

**RIVER VALLEY SCHOOL DISTRICT
102 School Lane
Blairsville, PA 15717**

**REQUEST FOR BIDS FOR
ULTRA LOW SULFUR DIESEL FUEL,
GASOLINE AND LIQUID PROPANE GAS**

The River Valley School District invites qualified vendors to submit Bids for:
**ULTRA LOW SULFUR DIESEL FUEL,
GASOLINE AND LIQUID PROPANE GAS**

**Vendors may request bid packets by emailing the
Director of Transportation, Larissa Csanyi,
at csanyi.l@rvsdpa.org or by accessing the District's Transportation page
on the website at www.rvsdpa.org**

**Website link:
[https://www.rivervalleyisd.org/apps/pages/index.jsp?uREC_ID=2087439&
type=d&pREC_ID=2139185](https://www.rivervalleyisd.org/apps/pages/index.jsp?uREC_ID=2087439&type=d&pREC_ID=2139185)**

SUBMISSION OF BIDS

The vendor shall submit two (2) signed copies (1 original, 1 photocopy) of
the completed bid in a sealed envelope clearly marked
**“SEALED BID FOR DIESEL FUEL, GASOLINE AND LIQUID
PROPANE GAS.”**

BIDS ARE DUE BY 3:00 P.M. ON Thursday, June 1, 2023

MAIL BIDS TO THE FOLLOWING ADDRESS:

Larissa Csanyi
Director of Transportation
River Valley School District
102 School Lane
Blairsville, PA 15717

TENTATIVE TIME SCHEDULE

**Bid Deadline: June 1, 2023
Contract Award: Tent. June 27, 2023**

RIVER VALLEY SCHOOL DISTRICT
102 School Lane
Blairsville, PA 15717

GENERAL BID CONDITIONS AND INSTRUCTIONS FOR:
Ultra Low Sulfur Diesel Fuel, Gasoline and Liquid Propane Gas

1. All bids must be sealed and plainly labeled: **Diesel Fuel, Gasoline and Liquid Propane Gas.**
2. Bids must be typewritten or written in blue or black ink and must be signed in blue or black ink by the bidder on the enclosed Bid Form. Bids that are not signed will not be considered. Further, the individual signing the bid must indicate his or her position (e.g. Owner, President, Manager, Partner etc.).
3. Changes, alterations, or interlineations on the Bid Form are not permitted.
4. Sealed bids will be received by Larissa Csanyi, Director of Transportation, whose office is in the District Administrative Offices that are located at 102 School Lane, Blairsville, PA 15717. Sealed bids can be mailed to the School District at the following address: Larissa Csanyi, Director of Transportation, River Valley School District, 102 School Lane, Blairsville, PA 15717 and must be received in the Administration Office or by Mrs. Csanyi no later than Thursday, June 1, 2023, at 3:00 P.M., Prevailing Time. Any bids not received by Thursday, June 1, 2023, at 3:00 P.M., Prevailing Time, will be returned unopened to the bidder. All bid envelopes must include the bidder's return address on the envelope in which the bid is submitted.
5. Bids will be opened on Friday, June 2, 2023, in the Superintendent's Office of the District Administrative Offices located at 102 School Lane, Blairsville, PA 15717, commencing at 1:00 o'clock P.M.
6. It is anticipated that the Bids will be awarded at the regularly scheduled Board Meeting on Tuesday, June 27th, 2023, held in the Auditorium of the River Valley Middle/High School located at 100 School Lane, commencing at 7:00 o'clock P.M. However, if there is a Special Voting Meeting scheduled for earlier in the month of June, the awards will be made at that meeting.
7. River Valley School District is exempt from Federal Excise Tax and Pennsylvania State Sales and Use Tax. Therefore, DO NOT include those taxes in your bid. The tax exemption certificates will be furnished to the successful bidder.

8. The Board of School Directors of the River Valley School District reserves the right to accept any bid, or portion thereof, and to reject any bid either in its entirety or any portion thereof. The District reserves the right to reject any and all bids where the District determines such action to be in the best interest of the District. Any proposal that contains items not specified and/or does not complete all the items required; may be considered unresponsive and may be rejected on such basis. At its discretion, the District may waive any irregularity in any bid that the District deems to be immaterial, a formality or technicality when it is in the best interest of the District to do so. A bidder may bid on diesel fuel, gasoline, liquid propane gas or all three of them.
9. The quantity and quality of the diesel fuel, gasoline, or liquid propane gas shall be as per the specifications provided to each bidder.
10. The bidder is responsible for being totally acquainted with the bid specifications. Any change in specifications must be detailed as part of the bidder's documents. The District reserves the right to consider all bids submitted.
11. Bids may not be withdrawn for sixty (60) days after the bids are opened.
12. No bid will be considered unless it is accompanied by a "Non-Collusion Affidavit" that is completed, notarized and returned with the bid.
13. A Certified Check, Cashier's Check, Treasurer's Check or Bid Bond must accompany all bids.

**RIVER VALLEY SCHOOL DISTRICT
102 School Lane
Blairsville, PA 15717**

FORM OF BID

TO THE: RIVER VALLEY SCHOOL DISTRICT
102 SCHOOL LANE
BLAIRSVILLE, PA 15717

TO THE BOARD OF SCHOOL DIRECTORS:

WE, the undersigned, herewith propose and agree to furnish to the participants any one or all of the items or services that we have priced, at the net prices set opposite each item on the attached sheets.

This proposal is subject to all terms of the Contract Documents which include the Advertisement for Bids, Information to Bidders, Conditions of the Bid, Special Conditions, if any, the Specifications for the gasoline, ultra low sulfur diesel fuel and liquid propane gas and the delivery thereof, and we hereby agree to enter into a written contract to furnish such items as may be awarded to us, and to furnish such security as these specifications require.

We understand that the River Valley School District reserves the right to reject any or all bids or any portion thereof not deemed satisfactory, or to select single items of any bid.

Two copies of this form were furnished to us; one we retained for our files and the other is returned to you, fully executed, containing our bid.

