

**Susquehanna
Community SD
(SCSD)**

INVITATION FOR BID

#2 FUEL OIL

May 1, 2018

**INVITATION FOR BID
#2 Fuel Oil**

The Susquehanna Community SD is soliciting sealed bids for #2 fuel oil for the period of September 1, 2018 through April 30, 2019.

Copies of the ITB package can be requested by e-mail at gkiernan@scschools.org or obtained from our website, www.scschools.org. Once at the website, choose the District tab and then the Bids/Proposals/Quotes option. All questions regarding the IFB are to be directed to Gary Kiernan, Business Manager.

Gary Kiernan
Susquehanna Community SD
3192 Turnpike Street
Susquehanna, PA 18847

Bids received later than eleven (11:00 A.M. EST) on June 4, 2018 shall be rejected. The SCSD reserves the right to reject all or part of any bid received. This ITB does not commit the SCSD to award a contract, to pay any cost incurred in the preparation of a bid, or to procure on contract for services.

General Conditions

1.1 Submission Instructions

SCSD desires to contract with a qualified bidder for the purchase of #2 fuel oil. SCSD reserves the right to reject any and all bids received as a result of this request, or to negotiate separately with competing bidders. SCSD is seeking

1.1.1 Quantity

The bidder shall submit one (1) original bid.

1.1.2 Due Date

In order to be considered, bids must be received at the offices of SCSD by eleven (11:00 A.M. EST) on June 1, 2018. Failure of the U.S. Postal Service or other delivery service to deliver bid packages on time shall result in the bid not being opened or considered. Bids should be clearly marked "Fuel Oil Bid" and delivered to:

Gary Kiernan
SCSD
3192 Turnpike Street
Susquehanna, PA 18847

1.1.3 Proprietary Information

Any information contained in the bid that the bidder considers proprietary must be clearly identified as such. SCSD will respect requests for non-disclosure of proprietary information to the extent that information so restricted conforms to the Freedom of Information Act and the Pennsylvania Sunshine Laws.

1.1.4 Forms

Appendices A and B of this solicitation contain certain forms that are mandatory in the bid process. These forms must be executed and submitted in their exact format in order for the bid to be considered responsive. Precise, unedited computer reproductions to expedite the bid preparation process are acceptable.

1.1.5 Availability of Electronic Version of this Document

The Invitation for Bids and all related forms contained herein are available electronically in Portable Document Format (PDF). Interested parties who desire an electronic copy of this document should

contact Gary Kiernan (gkiernan@scschools.org). Files will be sent via e-mail to the requesting party. SCSD does not warrant the integrity or format accuracy of any file or document sent in this manner.

1.2 Questions Concerning the Project

1.2.1 Verbal and Written Questions

Prospective bidders are encouraged to submit substantive questions, comments, and concerns in writing. Questions should be addressed to Gary Kiernan of SCSD at 3192 Turnpike Street, Susquehanna, PA 18847. E-mailed questions will be considered as written; however, no telephone solicitations will be honored.

1.3 Bid Format

1.3.1 Minimum Requirements – Technical Bid Format

At a minimum, each technical bid should contain the following elements organized in the following fashion and in the order listed.

- Official bid form – Appendix A - The SCSD will not be responsible for expenses incurred in preparing and submitting the bid. Such costs should not be included in the bid.

The information requested is required to support the reasonableness of the proposed cost and is for the review of the SCSD only. It will not be shared with other bidders or released to the general public except in the form of total contract value.

- Official cost sheet – Appendix B - The bidder must indicate its compliance with certain Federal and state executive orders, laws, statues, and regulations to be considered for award.
- Bid Bond/Certified Check – The bidder must include a bid bond or certified check in the amount of 10% of the total bid.

1.4 Bid Evaluation

1.4.1 Bid Evaluation

- It is the intent of the SCSD to award a contract to the responsive and responsible bidder whose bid conforming to this IFB, is the lowest in price. Factors such as discounts and delivery charges will be considered in determining which bid is lowest in price.
- A responsible bidder possess the ability to perform successfully under the terms and conditions of this procurement

- The low bidder will be required to demonstrate its ability to perform services contained in the solicitation in a timely manner and to the complete satisfaction of the SCSD. Doubt as to technical ability, productive capability, and financial strength which cannot be resolved affirmatively may result in a determination of non-responsibility by the SCSD.
- If the low bidder is eliminated, then the second lowest bidder will be required to demonstrate its ability to perform services as described herein. This process will continue to the next lowest bidder until a bidder successfully meets the specifications requirements.
- The SCSD reserves the right to investigate the qualifications of all bidders under consideration to confirm any part of the information furnished by a proposer, or to require other evidence of managerial, financial or other capabilities which are considered necessary for the successful performance or the contract.

1.4.2 Single or unbalanced bids

- In the event a single bid is received, the SCSD may cancel the solicitation, change the requirements to allow for more bids, resolicit bids, or evaluate the bid based on the established criteria.
- The SCSD may determine that a bid is non-responsive if the prices proposed are materially unbalanced. A bid is materially unbalanced when it is based on process significantly less than cost or prices significantly overstated relative to cost.

