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MERRILLVILLE COMMUNITY SCHOOLS  
6701 DELAWARE STREET  
MERRILLVILLE, INDIANA 46410

NO-LEAD GASOLINE  
DIESEL FUEL  
SPECIFICATIONS

BID OPENING  
Monday, July 22, 2024  
9:00 a.m. C.S.T.

## **FUEL PRODUCTS**

### Instructions to Bidders

A. NOTICE TO BIDDERS:

All provisions of the "Notice to Bidders" and information contained therein shall be considered a part of these instructions. (Copy attached)

B. BID SUBMISSION:

Bids shall be in accordance with the "Instructions to Bidders" and shall be properly submitted and include a non-collusion affidavit. Proposals shall be accompanied by a bid bond or certified check made payable to Merrillville Community Schools in an amount equal to at least five (5%) of the bid submitted.

C. IDENTIFICATION OF BID:

Envelopes containing bid proposals must be sealed with the name and address of the bidder printed on the envelope along with the products being bid.

D. DELIVERY:

All fuel is to be delivered to the Merrillville Community Schools Transportation Department, 6601 Delaware Street, Merrillville, Indiana. Delivery shall be within three days of the date ordered unless otherwise approved by Merrillville Community Schools.

E. CONTRACT

Twelve (12) month period from August 1, 2024 to July 31, 2025.

It may be renewed for an additional year up to a three-year period at the same prices, terms and conditions with the mutual consent of both parties. The successful bidder shall be notified of his award by receiving a purchase order and/or Letter of Award from the board.

F. QUANTITIES:

The quantities indicated in the specifications are considered to be estimated requirements for a twelve (12) month period from August 1, 2024 to July 31, 2025.

The Merrillville Community Schools reserves the right to purchase quantities as school needs demand without any penalty as per price quoted on the bid until the expiration of the contract term.

G. BID PRICE:

The bid price per gallon shall be quoted as the low terminal wholesale price per OPIS rack rate at the time of delivery plus markup. The wholesale price quoted for the bid shall be the low terminal wholesale prices per OPIS rack rate at the time of delivery as of July 19, 2024 (Friday before opening). Documentation to substantiate the wholesale price on this date must be included in the bid. The delivery cost/markup shall be maintained throughout the contract year and the wholesale price charged will always be the daily low terminal price at the time of delivery for the particular date of purchase.

The total price to be quoted in any proposal submitted shall include all delivery charges and applicable taxes (Indiana State Road Tax, Indiana Oil Inspections Tax and Superfund Tax) as appropriate. The vendors receiving bid awards must provide a Federal Exemption Certificate to the Merrillville Community Schools so that the school will be exempt from Federal Excise Tax. No separate charges or fees except those clearly stated in the bid will be allowed. Vendors are to assume that they are to collect and pay all applicable taxes even when an agreement is needed with the schools to do so. Any changes in existing tax rates or any applicable new taxes will be taken into account, and the school will pay accordingly.

Any bidding vendor using jobbers for product delivery should list jobbers used as part of their proposal.

H. PAYMENT OF INVOICES:

Payment will be made after delivery and within ten (10) days of receipt, in the Business Office, of an invoice including verification of terminal price.

I. CANCELLATION OF CONTRACT:

Merrillville Community Schools reserves the right to cancel this contract, in whole or in part, by giving the successful bidder thirty (30) days written notice.

J. PUBLIC PURCHASING REQUIREMENTS

Merrillville Community Schools require that the supplies used and/or purchased with respect to this bid, proposal, or quote be manufactured in the United States. It is the bidder's responsibility to show such supplies are manufactured in the United States. If the supplies provided by the bidder are not manufactured in the United States, the bidder must show that one of the following is true:

1. The supplies required to comply with the bid, proposal, or quote are not manufactured in the United States in a reasonably available quantity to make a competitive bid.
2. The price of the supplies required to comply with this bid, proposal or quote exceeds the price of comparable supplies available outside the United States by an unreasonable amount.

3. The quality of the supplies required to comply with this bid, proposal, or quote is substantially less than the comparably priced supplies available outside the United States.
4. The purchase of supplies manufactured in the United States is not in the public interest.

Merrillville Community Schools may require the successful bidder to provide documentation of the stated reasons why U.S.-manufactured supplies were not used or purchased.

K. PUBLIC LIABILITY AND PROPERTY DAMAGE

The Contractor shall maintain, during the life of the contract, insurance coverage for its employees and any subcontractors in case of accidents involving bodily injury, accidental death, and property damage. The successful contractor awarded this contract will provide a copy of the certificate of insurance to the Purchasing Agent of Merrillville Community Schools. This coverage shall contain a \$1,000,000 umbrella and other minimum coverage as follows:

1. Bodily Injury Insurance
  - a. \$500,000 for injury/accidental death per person.
  - b. \$1,000,000 per accident.
2. Property Damage and Automobile Liability
  - a. \$300,000 per occurrence.

