

## BID ADVERTISEMENT St. Bernard Parish School Board

Sealed bids will be received by the St. Bernard Parish School Board, 200 East St. Bernard Hwy., Chalmette, Louisiana, 70043 until 11:00 A.M., on Tuesday, April 28, 2026, for furnishing and delivering **Gasoline, Diesel, Lubrication Oil, Anti-freeze, Transmission Fluid**, and designating available fuel dispensing facilities in a minimum of three (3) parts of the area, for use in buses, trucks and other vehicles the St. Bernard Parish School Board operates for the fiscal year July 1, 2026 through June 30, 2027.

At 11:00 A.M. Tuesday, April 28, 2026 bids on hand will be formally opened and read aloud. Bids received after the closing time will be returned un-opened.

Bids are to be addressed to the St. Bernard Parish School Board at the above address. The envelope containing the proposals should be clearly marked, "**BID ON GASOLINE, DIESEL, LUBRICATION OIL, ANTI-FREEZE, AND TRANSMISSION FLUID**" Additionally, in compliance with La. Act 590, electronic bid submittal procedures have been established for this Project, and are available online at <https://www.bidnetdirect.com/louisiana/stbernardparishpublicschools>.

Each bid shall be either hand delivered by the bidder or his agent in which instance the deliverer shall be handed a written receipt or such bid shall be sent by registered or certified mail with a return receipt requested. Additionally, bids may be submitted electronically via procedures established online. Bids submitted via fax or email will not be accepted.

Bid Information may be obtained upon request from the St. Bernard Parish School Board Office in writing, at 200 East St. Bernard Hwy., Chalmette, Louisiana, 70043, by calling Laura Carlin Dorcey at (504) 301-2000, from the District's website at [www.sbpsb.org](http://www.sbpsb.org) under Bid Advertisements / RFPs or online at <https://www.bidnetdirect.com/louisiana/stbernardparishpublicschools>.

Prices quoted are understood to be F.O.B. place of delivery. Exemption certificates for Federal tax to be furnished by the bidder. State taxes should be included in the bid. A bid bond, certified check, or cashier's check in the amount of \$500.00 must accompany all proposals.

St. Bernard Parish School Board reserves the right to accept or reject any/or all bids. No bid may be withdrawn for at least forty five (45) days after the closing time from the receipt of bids. Only firm bids will be accepted. No alternate bids will be considered or tabulated.

Written questions concerning this bid package should be addressed to Laura Carlin Dorcey at the address noted above or e-mailed to [lcarlin@sbpsb.org](mailto:lcarlin@sbpsb.org) by 4:00 P.M., Wednesday, April 22, 2026 and should be clearly marked "**BID QUESTION.**"

Doris Voitier  
Superintendent

**ADVERTISEMENT DATES:**  
March 27, April 3, and 10, 2026

ST. BERNARD PARISH SCHOOL BOARD  
GASOLINE, DIESEL, LUBRICATING OIL, ANTI-FREEZE, and TRANSMISSION FLUID  
INSTRUCTIONS AND SPECIFICATIONS  
2026-2027

**BID REQUIREMENTS**

Prices quoted shall include all fees involved in the OFF SITE Consignment Program.  
Amount per gallon must exclude Federal Tax.

Vendor shall bid as follows:

The price per gallon for gasoline and diesel paid to the vendor shall be the average for each fuel provided to the St. Bernard Parish School Board contained in the PAD 3 gasoline and distillate reseller price per Oil Price Information Service (OPIS), 9737 Washington Blvd., Suite 200, Gaithersburg, MD 50878. Prices per gallon shall be adjusted each week in accordance with the OPIS reports. Bid price will be based on the OPIS average weekly price in St. Bernard Parish, Louisiana, for the week April 7, through April 14, 2026.

Prices quoted shall include all fees involved in the OFF SITE Consignment Program.  
Amount per gallon must be net of all taxes exempted by law. The motor fuels and service fees shall be added together for the price per gallon to be charged to the St. Bernard Parish School Board, constant through the entire term of the contract.

The successful bidder must provide the Oil Price Information Service Publication or other documentation in support of their bid price(s).

If the St. Bernard Parish School Board is required to purchase fuel from another supplier due to the failure of the contractor's services or equipment, the contractor shall reimburse (credit) the St. Bernard Parish School Board. The St. Bernard Parish School Board shall receive credit for the difference in cost of fuel purchased from another supplier and the price charged by the contractor including all other associated costs.

