

# ***BID SCHEDULE***

## **Bulk Gasoline, Diesel Fuel, and Motor Oil Supply Services**

ADVERTISE IN NEWSPAPER: April 15 and 22, 2025

**BID OPENING:** **2:35pm on Wednesday, May 14, 2025**  
at Lake County Office of Education (LCOE)  
1152 South Main Street  
Lakeport, CA 95453

DELIVERIES BEGIN: July 1, 2025

### **Contact Person(s):**

Rob Young  
[ryoung@lakecoe.org](mailto:ryoung@lakecoe.org)

Emily Smith  
[esmith@lakecoe.org](mailto:esmith@lakecoe.org)

Sarah Frace  
[sfrace@lakecoe.org](mailto:sfrace@lakecoe.org)

---

## ***BIDDERS CHECKLIST***

- \_\_\_\_\_ Pick up a bid packet at LCOE located at 1152 South Main Street Lakeport, CA 95453.
- \_\_\_\_\_ Deadline for receipt of bid proposals is Wednesday, May 14, 2025 by 2:30 pm.
- \_\_\_\_\_ Approval of bid by County Superintendent of Schools will take place Wednesday, May 14, 2025  
If your company is awarded the bid, you will receive a letter of acceptance.
- \_\_\_\_\_ Deliveries will begin on July 1, 2025 and end June 30, 2026 for fiscal year 25/26.

# LAKE COUNTY SCHOOLS

## FUEL COOPERATIVE BID

**For FYs: 2025/2026, 2026/2027, & 2027/2028**

### Bids Awarded by Group:

Bidders can bid on one, two or all three groups. The County Office of Education will follow all required state and federal laws pertaining to public bids. The lowest responsible bid per group will be selected.

**Group 1 = Bulk Gasoline**

**Group 2 = Diesel Fuel**

**Group 3 = Motor Oil**



# ***INSTRUCTIONS TO BIDDERS***

## Bid Proposals:

No bid proposals shall receive consideration by Lake County Office of Education (LCOE) unless made in accordance with the following instructions:

1. Deadline for Receipt of Proposals. Bid proposals must be sealed and filed with the County Superintendent at the LCOE located at 1152 South Main Street, Lakeport CA 95453 by May 14, 2025 at 2:30 p.m. The LCOE suggests that bids be hand-delivered to ensure their timely receipt, however, mailed bids will be accepted if received by the deadline.
2. Requests for Information. Any questions relative to the bid should be directed to Rob Young, Emily Smith, or Sarah Frace at the address specified for receipt of bid proposals.
3. Bid Proposal Forms. Bid proposals must be made on a form obtained from the LCOE. All items on the form should be filled out. Numbers should be stated in figures, and the signatures of all individuals must be in longhand. The completed form should be without interlineations, alterations, or erasures.
4. Execution of Forms. Each bid must give the full business address of the bidder and must be signed by the bidder with his or her usual signature. Bids by partnerships must furnish the full names of all partners and must be signed in the partnership name by a general partner with authority to bind the partnership in such matters. Bids by corporations must be signed with the legal name of the corporation, followed by the signature and designation of the president, secretary, or other person authorized to bind the corporation in this matter. The name of each person signing shall also be typed or printed below the signature. When requested by LCOE, satisfactory evidence of the authority of the officer signing on behalf of the corporation shall be furnished. A bidder's failure to properly sign required forms may result in rejection of the bid.

Bid Security. The LCOE shall have the right to award to another bidder. If the bidder fails or refuses to on a monthly basis, provide invoices and documentation substantiating the base price being charged. The Vendor is responsible for monitoring of tanks and must never run out of fuel. An empty tank, at any time during the contract period, may be considered a material breach of the contract. Delivery drivers must obtain a signature and provide a copy of the delivery tag at the time of delivery. Vendors must provide material safety data sheets on the products being delivered.

5. Award of Contract. Awards will be granted to the lowest Mark-Up price (OPIS Index for the San Francisco Plus mark-up cost listed as cents per gallon) in each Group. LCOE reserves the right to reject any and all bid proposals with whomever and in whatever manner the LCOE decides, to abandon the proposal entirely and to waive any informality or non-substantive irregularity as the interest of the LCOE may require.
6. Rejection of Bids and Award of Contract. The LCOE reserves the right to waive any irregularities in the bid and the right to accept or reject any and all bids, or any portion or combination thereof, or award on the basis of the total bid, when to do so is in its own best interest. The Contract will be awarded to the lowest responsible bidder complying with the requirements of the documents, subject to the Board of Trustees approval. The time for awarding the bid may be extended by the District with the consent of the lowest responsible bidder.
7. Execution of Contract. The successful bidder shall begin deliveries on July 1, 2025, through June 30, 2028. Contract terms and conditions may be reviewed annually.
8. Taxes. *Prices for gasoline include state highway taxes. Prices for diesel exclude all taxes.*

