REQUEST FOR BID
for FUEL 2020-2021
DATE: May 01, 2020

This is not an order.

SUBMISSION OF PROPOSALS AND CLOSING DATE: Sealed proposals will be received in the Office of the Secretary of the Board, 3202 N. Wisconsin Avenue, Peoria, IL 61603, up to 9:30 A.M. on Thursday, June 29, 2020 and will be publicly opened and read aloud (if requested and if size of bid allows). A bid tabulation will be available for inspection as soon as reasonably possible.

SEALED PROPOSALS must be received in an enclosed envelope marked with the name of the vendor. Be sure to write in the name of your company on the outside of the proposal envelope. DO NOT USE a typewriter. This provision is a safeguard against the envelope being opened and replaced by another. Bids are to be addressed to: Secretary, Board of Education, Peoria Public School District 150, 3202 N. Wisconsin, Peoria, Illinois 61603, and are to be enclosed in a sealed envelope clearly marked, Fuels 2020 - 2021.

IN CASE OF NO-BID: If you are unable to quote prices on this proposal, please so state on this proposal form and return it so that the Board may know that you have had an opportunity to quote and that you will welcome receipt of similar proposals in the future.

CONDITIONS: On the reverse side of this sheet are recorded several statements of conditions which apply specifically to, and shall be considered a part of, this request for bids.

FUELS FOR 2020-2021 - see attached requirements

Please return this request for bids to 3202 N. Wisconsin Avenue, Peoria, IL, before the opening date for bids. If quotations are not submitted, give reason for no quotation; otherwise, failure to respond to this bid for two consecutive years will result in the removal of your name from our bid list. Prices must be recorded in ink or with typewriter.

Samples must be submitted when requested in order for bids to be considered. Please mark each sample with your name and additional information as stated on the "Conditions" sheet. Where more than one size is required of the same item, send only one size. Samples must be furnished free of expense and will be retained by the Board of Education.

By signing this bid, the contractor/vendor certifies that the contractor/vendor is not barred from bidding on this request for bids as a result of a conviction for either bid -rigging or bid rotating under Article 33E of the Criminal Code of 1961.

*Cash discount offered must be extended for payment to 30 days from invoice date to be considered in bid price.

"The Board is exempt from federal excise taxes, federal transportation taxes, and Illinois retailer's occupation and use tax; and these should not be included in the bid price."

PROPOSAL: If this bid is accepted within 45 days from the date of the opening, the undersigned offers and agrees to furnish any or all of the articles or services upon which prices are quoted, at the price and the delivery time stated, and subject to all the conditions recorded on the reverse side of this sheet.

CASH DISCOUNT TERMS __________ APPROXIMATE DELIVERY TIME __________ DAYS

NAME OF FIRM _________________________________________________________________

SIGNATURE, AUTHORIZED AGENT _______________________________________________

ADDRESS _____________________________ CITY __________ STATE ____ ZIP CODE _______

PHONE NO. ___________________________ FAX NO. ________________________________
CONDITIONS

CERTIFICATION OF FAIR EMPLOYMENT PRACTICE: All bidders certify, by submitting their bids, that they have not and will not commit an unfair employment practice in this state as defined by the laws of Illinois.

PREVAILING WAGE RATES: The contractor is required to pay the prevailing wage rates to mechanics and laborers in compliance with Illinois statutes.

PRICES QUOTED: The prices quoted must be total prices, including such costs (when they apply) as packaging, transportation, placement in rooms to be specified, and assembly. No separate charges except those clearly recorded on this proposal sheet can, or will, be allowed. Prices quoted will be understood to be firm prices unless otherwise qualified by a bidder. Each bidder must quote unit prices and extend totals. In case of an error in extension, the unit price shall govern.

TAXES: The Board of Education is exempt from federal excise taxes and federal transportation taxes. Therefore, on articles which are subject to such taxes, the Board, upon request, will furnish exemption certificates. The Board of Education is also exempt from payment of the Illinois Retailers Occupation and Use Tax.

PAYMENT AND CASH DISCOUNT: Payments of invoices are made twice per month. The Board of Education of the City of Peoria approves payment of invoices generally on the first and third Monday of each month. Cash discount offered must be extended for payment to 30 days from invoice date to be considered in bid price.

REJECTION OF PROPOSALS: The Board of Education reserves the right to reject any or all proposals or any portion of any proposal submitted which, in its opinion, is not in the best interest of the Board.

