

South Kitsap School District
REQUEST FOR SEALED BIDS (RFB)
Wet Line Fueling Services for District Fleet
Issue Date: 7/25/2025
Bid Due Date & Time: 8/8/2025 2:00pm
Contact Person:
Mark Jackson, Transportation Manager,
jacksonm@skschools.org, 360-874-7087

1. Notice to Bidders

The project is estimated to exceed the public bid threshold of \$75,000 and is therefore subject to competitive sealed bid procedures as required under RCW 28A.335.190 and RCW 39.04.

The South Kitsap School District hereby invites sealed bids from qualified fuel service providers for wet line fueling services (direct-to-vehicle fueling) for its fleet of school buses and support vehicles.

Sealed bids must be submitted by **8/8/25 at 2:00pm** to the address specified in Section 8. Late bids will not be accepted or considered.

Bids will be publicly opened and read aloud at 2:30pm at 2689 Hoover Ave SE, Port Orchard, WA 98366. All bidders and interested parties are welcome to attend.

2. Scope of Services

The successful vendor will provide the following:

- On-site wet line fueling of approximately 50 big school buses and, if capable, 24 small school buses.
- Fueling must be completed Tuesday, Thursday and, if needed, Saturday with all vehicles fully fueled before 5:00 a.m. next day.
- Required fuel type: Ultra-Low Sulfur Diesel (ULSD) or R99 (Depending on cost).
- Electronic logs and reporting for each fueling event, including:
 - Vehicle ID
 - Date and time of fueling
 - Gallons dispensed
- Ability to provide emergency fueling on short notice
- Access to a Card Fueling Network or equivalent with local gas stations for support fleet
- Compliance with all applicable federal, state, and local laws and regulations regarding environmental protection, fuel storage, and safety

3. Estimated Fuel Usage

- **Annual Estimated Volume: 145,000 gallons**
- **Fuel Type: Ultra-Low Sulfur Diesel (ULSD) or R99**

Note: Volumes are estimates only. The District does not guarantee a minimum or maximum quantity.

4. Bid Submission Requirements

Each sealed bid must include the following documentation:

- **Completed and signed Bid Form (included in bid packet)**
 - **Proposed price per gallon, calculated as OPIS Daily Rack Average + vendor markup**
 - **Company background and qualifications**
 - **Insurance Certificates:**
 - General Liability**
 - Auto Liability**
 - Workers' Compensation**
 - **Proof of:**
 - Valid business license**
 - Fuel transporter certification**
 - **Written spill response plan and safety procedures**
 - **At least two (2) client references from recent or current similar contracts (preferably school districts)**
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5. Contract Term

- **Initial Contract Term: One (1) year**
 - **Optional Renewals: Up to two (2) additional one-year extensions, upon mutual agreement**
 - **The District reserves the right to terminate the contract with thirty (30) days' written notice**
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6. Pre-Bid Questions and Site Visit

- **Deadline for Written Questions: 7/29/25 at 5:00pm**
Submit via email to: Heather Korten – korten@skschools.org
- **Optional Pre-Bid Site Visit:**
Date: 7/28/25
Time: 12:00pm
Location: 2710 Lincoln Avenue SE., Port Orchard, WA, 98366

Attendance at the site visit is optional but strongly encouraged.

7. Evaluation Criteria

All sealed bids will be evaluated based on the following weighted criteria:

- **Competitive Pricing (OPIS + markup structure)**
 - **Experience and qualifications of the vendor**
 - **Ability to meet service requirements and fueling logistics**
 - **Safety and environmental compliance record**
 - **References and record of past performance**
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8. Sealed Bid Submission Instructions

All bid packages must be clearly labeled and sealed in an envelope or container marked:

“SEALED BID – Wet Line Fueling Services”

Deliver to:

South Kitsap School District

2689 Hoover Ave SE

Port Orchard, WA 98366

Attn: Purchasing Department

Bid Deadline: August 8, 2025 at 2:00 pm

Bid Opening Location: 2689 Hoover Ave SE, Port Orchard, WA 98366, Boardroom

9. Reservation of Rights

The District reserves the right to:

- **Reject any or all bids**
 - **Waive informalities or minor irregularities**
 - **Accept the bid that, in the judgment of the District, is most advantageous and in the best interest of the District**
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10. Non-Discrimination and Equal Opportunity

The South Kitsap School District does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, veteran status, or any other protected class in its programs, activities, or hiring practices.

By submitting a bid, the vendor certifies that it complies with all applicable federal, state, and local laws regarding equal opportunity employment, including RCW 49.60 and Title VII of the Civil Rights Acts of 1964.

11. Bid Security and Bonds

No bid bond or performance bond is required for this project. However, the District reserves the right to request adequate assurances of performance if deemed necessary during contract execution.

12. Insurance Requirements

The selected vendor must furnish proof of the following minimum insurance coverage before contract execution and maintain it throughout the contract term:

- **Commercial General Liability Insurance: Minimum \$1,000,000 per occurrence / \$2,000,000 aggregate**
- **Commercial Auto Liability Insurance: Minimum \$1,000,000 per occurrence, including owned, hired, and non-owned vehicles**
- **Workers' Compensation Insurance: As required by Washington State law**
- **Pollution Liability Insurance (if applicable to operations): Recommended minimum \$1,000,000 per occurrence**

The District shall be named as an additional insured on applicable policies. All policies must be issued by carriers licensed to do business in Washington State.

13. Environmental Compliance and WA Ecology Requirements

The selected vendor shall comply with all applicable federal, state, and local environmental regulations, including but not limited to those administered by the Washington State Department of Ecology, such as:

- **Spill Prevention and Containment Standards**
- **Proper handling, transfer, and storage of fuel**
- **Maintenance of equipment in accordance with best environmental practices**
- **Reporting of fuel-related incidents or spills immediately, as required by law**

The vendor must maintain all required permits and certifications and train personnel in spill prevention and response.

14. Vendor Certification

By submitting a bid, the vendor certifies the following:

- **The vendor is not currently debarred, suspended, or otherwise excluded from participating in public contracts under federal or state laws.**
- **The vendor is in compliance with all applicable local, state, and federal laws and regulations pertaining to its business operations and service delivery.**
- **The vendor certifies that all representations made in the bid submission are true and accurate to the best of its knowledge.**

A signed acknowledgment of this certification may be required as part of the final contract award documentation.