The undersigned bidder certifies to having read the Advertisement for Bids, Conditions of Bid, Instructions to Bidder, and Specifications, and offers to furnish gasoline, ultra low sulfur diesel fuel and liquid propane gas as specified to the Board of School Directors of the River Valley School District in exact accordance with these specifications and conditions at the prices stated on the attached forms.

INDIVIDUAL BIDDER:

Signature (Seal)

Print Name

Fictitious Name (if applicable)

PARTNERSHIP:

Signature (Seal)

Print Name or Title

Partnership Name

CORPORATION:

Name of Corporation (Seal)

Signature of Authorized Officer

Print Name and Title

Attest: _____
Secretary

LIMITED LIABILITY COMPANY

Name of Limited Liability Company

Signature of Authorized Member/Manager

Print Name and Title

RIVER VALLEY SCHOOL DISTRICT
102 School Lane
Blairsville, PA 15717

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antirigging Act, 73 P.S. §§ 1611 *et seq.*, governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit may be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term “complementary bid” as used in the Affidavit has the meaning commonly associated with the term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

NON-COLLUSION AFFIDAVIT

Commonwealth of Pennsylvania
:Ss
County of _____

On this, the _____ day of _____ 2023, _____ personally appeared before me, the undersigned authority, who being duly sworn according to law, deposes and says that the following is true and correct to the best of their knowledge and belief:

- (1) That I am _____ of _____
(Title) (Name of my firm)
and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.
- (2) The price(s) and amount of the bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
- (3) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor the approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- (4) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- (5) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
- (6) The _____, its affiliates, subsidiaries, officers, directors
Name of Firm
and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State and Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

(7) That _____ understands and acknowledges that the above
Name of Firm

Representations are material and important and will be relied on by River Valley School District in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this Affidavit is and shall be treated as fraudulent concealment from the River Valley School District of the true facts relating to the submission of bids for this contract.

Name of Company or firm

Signature

Print Name

Sworn to and subscribed before me
this _____ day of _____, 2023

Notary Public

My Commission Expires: _____

RIVER VALLEY SCHOOL DISTRICT
102 School Lane
Blairsville, PA 15717

CONDITIONS OF BID OR PROPOSAL

1. Local Conditions: All deliveries of gasoline, diesel fuel and liquid propane gas shall be made as ordered to the following address:

Smith Bus Company
271 Old William Penn Hwy
Blairsville, PA 15717

And/Or

Smith Bus Company
220 10th Street
Saltsburg, PA 15681

2. Invoicing: Invoices shall be sent to the Administration Office of the River Valley School District. Separate invoices shall be rendered for each delivery, and each invoice must be accompanied by a copy of the delivery ticket signed by the representative of the River Valley School District. Invoices shall show delivered price per gallon. The River Valley School District will issue payment within forty-five (45) days of delivery.
3. Request for Clarification: If any bidder finds discrepancies in, or is in doubt as to the true meaning of any part of the specifications or other contract documents, they shall at once submit to the Administration Office of the River Valley School District a written request for an interpretation thereof. The interpretation rendered by the River Valley School District shall be final and indisputable.

LEGAL CONDITIONS

1. The Advertisement for Bids, Instructions to Bidders, General Conditions, Bid Conditions, Specifications, Supplementary Conditions (if any), Bid Form, and Non-Collusion Affidavit shall be collectively known and designated as the "Contract Documents" and shall form the Contract.
2. No bidder may withdraw their bid for a period of sixty (60) days after the date set for the opening of the bids.
3. The River Valley School District reserves the right to waive any informalities, which in the sole judgement of the District are considered minor or inconsequential, or reject any and all bids or portions thereof; therefore, gasoline, diesel fuel and liquid propane gas may be awarded separately and at different times. Any inability on the part of the

bidder to comply with the conditions and specifications as herein outlined must be clearly stated.

4. No rights shall accrue to any person submitting a bid or proposal until such bid has been accepted, contract awarded, and the contract finally and completely executed in writing by the duly authorized officers of the River Valley School District.
5. Deposits: Each bid submitted must be accompanied by a Certified Check, Cashier's Check, or a Treasurer's Check drawn to the order of the River Valley School District, or a Bid Bond with surety acceptable to the District in the amount of five percent (5%) of the bid. All Bonds shall be issued by companies such as will be acceptable to the Owner and which are authorized to transact business in the Commonwealth of Pennsylvania. Surety Companies must have a certificate of Authority as an acceptable Surety on Federal Bonds and as an acceptable reinsuring company in accordance with the latest Treasurer's Department Bulletin published by the Fiscal Service Company of Surety Bonds.

Checks will be returned promptly to all bidders after the successful bidder has furnished and properly signed all Contract Documents. The successful bidder must complete and deliver all Contract Documents within ten (10) days of the date postmarked on the envelope in which the documents are mailed by the District. If the bidder to whom an award is made shall fail or refuse to execute the contract within the time specified and allowed for completion, the District may deduct and retain out of the monies due the bidder or from the deposit as set forth in the preceding paragraph, such sum as shall be sufficient to pay the difference between the price on which the award was made and the price which the District may or shall be obligated to pay to procure the items or services from other sources.

6. For bid awards in excess of fifty thousand (\$50,000.00) dollars, the successful bidder shall provide a Performance Bond with the District in the amount of twenty- five percent (25%) of the estimated purchase within ten (10) days of the date postmarked on the envelope in which the notification of award is mailed by the District.
7. The successful bidder who supplies the gasoline, diesel fuel, and/or liquid propane gas shall be responsible for any damage to property, including but not limited to the delivery site, caused by the successful bidder or the agents of the successful bidder. The successful bidder, for itself and its successors and agents, covenants and agrees to assume and does hereby assume all liability for, and shall and does hereby agree to, indemnify and save harmless the River Valley School District, and its officers, officials, directors, representatives, agents and employees from and against any and all losses, costs, suits, claims, charges, fines or damages arising from injuries sustained by mechanics, laborers, workmen or by any person or persons whatsoever, to their persons or property, whether employed in and about the said work or otherwise, by reason of any accidents, damages, or injuries, torts or trespasses happening in and

about, or in any way incident to, or by reason of the performance of the Contract and the performance of said work and labor by successful bidder, including any environmental pollution, environmental damages, remediation and clean-up costs, and including costs, counsel fees, and all expenses of defense. Supplier agrees to carry Property Damage and Liability Insurance and to furnish certificates therefore to the District.

