REQUEST FOR PROPOSALS

BULK FUEL
DIESEL AND REGULAR UNLEADED GASOLINE

Canal Winchester Local School District
100 Washington Street
Canal Winchester, Ohio 43110

RFP INFORMATION	DETAILS
Issued Date	November 12, 2026
Issued By	Nick Roberts, Treasurer nroberts@cwls.us
Point of Contact	Mike Britch, Director of Facilities mbritch@cwls.us
Proposal Deadline	December 2, 2026, no later than 2:00 p.m.
Questions Due	November 23, 2026, no later than 2:00 p.m.
Fuel Delivery Location	135 Franklin St., Canal Winchester, OH 43110

The District invites qualified fuel suppliers to submit proposals for the supply and delivery of bulk diesel fuel and regular unleaded gasoline. The District intends to award a contract that provides competitive, transparent pricing and efficient delivery quantities based on actual tank levels and operational needs.

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I. PURPOSE OF REQUEST

The Canal Winchester Local School District Board of Education ("District") invites written proposals from qualified fuel suppliers to provide bulk diesel fuel and regular unleaded gasoline in accordance with this Request for Proposal ("RFP").

The District currently stores fuel in a tank system with a total capacity of approximately 12,000 gallons, divided into two compartments of approximately 6,000 gallons each: one for diesel fuel and one for regular unleaded gasoline.

The District currently receives deliveries approximately weekly for each fuel type. The District is seeking proposals that may reduce the total delivered cost through competitive wholesale-based pricing, larger and more efficient delivery quantities, reduced delivery charges, and flexible scheduling. The District does not guarantee any minimum purchase volume.

Estimated annual purchases are approximately 70,000 gallons of diesel and 42,000 gallons of regular unleaded gasoline. These estimates are provided for proposal evaluation and planning only and are not a commitment to purchase a specific quantity.

II. INSTRUCTIONS TO PROPOSERS

a. Proposers shall submit two (2) hard copies of their proposal in a sealed envelope, box, or package clearly marked “DO NOT OPEN – PROPOSAL ENCLOSED: BULK FUEL (DIESEL AND REGULAR UNLEADED).” The outside shall identify the Proposer’s name, address, telephone number, and primary contact. Proposals shall be delivered to the District Board Office, addressed to the Point of Contact identified on the cover page.

b. All proposals must be received by the deadline stated on the cover page. Late proposals will be rejected. Proposals submitted by email or fax will not be accepted unless the District issues a written addendum expressly permitting electronic submission.

c. It is the sole responsibility of the Proposer to ensure timely delivery. The proposal must include the handwritten signature of an authorized official. The name, address, telephone number, and email address of the contact person must be clearly identified.

d. All questions regarding this RFP must be directed in writing to the Point of Contact. Proposers and anyone affiliated with a Proposer shall not contact Board members or other District personnel regarding this RFP. Prohibited contact may result in disqualification.

e. Proposers shall provide assurance that the organization and key personnel have no personal interest that conflicts with performance of the contract, including compliance with Ohio Ethics Laws and Ohio Revised Code Section 3313.33.

f. No proposal may be withdrawn for a period of ninety (90) days after the proposal submission deadline.

g. Submission of a proposal establishes a conclusive presumption that the Proposer is familiar with this RFP and agrees to its terms and conditions. Any exceptions must be clearly identified in the proposal.

h. All proposal entries must be typed or printed in ink. Any corrections to a hard copy must be crossed out and initialed by the person signing the proposal.

i. All costs incurred in preparing and submitting a proposal are the sole responsibility of the Proposer. No costs will be reimbursed by the District.

j. All documents submitted with a proposal become the property of the District, subject to applicable public records laws.

k. Proposals shall include, at a minimum: completed Exhibit B pricing proposal; description of the pricing index and calculation; delivery fees and minimum delivery quantities; references; company qualifications; proof of required insurance; applicable licenses and registrations; and a sample delivery ticket and invoice.

l. Opening or reading a proposal does not constitute acceptance. No contract will be valid or binding until approved by the Board of Education and executed by the District. The District reserves the right to reject any or all proposals, accept or reject any portion, request clarification, waive minor irregularities, and award in the best interest of the District.

