



FUEL SUPPLIER PRE-QUALIFICATION APPLICATION

Approved Vendor List – 2026–2027 School Year

Sweetwater County School District #1 is accepting applications from fuel suppliers interested in being considered for placement on the District's Approved Fuel Vendor List for the 2026–2027 school year.

All bids are to be submitted in a sealed envelope plainly marked "Gasoline and/or Diesel Fuel Bid" to the School District's Transportation Department, 3550 Foothill Blvd., Rock Springs, Wyoming, 82901. Applications will be reviewed by the Transportation Director upon receipt. Vendors meeting all application requirements and District standards may be recommended to the Board of Trustees for inclusion on the district's approved fuel vendor list for the 2026–2027 school year. Approval is anticipated to be presented on the July 15, 2026 Consent Agenda. All questions regarding applications or vendor requirements must be submitted by email no later than July 1, 2026. Approved vendors may be invited to participate in fuel quote or bid requests throughout the 2026–2027 school year as District needs arise.

Rock Springs

- Bulk delivery prices will be requested on an as needed basis and should include the State LUST tax and exclude State excise and Federal taxes.
- Proposals must include the necessary exemption certificates in lieu of State and Federal Taxes. These certificates will be signed by a representative of the School District and returned.
- The School District will approve the vendors which in their opinion best meet the needs of the School District.
- As fuel is needed, all qualified vendors will be contacted. At that time, prices, availability of fuel, and delivery schedule will be noted. Fuel will be purchased from the qualified vendor that best meets the need of the School District.
- This qualified vendor list will remain in effect through August 31, 2027, unless the vendor fails to deliver fuel upon receipt of a reasonable request from the buyer within the allotted time, not to exceed seven (7) days from the date of notice.
- Billing for all deliveries must be submitted within 30 days of delivery on an invoice clearly showing date of service, amount and type of product delivered, price of product, and vendor name.

Farson and Wamsutter

- Motor fuels for the Wamsutter and Farson areas should be based on a "pump" basis.
- Pump delivery prices requested at the bidding for the Wamsutter and Farson, areas should include the Federal and State LUST taxes and State Excise tax.

- Vendors providing pump deliveries must maintain clean and orderly fuel dispensing equipment. The area around pumps must be free of snow and mud at all times.
- Items bid will be considered as a separate bid. The School District will accept the Bid/bids which in their opinion is the best offered.
- This bid will remain in effect through August 31, 2027, unless the bidder fails to deliver fuel upon receipt of a reasonable request from the buyer within the allotted time, not to exceed seven (7) days from the date of notice.
- Billing must be submitted within 30 days of pump dispensing on an invoice clearly showing date of service, amount and type of product dispensed, price of product, and vendor name.
- Should equal bids be received, awarding of the bid will be at the discretion of the District.

Suppliers may apply for one service area, multiple service areas, or all listed areas.

Rock Springs

Wamsutter

Farson

Listed below is the estimated usage of the fuel products for the 2026-2027 school year.

Rock Springs Area

Gasoline	50,000 gallons
Diesel fuel	110,000 gallons

Wamsutter Area

Gasoline (pump)	3,000 gallons
Diesel Fuel (pump)	18,000 gallons

Farson Area

Gasoline (pump)	1,000 gallons
Diesel Fuel (pump)	12,000 gallons

1. COMPANY INFORMATION

Business Name: _____

Mailing Address: _____

Physical Address (if different): _____

Primary Contact Person: _____

Title: _____

Phone Number: _____

Email Address: _____

Website (if applicable): _____

2. SERVICE AREA SELECTION

Please indicate the areas your company is capable of servicing:

- Rock Springs
- Wamsutter
- Farson

3. PRODUCTS AVAILABLE

Please indicate which fuel products your company can provide:

Gasoline

Brand name: _____

- Unleaded Gasoline

Diesel Fuel

Brand name: _____

- Clear Diesel
- Dyed Diesel
- Winterized Diesel (seasonal availability)

4. DELIVERY & SERVICE CAPABILITIES

Bulk Delivery Available?

- Yes
- No

Cardlock / Fuel Station Access Available?

- Yes
- No

Emergency or After-Hours Fueling Capability?

- Yes
- No

Typical Delivery Response Time:

Delivery Coverage Area:

Fleet/Equipment Description (optional):

5. BUSINESS QUALIFICATIONS

Years in Business:

Is your company properly insured?

- Yes
- No

If yes, please attach proof of insurance.

6. ADDITIONAL INFORMATION

Please provide any additional information regarding your company's fuel services, capabilities, or experience that may assist the District in evaluating your application.

7. CERTIFICATION

I certify that the information provided in this application is accurate and complete to the best of my knowledge. Submission of this application does not guarantee approval or award of business with Sweetwater County School District #1.

Authorized Representative Name: _____

Title: _____

Signature: _____

Date: _____

SUBMISSION INFORMATION

Applications may be submitted by mail or email to:

Sweetwater County School District #1
Transportation Department
3550 Foothill Blvd.
Rock Springs, WY 82901

Email: businelleb@sw1.k12.wy.us

Applications will be reviewed by the Transportation Director and qualifying vendors may be placed on the District's Approved Fuel Vendor List for the 2026–2027 school year.