



**POCATELLO/CHUBBUCK SCHOOL DISTRICT 25**

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**LEARNING TODAY FOR THE POSSIBILITIES OF TOMORROW**

**Administration Offices  
3115 Pole Line Road  
Pocatello, Idaho**

**REQUEST FOR PROPOSAL**

**SPECIFICATIONS FOR**

**GASOLINE AND DIESEL FUEL SUPPLY**

**BIDS WITH CONDITIONS WILL NOT BE ACCEPTED**

**BID OPENING**

**July 1, 2025  
9:30 A.M.**



## POCATELLO/CHUBBUCK SCHOOL DISTRICT 25

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### LEARNING TODAY FOR THE POSSIBILITIES OF TOMORROW

#### POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25 INVITATION TO BID

Sealed bids will be received at the Pocatello/Chubbuck School District No. 25 Business Office, Bannock County, Idaho at 3115 Pole Line Road, Pocatello, Idaho, 83201, until **9:30 AM, on July 1, 2025** for the following:

#### **2025 Gasoline and Diesel Fuel Supply**

Specifications or additional details, (including bid forms), may be secured at the Business Office, 3115 Pole Line Road, Pocatello, Idaho, 83201 or by calling (208) 235-3270. All bids must be on the forms furnished, all blank spaces filled, and signed with the name and address of the Bidder. No unqualified bids will be read.

Each bid shall be accompanied by a certified check, cashier's check, or a bidder's bond, (executed by a qualified surety company with the power to do business in the State of Idaho) in the sum of not less than five percent, (5%) of the total bid, made payable to School District No. 25, Bannock County, Pocatello, Idaho. This surety shall be forfeited by the bidder in the event of failure to enter into a contract. Personal or company checks will not be accepted.

The Board of Trustees reserves the right to reject any or all bids or to waive any informalities, or to accept the bid or bids deemed best for Pocatello/Chubbuck School District No. 25, Bannock County, Pocatello, Idaho.

Renae Johnson, Clerk  
Pocatello/Chubbuck School District No. 25

Publish dates:

June 6, 2025  
June 13, 2025

IDAHO STATE JOURNAL

## **INSTRUCTIONS TO BIDDERS**

### **GENERAL CONDITIONS:**

Bids will be accepted for approximately 50,000 gallons of non-lead gasoline and approximately 120,000 gallons of Red-Dyed Ultra-Low Sulfur Diesel Fuel. The bidder shall supply complete specifications of the fuel he intends to furnish. Said specifications shall show the high and the low octane rating, sulfur and other impurity content, and such other information as to clearly define the quality of the fuel. The bid price shall exclude Federal Excise Tax and State Tax.

The term of this contract shall start August 1, 2025 and renew for additional consecutive years at the same profit margin as established in the bid award or until the District opens a formal bid for a new contract.

Fuel shall be delivered to 3115 Pole Line Road, Pocatello, Idaho.

All bids shall be in a sealed envelope addressed to the Board of Trustees of Pocatello/Chubbuck School District No. 25, 3115 Pole Line Road, Pocatello, Idaho 83201. The following shall be written on the exterior of the envelope:

BID FOR SUPPLYING GASOLINE AND DIESEL FUEL TO BE OPENED  
July 1, 2025, AT 9:30 AM

Bids not delivered by vendors at the time of bid opening must be received in mail no later than 4:00 PM on June 30, 2025, the nearest work day prior to bid opening.

No proposal will be accepted unless accompanied by a Certified Check or Bid Bond for not less than five percent (5%) of the total amount bid, as a guarantee, which is to be forfeited in case the successful bidder fails, neglects, or refuses to either enter into a contract or execute bonds for the faithful performance of the contract, or furnish a performance bond. PERSONAL OR COMPANY CHECKS WILL NOT BE ACCEPTED.

Refer all questions to Ms. Kelly Dial, Transportation Coordinator, at (208) 235-3226. Contact with other district staff, Board of Trustees, or Administration, will be by written permission only.

Bids must be supplied on the attached Bid Proposal Forms.

### **REQUIREMENTS OF THE AWARDED BIDDER**

Railcar transported fuel will not be accepted.

