

**Bidding Specifications for  
Momence Community Unit School District #1  
PURCHASE OF DIESEL FUEL OIL**

Notice is hereby given that the Momence Community Unit School District #1 is requesting proposals for a contract to purchase and supply diesel fuel under an energy average pricing arrangement designed to manage and pool the costs and risks of purchase during the period of September 24, 2018 through September 23, 2019. Proposals shall be accepted until September 12, 2018 by 11:00 AM at Momence District Office, 400 N. Pine St, Momence, IL 60954. Proposals shall meet all the specifications set forth below. At the time and date hereinabove set forth, proposals will be opened and read aloud. The proposals may thereafter be presented and approved by the Board of Education.

Questions for the contract to purchase and supply diesel fuel ("contract") may be made by contacting the Momence Community Unit School District Office, 400 N Pine Street, Momence, IL 60954, by calling 815-472-3501, or visiting our website [www.mcusd1.net](http://www.mcusd1.net).

1. The contract shall provide for the delivery of diesel fuel estimated at 650-950 gallons weekly to the School District on a weekly basis according to current delivery method during the period of September 24, 2018 through September 23, 2019, provided that the contract may exclude the months of June and July 2019 from the monthly delivery schedule. Deliveries will be made to the Momence Bus Garage at 201 N. Mechanic Street in Momence.

2. The contract under this proposal shall be to purchase 23,000 gallons of fuel for Momence CUSD #1 to be delivered on a weekly basis as specified in item #1 above. This is an estimate only and may vary. The bid form to be submitted requests the vendor itemize the PER GALLON cost breakdowns. The vendor shall list on the bid form the raw per gallon price of diesel fuel, the per gallon "mark up" added by the vendor, any per gallon fees added by the vendor, the per gallon transportation costs added by the vendor, and any additional per gallon costs/fees added by the vendor. Taxes shall NOT be included in this proposal as taxes paid will be the same for each vendor.

3. The risk manager shall identify in the proposal the name of the company/vendor that will be transporting the fuel to Momence CUSD #1 delivery site.

All risk managers submitting proposals must complete the attached bid form in its entirety. All completed proposal forms shall be sent to or delivered to the following address:

Momence CUSD #1  
Attn. Shannon Anderson  
400 N. Pine Street  
Momence, IL 60954

Each proposal must be in a sealed envelope that clearly identifies the content and subject matter with an endorsement on the outside substantially as follows: "Bid enclosed for the purchase of fuel for the Momence Community Unit School District #1."

The Momence CUSD #1 reserves the right to waive any irregularities or non-conformities with any proposal and reserves the right to award the bid to the lowest responsible bidder based on conformity with specifications, terms of delivery, quality, and serviceability. The Momence CUSD #1 also reserves the rights to reject all bids.

Questions regarding the request for proposal shall be directed to Shannon Anderson at 815-472-3501 or Helen Giba at 815-472-3501

Dated: July 31, 2018 By: Shannon Anderson, Momence CUSD #1

MOMENE COMMUNITY UNIT SCHOOL DISTRICT NO. 1  
BID FORM

2018-19 FUEL BID

The undersigned bidder has carefully examined the bid specifications and instructions to bidders for the supplying of Fuel Products to the Momence Community Unit School District No. 1 for the 2018-19 school year and does submit the following bid:

	<u>DIESEL</u> <u>FUEL #2</u>
Product cost per gallon	_____
in cents per gallon	
Federal Motor Fuel Tax	_____
in cents per gallon	
Environmental Impact Fee	_____
in cents per gallon	
IL State Motor Fuel Tax	_____
in cents per gallon	
Underground Stge Tax Dist	_____
in cents per gallon	
Other (please specify)	_____
in cents per gallon	
Base Bid Price Per Gallon	=====

STATE AND LOCAL SALES TAXES

Base bid amount does not include state or local sales tax. No charge will be allowed for federal, state, or municipal sales and excise taxes on unleaded regular gasoline or diesel fuel #2 products from which the Board of Directors is exempt. Exemptions certificates, if required, will be furnished on forms provided by the bidder.

Name of Firm \_\_\_\_\_

By \_\_\_\_\_  
(Typed or Printed Name)

Signature \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone # ( ) \_\_\_\_\_

\_\_\_\_\_

FAX # ( ) \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Federal Tax ID # \_\_\_\_\_

\_\_\_\_\_

UBI # \_\_\_\_\_

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