9. Bid Exceptions. All exceptions, which are taken in response to this bid, must be stated clearly. The taking of bid exceptions or providing false, incomplete or unresponsive statements may result in the disqualification of the bid. The governing board, whose decisions shall be final, will determine allowance of exceptions. Any bid exceptions or additional conditions requested after bid closure, which are not detailed within the bid response, may result in disqualification of the bid. No oral or telephonic modification of any bid submitted will be considered and a sealed telegraphic modification may be considered only if received prior to opening of bids. Faxed bids or modifications will not be accepted.
10. Discounts. Any discounts that the bidder desires to provide the LCOE must be stated clearly on the bid form itself so that the District can properly calculate the net cost of the bid proposal. Offers of discounts or additional services not delineated on the bid form will not be considered by LCOE in the determination of the lowest responsible bidder.
11. Quantities. The quantities shown are approximate. The LCOE reserves the right to increase or decrease quantities as desired.
12. Prices. Bid prices for fuel shall be submitted as flat price differential (margin) relative to an established base.
  - a. For gasoline and diesel, that base shall be the daily OPIS-San Francisco, UBD RACK AVG.
    - a.1. -EXAMPLE: Oil-OPIS Index +\$0.10 or Diesel- OPIS Index -\$0.149 or Unleaded Gas- OPIS Index +\$0.1799.
  - b. The quoted differential (margin) shall be exclusive of taxes and shall be inclusive of FOB delivery, vendor's overhead and profit.
13. Samples. On request, product data sheets shall be furnished to the LCOE.
14. Special Brand Names. In describing any item, the use of a manufacturer or special brand does not restrict bidding to that manufacturer or special brand, but is intended only to indicate quality and type of item desired. Bidders may furnish any product of comparable quality. If a bidder is requesting substitution of "an equal" item, the make and grade of the article on which the bid is submitted must be stated in the bid proposal and illustrations and product data information submitted. The District reserves the right to make all decisions on product selection.
15. Container Costs and Delivery. All costs for containers shall be borne by the bidder. All products shall conform to the provisions set forth in the federal, county, state and city laws for their production, handling, procession and labeling. Packages shall be constructed to ensure safe transportation to the point of delivery.
16. Prevailing Law. In the event of any conflict or ambiguity between these instructions and state or federal law or regulations, the latter shall prevail. Additionally, all equipment to be supplied or services to be performed under the bid proposal shall conform to all applicable requirements of local, state and federal law, including, but not limited to, California Labor Code, Sections 1771, 1778, and 1779.
17. Governing Law and Venue. In the event of litigation, the bid documents, specifications and related matters shall be governed by and construed in accordance with the laws of the State of California. Venue shall be with the appropriate state or federal court located in Lake County, California.
18. Form of Contract. The bidder selected by LCOE will be required to execute the bid form provided. The bid form and other documents are subject to the approval of the LCOE and its legal counsel.

# ***BIDDER'S QUESTIONNAIRE***

## TO THE BIDDER:

In making its award, the Board of Trustees will take into consideration Bidder's experience, financial responsibility and capability. The following questionnaire is a part of the bid. Any bid received without this completed questionnaire will be the basis for rejection of the bid. The Board of Trustees will use, but will not be limited to, the information provided herein for evaluating the qualifications of the bidder and his organization to carry out satisfactorily the terms of the contract. The questionnaire must be filled out accurately and completely and submitted with the bid. Any errors, omissions or misrepresentation of information may be considered as a basis for the rejection of the bid and may be grounds for the cancellation of any subsequent agreement executed as a result of the bid or bids involved.

### A. DESCRIPTION OF BIDDER'S ORGANIZATION

1. Firm name \_\_\_\_\_

2. Address \_\_\_\_\_

3. Telephone number \_\_\_\_\_

4. Type of organization

a. Corporation Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list officers and positions, and state in which incorporated.

If Bidder corporation is a subsidiary, given name and address of parent corporation

b. Partnership Yes \_\_\_\_\_ No \_\_\_\_\_

List partner's names and residence addresses

General Partners: \_\_\_\_\_

\_\_\_\_\_

Limited Partners: \_\_\_\_\_

Firm Name: \_\_\_\_\_

c. Individual Proprietorship Yes \_\_\_\_\_ No \_\_\_\_\_

### B. NATURE OF OPERATIONS

1. How long have you been engaged in business under your present business name? \_\_\_\_\_

2. How many years of experience does your firm have in fuel delivery called for under this bid? \_\_\_\_\_

3. Have you delivered fuel, or have you ever delivered, to any school district in the state of California?

Yes \_\_\_\_\_ No \_\_\_\_\_

a. If yes, provide the following information on the service you have provided to school districts during the last three years which were satisfactorily completed

(name contracts):

(1) The year the contract was awarded: \_\_\_\_\_

(2) For whom you have serviced, including person to call for reference & their phone number:

\_\_\_\_\_

(3) County(s) you delivered to: \_\_\_\_\_

(4) Number of cancellations of service: \_\_\_\_\_

b. List all contracts, which you have failed to satisfactorily complete and the reasons for this.

