



East Stroudsburg Area School District

Maximizing Today's Potential for Tomorrow's Success!



Maggie Vitale, Ed. D.
Superintendent

Carl T. Secor Administration Center
50 Vine Street
East Stroudsburg, PA 18301
Phone: (570) 424-8500 - Fax (570) 424-5646
www.esasd.net

Mr. Andrew Snyder
Assistant Superintendent for
District Programs

Dr. Karen Bukoski
Assistant Superintendent for
Pupil Services

BID – PROPANE AUTOGAS

The East Stroudsburg Area School District, together with the East Stroudsburg Board of Education, HEREBY GIVES PUBLIC NOTICE THAT SEALED BIDS WILL BE OPENED FOR THE FOLLOWING:

BID #	BID TITLE	BID OPENING DATE	TIME
ESASD –26271	Propane Autogas	August 06, 2026	1:00 PM

SPECIFICATIONS

Bid Specifications can be obtained from the District website www.esasd.net. Click on *Community* and then *Bids & RFPs* to see the bid documents.

Sealed bids will be received until **August 6, 2026, at 1:00 PM** prevailing time, at which time bids will be opened and publicly read aloud at the **East Stroudsburg Area School District Administration Center – 50 Vine Street, East Stroudsburg, PA 18301**. No bids will be received or opened after the bid closing date and time. All bids must be marked “SEALED BID” along with the BID NUMBER and BID TITLE and must be submitted to:

East Stroudsburg Area School District
Business Office
Attn: Matthew Krauss
Director of Fiscal Affairs
50 Vine Street
East Stroudsburg, PA 18301

Inquiries regarding this bid should be directed to Matthew Krauss, Director of Fiscal Affairs (570) 424-8500 ext. 10122 or matthew-krauss@esasd.net.

Faxed or e-mailed bids will not be accepted.

No bid may be withdrawn for 45

days following the bid submission deadline. Tentative plans call for the East Stroudsburg Area Board of Education to review the bids and to take action to award a contract at its regular public meeting on August 17, 2026.

The East Stroudsburg Board of Education reserves the right to reject any or all proposals and to waive, at its discretion, any irregularities, mistakes, omissions, or informalities relative thereto, and to further negotiate with any firms submitting proposals.

Scope:

The East Stroudsburg Area School District (District) is soliciting bids from qualified liquid propane Autogas (LPG) suppliers for the supply of LPG to two LPG filling stations to support the District's school bus fleet, and additionally, an annual inspection/maintenance of our Autogas pump Stations.

Background and Objectives:

Background

Fuel supply is a critical element to the District, making this “green” alternative fuel program a success, and the District seeks to contract with a qualified LPG fuel supplier to cost-effectively deliver and to manage the LPG fuel supply.

Objectives

The District is seeking LPG delivery to two (2) 18,000 gal LPG tanks and fueling stations. One tank and fueling station is located at the District's South Bus Lot, 2000 Milford Road, East Stroudsburg, PA 18301, and the other at the District's North Bus Lot, 6086 Bushkill Falls Road, Bushkill, PA 18324. The District also seeks an annual inspection/maintenance of our fueling stations.

Bid Specifications:

The LPG supplier will be responsible for providing pricing for LPG fuel at each bus depot for a period of two (2) years.

Estimated consumption of propane is as follows: 2026-27 – 320,000 gallons, and 2027-28 – 320,000 gallons. Actual quantities may vary.

The District requires to lock in pricing of the LPG fuel up to a two (2) year term ending on June 30, 2028. **The qualified LPG fuel contractor should propose a fixed price per gallon for the LPG fuel for each year of the contract.**

Other Requirements:

The qualified LPG fuel contractor will be responsible for ongoing supply management, including:

- Monitoring of LPG fuel levels and providing auto-replenish orders and delivery.

- Fuel management shall be compatible with the current pumping stations and capable of monitoring and tracking LPG fuel usage by vehicle, driver, vehicle mileage and site, gross and net volumes. The approved management system will be activated by entering the employee number on a touch screen or using a fob. The system should be able to create customizable fueling reports without the need to purchase separate software.
 - Provide a supply disruption plan and alternative fueling capability in the event of site outages or natural disasters.
 - Provide customer billing/invoicing and bulk tank inventory reconciliation reports. The system must support a vehicle-level transaction summary.
 - The ability to provide emergency service for the fueling equipment within 24 hours of notice.
 - The ability to provide temporary remote filling of fuel should the dispenser equipment be down for more than 24 hours.

The vendor will also work in coordination with the district to apply for rebate funding available through the United States Environmental Protection Agency's Clean School Bus Program.