8. All applicable laws shall be deemed to be part of these specifications and the contract shall be read and enforced as though they were included.
9. The successful bidder must enter into and sign a contract with the District. When the bidder is a corporation, documents must be signed by a President or Vice- President and by the Secretary or Assistant Secretary. If signed by one person, a copy of the authority of such person must accompany the document.
10. In compliance with the Act of Assembly, the successful bidder further covenants and agrees, insofar as the work covered by this contract in Pennsylvania is concerned, the provisions of the Workmen's Compensation Act of 1951, as amended, and any supplements and amendments thereto, which may have been or may hereafter be passed, or shall file with the River Valley School District a certificate from the Department of Labor and Industry.
11. The successful bidder shall insure that the container of any chemical is clearly labeled to indicate any hazardous substance. Should a hazardous substance be present, the bidder must furnish with each delivery a material safety data sheet which includes the following information:
 - (a.) Chemical name or common name.
 - (b.) A hazard warning to include both an explanation for cleanup in cases of spillage and precautions and treatment in cases of human contact.
 - (c.) Name, address and emergency telephone number of the manufacturer of the substance.
12. River Valley School District may request samples of fuel supplied at any time from any delivery for analysis by a recognized petroleum testing laboratory for compliance. If the fuel is deemed to be in compliance with the specifications, the costs of testing will be the responsibility of the District. If the fuel is found to be out of compliance the costs of testing will be the responsibility of the awarded bidder. Further, any shipment or delivery purchased under the specifications delineated herein that fail to meet any of the tests or requirements specified, shall be subject to rejection and shall be replaced free of charge by the awarded bidder.

BID CONDITIONS

1. The District is not obligated to purchase a minimum number of gallons of diesel fuel, a minimum number of gallons of gasoline, or a minimum number of gallons of liquid propane gas during the one (1) year term, or the alternate two (2) year term and/or three (3) year term of the contract and, therefore, an insertion on the bid or an addendum or additional language submitted with the bid providing for a minimum purchase requirement shall be grounds for the District to reject bid.
2. It is a condition of this transaction that in the event the District has accepted and paid for a shipment of fuel and at a later date determines that such shipment does not conform to the specifications the awarded bidder agrees to replace any or all of the quantity that does not meet the specifications, without extra charge to the District
3. The bidder agrees that if the bidder is awarded the contract, the bidder shall furnish and deliver the specified fuel at such a time and place as designated by the River Valley School District, and that any and all such fuel shall be subject to inspection and approval. In the event that any of the fuel shall be rejected as unsuitable or not in conformity with the specifications, the bidder shall furnish fuel of proper quality as set forth in the specifications at the expense of the bidder.
4. Total bid price shall include delivery charge, superfund charge, demurrage, regulatory charges (e.g. Leaking Underground Storage Tank Trust Fund) and shall exclude all Federal Excise and State Taxes. The District will furnish a Tax Exemption Certificate upon request. Any adjustments in fuel mandates (e.g. percentage of bio-diesel/ethanol requirements) that may result in potential changes to pricing are the responsibility of the supplier and will not be passed on to the District. Any changes in taxes or the imposition of new taxes levied by the Federal, State or local governments shall be the responsibility of the supplier and will not be passed on to the District.
5. In the event that Federal and/or State regulations are implemented that will affect the District, the awarded bidder shall inform the District's Superintendent.
6. In the event that the awarded bidder shall neglect or refuse to furnish and deliver the fuel, or any part thereof, as provided for in the specifications or to replace any fuel that is rejected as provided for in these Bid Conditions, the District is authorized and empowered to purchase fuel from such party or parties in such quantities and in such manner as it shall select at the expense of the awarded bidder, or to cancel this contract reserving for itself, nevertheless, all rights for damage which may be incurred by the District.
7. The bidder agrees that if the contract is awarded to the bidder, the bidder will not assign, transfer or sublet the contract or any part thereof, unless specific permission

to do so is requested in writing by the awarded bidder, and granted in writing by the River Valley School District.

8. The awarded bidder agrees that at the time of delivery the driver will have available for inspection the terminal rack meter ticket for that delivery.
9. The awarded bidder shall be available, upon request, to meet with the Board of School Directors of the River Valley School District, or its designee, to discuss market trends, product and regulatory updates.
10. The District may request references from any and all bidders prior to awarding the bid.
11. District and bidder recognize that bidder is handling hazardous substances and agrees that in the handling and delivery of fuel for use, the bidder will in all respects exercise the strictest care required by law and bidder or bidder's designated carriers will comply with any and all applicable federal, state and local laws. Bidder shall within seven days upon Bidder's receipt of a written request from District provide the following information with regard to the bidder's designated carrier:
 - (a.) Federal hazardous material identification registration;
 - (b.) Carrier's certificate of insurance;
 - (c.) Proof of Pennsylvania Service Commission common or contract authority in the event a common or contract carrier is utilized.
12. Bidder shall either have fuel storage capabilities for not less than a sixty (60) day supply of gasoline, diesel fuel and liquid propane gas or be able to provide a written agreement between the bidder and an independent terminal operator that such storage capacity will be made available to bidder.
13. Delivery of gasoline, diesel fuel or liquid propane gas shall be made within twenty-four (24) hours from the placement of the order.

Mandatory Information

1. **FLEET OPERABILITY AND PERFORMANCE ISSUES:** The bidder must outline and submit with the bid a plan to deal with Fleet Operability and Performance Issues. If the District has operability problems, for example, buses fail to start, buses experience on-road difficulties related to fuel, or other performance issues, describe the procedure for assisting the District in addressing these problems. Please indicate the expected response time, including response time to calls on location.