\_\_\_\_\_

\_\_\_\_\_

C. FINANCIAL AND CREDIT DATA

If your bid is awarded, *and if requested by the Board of Trustees*, you may need to supply the following data?

(a) Names and addresses of any banks where you regularly do business.

(b) The names and addresses of any banks, finance companies, dealers, suppliers, or others where you have notes or contracts payable.

(c) Give credit references, including at least three trade or industry suppliers, with whom you regularly work with.

\_\_\_\_\_

I certify, under penalty of perjury, that the foregoing is true and correct. Executed at \_\_\_\_\_, California, on this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Signature of Bidder

# ***INVITATION FOR BID***

## **Bulk Gasoline, Diesel Fuel, and Motor Oil Supply Services**

Date: April 15, 2025

The Lake County Schools are soliciting bids for the provision of the following fuel commodities:

| <b><u>Petroleum products delivery estimates for 2025-26</u></b> | <b><u>Est. Gallons</u></b> |
|---|----------------------------|
| A. # 2 Diesel fuel  | 6,000                      |
| B. Renewable Diesel Fuel  | 47,000                     |
| C. Unleaded gasoline  | 41,000                     |
| D. Motor Oil SAE 15W –40 Guardol ECT                            | 440                        |

The quantities specified are approximate and represent the best estimate of the Lake County School Districts of the actual quantities required in the period specified. However, the Lake County School Districts are in no way obligated to purchase the full amount specified. Bidder guarantees unit prices even if fewer units are purchased (Appendix with delivery amounts & locations attached).

The Lake County School Districts request bids to supply the bulk delivery of gasoline, diesel fuel and motor oil to the following transportation yard locations:

**Kelseyville Unified School District** at 5090 Park Ave, Kelseyville, CA 95451.

**Lakeport Unified School District** at 2503 Howard Ave. Lakeport, CA 95453.

**Middletown Unified School District** at 17110 Butts Canyon Rd. Middletown, CA 95461.

**Upper Lake Unified School District** at 675 Clover Valley Rd, Upper Lake, CA 95485.

For further information, please contact Rob Young, (707) 262-4140.

# *General Conditions*

1. The Lake County School Districts intend to purchase fuel and/or lubricant commodities exclusively from the acceptance of the bid for the period beginning July 1, 2025 - June 30, 2028, with an annual review of contract terms and conditions.
2. Bid Pricing – Fuel: Bid prices for fuel shall be submitted as flat price differential (margin) relative to an established base.
  - A. For gasoline and diesel, that base shall be the daily OPIS-San Francisco, UBD RACK AVG.
  - B. The quoted differential (margin) shall be exclusive of taxes and shall be inclusive of FOB delivery, vendor's overhead and profit.
3. Bidders are advised that districts will pay the current sales tax rate.
4. Requirements:
  - A. On a monthly basis, vendors shall provide invoices and documentation substantiating the base price being charged.
  - B. Vendor is responsible for monitoring of tanks and must never run out of fuel. An empty tank, at any time during the contract period, will be considered a material breach of the contract.
  - C. Delivery driver must obtain a signature and provide a copy of the delivery tag at the time of delivery.
  - D. Vendor must provide material safety data sheets on the products being delivered.
5. Bid Withdrawal: A bidder may withdraw its bid at any time prior to the hour set for opening of bids. No withdrawal or modification will be permitted after the hour designated for bid opening.
6. Submittal and receipt of bids do not obligate the Lake County School Districts in any way. The Lake County School Districts are not liable for any cost incurred by the bidder in preparation, presentation or in any other aspect of the bid and/or evaluation effort.
7. Award will be recommended to the lowest responsive, responsible and qualified bidder(s) that meet or exceed all specifications.

Sealed bids are subject to the terms and conditions set forth herein and will be received by the Lake County Office of Education, located at 1152 South Main Street Lakeport CA 95453, until 2:30 PM on Wednesday, May 14, 2025. Bids will be opened publicly on Wednesday, May 14, 2025.

