

Champlain Valley School District  
5420 Shelburne Rd Suite 300  
Shelburne, VT 05482  
802-383-1234/802-383-1242 (fax)

## **CVSD #2 FUEL OIL BID for 2022-2023**

The Champlain Valley School District, is requesting formal bid proposals from the suppliers of Number 2 heating oil for the period beginning July 1<sup>st</sup>, 2021 through June 30<sup>th</sup>, 2022.

### **The requirements for bidding are as follows:**

**DATE of BID REQUEST:** May 6, 2022  
**DUE DATE OF BIDS:** Thursday, June 2, 2022 @ noon  
**SEND BIDS TO:** Champlain Valley School District  
Attn: Jeanne Jensen, COO  
5420 Shelburne Rd Suite 300  
Shelburne, VT 05482  
**LABEL ENVELOPE:** "BID ENCLOSED–CVSD #2 Fuel Oil Bid"

The bid proposal for the 2022 – 2023 year reflects “options” as listed below. Bidders may bid on any or all options listed. The contract period is from July 1<sup>st</sup>, 2022 to June 30<sup>th</sup>, 2023.

The Board of School Directors shall reserve the right to accept or reject any bid (or option), to waive any informalities or minor omissions that do not affect the substance of the bids, and to award the bid as it deems to be in the best interest of the school district.

1. **BID PROPOSAL FORMAT:**

***OPTION # 1 Fluctuating Price***

The bid price is to be based on the Oil Price Info Srv (formerly The Journal of Commerce), Albany Reseller Tank Car average price calculated from the OPIS publication “Oil Price Daily” as of May 4, 2022, which was \$5.25665 per gallon, plus a firm differential of \$\_\_\_\_\_, which makes the net bid price of \$\_\_\_\_\_ per gallon. ***(Please note: the school district reserves the right to pay the base price during the period stated as the lesser of the cost per gallon invoiced by the dealer, or the Oil Price Info Service as noted above.)***

***OPTION #2 Fixed Price***

The bid price is to be a fixed price for the period commencing July 1<sup>st</sup>, 2022 through June 30<sup>th</sup>, 2023. This price should be all-inclusive and cover the bidder’s cost per gallon, transportation, profit margin and any other mark-ups. This price shall not be subject to change at any time during the contract period.

### ***OPTION #3 Pre-Purchase Price***

The bid price is to be a fixed price per gallon, for a stated number of gallons, where the school district will “pre-purchase” an agreed upon number of gallons at the purchase price stated in the bidder’s proposal by a “date certain” as established by the bidder. This price should be all-inclusive and cover the bidder’s cost per gallon, transportation, profit margin and any other mark-ups.

## **2. Payment of Invoices**

It is anticipated that payment of any heating oil bill that is submitted and approved will be made within three days of a regularly scheduled school board meeting.

## **3. Invoices**

### ***OPTION #1 - Fluctuating Price***

Invoices submitted for payment must include the following information:

- Name of School District
- Date of Delivery
- Rack price and location
- Amount of fuel delivered
- Type of fuel delivered
- The lesser of the dealers “cost” per gallon or the Oil Price Information Serv. Publication Albany Reseller Tank Car Average Price as posted by the OPIS Publication. “Oil Price Daily”
- Dealer differential price

### ***OPTION #2 – Fixed Price***

Invoices submitted for payment must include the following information:

- Name of School District
- Date of Delivery
- Rack price and location
- Amount of fuel delivered
- Type of fuel delivered
- Fixed price as accepted by the school district.

### ***OPTION #3 –Pre-purchase Price***

Invoices submitted for payment must include the following information:

- Name of School District
- Date of Delivery
- Rack price and location
- Amount of fuel delivered
- Type of fuel delivered
- Fixed price as accepted by the school district.

## **4. DESCRIPTION OF PRODUCT:**

Number two fuel oil shall meet the requirements of the American Society of Testing Materials (ASTM) as revised, for Grade Number Two.

## **5. APPROXIMATE QUANTITIES:**

Bidders understand and agree that the quantities for fuel in this request for bids are estimates only of annual usage. It is understood and agreed that the successful bidder(s) shall supply the actual quantities ordered for delivery during the term of this contract, whether more or less than the estimated amounts.

**6. DELIVERIES:**

All bulk deliveries shall be accompanied by a metered truck manifest. In order to receive payment, the school district employee responsible for receiving fuel at each location must initial each manifest. All manifests must state:

- a) The gallons and type of fuel delivered
- b) The date of the manifest and the date shipped
- c) The carrier's name
- d) The fuel's origin (company and terminal location)

All deliveries shall be made as listed in the bid specifications and to locations as designated by the school district and in quantities as required during the contract period. All deliveries shall be made only during usual business hours, unless expressly requested by the school district, and within 24 hours of the placement of the order by the school district. Some same day deliveries may be required in emergency situations.