Bid Instructions:

Address Instructions

Vendors shall prepare an original written bid and provide two copies signed by an officer of the company who is authorized to bind the company by contract. Such bids should be submitted in a sealed envelope marked with the Bid # and Bid Title on the outside and addressed to the following:

East Stroudsburg Area School District
Attn: Matthew Krauss
Director of Fiscal Affairs
50 Vine Street
East Stroudsburg, PA 18301

Delivery

Bids must be received at the above address no later than 1:00 PM prevailing time on Thursday, August 6, 2026. Facsimile transmissions or emails are not acceptable. Bids submitted or received after that date and time will not be accepted or considered.

Bid Format

Proposals should be prepared simply and economically, providing a straightforward, concise description of the supplier's ability to meet the requirements of the bid. Sections must be tabbed and pages numbered in the same sequence as requested within the bid. If a specification is not applicable or if there is no response, so state.

Decisions Regarding Bids:

The East Stroudsburg Area School District reserves the right to:

- Make all decisions regarding this bid, including, without limitation, the right to decide whether a bid does or does not substantially comply with the requirements of this solicitation.
- Accept, reject, or negotiate modifications to any terms of the supplier's bids or any parts thereof.
- Reject any or all bids received.

The District shall not be responsible for any cost incurred by the supplier in the preparation of any bid. It must be specifically understood that this bid does not create any obligation on the part of the District to enter into any contract or undertake any financial obligation with respect to the request referred to herein. Any supplier who expends time or money prior to award does so at the supplier's own risk and expense. The supplier understands that, if selected, the District reserves the right to provide its opinion publicly and privately regarding the supplier's performance.

Bidder Inquiries

Only those inquiries and/or responses that are in writing shall be considered valid. Any questions regarding this bid should be directed to Mr. Matthew Krauss, Director of Fiscal Affairs at matthew-krauss@esasd.net. Any corrections or addenda to the bid specifications will be posted on the District's website. Bidders are responsible for checking the website before submitting their bids to be sure they have all the requisite information.

Bid Award

It is anticipated that bids will be reviewed by the District's staff and that the Board will award a contract at its August 17, 2026, meeting.

Bid Validity

Bids shall be considered valid for 45 days from the bid submission deadline.

Proprietary Information

Bids submitted become the property of the District and may be reviewed and evaluated by District personnel and/or consultants of the East Stroudsburg Area School District, at the discretion of the District, regardless of statements contained within the supplier's response to the contrary. The District reserves the right to use any or all concepts presented in any reply to the bid. Selection or rejection of a bid does not affect these rights.

Mandatory Requirements

Indemnification

The work performed by the vendor shall be at the risk of the vendor exclusively. To the fullest extent permitted by law, the vendor shall indemnify, defend (at vendor's sole expense) and hold harmless the owner, joint ventures, representatives, members, designees, officers, directors, employees, agents, successors and assigns ("indemnified parties") from and against any and all claims for bodily injury, death or damage to property, demands, damages, actions, causes of

actions, suits, losses, judgments, obligations and any liabilities, costs and expenses (including but not limited to investigative and repair costs, attorney's fees and costs) ("claims") which arise or are in any way connected with the work performed, materials furnished, or services provided under this agreement by the vendor or its agents. These indemnity and defense obligations shall apply to any acts or omissions, negligent or willful misconduct of the supplier, its employees, or agents, whether active or passive. Said indemnity and defense obligations shall further apply, whether or not said claims arise out of the concurrent act, omission, or negligence of the indemnified parties, whether active or passive. The vendor shall not be obligated to indemnify or defend the owner for claims found to be due to the sole negligence or willful misconduct of the indemnified parties. The vendor's indemnification and defense obligations hereunder shall extend to claims occurring after this agreement is terminated as well as while it is in force, and shall continue until it is finally adjudicated and any and all actions against the indemnified parties for such matter, which are indemnified hereunder, are fully and finally barred by applicable laws.

Risk of Loss, Destruction, or Damage

The District will not be responsible for any theft, destruction of, or damage to equipment from any cause, with the exception of negligence or willful acts by an employee(s) or agent(s) of the District, subcontractors, or students.

The District will notify the vendor immediately of any theft, destruction or damage, then at the vendor's option, the equipment can either be repaired so that it is in good condition and working order, or replaced with similar-aged equipment or newer.

W-9 Form

In accordance with federal law, the awarded vendor must complete, sign, and return to the District the Internal Revenue Service Request for Taxpayer Identification Number and Certification form. This is commonly referred to as the W-9 form. Payments will not be rendered by the District for vendor performance until such has been received.

