

OFFICE OF SUPERINTENDENT
DELAWARE COMMUNITY SCHOOL CORPORATION

9750 N CR 200 East
Muncie, IN 47303
Phone: 765-284-5074
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Board of Education

Trent Fox, President
John Adams, Vice-President
Alice Gillis, Secretary
Tyce Stebbins, Member
Adam Williams, Member

Reece Mann, Superintendent
Darin K. Gullion, Assistant Superintendent

LEGAL NOTICE

NOTICE IS HEREBY GIVEN THAT THE BOARD OF SCHOOL TRUSTEES OF THE DELAWARE COMMUNITY SCHOOL CORPORATION, MUNCIE, INDIANA WILL RECEIVE SEALED BIDS IN THE OFFICE OF THE SUPERINTENDENT LOCATED AT 9750 N CR 200 E, MUNCIE, INDIANA 47303 ON OR BEFORE 1:00 p.m., June 1, 2017.

FOR APPROXIMATELY 1- 100,000 GALLONS OF ULTRA LOW SULFUR DIESEL FUEL AND 1- 20,000 GALLONS OF REGULAR UNLEADED 87 OCTANE GASOLINE FOR THE TIME PERIOD OF JULY 1, 2017 THRU JUNE 30, 2018.

SAID SCHOOL BOARD RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS AND TO WAIVE INFORMALITIES OR ERRORS IN BIDDING. SAID BOARD FURTHER RESERVES THE RIGHT TO HOLD ALL BIDS UNDER ADVISEMENT FOR A PERIOD OF THIRTY (30) DAYS AFTER THE OPENING OF THE BIDS, DURING WHICH TIME NO BIDS MAY BE WITHDRAWN WITHOUT CONSENT OF SAID BOARD.

DETAILS AND SPECIFICATIONS ARE ON FILE IN THE OFFICE OF THE SUPERINTENDENT AND AVAILABLE AT www.delcomschools.org/food_services/central_office/b_i_d_s

DELAWARE COMMUNITY SCHOOL CORPORATION BOARD OF EDUCATION

Attest:

Reece Mann
Superintendent of Schools

GENERAL, CONDITIONS AND INFORMATION FOR BIDDERS

The following instructions and specifications have been prepared for the purpose of bidding. Any questions regarding these instructions, procedures or specifications should be directed to Darin K. Gullion, Assistant Superintendent at 765-284-5074.

1. All bidders, in figuring prices, must include in their base price all items normally considered to be standard equipment and all items we specifically ask for. All bids are to be based upon bidder's cost of materials and supplies in effect as of May 8, 2017, and bidders shall be required to document said costs of materials and supplies as of said date by including with their bid, current proof of pricing documentation from the bidder's original source of supply. All bidders shall furnish complete and full details on substitutions being offered whenever the following specifications cannot be adhered to.
2. Hereinafter, the owner of these specifications shall be considered as the Board of Education of the Delaware Community School Corporation or its officials.
3. All bids shall be submitted on Form 95 as prescribed by the State Board of Accounts including the non-collusion affidavit and be in accordance with the laws of the State of Indiana.
4. All bidders shall furnish complete specifications of items bid. Any optional bid shall be specifically mentioned and priced.
5. All bidders must state on their bid the approximate number of days required from receipt of order to delivery of items bid.
6. All bids shall be in an envelope addressed to "Delaware Community School Corporation" with the outside of the envelope marked "Sealed Bid Enclosed."
7. The Owner shall not be responsible for bids mailed, due to the irregularities on delivery of mail in this area. Late bids will be returned to bidder unopened.
8. Bids will be summarized and checked for content and equipment. A report will be available to the bidders a week after the opening.
9. It is not necessary for bidders to be present for the opening of the sealed bids on June 1, 2017 at 1:00 p.m. No bids will be let at this meeting. Bid information will be presented to the School Board at their June 6, 2017 meeting at the Delaware Community School Corporation Administration Office.
10. The Delaware Community School Corporation Board of Education reserves the right to reject any part of any or all bids, or waive any informality.

11. Bidders shall have the right to adjust the contract unit price in an amount equal to bidder's actual change in the cost of materials and supplies occurring subsequent July 1, 2017 provided, however, that should bidders utilize an alternative source of supply, then the bidder's cost of materials shall be the lesser of
- a. The current cost from bidder's original source of supply
 - b. The actual cost of materials and supplies from bidder's alternative source of supply

Any change in the bidder's cost of materials and supplies after the base date shall be verified by proper documentation furnished to the responsible awarding board which shall include proof of price to the bidder from the bidder's actual source of supply.

"Bidder may reserve the right to allocate its product to its customers in a fair and equitable manner, if necessary, due to the reduction of the allocation from the source of supply to the bidder in accordance with any directives for mandatory allocations issued by an appropriate agency of the Federal Government."

12. PRODUCTS:

NON-LEADED GASOLINE-MINIMUM SPECIFICATIONS

RVP	Summer	8-11.5	Octane	87.0
	Intermediate	10-13.5	Sulfur (Max%)	.02
	Winter	11-15		

ULTRA LOW SULFUR DIESEL FUEL

	#2
Flash Point, Min	140 degrees F., 60 degrees C.
Pour and Cloud Points, Max	-20 adjusted seasonally
Carbon residue, IO%, Btms., Max	0.27
Ash, Max	0.01
Viscosity, SUS IOO*F	2.0-3.6
Sulfur, Max	0.05
Cetane, Min.	42
Gravity, Min.	30
Distillation Max*F, (*C)	
10%	420-450
90%	610-650
End Point	660+
Water and Sediment	0% by Volume

Fuel Specification sheet must be submitted with bid. Fuel Specification sheets are required with each fuel delivery. Fuel purchased from bidder must meet the fuel specifications described.