AWARDING OF ORDER: The Board of Education reserves the right to award an order, or orders, as it sees fit, by selecting the lowest quotation on each article, or group of articles, or the lowest aggregate quotation. However, in addition to the quotation, the Board reserves the right to make an award based on its consideration of the quality of each article, and the service qualifications and responsibility of each bidder.

DEVIATIONS FROM SPECIFICATIONS AND CONDITIONS: In order to open up the bidding to more suppliers, the Board of Education will consider, and may accept, an equal to that described in our specifications. Please indicate in writing if your merchandise, in your opinion, is equal to that described in our specifications. Cut and full description of each equal must be submitted.

SAMPLES: Each bidder shall, if requested, submit samples of the articles offered which are truly representative, in all essential particulars, of the articles he or she will deliver if his or her bid is accepted by the Board. Samples of items must be furnished free of expense and must be labeled with the bidder’s name, invitation number or name, item reference, manufacturer’s brand name and number. The District will not be responsible for any bid enclosed with sample boxes.

DELIVERIES TO SCHOOL BUILDINGS: When a delivery is to be made directly to a school building (1) such delivery shall be made between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, except on school holidays, and (2) such delivery shall be made and articles shall be placed inside the entrance door of the designated building. It is important that suppliers understand that the Board of Education cannot accept tailgate delivery at a school entrance.

INSPECTION: All articles delivered must be in strict accordance with the specifications in the proposal, or of approved samples. Inferior articles will not be accepted. All articles shall be delivered subject to inspection and acceptance or rejection. All disputes as to the quality or quantity of the articles delivered, which cannot be resolved by other means, shall be referred to the Peoria superintendent of schools, or his or her designated representative, whose decision shall be binding and final.

REPLACEMENT OF REJECTED ARTICLES: The supplier, within 30 days’ written notice of rejection, must pick up and remove from the premises of the Board of Education all articles rejected because of failure to meet specifications. The supplier shall have the right to replace the articles rejected with other articles which meet the specifications.

BID DEPOSITS, WHEN REQUIRED: No bid deposit is required unless Form 219-A is included in bid documents. When a bid deposit is required, it shall be in the amount of five percent of the total of the bid proposal.

FORM OF A BID DEPOSIT: When required, a bid deposit must be in the form of a certified check drawn upon some banking institution in good standing, and made payable to the “Board of Education of the City of Peoria,” or a bid bond.

RETURN OF DEPOSITS: Any deposit accompanying a proposal, except that of the successful bidder, will be returned promptly after the successful bidder is determined. The deposit of the successful bidder will be returned upon receiving the performance bond and labor and materials bond.

PERFORMANCE BOND, WHEN REQUIRED: If a performance bond is to be required of the successful bidder, the requirement will be specifically stated in the body of the request for bids. Any such bond shall be in an amount sufficient to insure the fulfillment of the contract of the successful bidder and the bidder shall acquire the bond at his or her own expense.

SERVICES CONTRACTED: All services must be done in a thoroughly workmanlike manner, which, together with the materials used, must be satisfactory to the Board of Education or their designees. The contractor shall verify measurements and dimensions.

CERTIFICATION OF INSURANCE: The successful bidder, before beginning services, must file with the secretary of the Board proper certification from insurance companies satisfactory to the Board of Education, showing that workmen’s compensation, public liability and property damage are carried.
SECTION I GENERAL TERMS AND CONDITIONS

1.0 The intent of these specifications is to set forth and convey to prospective bidders the general type, character and quality of the FUEL PROVISION SERVICES described by Peoria Public Schools.

1.1 Any deviation from these specifications shall be clearly noted. Adequate information must be provided to allow complete evaluation of the exceptions.

1.2 Bid evaluation will be made on the following criteria:
   a. Purchase price
   b. Capability of vendor to fulfill requirements of bid.

1.3 The requester reserves the right to reject all bids. The requester reserves the right to waive informalities in bids.

1.4 For additional purchasing information, contact John Henry, Assistant Director of Transportation at 309-693-4418.

SECTION II SPECIFIC REQUIREMENTS

2.0 The requester desires to have a vendor supply gasoline, diesel and other fuels as needed. Peoria Public Schools expects to purchase approximately:

   65,000 gallons of Unleaded 87 (minimum) Octane gasoline over a twelve-month period. While Peoria Public Schools believe this to be an accurate estimate, the figure of 65,000 gallons is not guaranteed.