m. The District will not consider a proposal from a Proposer that is in arrears or default on any contract, debt, or obligation to the District, or that has an unresolved finding for recovery under Ohio Revised Code Section 9.24.

n. Proposals are subject to public disclosure in accordance with Ohio law. Proposers shall clearly identify any information claimed to be confidential or proprietary and explain the basis for the claim. The District makes no guarantee that such information will be exempt from disclosure.

o. The District reserves the right to request supplementary information concerning the Proposer's experience, financial condition, fuel sources, delivery capabilities, pricing methodology, and qualifications.

p. RFP schedule: Issued November 12, 2026; questions due November 23, 2026, no later than 2:00 p.m.; District responses/addendum, if any, November 25, 2026; proposal submission deadline December 2, 2026, no later than 2:00 p.m.; proposal evaluation December 3–8, 2026; anticipated Board consideration December 14, 2026; contract execution December 15–18, 2026; contract effective January 1, 2027. The District may revise this schedule by written addendum.

III. TERMS AND CONDITIONS

A. Contract Term

The contract shall be for one (1) year, with an option to renew for one (1) additional year upon mutual written agreement of the District and the Contractor. Any renewal shall be subject to satisfactory performance and mutually agreed terms. The District may solicit new proposals at the end of the contract term.

B. Irrevocable Proposal

Each proposal constitutes an irrevocable offer for ninety (90) days following the proposal deadline.

C. Termination

The District may terminate the contract for cause if the Contractor fails to perform its obligations, including repeated late deliveries, inaccurate quantities, product quality issues, unauthorized charges, or failure to honor the agreed pricing formula. The District shall provide written notice and a reasonable opportunity to cure when appropriate. The District may terminate for convenience upon thirty (30) days' written notice.

D. Contract Documents
Any agreement resulting from this RFP shall be on forms supplied or approved by the District and shall incorporate this RFP, the accepted proposal, written clarifications, and addenda. If documents conflict, the order of precedence shall be the executed agreement, addenda, this RFP, and the accepted proposal, unless the District expressly provides otherwise.

E. Assignment
The Contractor may not assign the contract or any funds due under it without prior written consent of the District.

F. Confidentiality
The Contractor shall protect nonpublic District information received in connection with the contract and shall not disclose it except as authorized by the District or required by law.

G. Insurance Requirements
Before deliveries begin, the Contractor shall provide certificates of insurance and maintain, at its own expense, coverage at least as follows: Workers' Compensation as required by Ohio law; Employer's Liability of $1,000,000; Commercial General Liability of $1,000,000 per occurrence and $2,000,000 aggregate; Automobile Liability of $1,000,000 combined single limit; and Pollution/Environmental Liability of $1,000,000 per occurrence or claim. The District may require additional insured status on applicable liability policies. Coverage shall apply to subcontractors and carriers used by the Contractor.

H. Nondiscrimination
The Contractor shall not discriminate in employment or performance under the contract on any basis prohibited by applicable federal or Ohio law. This requirement shall be included in applicable subcontracts.

I. Indemnity
To the extent permitted by law, the Contractor shall indemnify, defend, and hold harmless the District, its Board members, employees, and agents from claims, damages, losses, and expenses arising from the Contractor's negligent acts, omissions, or willful misconduct in performing the contract. Nothing in the contract shall be construed to waive or limit the District's immunity under Chapter 2744 of the Ohio Revised Code.

J. Subcontractors and Carriers
The Contractor remains fully responsible for performance by its employees, subcontractors, and delivery carriers. All such parties shall comply with the applicable requirements of this RFP.

K. Independent Contractor
The Contractor and its employees, agents, and subcontractors are independent contractors and are not employees of the District. The Contractor is responsible for all employment related obligations, taxes, and insurance.

L. Coordination and Site Safety
The Contractor shall coordinate delivery scheduling with the District's designated contact. Drivers shall follow District site instructions, posted speed limits, safety procedures, and directions from authorized District personnel. Drivers shall not interact with students except as unavoidable in the ordinary course of a delivery, and shall immediately report any safety concern or incident.