**PRICE ADJUSTMENTS (Lubricating Oil, Anti-Freeze, and Transmission Fluid)**

The St. Bernard Parish School Board expects the bid prices to be effective for the period July 1, 2026 through June 30, 2027. However, price adjustments will be allowed for **significant** price increases incurred by the bidder. The St. Bernard Parish School Board must be provided with documentation of any price increase. The Board will allow the pass thru of the increase without any increase in bidder's margin.

Any price decreases must also be passed thru to the School Board as well.

**OCTANE**

The minimum octane shall be:

- 87 for Unleaded Gasoline
- Cetane #42 for Diesel #2 Low Sulfur

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**QUANTITIES (All quantities estimated based on historical use. Actual usage may vary.)**

Gasoline	1,000 gal.	Per month
Diesel	8,000 gal.	Per month
Lubricating Oil	500 gal.	Per year
Anti-Freeze	330 gal.	Per year
Transmission Fluid	220 gal.	Per year

**SPECIFICATIONS**

Specifications may be obtained upon request from the St. Bernard Parish School Board Office. (504-301-2000)

**REJECTION OF BIDS**

Bids may be rejected if they show additions not called for, conditions or alternate quotations, or for incomplete quotations.

The St. Bernard Parish School Board reserves the right to reject all bids if it is in their best interest.

**THE BIDS MUST BE SIGNED IN INK.**

**INSPECTION**

Upon delivery of lubricating oil and anti-freeze as specified, inspection shall be made of each item by a representative of the St. Bernard Parish School Board's Transportation Office. Acceptance of the item or items will be determined, after all requirements of the specifications and bids are met.

**ITEM # 1 - GASOLINE AND DIESEL FUEL**

It is the purpose of this specification to provide for the purchase and dispensing of off-site consignment motor fuels for the use of the St. Bernard Parish School Board for one year from July 1, 2026, to June 30, 2027.

Award shall be based on the off-site consignment fee price per gallon as well as the off-site location(s) available.

**Alcohol and ethanol additives will not be accepted. All motors fuels must meet or exceed federal and state specifications**

**ITEM #2 - LUBRICATING OIL**

Recommended for crankcases of school buses meeting CJ-4 specifications (15 W 40 grade). This bid should reflect the price per gallon delivered in bulk into on site tanks located at 5921 E. St. Bernard Hwy., Violet, LA 70092 or in 55 gallon sealed drums delivered to the same address. The bid must contain the Trade Name of the oil bid upon.

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**ITEM #3 – ANTI-FREEZE AND SUMMER COOLANT**

Anti-Freeze and Summer Coolant (red) meeting Federal standards and comparable with Chevron Delo ELC 50/50 pre-mix antifreeze. The bid should reflect the price per gallon in 55 gallon sealed drums delivered to the Transportation Center at 5921 E. St. Bernard Hwy., Violet, LA 70092. The bid must contain the Trade Name of the Anti-Freeze and Coolant bid upon.

**ITEM #4 – TRANSMISSION FLUID**

Recommended for use in Thomas C2 school buses, meeting ALLISON TranSynd Transmission specifications. The bid should reflect the price per gallon delivered in bulk into on site tanks located at 5921 E. St. Bernard Hwy., Violet, LA 70092 or in 55 gallon sealed drums delivered to the garage at the same address. The bid must contain the Trade Name of the Transmission Fluid bid upon.

**REPORTS**

Bidder (contractor), at its sole expense, shall provide weekly report to the Coordinator of Transportation, to substantiate the fuels invoice. The required weekly report shall include the following:

1. Vehicle Department
2. Vehicle Number and Description
3. Date and Time of Fueling
4. Name of Driver or Fueler
5. Location of Fueling
6. Vehicle Mileage
7. Gallons Dispensed into Vehicle
8. Type of Fuel
9. Price and Extended Total of Fueling
10. Miles per gallon of Vehicle
11. Odometer Reading

Monthly reports shall include the following:

1. Monthly recap of weekly report information
2. Beginning and ending mileage
3. Average mile per gallon for each vehicle
4. Cost per mile for fuels used
5. Total consumption of each type of fuel used
6. Any additional reports required by the St. Bernard Parish School Board will be reimbursable at the contractor's actual cost only. Contractor must demonstrate the ability to generate and provide computerized monthly and annual reports on vehicle maintenance cost.

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**OFF PREMISE LOCATIONS**

Contractor shall provide a list of all competitive off premises automated fuel system stations with diesel operating seven (7) day each week basis.

**INVOICES**

Request for payment for items delivered and accepted shall be submitted to the St. Bernard Parish School Board. Contractor shall invoice the St. Bernard Parish School Board on a weekly basis for only the motor fuels dispensed into authorized vehicles. Payment for service rendered will be made on a monthly basis. Invoices for items delivered and accepted shall be submitted by the vendor in duplicate.