   275,000 gallons of 2 Diesel Ultra-Low Sulfur and/or BIO Diesel B2 over a twelve-month period. While Peoria Public Schools believe this to be an accurate estimate, the figure of 275,000 gallons is not guaranteed.

2.1 The contract shall be for a period of two (2) years with an option to extend for one additional year. The option to extend shall be executed on anniversary. The option is at the discretion of both parties to the contract.

2.2 Vendors will quote a fixed rate of overhead plus specific freight. When requested, vendors are to deliver the lowest priced fuel for that delivery (based upon the OPIS REPORT FOR CHAMPAIGN ILLINOIS). The vendor will supply the requester with a printout of the OPIS REPORT FOR THAT DAY. The brand which is delivered and the price for that brand on that day will be marked.
2.3 Price increases or decreases will require proof from the vendor. A copy of the OPIS REPORT FOR CHAMPAIGN ILLINOIS constitutes.

2.3.1 Increases or decreases can be in fractions of a cent.

2.3.2 The bidder must agree to furnish proof of cost for any date requested by Peoria Public Schools.

2.3.3 The requester reserves the right to inspect and copy all vendor invoices related the requested deliveries during the term of the contact. The successful vendor will provide the records and adequate workspace for the Peoria Public Schools Internal Auditor upon notice.

2.4 The laboratory testing of fuel will be conducted at any time, not to exceed once per quarter, at the sole cost and expense of the bidder. The testing will be determined by the requester. The requester reserves the right to test the fuel at any time in excess of once per quarter at its expense.

2.5 Due to fluctuating usage, delivery may be required within twelve (12) hours from the time notification is dispatched to the vendor.

2.6 Deliveries are to be made to:

2.6.1 Peoria Public Schools Transportation Department - 1525 W. Northmoor Rd.
2.6.2 Peoria Public Schools Buildings and Grounds Department – 315 E. War Memorial Drive/ aka. Peoria Stadium

2.7 The gasoline may be billed as net gallons. However, gross gallon information shall also be shown on the billing.

2.8 The tanker truck does carry 8,000 gallons of fuel. In the past Peoria Public Schools have ordered less than a tanker. It has been decided that 7,000 gallons and up will be considered a full load. This can be split loads. If the order falls below 7,000 gallons, freight can be charged for a full load (7,000 gallons).

2.9 Although this document indicated OPIS REPORT FOR CHAMPAIGN ILLINOIS the vendor can indicate another terminal they may use for this contract. Please list city below:

____________________________________________________________________
3.0 Pricing

**TANKER**
For each delivery, vendor will ship the least expensive gasoline/diesel available (as determined by the **OPIS REPORT**). The vendor will then add their fixed rate of profit/overhead to the base price.

**FIXED RATE OF OVERHEAD/PROFIT SHALL BE:**

Freight rate for each location:
- Transportation Dept:
- Stadium:

Peoria Public Schools are exempt from taxes except: State MFT, Underground Storage Tax and Environmental Fee

The executing of this form certifies understanding and compliance with the total bid package.

**BID SUBMITTED BY:**

Company       Peoria EEO Certificate of Compliance Number

Address

City    State    Zip    Daytime Telephone #

After Hour Telephone #    Contact Person (Please print or type)

Name of Authorized Agent or Officer    Title

Signature of Authorized Agent or Officer

Date
LEGAL NOTICE
PEORIA JOURNAL STAR

June 8th and 22nd ISSUE

NOTICE TO BIDDERS

NOTICE IS HEREBY GIVEN THAT THE BOARD OF EDUCATION OF THE CITY OF PEORIA, SCHOOL DISTRICT 150, PEORIA, IL, IS ACCEPTING BIDS FOR DIESEL FUEL AND UNLEADED FUEL TO BE OPENED BY THE SECRETARY OF THE BOARD OF THURSDAY JUNE 29, 2020 @ 9:30 A.M.

BID FORMS MAY BE OBTAINED FROM THE TRANSPORTATION DEPARTMENT, 1525 W. NORTHMOOR ROAD, PEORIA, ILLINOIS 61614 MONDAY THROUGH FRIDAY 7:00 A.M. TO 3:00 P.M OR FROM OUR WEBSITE AT

WWW.PSD150.ORG/TRANSPORTATION

JOSHUA COLLINS - DIRECTOR
TRANSPORTATION DEPARTMENT