

MATHEWS COUNTY PUBLIC SCHOOLS

P.O. BOX 369

MATHEWS, VA 23109

REQUEST FOR PROPOSAL

#2 FUEL OIL

I. PURPOSE

The Mathews County School Board desires to receive sealed proposals for a #2 fuel oil 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. Provide the service as discussed in general under Section I Purpose and Section IV Scope of Work, Special Conditions and Instructions.
2. Maintain sufficient oil for satisfactory uninterrupted operation at each location. 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.
3. 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 #2 fuel oil 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
4. Contractor/supplier shall have input in recommending the proper size tank for each location.

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 #2 fuel oil shall be fully applicable to any resulting contracts.
3. Indemnification: The successful bidder shall, at all times during the life of the contract, carry adequate insurance in accordance with attached "General Conditions of Insurance." Contractor shall provide a properly completed certificate of such and submit to the Superintendent of Schools no later than 14 calendar days after notice of award and before any deliveries may commence. Important Note: Cancellation of insurance will automatically place the contractor in default. Contractor shall keep proper insurance in full force and effect at all times during the life of the contract.
4. 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.
5. Offerors shall perform all hook-ups and leak test(s), plus complete annual inspections.
6. General Data by Location:
 - a. Lee-Jackson Elementary School
Route 611, 347 Church Street
Mathews, VA 23109

- b. Thomas Hunter Middle School
Route 611, 387 Church Street
Mathews, VA 23109

- c. Mathews High School
Route 198, 9889 Buckley Hall Road
Mathews, VA 23109

NOTE: Quantities: CEK, Inc. has estimated the heating system to use approximately 8,000 to 10,000 gallons of oil annually.

Quantities set forth in this solicitation are estimated only, and the Contractor shall supply at bid prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.

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.