

NOTICE TO BID

Fuel Card System/Diesel Fuel

The Simpson County Schools will accept bids for a fuel card system and diesel fuel for use in the District's vehicles for the period of April 1, 2014 through March 31, 2015. Bids will be received until 9:00 a.m. CST, March 7, 2014.

Bids must be sealed, plainly marked "Diesel Fuel Bid" on the front of the envelope, show the bidder's name and address, and delivered by the deadline to:

Simpson County Schools
Attn: Amanda Deweese
430 S. College Street
Franklin, KY 42134

Bid specifications may be obtained from the Simpson County Schools, Central Office, at 430 S. College Street, Franklin, KY, Monday through Friday, from 7:30 a.m. to 4:00 p.m.

The Simpson County Schools reserves the right to waive any informality or to reject any or all bids.

Fuel Card System/Diesel Fuel Specifications

1. Bidder must submit the bid according to bid advertisement, sealed, marked with specified bid form provided in the package, and by the deadline. Failure to submit the bid in this prescribed form may result in rejection of the bid.
2. The fueling site must have a minimum of 2 sites (main or satellite) located within Franklin, KY city limits. It is preferred that one site would be in close proximity to the Simpson County Schools Bus Garage located at 201 Commerce Street, Franklin, KY.
3. The fuel site must be available for use seven days per week, twenty-four hours each day.
4. Bidder must provide a fuel card system to facilitate the purchase of fuel.
 - i. Pin numbers specific to each employee
 - ii. One card per vehicle
5. The fuel card system can only be for the use of purchasing fuel within Franklin, KY city limits. The system cannot allow for any other purchases.
6. Must use a billing system.
7. Bidder must provide a monthly breakdown for each vehicle, including mileage per gallon, date purchased, and who made the purchase.
8. The price will be based on current OPIS daily rack price in Nashville, TN plus markup, freight and applicable taxes.
9. After the bidder has been approved by the Board of Education, they must be able to supply the fuel no later than April 1, 2014
10. Estimated monthly diesel usage is **approximately 5,000** gallons.
11. The contract shall be in effect for a period of one year from April 1, 2014 through March 31, 2015 with the option to renew annually based on agreement of both parties.
12. Bid forms must be signed by either an officer or and agent of the bidding firm who is authorized to legally bind the firm,
13. The contract can be canceled by either party by giving sixty (60) days written notice or immediately if specifications are not met.

BID FORM

TO: Simpson County Schools
430 S. College Street
Franklin, KY 42134

FROM: _____(Company Name)
_____(Address)

_____(Signature)
_____(Title)
_____(Date) _____(Phone)

We agree to provide a fuel card system and diesel fuel to the Simpson County Schools according to the attached Fuel Card System/Diesel Fuel Specifications for the period of April 1, 2014 through March 31, 2015 at the following price.

Diesel Fuel:

The price will be based on current OPIS daily rack price in Nashville, TN, applicable taxes and items noted below:

1. \$_____markup per gallon over daily rack price
2. Freight including any surcharges (list and describe): _____

3. Card/Other Fees (list and describe): _____