**RIVER VALLEY SCHOOL DISTRICT
102 School Lane
Blairsville, PA 15717**

GASOLINE, DIESEL FUEL AND LIQUID PROPANE GAS SPECIFICATIONS

Gasoline, Diesel Fuel and Liquid Propane Gas is to be delivered, as needed, throughout the fiscal year of July 1, 2023 through June 30, 2023 to the following designated location, or in the alternative July 1, 2023 through June 30, 2025, or in the alternative July 1, 2023 through June 30, 2026:

Smith Bus Company
271 Old William Penn Hwy
Blairsville, PA 15717

And/Or

Smith Bus Company
220 10th Street
Saltsburg, PA 15717

The gasoline holding tank is located at the above-referenced Smith Bus Company - Blairsville location, and is an above ground tank with a capacity of 1000 gallons. The tank Identification Number is 32-29384.

The diesel fuel holding tanks are located at the above-referenced Smith Bus Company Blairsville and Saltsburg locations, and are above ground tanks with a 2000 gallon capacity. The tank Identification Number for Blairsville is 32-29384. Saltsburg's tank Identification Number is 32-22191

The Liquid Propane Gas holding tank is to be installed on the property of Smith Bus Company, at the above-referenced address in Blairsville, PA, which holding tank is to be installed and serviced in compliance with the terms and specifications hereinafter set forth in these bid documents.

Bidders shall submit firm prices for the period of July 1, 2023 through June 30, 2024, or an alternate firm price bid for the period of July 1, 2023 through June 30, 2025, or an alternate firm price bid for the period of July 1, 2023 through June 30, 2026. A bidder may be awarded the bid and a fixed price may be locked in at a later time. Until the fixed price is locked in the bidder must also submit a price, which will vary from time to time, however, the adjustment to rack price will apply for the entire period of time covered by the bid. Variations in prices shall be based on the fluctuation of rack posting price for the

Pittsburgh area. The Oil Price Information Service (OPIS) average rack price posting for the Pittsburgh Area shall be used in this bid. The gasoline and diesel fuel supplied by the successful bidder must be refined by a major oil company.

The successful bidder is required to provide gasoline, diesel fuel and liquid propane gas that meets all governmental mandates during the contract period.

If the variable rate option is selected, the River Valley School District has the right to lock in a firm, fixed rate at any time during the contract period.

The successful bidder shall make delivery of gasoline, diesel fuel and propane gas within twenty-four (24) hours from placement of the order.

GASOLINE

Gasoline must meet the current ASTM D4814 specification. The gasoline supplied in this bid is to be a major brand product and should meet the mandatory EPA regulations for the geographic location of the River Valley School District. And bid for gasoline other than a major brand will not be considered.

PRODUCER: _____

PRODUCT DESIGNATION: _____

PRODUCER'S TERMINAL LOCATION _____

QUANTITIES OF GASOLINE

Following is the estimated gasoline usage for the 2023-2024 year. River Valley School District is under no obligation to purchase any minimum volume of gasoline during the year of the contract entered into by the District and the successful bidder. The estimated usage referenced below is for reference purposes only and shall not be interpreted as a promise or obligation of the River Valley School District to purchase a specific amount of gasoline.

DATE	NUMBER OF GALLONS
TOTAL	13,000

DIESEL FUEL

Diesel Fuel must meet the current ASTM D975 specification, The diesel fuel supplied in the bid is to be No. 2 S-15 ultra low sulfur and must be a major brand product. Any bid for diesel fuel other than a major brand will not be considered. The diesel fuel must contain an anti-static additive.

SEASONAL SPECIFICATIONS: Ultra low sulfur diesel fuel for summer shall be supplied during the months of April through October. Diesel fuel for winter shall be supplied during the months of November through March. The successful bidder shall be responsible for automatically making the seasonal change without a directive from the School District.

It shall be the responsibility of the successful bidder to ensure the Cold Filter Plug Point of fuel provided to the District to a maximum test result reading of -5° Farenheit. Additives (including Ultra Low Sulfur Kerosene) may be used to achieve the required Cold Filter Plug Point/Winter Fuel Properties results as long as the additives do not provide a lower than specified lubricity, higher than specified ash content, or have an adverse effect on any of the expected test results. The cost for fuel additives will be paid by the District. The successful bidder is required to provide diesel fuel that meets all governmental mandates during the contract period. The cost of any mandate changes during the contract period is included in the bid price.

Diesel fuel must meet the following minimum requirements. Bidder should indicate the following for the Ultra Low Sulfur Diesel Fuel No. 2 S-15 on which it is bidding:

PRODUCER: _____

PRODUCT DESIGNATION: _____

PRODUCER’S TERMINAL LOCATION: _____

QUANTITIES OF DIESEL FUEL

Following is the estimated diesel fuel usage for the 2022-2023 year. River Valley School District is under no obligation to purchase any minimum volume of diesel fuel during the year of the contract entered into by the District and the successful bidder. The estimated usage referenced below is for reference purposes only and shall not be interpreted as a promise or obligation of the River Valley School District to purchase a specified amount of diesel fuel.