Bidder/Seller agrees to make restitution of all expenses incurred due to fuel quality issues. Upon fuel quality concerns Bidder/Seller will be notified and fuel samples shall be submitted for sample analysis. Delaware Community School Corporation will also request samples be tested by multiple analysis laboratories to confirm results of analysis. Diesel fuel purchases from Bidder/Seller not meeting the Diesel Fuel specifications described will be liable and make needed restitution.

During winter months, Delaware Community School Corporation may request additional verifications and/or certifications regarding purchase of "winter blended" fuels. Upon request

bidder will pull fuel sample and provide lab results for CFPP target, mid-November thru March for -20 CFPP minimum protection.

Note: Bidders.....

Bidders shall be responsible for documenting tank measurements prior to filling and after filling, measurements shall be submitted to Delaware Community School Corporation. Bidder shall be liable for any loss of product or damage incurred during the filling process.

* Engine Manufacturers Association

13. 100,000 gallons more or less of Ultra low sulfur diesel fuel: (Federal and State Sales Tax exempt). Please bid the price per gallon exempt of Federal and State Tax. The Delaware Community School Corporation is not exempt from the Indiana Motor Vehicle Tax (.16), which should be included in the price. The same is true for the 20,000 gallons (more or less) of 87-octane gasoline.
14. The delivery of the fuel will be made into a 10,000-gallon diesel tank and a 1,000-gallon gasoline tank located at the Delaware Community School Corporation Transportation Facility located at 7210 N SR 3, Muncie, IN 47303. Approximately 7,500 gallons of diesel fuel and 750 gallons of gasoline will be accepted at each delivery.
15. The successful bidder agrees to blend #1 diesel fuel to the #2 diesel fuel and/or add an anti gel additive during the winter months (mid November to mid March) so as to maintain a -20 degree below zero Pour Point and a -20 degree zero Cloud Point.
16. Delaware Community School Corporation will test fuel to insure that it meets these standards. A substandard product must be pumped out and credited to the Corporation's account at the vendor's expense.
17. The bid must state the price for the following items A thru C. Total cost must be inclusive of all cost (tax, fees, delivery, profit, etc.) Total cost must be the total cost to the corporation to purchase.

Option 1: Markup Price

A. Ultra Low Sulfur Diesel Fuel #1

Per gallon markup over wholesale	\$_____per gallon
Wholesale price on May 8, 2017	\$_____per gallon
Indiana Motor Vehicle Tax	\$_____per gallon
State Inspection/Environmental Tax	\$_____per gallon
Delivery Cost per gallon	\$_____per gallon
Total Cost	\$_____per gallon

B. Ultra Low Sulfur Diesel Fuel #2

Per gallon markup over wholesale	\$_____per gallon
Wholesale price on May 8, 2017	\$_____per gallon
Indiana Motor Vehicle Tax	\$_____per gallon
State Inspection/Environmental Tax	\$_____per gallon
Delivery Cost per gallon	\$_____per gallon
Total Cost	\$_____per gallon

C. 87 Octane Gasoline

Per gallon markup over wholesale	\$_____per gallon
Wholesale price on May 8, 2017	\$_____per gallon
Indiana Motor Vehicle Tax	\$_____per gallon
State Inspection/Environmental Tax	\$_____per gallon
Delivery Cost per gallon	\$_____per gallon
Total Cost	\$_____per gallon

The corporation reserves the right to accept all or decline all bids. A bidder may only bid items that they feel qualified to deliver.

BID, OFFER OR PROPOSAL FOR SALE OR LEASE OF MATERIALS

(Defined at I.C. 36-1-2-9.5) PLEASE TYPE OR PRINT

DATE: _____

1) Governmental Unit: Delaware Community School Corporation

2) County: Delaware

3) Bidder (Firm): _____

Address: _____

City/State: _____

4) Telephone: _____

5) Agent or Bidder (If Applicable): _____

Pursuant to notices given, the undersigned offers bid(s) to Delaware Community School Corporation Board of Trustees in accordance with the following attachment(s) which specify the class, item number or description; quantity, unit, unit price and total amount. The contract will be awarded by classes or items in accordance with specifications. Any changes or alterations in the items specified will render such bid void as to that class or item. Bidder promises that he has not offered nor received a lesser price than the price stated in his bid for the materials included in said bid. Bidder further agrees that he will not withdraw his bid from the office in which it is filed. A certified check or bond shall be filed with each bid if required, and liability for breach shall be enforceable upon the contract, the bond, the certified check or both as the case may be.

SIGNATURE OF BIDDER OR AGENT
BID OFFER or PROPOSAL

Attach separate sheet listing each item bid based on specifications published by the governing body. Following is an example of the bid format:

Class or Item	Quantity	Unit	Description	Unit Price	Amount

NON-COLLUSION AFFIDAVIT

STATE of INDIANA)
)ss:
DELAWARE COUNTY)

The undersigned bidder or agent, being duly sworn on oath, states that he has not (nor has any other member, representative or agent of the firm, company, corporation or partnership represented by him) entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such bidding; nor to prevent any person from bidding; nor to induce anyone to refrain from bidding; and that this bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to such bidding. He further states that no person or persons, firm or corporation has or will receive either directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

BIDDER (FIRM)

Signature of Bidder or Agent

Subscribed and sworn to before me on this _____ day of _____, 20__.

My Commission Expires: _____

Notary Public - Signature

County of Residence: _____

Notary Public - Printed Name

ACCEPTANCE

There now being sufficient unobligated appropriated funds available, the contracting authority of Delaware Community School Corporation Board of Trustees hereby accepts the terms of the attached bid for classes or items numbered and promises to pay the undersigned bidder upon delivery the price quoted for the materials stipulated in said bid.

Contracting Authority Members: _____ Date: _____