The school districts reserve the right to establish an "automatic delivery" with the successful bidder

**7. INSURANCE:**

Vendor shall carry Worker's Compensation and General Liability insurance with a minimum amount of \$1,000,000 combined single limit coverage. Evidence of insurance shall be furnished to the school district upon request.

If the school district accepts the fixed price (Option #2), they reserve the right to require either or both a Bid Bond in the amount of 10% of the estimated contract price or a Performance Bond in the amount of 50% of the estimated contract price.

**8. GENERAL BIDDING REQUIREMENTS:**

For consideration, the CHAMPLAIN VALLEY SCHOOL DISTRICT BID FORM must be sealed in an envelope distinctly marked "CVSD #2 FUEL OIL BID." This envelope must be received at the Champlain Valley School District office no later than Thursday, June 2, 2021 @ noon at which time they will be publicly opened and read aloud.

All bids must be submitted on the forms provided with this bid without any exceptions or conditions to the specifications noted herein.

Champlain Valley School District reserves the right to accept or reject any or all bids, or to waive informalities or defects in bids, if it is deemed in the best interest of the district.

**9. DETERMINATION of MOST FAVORABLE BID:**

In reviewing bids, the following factors will be considered, but shall in no way limit the determination of the most favorable bid.

- 1. Vendor's price per gallon
- 2. The vendor's ability to meet all of the requirements of the bid specifications
- 3. Any past performance of the vendor.

**10. TANK SIZES:**

- 1. Williston Central School 500 gallon tank
- 2. Charlotte Central School (2) – 275 gallon tanks & (1) 8,000 gallon tank
- 3. Hinesburg Elementary School 10,000 gallon tank
- 4. Shelburne Community School 3,000 gallon tank

# Champlain Valley School District 2022-2023 # 2 Heating Oil

## ***OPTION # 1 – FLUCTUATING PRICE BID PROPOSAL***

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**Number 2 Fuel Oil**

The bid price is to be based the Oil Price Info Srv (formerly The Journal of Commerce), Albany Reseller Tank Car Average Price as posted by the OPIS Publication “Oil Price Daily”, as of May 4, 2022, which was \$5.25665 per gallon, plus a firm differential of \$\_\_\_\_\_, which makes the net bid price of \$\_\_\_\_\_ per gallon.

	<b>Charlotte</b>	<b>Hinesburg</b>	<b>Shelburne</b>	<b>Williston</b>
1) Oil Price Daily formerly Journal of Commerce Average June 1, 2021	\$5.25665	\$5.25665	\$5.25665	\$5.25665
2) Firm Differential Price	\$_____	\$_____	\$_____	\$_____
3) Delivered Price	\$_____	\$_____	\$_____	\$_____

**Champlain Valley School District  
2022-2023 # 2 Heating Oil**

***OPTION # 2 – FIXED PRICE  
BID PROPOSAL***

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**Number 2 Fuel Oil**

The bid price is \_\_\_\_\_, which includes the dealer’s cost and any mark-up. This price to remain in effect for the period July 1<sup>st</sup>, 2022 to June 30<sup>th</sup>, 2023.

	<b>Charlotte</b>	<b>Hinesburg</b>	<b>Shelburne</b>	<b>Williston</b>
1) Fixed Price /Gallon	\$_____	\$_____	\$_____	\$_____
2) Estimated Usage	20,000	5,000	5,000	2,000

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2022-2023 # 2 Heating Oil**

***OPTION # 3- PRE-PURCHASE PRICE  
BID PROPOSAL***

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**Number 2 Fuel Oil**

The bid price is \_\_\_\_\_, / gallon which includes the dealers cost and any mark-up. Please indicate date when payment must be made to take advantage of a “pre-purchase” arrangement:  
\_\_\_\_\_

	<b>Charlotte</b>	<b>Hinesburg</b>	<b>Shelburne</b>	<b>Williston</b>
1) Pre-Purchased Price	_____	_____	_____	_____
2) Number of Gallons	20,000	5,000	5,000	2,000
3) Total Payment	\$_____	\$_____	\$_____	\$_____

**METHOD USED BY THE SCHOOL DISTRICT TO DETERMINE COST (OPTION #1 ONLY)**

**SCHOOL:** \_\_\_\_\_

**DATE of DELIVERY:** \_\_\_\_\_

The "lesser" of the cost per gallon invoiced by the dealer  
(before mark-up) or Oil Price Info Srv Publication Albany  
Reseller Tank Car Average Price. \$\_\_\_\_\_ per gallon

Differential Price (i.e. mark-up, transportation costs, etc.) \$\_\_\_\_\_ per gallon

Total Price per Gallon \$\_\_\_\_\_

***Multiplied by:***

Number of Gallons Delivered: \_\_\_\_\_ gallons

***Equals***

TOTAL INVOICE TO BE PAID BY THE SCHOOL DISTRICT \$\_\_\_\_\_