The St. Bernard Parish School Board is exempted from federal taxes.

**DELIVERY - ANTI-FREEZE, LUBRICATING OIL, and TRANSMISSION FLUID**

The unit price of each item includes delivery of these items with all transportation charges prepaid to the destination. All items shall be delivered to the specified points of delivery on the date or dates specified when the order is placed.

**PLACEMENT OF ORDERS - ANTI-FREEZE, LUBRICATING OIL, and TRANSMISSION FLUID**

Orders will be placed by the St. Bernard Parish School Board's Transportation Office, thirty-six (36) hours before delivery is expected.

**Bid Quantity:**

Lubricating Oil	500 gallons (9-55 gallon drums)
Anti-Freeze	330 gallons (6-55 gallon drums)
Transmission Fluid	220 gallons (4-55 gallon drums)

**Minimum Order:**

Lubrication Oil	Approx. 200 gallons in bulk or 3 drums
Anti-Freeze	1 drum
Transmission Fluid	Approx. 220 gallons in bulk or 1 drum

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 BID FORM  
 2026-2027

Having carefully examined the general instructions to bidders and the specifications, we the undersigned, proposed to furnish the items indicated below at the following price:

PLEASE NOTE CAREFULLY, OUR TERMS ARE: AMOUNT PER GALLON MUST EXCLUDE FEDERAL TAX

**ITEM #1 - GASOLINE AND AUTOMATED FUEL SYSTEM**

It is the purpose of this specification to provide for the purchase and dispensing of off site consignment motor fuels for the use of the St. Bernard Parish School Board for one year from July 1, 2026, to June 30, 2027.

The bid price per gallon shall be the only charge to the St. Bernard Parish School Board as per attached specifications.

Each bid must be accompanied by a certified check, cashier's check or bidders bond only, in the amount of \$500.00 dollars. Personal checks, company checks or money orders are not acceptable.

<b>Product</b>	<b>OPIS Average Price Per Gallon</b>	<b>On Consignment Service Fees</b>	<b>Total Bid Price Per Gallon Including State Tax</b>
Unleaded 87			
Diesel #2 Low Sulfur			

**ITEM #2 - LUBRICATING OIL**

825 gallons of lubricating oil meeting CJ-4 specifications (15 W 40), delivered in bulk, approximately 200 gallons, four (4) times per year, into our on site tank or fifteen (15) 55 gallon sealed drums in lots of three (3) at one time approximately five (5) times per year. Delivery to be completed within 36 hours after Coordinator of Transportation notification.

Please specify cost in bulk as well as cost per 55 gallon drum.

Trade Name \_\_\_\_\_

\_\_\_\_\_ 825 gallons in bulk

\_\_\_\_\_ per 55 gallon drum  
 price good for one year

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**ITEM #3 - ANTI-FREEZE AND SUMMER COOLANT**

330 gallons anti-freeze and summer coolant (red) meeting Federal standards and comparable with Chevron Delo ELC 50/50 pre-mix antifreeze, delivered in 55 gallon sealed drums. Delivery to be completed within 36 hours after Supervisor of Transportation notification.

Please specify cost per drum as well as cost per gallon.

Trade Name \_\_\_\_\_

\_\_\_\_\_ 55 gallon drum                      \_\_\_\_\_ per gallon  
price good for one year

**ITEM #4 – TRANSMISSION FLUID**

220 gallons transmission fluid recommended for use in Thomas C2 school buses meeting ALLISON TransSynd Transmission specifications delivered in bulk into on site tanks located at 5921 E. St. Bernard Hwy., Violet, LA 70075 or in 55 gallon sealed drums delivered to the garage at the same address.

Please specify cost in bulk as well as cost per 55 gallon drum.

Trade Name \_\_\_\_\_

\_\_\_\_\_ 220 gallons in bulk                      \_\_\_\_\_ per 55 gallon drum  
price good for one year

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- \* Item #1 will be awarded as a group item
- \* Exemption certificates for federal tax to be furnished by bidder
- \* Prices quoted are F.O.B. place of delivery
- \* Item #2, #3, and #4 are firm bid prices for period of July 1, 2026 to June 30, 2027. Verification of price increase/decrease must accompany invoice.
- \* Quantities are estimates only for bidding purposes and are based on historical usage. Actual usage and purchases may be more or less than the quantities quoted.

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EXHIBIT A  
OFF PREMISE LOCATION

NAME, STREET ADDRESS, CITY, STATE AND ZIP CODE  
(List may be attached.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

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BID OPENING: Tuesday, April 28, 2026 at 11:00 a.m.

BIDDER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY & STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_