Unleaded gasoline must have a minimum 85 octane rating.

The Vendor must produce documentation of the price paid for fuel at the terminal for each delivery to the district so verification of the quoted fixed profit margin can be verified.

During the period of November 1st through March 15th, or as necessary, the red-dyed diesel fuel shall be blended for winter use at or below 20F degrees below zero.

Deliveries shall be made within one day after the District places an order for fuel.

The District may renew the contract for consecutive years at the same profit margin as established in the bid award or until the District opens a formal bid for a new contract.

### **EVALUATION CRITERIA**

Vendor Selection on this project will be based on the following:

- 1) Price
- 2) Vendor reputation for providing quality service and reliable delivery. If Pocatello/Chubbuck School District No. 25 has not done business with your company in the past 5 years, please reference 5 current customers you have worked with in the past 2 years.
- 3) Vendor who best meets the specifications as listed will be given priority in final selection.

**REQUEST FOR PROPOSAL**

**GASOLINE AND DIESEL FUEL SUPPLY**

Board of Trustees  
Pocatello/Chubbuck School District No. 25  
3115 Pole Line Road  
Pocatello, ID 83201-6119

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

We, the undersigned, propose to enter into an agreement with Pocatello/Chubbuck School District No. 25 to furnish Gasoline and Diesel Fuel under the supervision of the Transportation Coordinator, for the following:

	<b>Unleaded Gasoline</b>	<b>Red-Dyed Diesel Fuel</b>
Price per Gallon April 4, 2025 FOB Pocatello Fuel Terminal		
Fixed Profit Margin		
Total Price per Gallon		
The Total Price per Gallon that would be charged to the District based on the price paid by the Vendor at the Pocatello Fuel Terminal on April 4, 2025, including the Fixed Profit Margin:  Attach fuel terminal pricing sheet for each fuel.		

Respectfully submitted,

- Attached is Bidder Certification Form and Contractor's Affidavit.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature / Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone / Fax Number

CONTRACTOR'S AFFIDAVIT  
CONCERNING ALCOHOL AND DRUG-FREE WORKPLACE

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Pursuant to the Idaho Code, Section 72-1717, I, the undersigned, being duly sworn, depose and certify that named contractor is in compliance with the provisions of Idaho Code section 72-1717; that named contractor provides a drug-free workplace program that complies with the provisions of Idaho Code, title 72, chapter 17 and will maintain such program throughout the life of a state construction contract and that named contractor shall subcontract work only to subcontractors meeting the requirements of Idaho Code, section 72-1717(1)(a).

\_\_\_\_\_  
Name

\_\_\_\_\_  
Authorized Signature / Date

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Commission expires:

\_\_\_\_\_  
NOTARY PUBLIC, residing at



**POCATELLO/CHUBBUCK SCHOOL DISTRICT 25**  
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## BIDDER CERTIFICATION FORM

1. **Debarment and Suspension** – In submitting this bid proposal, we hereby certify that we have not been suspended or in any way excluded from Federal procurement actions by any Federal Agency. We fully understand that if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of a bid contract.
2. **Anti-Collusion** – In submitting this bid proposal, we hereby certify this proposal was developed and prepared without any collusion with any competing bidder or District employee. The content of this proposal has not been disclosed to any competing or potentially competing bidder prior to the proposal due date and time. Furthermore, no action to persuade any person, partnership or corporation to submit or withhold a bid has been made.
3. **Anti-Lobbying** – In submitting this bid proposal, we hereby certify that to the best of our knowledge and belief, no appropriated Federal funds have been paid or will be paid by or on behalf of person associated with this proposal to any person for influencing or attempting to influence and officer or employee of any agency, a member of Congress, an office or employee of Congress or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
4. **National Sexual Offender Registry** – In submitting this bid proposal, you certify to the District that your company will prohibit any persons in your employ who are registered or required to register under the Idaho Sex Offender Registration Act from participation in company business with the District if such participation would require them to be present on school property. You certify further that you have cross checked such employees against the National Sex Offender Registry found at the following web link: <http://www.nsopr.gov/>

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

Name & Title: \_\_\_\_\_

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

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

City/State/Zip: \_\_\_\_\_