Non-Collusion Affidavit

The vendor, in accordance with Pennsylvania Department of Education requirements, must sign an affidavit of non-collusion, which has been attached hereto. This document must be signed and returned with the bid response.

Bid Response Requirements

The following section is divided into components that require a detailed response from the Vendor. Responses must be formatted and numbered to coincide with the bid. Please respond to the following:

1. Provide your company name, address, telephone number, facsimile number, email address, and primary contact person for the bid. If applicable, detail your company's branch office addresses, telephone numbers, facsimile numbers, and contact individuals for those branch offices that would or might be utilized to provide services as outlined in this bid.

2. Provide a list of any judgments against your firm or management personnel filed within the past five (5) years. A listing of outstanding lawsuits should be included.
3. Provide a list of clients for whom your firm conducted similar projects. Include contact names, phone numbers, and email addresses. A minimum of three references should be provided.
4. Describe any unique capabilities or offerings that your firm may offer that may be of interest to the District.
5. Include the location of the fueling depot that will be used to fuel the District's tanks, the response time to each bus depot in the event of an emergency or a required repair that could potentially disrupt service.
6. Identify your ability to assist the District with emergency re-fueling of buses directly from a fuel truck or other available means in the event of a breakdown or loss of power to the propane tanks or pumps.
7. Bid Bond – Each proposal must be accompanied by a bid bond or certified check in the amount of ten (10) percent, stated in dollars, of the amount of the total bid cost.
8. Performance Bond – Prior to the execution of the contract, the successful bidder will be required to furnish a 100% Performance Bond. Each bid must be accompanied by an officer-signed surety from an approved surety company that is licensed to conduct business in the Commonwealth of Pennsylvania. The Consent of Surety shall state that the surety company in question unconditionally agrees to furnish the required performance bond for the full amount of the contract. Each Consent of Surety must include the surety's most recent available financial statement. Failure to provide the required Consent of Surety at the time of the proposal submission shall preclude the bid from being considered.
9. Insurance - Each bidder must submit with its bid a Certificate of Insurance issued by an insurance company satisfactory to East Stroudsburg Area School District, evidencing the existence of the mandatory minimum coverage required by this section. The Certificate of Insurance shall designate East Stroudsburg Area School District as an additional insured and shall, at a minimum, provide the following coverage:
 - a) General Public Liability Insurance (non-automotive) for personal injury and damage to property shall not be less than \$1,000,000 for each occurrence and \$2,000,000 aggregate. (Including Excess Coverage)
 - b) Automobile Liability Insurance, including primary combined single limit coverage and excess auto liability coverage, shall not be less than \$1,000,000 for each occurrence.

- c) Workmen's Compensation coverage shall not be less than the statutory minimum, and employer liability coverage shall not be less than \$1,000,000 for each occurrence.
- d) Excess insurance in the amount of \$1,000,000 applicable to general and auto liability.

NON-COLLUSION AFFIDAVIT

The undersigned proposer, having fully reviewed the Bid for Propane Autogas and determined the accuracy of the statements made herein, certifies that:

1. I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers, as the case may be.
2. This proposal was developed independently and submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other entity designed to limit independent bidding or competition.
3. The contents of this proposal have not been communicated by me or by any employees or agents of my firm to any person not an employee or agent of this firm, and I/we will not communicate any information concerning this proposal to any such person prior to the official opening of the Bid.
4. No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal for this project or to submit a price higher than this price, or to submit an intentionally high or noncompetitive price.
5. My firm, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.
6. I acknowledge that the above representations are material and important, and will be relied upon by the East Stroudsburg Area School District when recommending an award for the services for which this proposal is submitted.

Firm Name

Date

Name and Title (Printed)

Signature

SCHOOL BUS PROPANE FILLING STATIONS BID FORM

Vendor Name: _____

Vendor supplied LPG only for a period of two (2) years. LPG price should be inclusive of all delivery charges and rebates applied.

LPG Cost per gallon for 2026-27 \$_____ per Gallon

LPG Cost per gallon for 2027-28 \$_____ per Gallon

Identify all rebates applied to the above pricing: _____

Annual Inspection/Maintenance Service Fees

Fiscal year 2026-27 \$_____ per Tank

Fiscal year 2027-28 \$_____ per Tank

We, the undersigned, have carefully reviewed the bid for Propane Autogas and, in accordance with the specifications and conditions, hereby propose and agree to furnish to the East Stroudsburg Area School District all work as defined in this bid. We, the undersigned, further agree to enter into a written contract to furnish such materials and services as required in the bid specifications. This proposal is subject to all terms of the specifications and bid conditions.

Authorized Signature

Date

Print Name

Phone

Title

Fax

Address

E-Mail Address

Address