1.5 Contract

1.5.1 Award of Contract

- SCSD anticipates award of a contract on June 4, 2018.
- The SCSD reserves the right to award to other than the low bidder and to award any or all items of the bid.
- If awarded at all, the bid may be awarded to the bidder whose total price is lowest, whose bid is responsive to the invitation thereof, and who is determined to be technically and financially responsible to perform as required. The SCSD reserves the right to accept another bid if it is in the best interest of the SCSD. Conditional bids and any bid taking exception to these instructions or conditions may be considered non-responsive and may be rejected.

1.6.2 Contract Type

A purchase order from the individual school district shall consummate a contract between the vendor and the school district initiating the purchase order. The advertisement for bids, specifications, bid form, general conditions and all other documents herewith shall comprise and complete contract documents.

1.6.3 Contract Period

The contract period is from September 1, 2018 through April 30, 2019.

1.7 Bid Summary

1.7.1 Procurement Schedule (Tentative)

Advertisement of Request for Bid	May 1, 2018
Release Date for IFB	May 1, 2018
Bids due	June 4, 2018
Contract Award / Notice to Proceed	June 4, 2018

2.1 Technical Specifications

2.1.1 Bid Form – Appendix A

Each quotation shall contain the name, residence, and place of business of the person or persons making the quotations and must be signed by the person submitting the quote with his usual signature. Bids by partnerships must furnish the full names of all partners and must be signed with the partnership or by an authorized representative, followed by the signature and designations of the person signing.

2.1.2 Tax Exempt

The School District is a governmental agency, and therefore is exempt from all federal, state and municipal taxes. The SCSD will give the necessary cooperation and assistance to the vendor in securing exception to payment of taxes for all bid items purchased by the district. In all cases, bids shall not include taxes.

2.1.3 Cost Sheet – Appendix B

Firm prices should be listed with the delivery charge included. Fluctuating prices and a separately quoted delivery charge will be evaluated together when tabulating bid responses.

2.1.4 Board of Education

The SCSD reserves the right to waive any informality to reject any and all bids, or select any bid when it is believed to be in the best interests of the school district.

2.1.5 Payment

The School District shall make payment only after all conditions and terms of the contract have been fulfilled and approved as meeting and conforming to the specifications as outlined herein or otherwise as may be agreed upon between the district and the vendor.

2.1.6 Delivery Procedures

Delivery regulations and schedules will be coordinated with the following:

Susquehanna Community SD Kevin Price (570) 853-4921, Ext. 2168

Since purchase orders will be issued for each drop, an invoice should be rendered for each purchase order.

District requests for delivery of product will be made by nine o'clock a.m. and delivery is to be made before 2:30 p.m. of the following business day.

Certificates of analysis shall be presented to the school district upon request.

Price quotations may be submitted on the basis of a firm price-per-gallon and/or a fluctuating price-per-gallon. Prices quoted must include delivery F.O.B. to the above listed schools. Bids should be based upon the posted price as of 8:00 AM June 4, 2018. Bids submitted on the basis of a fluctuating price are subject to change in accordance with the following conditions:

- The unit price-per-gallon will change directly with the change in the posted reseller price at the supplier's refinery terminal.
- The school district business office must be notified of each price change within ten (10) days of the effective date of the change. Notification must be in writing and shall include documentation from the petroleum refinery source certifying the price change.

Bids submitted on the basis of a firm price that is required to be fully prepaid. Bids must be accompanied by a full performance bond posted for the school district or districts in question.

2.1.7 Quantities

The Susquehanna Community SD requests bids in the approximate quantities shown below for #2 fuel oil for the period September 1, 2018 through April 30, 2019. The quantities may be increased or decreased on a pro-rata basis. The following shows the location of the tanks, the estimated amount needed for this period for this tank and the maximum amount of storage available at any one time.

Location	Amount Needed for this period	Max. Storage Available
Susquehanna Comm. H.S. 3192 Turnpike Street Susquehanna PA 18847	37,000 gallons	12,000 gallons
Susquehanna Comm. Elem. 3192 Turnpike Street Susquehanna PA 18847	16,000 gallons	15,000 gallons

APPENDIX A – OFFICIAL BID FORM

Complete and Return

Having carefully examined the General Conditions and Technical Specifications, the undersigned hereby offers to furnish and deliver to the individual school districts, in accordance with the conditions and specifications which reflect a unit price and extension for the stipulated sum of the unit price and extension.

Name of Firm

Address

Signature of Authorized Representative Date

Telephone Number

APPENDIX B – OFFICIAL COST SHEET

Complete and Return

Your #2 fuel oil bid must be submitted on this sheet before 11:00 AM on Friday, June 15, 2017

The following bid quotation is being submitted for #2 fuel oil for the 2017-2018 school year:

- 1) _____ cents per gallon-firm price*
(Include delivery charge)
- 2) _____ cents per gallon-fluctuating
(**Do Not** include delivery)
- 3) _____ cents per gallon-delivery cost
(To be added to fluctuating cost)

A discount of _____% will be allowed the school district for payment of all invoices within 15 days of the delivery date.

***Firm Price must be good until 4:00 PM June 4, 2018. The SCSD will attempt to contact the successful bidder no later than two hours after opening.**

Proof of posted price must be attached or bid will be rejected.