proposals received whenever such rejections or waiver is in the best interest of **Yupiit School District**, and unless otherwise specified by the Potential Contractor, to accept any items in the Proposal.
 - d. Proposals must clearly show the per gallon delivery fee as proposed for each location.
 - e. **Yupiit School District** would like to clarify that all of the fuel requirements in the Fuel Bid are High Sulfur (HS) heating oil (HO) #1, and gasoline will be unleaded 89-93 octane

gasoline and shall comply with most recent American Society for Testing and Materials "ASTM" D4814 or latest edition standard specifications for automotive gasoline.

6. Optional Inclusions

- a. Prompt Payment Discounts. Prompt payment discounts shall be considered in the evaluation of this Request for Proposals such as: 2% discount if paid within fifteen (15) days after receipt and acceptance at destination and receipt of a payable invoice delivered to **Yupiiit School District**.
- b. The offered discount of the successful Contractor(s) will form a part of the Contract. Discounts based on less than fifteen (15) days' time for payment will not be considered for evaluation purposes.

Yupiit School District Area Sheets
RFP Number 18-001

Area – Yupiit School District

Grade #1 Diesel Fuel Requirements

Estimated 2018 Requirements

Fuel Delivery Location	Scheduled Delivery Date	Vendor Delivery Date (if Different)	Daily Fuel Rate	Quantity Required (Gallons)	Proposal Price Per Gallon	Extended Price Per Gallon	Fixed or Located Price Per Gallon
Akiachak				45,000 Gallons			
Akiak				23,000 Gallons			
Tuluksak				72,000 Gallons			
			Totals	140,000 Gallons			

Use Daily Rate for “Quantity Adjustments”

Potential Contractor’s Name (Please Print)

Date

Authorized Signature

Title

Note: This page must be signed by owner, or authorized agent. Signature must be NOTARIZED.

Area – Yupiit School District

91 Octane Unleaded Gasoline Requirements

Estimated 2018 Requirements

Fuel Delivery Location	Scheduled Delivery Date	Vendor Delivery Date (if Different)	Daily Fuel Rate	Quantity Required (Gallons)	Proposal Price Per Gallon	Extended Price Per Gallon	Fixed or Located Price Per Gallon
Akiachak				3,500 Gallons			
Akiak				2,500 Gallons			
Tuluksak				1,500 Gallons			
			Totals	7,500 Gallons			

Use Daily Rate for "Quantity Adjustments"

Potential Contractor's Name (Please Print)

Date

Authorized Signature

Title

Note: This page must be signed by owner, or authorized agent. Signature must be NOTARIZED.