Special hazards shall be covered by rider(s) to the Public Liability and/or property damage insurance policy (or policies) furnished by the Contractor.

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SPECIFICATIONS FOR NO-LEAD GASOLINE

Bids Due July 30, 2024 - 9:00 a.m. C.S.T.

Bids are to include prices for no-lead gasoline. All bid prices shall be f.o.b. destination. (Merrillville Schools Transportation Site)

Individual orders within the contract period will be limited to storage capacity. Minimum orders will be 1,000 gallons of product. (Not to be less than a 7,000 gallon combined order of no-lead/diesel).

The octane rating for gasoline must be listed as part of the bid along with the specific brand name of gasoline bid. The standard product analysis specifications sheet shall accompany the bid.

SPECIFICATIONS FOR DIESEL FUEL

Bids Due July 30, 2024 - 9:00 a.m. C.S.T.

Bids must include prices for specific fuels. All bid prices must be f.o.b. destination. (Merrillville Schools Transportation Site)

Individual orders within the contract period will be limited to storage capacity. Minimum orders for diesel fuel will be 5,000 gallons of product. (Not to be less than a 7,000 gallon combined order of no-lead/diesel).

The specific brand name of diesel fuel to be supplied must be included on the bid form. The standard product analysis specifications sheet shall accompany the bid.

**BID FORM FOR  
NO-LEAD GASOLINE**

July 30, 2024

Estimated Quantity of Product Bid - 15,000 Gallons of 87 Octane for a  
twelve (12) month period from August 1, 2024 to July 31, 2025.

Brand of Gasoline specified \_\_\_\_\_

87 Octane RFG

Wholesale terminal price per gallon\* \_\_\_\_\_

Cost per gallon for delivery and markup \_\_\_\_\_

Applicable taxes \_\_\_\_\_

Total price per gallon \_\_\_\_\_

**\*Low terminal price per OPIS at the time of delivery on July 19, 2024.**

Date \_\_\_\_\_

Company: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**BID FORM FOR  
DIESEL FUEL**

July 30, 2024

Estimated Quantity of Product Bid - A total of 125,000 gallons broken down as follows for a twelve (12) month period from August 1, 2024 to July 31, 2025.

85,000 Gallons (ULSD) Ultra Low Sulphur Diesel #2 (Mar.-Oct.)

40,000 Gallons (ULSD) Ultra Low Sulphur Diesel #2 with Winter Additive (Nov.-Feb.)

Compounds of Additive will include:

- Cetane Enhancer to 4 point
- Lubricity
- Anti-gel
- De-icer
- Algae and Fuel Stabilizers
- Injector Cleaners

Rust and Corrosion Inhibitors

	(ULSD)		** (ULSD)	
	Ultra Low Sulphur Diesel (Mar.-Oct.)		Ultra Low Sulphur Diesel With Winter Additive (Nov.-Feb.)	
Wholesale terminal price per gallon*	_____	_____	_____	_____
Cost per gallon for delivery and markup	_____	_____	_____	_____
Applicable taxes	_____	_____	_____	_____
 Total price per gallon	 _____	 _____	 _____	 _____

**\*Low terminal price per OPIS at the time of delivery on July 19, 2024**

\*\*Please submit supporting documentation for any price calculations.

Bid Form for Diesel Fuel  
July 30, 2022

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The amount of each grade to be purchased would be based on weather conditions or needs at the time of purchase. In some instances where specified, amounts may be blended as per order.

Date \_\_\_\_\_

Company: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

## **NOTICE TO BIDDERS**

All interested bidders are invited to submit sealed bids to the Board of School Trustees of the Merrillville Community Schools for the following items:

### **NO-LEAD GASOLINE DIESEL FUEL**

Detailed specifications are on file in the office of the Director of Finance at the Merrillville Community Schools' Administration Building, 6701 Delaware Street, Merrillville, Indiana 46410, and may be obtained by request. Bids will be received at the Administration Building until 9:00 a.m., C.S.T., July 30, 2024 at which time and place all bids will be publicly opened and read aloud. All bids received after that time will be returned unopened.

Bids shall be in accordance with the "Instructions to Bidders" and shall be properly submitted and include a non-collusion affidavit. Proposals shall be accompanied by a bid bond or certified check made payable to Merrillville Community Schools in an amount equal to at least five (5%) percent of the bid submitted.

Each proposal shall be in a sealed envelope legibly marked with the name and address of bidder. The Board of School Trustees reserves the right to accept or reject any bids and to waive any informalities therein.

Board of School Trustees  
Merrillville Community Schools  
Mark S. Lucas, President  
Linda C. Jonaitis, Secretary

