

MATHEWS COUNTY PUBLIC SCHOOLS

P.O. BOX 369

MATHEWS, VA 23109

REQUEST FOR PROPOSAL

DIESEL AND UNLEADED GASOLINE

I. PURPOSE

The Mathews County School Board desires to receive sealed proposals for a diesel and unleaded gasoline contract. The contract shall be for a period of one year beginning on July 1, 2018.

II. PROPOSAL SUBMITTAL

Proposers must submit one original signed copy of the proposal to the Mathews County School Board, P.O. Box 369, Mathews, VA 23109, **no later than 2:00pm on May 30, 2018.**

III. CONTRACTOR RESPONSIBILITIES

1. Maintain sufficient fuel for satisfactory uninterrupted operations. In the event of an emergency, the contractor/supplier shall have available services to supply the needs of this account and be in a position to deliver whenever required. The contractor shall supply the owner an emergency telephone number for calling nights, holidays, and Sundays.
2. Metered tank truck delivery and invoices: For those contractors that use metered tank trucks delivery instead of stationary meters, contractor shall leave a delivery ticket with a responsible school representative, showing the exact number, to the tenths of a gallon of fuel delivered. All meters on tank trucks shall be accurate instruments and shall be certified and calibrated in accordance with local and state laws. All invoices rendered against metered tank truck delivery shall show the following minimum information:
 - a. Name and location
 - b. Date of delivery
 - c. Number of gallons delivered
 - d. Contract unit price per gallon
 - e. Total (extended) amount

IV. SCOPE OF WORK, SPECIAL CONDITIONS AND INSTRUCTIONS

1. Price Changes: The differential (price) shall be added to the contractor's posted (base) price plus freight to determine the net delivered price. This price plus the fixed differential will represent the delivered cost per gallon. The amount of the differential will not change unless notification of such change is specifically agreed upon and issued by the Superintendent of Schools for Mathews County, Virginia. The posted price may change on a daily basis.

2. Applicable Safety Code and Law: All applicable local, state, and federal safety codes, rules, laws, etc., for storage and handling and transportation of the fuel shall be fully applicable to any resulting contracts.

3. Period of Contract: One (1) year from July 1, 2018. Purchaser reserves the right to extend the contract for a period of five additional one (1) year periods as agreeable with both parties.

4. General Data by Location:
Bus Shop
136 High School Drive
Mathews, VA 23109

V. PRICING SCHEDULE

Current Base Price \$_____ /gal.

Current Freight Cost \$_____ /gal.

Differential (delivery charges, discount, overhead, profit, and other costs) \$_____ /gal.

Net Total Cost/Gallon Delivered FOB Mathews, VA \$_____ /gal.

IF AWARDED CONTRACT:

My one (1) year price from date of award for the differential shall be \$_____ /gal.