DATE	NUMBER OF GALLONS
TOTAL	40,000

DEISEL FUEL SPECIFICATIONS

	Minimum Requirements	Please indicate Specification
Cetane Index – Minimum	40	_____
Cetane No.	40	_____
Cloud Point:		
Winter - °F Maximum	+10°F	_____
Summer - °F Maximum	+20°F	_____
Pour Point:		
Winter - °F Maximum	-5°F	_____
Summer - °F Maximum	+10°F	_____
Lubricity HFRR	520 Max	_____
Cold Filter Plug Point	-5°F	_____
Aromatics% Vol. Max.	35 max	_____
Viscosity Kinematic Min 1.9/Max 4.1	@40C	_____
Total Sulfur Content	115 ppm Max.	_____
Flash Point -°F Minimum	126°F Min.	_____
Gravity (API) – Minimum	30	_____
Carbon Residue Percent - %	Maximum .35%	_____

Laboratory: _____

Certified By: _____

Signature

Title: _____

LIQUID PROPANE GAS

GENERAL INFORMATION TO BE PROVIDED BY BIDDER

In order to facilitate the River Valley School District’s evaluation of bids and vendors, the following information should be provided to the District:

1. The location of the Vendor to the bus terminal of Smith Bus Company, herein referred to as the “Bus Terminal.”
2. The response time of the Vendor to the Bus Terminal in the event of an emergency or a required repair that could disrupt service.
3. The ability of the Vendor to assist the District with emergency re-fueling of buses directly from a fuel truck or through other available means in the event of a break down or loss of power at the Bus Terminal
4. Designate the Liquid Propane Gas tank storage and dispensing options available. Please indicate the fuel tank sizes available and the costs to lease the fuel tank(s) and the fuel dispensing system (including services) from the Vendor or the costs to purchase outright the fuel tanks and fuel dispensing system (including services) from the Vendor
5. The cost quoted by the Vendor to provide the Liquid Propane Gas to the District at a per gallon rate.

SPECIFICATIONS FOR

LIQUID PROPANE GAS REQUEST FOR BIDS

District is seeking bids for Liquid Propane Gas to be provided by a qualified fuel Vendor. The Liquid Propane Gas will be used for the District’s contracted bus fleet through Smith Bus Company of approximately four (4) Liquid Propane Gaspowered buses. The buses will be fueled at the facility of Smith Bus Company located in Blairsville. The District’s estimated total annual consumption of Liquid Propane Gas for these buses is 12,000 gallons. The estimated usage referenced below is for reference purposes only and shall not be interpreted as a promise or obligation of the River Valley School District topurchase a specific amount of liquid propane gas.

DATE	NUMBER OF GALLONS
TOTAL	12,000

The District is looking for a prospective Liquid Propane Gas supplier to provide innovative pricing options for the Liquid Propane Gas and the Liquid Propane Gas tank(s), dispensing equipment and services at the Blairsville Bus Terminal Location.

The qualified Liquid Propane Gas supplier must provide a comprehensive Liquid Propane Gas solution including all equipment, equipment installation, training, ongoing support, and fuel supply.

The qualified Liquid Propane Gas supplier will be responsible for all technical and professional services required to obtain and to maintain compliant on-site refueling operations, including, but not limited to: site survey(s), drawings, permit applications, inspections, certifications, controls, protection and equipment. Equipment furnished under this specification shall be the latest improved model in current production, as offered to commercial trade, and shall be of highest quality workmanship and materials. The qualified Liquid Propane Gas supplier will ensure that all equipment offered under this specification will be through the term of this agreement, remain in good working order and shall be in compliance with the current Liquid Petroleum Gas Safety Rules, National Fire Protection Association (NFPA-58) safety codes, and all other applicable Federal, State & Local codes or Regulations.

The qualified Liquid Propane Gas supplier's bid proposal should include: (1) a bid for the Liquid Propane Gas supply only, and (2) separate bid for the required Liquid Propane Gas tank(s), equipment and related services. The qualified Liquid Propane Gas supplier will either own the tank(s), fuel dispensing equipment and services and lease the same at an annual rate over the term of the bid; or sell the tank(s), fuel dispensing equipment and related services at a fixed price. The bid price per gallon of Liquid Propane Gas shall not include the cost of equipment, installation services, maintenance, delivery, related services and any other costs.

The bid for Liquid Propane Gas may be for a one (1) year term, a two (2) year term or a three (3) year term with a fixed price per gallon of Liquid Propane Gas for the term or terms bid; and/or the bid may be at a variable price per gallon of Liquid Propane Gas for the term bid.

TRAINING AND SAFETY

The qualified Liquid Propane Gas supplier shall provide safety training on the proper handling of the Liquid Propane Gas and the refueling of vehicles for drivers and mechanics at the Smith Bus Company terminal facility.

The qualified Liquid Propane Gas supplier shall provide comprehensive driver and fleet team safety and operational education, which must include the following;

- (1) Extensive Liquid Propane Gas fueling training.
- (2) Extensive safety training on vehicles
- (3) Presentation of Safety training certificate to fleet operators and technicians.
- (4) Provide detailed instructions for safe Liquid Propane Gas fueling of a motor vehicle.
- (5) Provide detailed explanation of the supplier's standard Emergency procedures for following:

Liquid Propane Gas leak procedures
Liquid Propane Gas fire and explosion procedures.

The following safety features must be included:

- (1) Internal valve with excess flow remote closure. The internal valve is operated by propane vapor or nitrogen and is also tied to the remote shutoff device cabinet. In the event of loss of propane pressure (due to a leak or line break) the internal valve will automatically close.
- (2) Emergency Break-Away Device. This device stops the flow of Liquid Propane Gas in the event of a driver pull away from the dispenser.
- (3) Remote Shutoff. This device must be opened in order to dispense fuel and will be closed when the station is not in use. This safety device is also tied to the internal valve on the tank and will not allow propane to flow through the piping until and unless this safety device is opened. Should there be a break in a gas line, a leak, or a fire, a thermal connection would also automatically melt thereby closing the remote shutoff and the internal valve preventing the flow of propane.

ADDITIONAL REQUIREMENTS

The qualified Liquid Propane Gas Supplier will be responsible for ongoing supply management, including;

- (1) Monitoring of Liquid Propane Gas levels and providing auto-replenish order and delivery.

- (2) Fuel management shall be capable of tracking the Liquid Propane Gas fuel used by vehicle and have a minimum of four (4) user programmable fields such as vehicle number, driver identification, mileage and gallons dispersed.
- (3) Provide supply disruption plan and alternative capability in the event of site outages or natural disaster.
- (4) Provide billing/invoicing and bulk tank inventory reconciliation reports. The system utilized by the Liquid Propane Gas provider must support the vehicle level transaction summary referred to in item (2) above.
- (5) The ability to provide temporary remote filing of fuel should dispensing equipment be down more than twenty-four (24) hours.
- (6) The ability to provide emergency service for the fueling equipment within twenty-four (24) hours of notice.