- Any bid received after this time and date shall not be considered.
- The Lake County Office of Education is open from 8:00 a.m. until 4:30 p.m., Monday through Friday.
- One copy of the bidding form, signed by an authorized person shall be submitted in a sealed envelope, to the LCOE located at 1152 South Main Street Lakeport CA 95453.
- Please address bids as Attention: 2025-28 Petroleum Product Bid.**

***APPENDIX***

**LAKE COUNTY SCHOOLS**

**PETROLEUM PRODUCTS  
DELIVERY ESTIMATES  
FOR 3-YEAR BID**

**2025/26 & 2026/27 & 2027/28**

**BID Proposal for 25/26 & 26/27 & 27/28 (3 year BID)**

***RED DIESEL FUEL***

| <b><u>District</u></b> | <b><u>Drop Site</u></b>  | <b><u>Tank Capacity<br/>Gallons</u></b> | <b><u>1 year Est. Gallons<br/>2025-26</u></b> |
|------------------------|--|---|---|
|                        | Middletown USD Bus Yard 17110 Butts Canyon Rd.<br>Middletown, CA 95461 | 2,000                                   | 6,000   |

**Total Est. Gallons of Diesel Fuel ----6,000**

---

***RENEWABLE DIESEL FUEL***

| <b><u>District</u></b> | <b><u>Drop Site</u></b>  | <b><u>Tank Capacity<br/>Gallons</u></b> | <b><u>1 year Est. Gallons<br/>2025-26</u></b> |
|------------------------|--|---|---|
|                        | Kelseyville USD Bus Yard – 5090 Park Ave, Kelseyville, CA 95451        | 1,000                                   | 20,000  |
|                        | Lakeport USD Bus Yard 2503 Howard St. Lakeport, CA 95453               | 1,000                                   | 14,000  |
|                        | Middletown USD Bus Yard 17110 Butts Canyon Rd.<br>Middletown, CA 95461 | 2,000                                   | 6,000   |
|                        | Upper Lake High Dist. Bus Yard Old Lucerne Rd. Upper Lake, CA 95485    | 1,000                                   | 7,000   |

**Total Est. Gallons of Diesel Fuel ----47,000**

---

***UNLEADED GASOLINE***

| <b><u>District</u></b> | <b><u>Drop Site</u></b>   | <b><u>Tank Capacity<br/>Gallons</u></b> | <b><u>1 year Est. Gallons<br/>2025-26</u></b> |
|------------------------|---|---|---|
|                        | Kelseyville USD Bus Yard – 5090 Park Ave, Kelseyville, CA 95451     | 500                                     | 10,000  |
|                        | Lakeport USD Bus Yard 2503 Howard St. Lakeport, CA 95453.           | 1,000                                   | 10,000  |
|                        | Middletown USD Bus Yard 17110 Butts Canyon Rd. Middletown CA 95461  | 2@1,000                                 | 16,000  |
|                        | Upper Lake High Dist. Bus Yard Old Lucerne Rd. Upper Lake, CA 95485 | 1,000                                   | 5,000   |

**Total Est. Gallons of Unleaded Gasoline ----- 41,000**

---

***MOTOR OIL***  
***SAE 15W-40 Guardol ECT***

| <b>District</b> | <b>Drop Site</b>                             | <b>1 year Est. of <u>NO. of 55 gallon barrels</u></b> |
|-----------------|--|---|
| Kelseyville USD | Bus Yard -- 5090 Park Ave, Kelseyville       | <u>2</u>  |
| Lakeport USD    | Bus Yard - 2503 Howard St, Lakeport          | <u>2</u>  |
| Middletown USD  | Bus Yard - 17110 Butts Canyon Rd, Middletown | <u>4</u>  |

**Total Est. Barrels of Motor Oil-----8**

# LAKE COUNTY SCHOOLS COOPERATIVE BID

## Bulk Diesel Fuel, Unleaded Gasoline 87 Octane & Motor Oil SAE 15W-40 Guardol ECT

|                           | <u>OPIS Index Plus or Minus</u><br>(Mark up cost- cents per gallon) | <u>Rack Price</u><br><u>per Gallon</u> | <u>Total Price</u><br><u>Per Gallon</u> |
|---------------------------|---|--|---|
| #2 RED DIESEL FUEL (dyed) | \$ _____  | \$ _____                               | \$ _____                                |
| RENEWABLE DIESEL FUEL     | \$ _____  | \$ _____                               | \$ _____                                |
| UNLEADED GASOLINE 87      | \$ _____  | \$ _____                               | \$ _____                                |
| MOTOR OIL                 | \$ _____  | \$ _____                               | \$ _____                                |

**Note: Rack Price = As of May 1st, 2025**

Certification of Bid for Unit Prices listed above:

Firm: \_\_\_\_\_

Date of Bid: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Federal ID #: \_\_\_\_\_

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Title

**(THIS SECTION TO BE FILLED OUT BY LAKE COUNTY SUPERINTENDENT OF SCHOOLS)**

## **AWARD**

Accepted:

Date: \_\_\_\_\_

- DIESEL FUEL
- UNLEADED GASOLINE 87
- MOTOR OIL SAE 15W-40

\_\_\_\_\_  
Brock Falkenberg  
Lake County Superintendent of Schools