

FERNDALE SCHOOL DISTRICT #502  
Ferndale, Washington

**Bid No. 2-2526**  
**2025/26 FUELING SERVICE BID**

BID SPECIFICATIONS

1. **INTRODUCTION:** The Ferndale School District #502 will receive bids for provision of regular unleaded and diesel fuel for the 2025-26 school year. Bid specifications and instructions may be requested from the District Office, 6041 Vista Dr., Ferndale, WA or downloaded via the District’s website. Bids are to be delivered to the District in sealed envelopes marked “Bid – Fueling Services” by 10:00 a.m. on Wednesday September 24, 2025.

*Address envelope as follows:*

Ferndale School District  
Attn: Mark Deebach, Assistant Superintendent  
6041 Vista Drive/PO Box 698  
Ferndale, WA 98248

**ENCLOSED: Bid No. 2-2526 – Fueling Services**

The Board of Directors reserves the right to reject any or all bids, waive technicalities, and to accept any proposal if such action is believed to be in the best interest of the District.

2. **EXAMINATION OF SPECIFICATION:** Bidders shall thoroughly examine and be familiar with these specifications. The failure or omission of a bidder to receive or examine any form, instrument, addendum, or other document or to visit the site when required to acquaint him or herself with existing conditions, shall, in no way, relieve any bidder from obligations with respect to this bid or the contract. Contractors must take all existing conditions into consideration prior to submitting a bid. The submission of a bid shall be taken as prima facie evidence of compliance with this section.
3. **SCOPE OF BID:** Bids are being solicited from qualified Vendors who are interested in furnishing the Ferndale School District with
  - a. fueling services (unbranded regular unleaded and ultra-low sulfur diesel fuel with cold weather additive).
  - b. Fueling will be via a cardlock system or other acceptable alternative to the District
  - c. Fueling will be via pumps at the bidder’s facility(s) or other acceptable alternative to the District
    - i. At least one of the bidder’s facilities must be located within 2 miles of the transportation department address of 5830 Golden Eagle Drive, Ferndale, WA 98248
    - ii. Fuel facilities must be able to easily accommodate full size buses

- d. Monthly usage reports will be required with the following information in Excel Format
  - i. Transaction date & time
  - ii. Card number
  - iii. Employee
  - iv. Vehicle number
  - v. Vehicle odometer reading
  - vi. Quantity
  - vii. Unit price
  - viii. Location
- e. Fuel cards will be able to be programmed for
  - i. Use with multiple pin numbers providing users with a unique pin number
  - ii. Will work across all company fuel cards

- 4. **QUANTITIES:** All quantities listed herein are estimates only. This contract will be based on actual requirements. Volume usage of fuel during the 12-month period is estimated to be 24,000 gallons of unleaded gasoline, and approximately 44,000 gallons of diesel. These estimates are based on records of previous years' consumption, and are not guaranteed, but provided for bidding purposes only.
- 5. **PRODUCT:** Gasoline provided must have a minimum octane rating of 87 for regular unleaded gas. Diesel must be ultra-low sulfur (ULSD) with cold weather additive during the months of October through March. The District reserves the right to analyze fuel at any time during the contract period. If fuel is found to be substandard, the District will serve written notice for immediate correction (within ten (10) days). If correction does not occur within this ten (10) day period, the District may cancel the contract and purchase from another supplier. The District may also seek compensation for any loss due to Vendor's breach of contract.
- 6. **CONTRACT TERM:** This contract shall be a requirement type contract and shall remain in effect for a period of one (1) year, for the period beginning from date of contract award and continuing through August 31, 2026.

At the option of the District, this contract may be renewed for four (4) consecutive renewal periods of one (1) year each by mutual agreement set forth in writing thirty (30) days prior to the expiration date of the current contract.

- 7. **PRICING:** Pricing will be the regional "Rack Price" as of close of business day on Tuesday September 2, 2025. The Vendor will bid the rack price as the price per gallon of product. **Vendor will provide a complete list of available cardlock fueling facilities and identify any facilities in which our fixed margin discount does not apply.**

The Vendor must verify OPIS rack price (or standard price for ULSD and regular unleaded) of each type of fuel by attaching a copy of the suppliers' price sheet to their bid. (Note: The District will require a copy of the suppliers' price sheet for each invoice submitted.)

- 8. **FIXED MARGIN:** The Vendor will bid a fixed margin that will be used to calculate the lowest responsive bid. The margin will be set for the life of the contract and will not change.
- 9. **TAXES:** Hazard/Environmental taxes and Washington state or fees will be listed separately from rack price and margin. State or Federal fuel/road tax **is not** to be included in unit prices.

10. PRICE DE-ESCALATION/ESCALATION: The prices in this contract shall deescalate/escalate in exact proportion to established rack price. The vendor will send the suppliers' price sheet showing the new effective date to the District.
11. INVOICING REQUIREMENTS: Invoices for service must identify product, gallons, cost per gallon, total cost, and date. Vendor must have the ability to exclude federal excise tax on invoices submitted to the District for product supplied under this contract.
12. BONDS: The Ferndale School District reserves the right to require the successful bidder to furnish a performance bond before entering into a formal contractual agreement for these services.
13. REFERENCES: Bidders shall supply the names and phone numbers of at least two (2) local references of significant size, including any other public agencies who are currently being served.
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.
15. ENVIRONMENTAL COMPLIANCE: The selected vendor shall comply with all applicable federal, state, and local environmental regulations, including but not limited to those administered by the Washing 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.

16. NON-DISCRIMINATION AND EQUAL OPPORTUNITY: The Ferndale 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.

# 2025/26 Fuel Bid Form – Sealed Bid Submission

## Ferndale School District

Invitation to Bid: **2025/26 FUELING SERVICE BID**

Bid Due Date & Time: **9/24/2025 at 10:00am**

Location for Submission: **6041 Vista Drive, Ferndale, WA 98248**

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### Bidder Information:

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

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

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

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

UBI Number (WA State): \_\_\_\_\_

DOT Number (if Applicable): \_\_\_\_\_

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### Fuel Pricing Proposal:

*Regular Unleaded Gasoline (min. octane rating of 87)*

Rack Source: \_\_\_\_\_ Markup %: \_\_\_\_\_ Total: \$ \_\_\_\_\_ per Gallon

*Ultra-low Sulfur Diesel*

Rack Source: \_\_\_\_\_ Markup %: \_\_\_\_\_ Total: \$ \_\_\_\_\_ per Gallon

*Additional Fees (if any)*

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**Renewal Options (*At same bid margin amount at time of this bid*):**

Option to Renew for Contract Year September 1, 2026 through August 31, 2027  Yes  No

Option to Renew for Contract Year September 1, 2027 through August 31, 2028  Yes  No

Option to Renew for Contract Year September 1, 2028 through August 31, 2029  Yes  No

Option to Renew for Contract Year September 1, 2029 through August 31, 2030  Yes  No

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**Bid Acknowledgement & Certification:**

By signing below, the undersigned, a duly authorized representative of the bidder certifies and affirms that the undersigned possesses the legal authority to submit this bid and to bind the Bidder to a contract if awarded. The Bidder further affirms the bidder has carefully examined the entire RFP and fully understands and agrees to all requirements.

Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

Addenda Received: \_\_\_\_\_ to \_\_\_\_\_. (If none, leave blank or write “None”)