EXPERIENCE AND FINANCIAL STRENGTH

The qualified Liquid Propane Gas supplier shall provide documentation of at least three (3) years of experience installing and maintaining Liquid Propane Gas equipment with a reliable Liquid Propane Gas fuel supply.

The qualified Liquid Propane Gas supplier shall provide a list of clients currently running school buses or similar vehicles currently running on Liquid Propane Gas.

The qualified Liquid Propane Gas supplier shall provide the District with documentation satisfactory to the District proving the Liquid Propane Gas supplier has the financial strength to satisfy the requirements of the District.

PROPANE AUTOGAS DISPENSER SPECIFICATIONS

The following are the minimum specifications of the Propane Education and Research Council (PERC) to ensure positive end-user experiences with the installation and operation of propane autogas dispensing equipment. The District requires that all installed equipment will meet or exceed these specifications.

- (1) Must meet all federal, state and local codes and regulations.
- (2) Delivers fuel to end-users similar to those using gasoline.
- (3) The dispenser must be the correct dispenser for the type of buses that will be filled with liquid propane gas.
- (4) Must provide the propane autogas powered vehicle operations with a safe, reliable refueling option.

SYSTEM PERFORMANCE REQUIREMENT

1. The dispensing rate must be a minimum of eight (8) gallons per minute.
2. The pump package (motor, pump, bypass, piping, system sizing and electrical) must be able to provide adequate differential pressure based on vehicle type, geographic location and climate conditions.
3. The location of the dispensing station and proximity to the pump package must not adversely impact performance.
4. The vehicle fueling area must be reasonably level to allow for complete fuel fill of the buses.

EQUIPMENT REQUIREMENTS

A. DISPENSER CABINET

- (1) The dispenser cabinet shall be constructed of nonflammable, noncombustible materials, including but not limited to powder-coated steel, stainless steel, aluminum or equivalent materials.
- (2) Must meet all federal, state and local codes and regulations applicable at the installation location.
- (3) Must be constructed with lockable access panels to prevent tampering.
- (4) Shall provide separation of the base classified area from the non-classified area (above 48 inches) by a permanent seal.

DISPENSER METERING

- (1) The dispenser meter shall have a digital display capable of providing gross or net volumes.
- (2) When required, temperature compensation shall be provided and meet all federal, state and local codes and regulations. The dispenser meter shall be provided with secondary temperature thermometer well for testing and proving the accuracy and calibration of the meter.
- (3) The metering system selected must have a minimum capacity sufficient to meet the performance standard listed in the System performance requirement section.
- (4) If an electronic dispensing system is utilized, it shall be equipped with a pulse transmitter providing a minimum of 100 pulses per gallon (PPG) for retail sales and/or custody transfer.
- (5) Mechanical temperature compensation without pulse output is acceptable.

- (6) Meter accuracy shall be in accordance with federal, state and local codes and regulations, with a minimum accuracy of plus or minus (\pm) 0.6% (0.006) linearity and plus or minus (\pm) 0.24% (0.0024) repeatability when the dispenser is used for retail and/or custody transfer.
- (7) The meter shall be inspected prior to operation to ensure compliance with State weights and measure standards applicable at the location of installation when the dispenser is used for retail sales and/or custody transfer.

DISPENSER DISPLAY

The dispenser display shall indicate the number of gallons of Liquid Propane Gas dispensed, with either a mechanical or electronic register. If the dispenser is mechanical, it shall indicate the number of gallons dispensed and have a totalizer display. If the dispenser is electronic, it shall indicate the number of gallons dispensed, net or gross gallons. The dispenser may include a display with an alpha numeric keypad for ease of entering date.

ELECTRICAL REQUIREMENTS

- (1) All electrical installations shall be performed by a licensed, bonded electrician with motor control experience to ensure compliance with all federal, state and local codes and regulations at the location of installation.
- (2) The dispenser and all internal electrical components shall be wired in full compliance with the manufacturer's specifications, Electrical components contained within the dispenser cabinet, where required, shall be Class 1 Group D Division 1 or Division 2, and shall be provided with all required seal off devices.
- (3) Distance must be considered when selecting service wire sizing to meet necessary voltage and amperage requirements of the motor manufacturer.
- (4) Smith Bus Company shall provide all required electricity at its cost to operate the fuel system.

PIPE VALVES AND FITTINGS

- (1) All piping within the dispenser cabinet shall be A53 Grade B or better, schedule 80 of approved equivalent materials.
- (2) All threaded fittings shall be forged steel, brass or other materials approved for use with Liquid Propane Gas.
- (3) All threaded fittings and valves shall be a minimum 400 PSIG water, oil or gas (WOG) rated.
- (4) Ball valves shall be full port for liquid service.

- (5) Internal valves, excess flow valves and backflow check valves shall be installed in appropriate locations in accordance with federal, state and local codes and regulations.

HOSE ASSEMBLY

- (1) The UL and CGA propane delivery hose shall be continuously marked “LP-GAS 350 PSI WP, 1750 burst pressure,” maximum 18 feet length per NFPA 58 code.
- (2) Hose assembly shall have a UL 567 compliant hose breakaway device.
- (3) Fueling nozzle shall be gas pump style 1 3/4 inch ACME with quick-acting shutoff, low emission release and failsafe discharge feature (for example: GG 20 low emission Gas guard or equivalent.)
- (4) Comparable with the dispensing device locking mechanism.

PUMP SYSTEM AND PUMP ASSEMBLY

- (1) The dispenser provider shall evaluate the filling requirements of the Liquid Propane Gas operated vehicles to be utilized by the District and provided by Smith Bus Company and provide the appropriate pump to meet those requirements. The Liquid Propane Gas provider shall provide, at a minimum, pump curves showing flow, differential pressure and at a minimum five (5) horsepower or whatever horsepower is required to meet the needs of the system.
- (2) The pump inlet strainer (minimum 80 mesh) or any restrictions shall be minimum of 10 pipe diameters from the pipe inlet. The pump manufacturer’s installation instructions shall be strictly adhered to.
- (3) The pump inlet and outlet shall have isolation full port ball valves

IN-LINE FUEL FILTER

- (1) The fuel filter shall be capable of filtering particles measuring five (5) microns.
- (2) The fuel filter shall be placed after the propane auto gas pump in order to filter the stored fuel prior to entering the vehicle.

TANK ASSEMBLY

The Liquid Propane Gas storage tank must be suited for the intended application

- (1) A new tank or a thoroughly cleaned tank shall be provided by the Liquid Propane Gas Provider.
- (2) The tank shall be equipped with a bottom liquid connection sufficient to supply the pump at the pump manufacturer’s recommended volume.

- (3) The tank shall be equipped with a suitable vapor connection for the pump bypass.
- (4) The tank shall be equipped with a suitable vapor connection for the vapor eliminator from the meter to operate properly.
- (5) All other tank openings shall comply with federal, state and local codes and regulations.

INSTALLATION FOUNDATION

- (1) The tank and dispensing unit shall be mounted on a concrete or masonry foundation.
- (2) Smith Bus Company shall, at its costs, install the concrete or masonry foundation and the required crash protection equipment surrounding the tank location.

ADDITIONAL INFORMATION

- (1) Any comparable fuel management system may be used. Fuel management systems may include, but are not limited to the vehicle fuel usage, vehicle number, driver identification, mileage, gallons delivered or any other information suitable to the District's needs.
- (2) If the dispenser is used for retail sales, it must be an approved device for its intended purpose.
- (3) Optional equipment and upgrades may include, but are not limited to:
 - a. Dispenser display with an alpha numeric key pad for ease of entering data.
 - b. Painted surface of dispenser shall be protected from damage from the breakaway system with an aluminum 12" by 14" wear plate.

BID FORM (2023-2024)
BID FOR ULTRA LOW SULFUR DIESEL FUEL

BID FOR ULTRA LOW SULFUR DIESEL FUEL – FIRM DELIVERED PRICE
ITEM NO.1

DELIVERED QUANTITY

FIRM DELIVERED PRICE
CONTRACT DATE

500 gallons – 2,999 gallons

_____ per gallon

BID FOR ULTRA LOW SULFUR DIESEL FUEL – VARIABLE DELIVERED
PRICE* **ITEM NO.1A**

DELIVERED QUANTITY

VARIABLE DELIVERED
PRICE ADJUSTMENT TO RACK

500 gallons – 2,999 gallons

_____ per gallon

*Variations in prices shall be based on the fluctuation of the rack posting price for the Pittsburgh Area. The OPIS average rack price posting for the Pittsburgh area shall be used in this bid.

Payments will be made within forty-five (45) days of invoicing. In addition, the following discount will be officered if the invoice is paid within:

5 Days
Discount _____

10 Days
Discount _____

15 Days
Discount _____

Authorized Signature _____

Date _____

ALTERNATE BID FORM (2023-2025)
BID FOR ULTRA LOW SULFUR DIESEL FUEL

BID FOR ULTRA LOW SULFUR DIESEL FUEL – FIRM DELIVERED PRICE
ITEM NO.1

DELIVERED QUANTITY

FIRM DELIVERED PRICE

CONTRACT DATE

500 gallons – 2,999 gallons

_____ per gallon

BID FOR ULTRA LOW SULFUR DIESEL FUEL – VARIABLE DELIVERED
PRICE* **ITEM NO.1A**

DELIVERED QUANTITY

VARIABLE DELIVERED
PRICE ADJUSTMENT TO RACK

500 gallons – 2,999 gallons

_____ per gallon

*Variations in prices shall be based on the fluctuation of the rack posting price for the Pittsburgh Area. The OPIS average rack price posting for the Pittsburgh area shall be used in this bid.

Payments will be made within forty-five (45) days of invoicing. In addition, the following discount will be officered if the invoice is paid within:

5 Days
Discount _____

10 Days
Discount _____

15 Days
Discount _____

Authorized Signature _____

Date _____

ALTERNATE BID FORM (2023-2026)
BID FOR ULTRA LOW SULFUR DIESEL FUEL

BID FOR ULTRA LOW SULFUR DIESEL FUEL – FIRM DELIVERED PRICE
ITEM NO.1

DELIVERED QUANTITY

FIRM DELIVERED PRICE

CONTRACT DATE

500 gallons – 2,999 gallons

_____ per gallon

BID FOR ULTRA LOW SULFUR DIESEL FUEL – VARIABLE DELIVERED
PRICE* **ITEM NO.1A**

DELIVERED QUANTITY

VARIABLE DELIVERED
PRICE ADJUSTMENT TO RACK

500 gallons – 2,999 gallons

_____ per gallon

*Variations in prices shall be based on the fluctuation of the rack posting price for the Pittsburgh Area. The OPIS average rack price posting for the Pittsburgh area shall be used in this bid.

Payments will be made within forty-five (45) days of invoicing. In addition, the following discount will be offered if the invoice is paid within:

5 Days
Discount _____

10 Days
Discount _____

15 Days
Discount _____

Authorized Signature _____

Date _____

BID FORM (2023-2024)
BID FOR UNLEADED GASOLINE 87-OCTANE

BID FOR UNLEADED GASOLINE – 87 OCTANE – FIRM DELIVERED PRICE
ITEM NO.2

DELIVERED QUANTITY

FIRM DELIVERED PRICE

CONTRACT DATE

500 gallons – 1,499 gallons

_____ per gallon

BID FOR UNLEADED GASOLINE – 87 OCTANE – VARIABLE DELIVERED
PRICE* **ITEM NO.2A**

DELIVERED QUANTITY

VARIABLE DELIVERED
PRICE ADJUSTMENT TO RACK

500 gallons – 1,499 gallons

_____ per gallon

*Variations in prices shall be based on the fluctuation of the rack posting price for the Pittsburgh Area. The OPIS average rack price posting for the Pittsburgh area shall be used in this bid.

Payments will be made within forty-five (45) days of invoicing. In addition, the following discount will be offered if the invoice is paid within:

5 Days
Discount _____

10 Days
Discount _____

15 Days
Discount _____

Authorized Signature _____

Date _____

ALTERNATE BID FORM (2023-2025)
BID FOR UNLEADED GASOLINE 87-OCTANE

BID FOR UNLEADED GASOLINE – 87 OCTANE – FIRM DELIVERED PRICE
ITEM NO.2

DELIVERED QUANTITY

FIRM DELIVERED PRICE

CONTRACT DATE

500 gallons – 1,499 gallons

_____ per gallon

BID FOR UNLEADED GASOLINE – 87 OCTANE – VARIABLE DELIVERED PRICE*
ITEM NO.2A

DELIVERED QUANTITY

VARIABLE DELIVERED PRICE ADJUSTMENT TO RACK

500 gallons – 1,499 gallons

_____ per gallon

*Variations in prices shall be based on the fluctuation of the rack posting price for the Pittsburgh Area. The OPIS average rack price posting for the Pittsburgh area shall be used in this bid.

Payments will be made within forty-five (45) days of invoicing. In addition, the following discount will be offered if the invoice is paid within:

5 Days
Discount _____

10 Days
Discount _____

15 Days
Discount _____

Authorized Signature _____

Date _____

BID FORM (2023-2026)
BID FOR UNLEADED GASOLINE 87-OCTANE

BID FOR UNLEADED GASOLINE – 87 OCTANE – FIRM DELIVERED PRICE
ITEM NO.2

DELIVERED QUANTITY

FIRM DELIVERED PRICE

CONTRACT DATE

500 gallons – 1,499 gallons

_____ per gallon

BID FOR UNLEADED GASOLINE – 87 OCTANE – VARIABLE DELIVERED PRICE*
ITEM NO.2A

DELIVERED QUANTITY

VARIABLE DELIVERED PRICE ADJUSTMENT TO RACK

500 gallons – 1,499 gallons

_____ per gallon

*Variations in prices shall be based on the fluctuation of the rack posting price for the Pittsburgh Area. The OPIS average rack price posting for the Pittsburgh area shall be used in this bid.

Payments will be made within forty-five (45) days of invoicing. In addition, the following discount will be offered if the invoice is paid within:

5 Days
Discount _____

10 Days
Discount _____

15 Days
Discount _____

Authorized Signature _____

Date _____

BID FORM

BID FOR LIQUID PROPANE GAS AND STORAGE AND DELIVERY SERVICES

The undersigned bidder agrees to furnish the River Valley School District any one or all of the items specified at the prices set opposite each item on this Bid Form.

The undersigned hereby acknowledges and agrees that the bid submitted is subject to all of the terms of the Specifications and the General Conditions and Instructions. The undersigned further agrees to enter into a written contract to furnish to the River Valley School District the items specified in exact accordance with the Specifications, General Conditions and Instructions at the prices hereinafter stated.

The bid price may be broken down into four (4) separate sub-bids in each term:

Sub-bid No 1A: a price per gallon of liquid propane gas at a fixed cost.

Sub-bid No 1B: a price per gallon of liquid propane gas at a variable cost.

Sub-bid No 2A: a price for the Vendor owning the fuel storage tank, and fuel dispensing equipment and generally including the equipment and services more specifically set forth on pages 20 through 28 of the Request for Bids with an annual lease cost for the term of the bid;

Sub-bid No 2B: an alternate bid for the purchase outright of the fuel tank, fuel dispensing equipment and generally including the equipment and services more specifically set forth on page 21 through 29 of this Request for Bids. (Hereinafter referred to as Equipment and Services.)

The School District will not be liable and will not pay for any costs not included in the bid(s).

BID FORM (2023 – 2024)

SUB-BID NO. 1A

PRICE PER GALLON OF LIQUID PROPANE GAS AT A FIXED COST.

BID AMOUNT: _____

SUB-BID NO. 1B

PRICE PER GALLON OF LIQUID PROPANE GAS AT A VARIABLE COST.

BID AMOUNT: _____

SUB-BID NO. 2A

EQUIPMENT AND SERVICES – ANNUAL LEASE COST.

BID AMOUNT: _____

SUB-BID NO. 2B

EQUIPMENT AND SERVICES – FIXED COST TO PURCHASE

BID AMOUNT: _____

Authorized Signature _____

Date _____

ALTERNATE BID FORM (2023 – 2025)

SUB-BID NO. 1A

PRICE PER GALLON OF LIQUID PROPANE GAS AT A FIXED COST.

BID AMOUNT: _____

SUB-BID NO. 1B

PRICE PER GALLON OF LIQUID PROPANE GAS AT A VARIABLE COST.

BID AMOUNT: _____

SUB-BID NO. 2A

EQUIPMENT AND SERVICES – ANNUAL LEASE COST.

BID AMOUNT: _____

SUB-BID NO. 2B

EQUIPMENT AND SERVICES – FIXED COST TO PURCHASE

BID AMOUNT: _____

Authorized Signature _____

Date _____

ALTERNATE BID FORM (2023 – 2026)

SUB-BID NO. 1A

PRICE PER GALLON OF LIQUID PROPANE GAS AT A FIXED COST.

BID AMOUNT: _____

SUB-BID NO. 1B

PRICE PER GALLON OF LIQUID PROPANE GAS AT A VARIABLE COST.

BID AMOUNT: _____

SUB-BID NO. 2A

EQUIPMENT AND SERVICES – ANNUAL LEASE COST.

BID AMOUNT: _____

SUB-BID NO. 2B

EQUIPMENT AND SERVICES – FIXED COST TO PURCHASE

BID AMOUNT: _____

Authorized Signature _____

Date _____