M. Notification and Incident Response
The Contractor shall immediately notify the District of any spill, leak, overfill, contamination concern, vehicle incident, injury, property damage, or other emergency occurring during delivery. The Contractor shall promptly take all actions required by law and necessary to contain, clean up, report, and remediate any release caused by its operations, at its expense.

N. Personnel and Equipment
All delivery personnel shall be properly trained and qualified. Vehicles, meters, hoses, fittings, and other equipment shall be maintained in safe operating condition and comply with applicable laws and regulations. The Contractor shall comply with applicable OSHA, U.S. Department of Transportation, Ohio, fire code, and environmental requirements.

O. Permits and Compliance
The Contractor shall maintain all licenses, permits, registrations, and authorizations required to transport and deliver petroleum products in Ohio and shall comply with all applicable federal, state, and local laws and regulations, including applicable hazardous materials transportation and spill reporting requirements.

P. Conflict of Interest
By submitting a proposal, the Proposer certifies that no District employee or official involved in the decision, execution, or supervision of the contract has a prohibited conflict of interest under applicable law, including Ohio Revised Code Section 3313.33.

Q. Invoicing and Payment
The Contractor shall invoice the District after each delivery or on a monthly consolidated basis, as approved by the District. Invoices shall identify the delivery date and time, product, gallons delivered, unit price, pricing index and date, differential, each separately authorized charge, delivery location, and applicable taxes. A delivery ticket or bill of lading shall accompany each invoice. Payment shall be made in accordance with the District's standard payment procedures, generally within thirty (30) days after receipt and approval of a complete and accurate invoice.

R. No Exclusivity or Minimum Purchase
The contract does not guarantee the Contractor any minimum quantity, frequency, or dollar amount of purchases. The District reserves the right to purchase fuel from other suppliers when necessary to protect its operations or when the Contractor cannot meet the District's requirements.

S. Price and Additional Charges
The Contractor shall not impose any fee, surcharge, minimum order charge, environmental fee, fuel surcharge, credit card fee, or other charge unless it is expressly disclosed in Exhibit B and accepted in the executed contract. No price adjustment or additional charge may be made outside the accepted pricing formula.

T. Records and Audit
The Contractor shall maintain complete records supporting each delivery and the calculation of each invoiced price, including the applicable index assessment, differential, volume, and fees. The District may request supporting documentation to verify an invoice. Records shall be retained for at least three (3) years after the final payment, or longer if required by law.

EXHIBIT A – SCOPE OF WORK AND DELIVERY REQUIREMENTS

1. Products

- Ultra-Low Sulfur Diesel (ULSD), suitable for the District's diesel-powered school buses and vehicles, meeting applicable ASTM specifications and all applicable federal and Ohio requirements.
- Regular unleaded gasoline, minimum 87 octane, suitable for the District's gasoline powered buses, vehicles, and equipment, meeting applicable ASTM specifications and all applicable federal and Ohio requirements.
- The Contractor shall identify any proposed additives, seasonal formulations, or product differences. No substitute, blended product, or additive may be supplied without the District's prior approval.

2. Storage Capacity and Estimated Annual Purchases

The District currently has approximately 12,000 gallons of total onsite storage capacity, divided into two separate compartments of approximately 6,000 gallons each. One compartment is dedicated to diesel and the other to regular unleaded gasoline.

Estimated annual purchases for proposal purposes are 70,000 gallons of diesel and 42,000 gallons of regular unleaded gasoline. Actual quantities may vary. The District's regular unleaded volume may increase as additional buses using regular unleaded gasoline are placed into service.

For reference, District purchases from January 1 through September 30, 2026 were approximately 52,794 gallons of diesel and 31,415 gallons of regular unleaded gasoline. These historical figures are provided for information and do not guarantee future purchases.

3. Delivery Method and Scheduling

- The District seeks to move away from an automatic weekly delivery schedule and toward deliveries based on actual tank levels and operational needs.
- The District will generally initiate or authorize deliveries and will communicate the requested product, delivery location, and approximate quantity. The Contractor may propose an optional tank monitoring or scheduled replenishment service, but it must be separately described and priced and may not be implemented without District approval.
- The Proposer shall state its standard delivery lead time after an order is placed, its available delivery days and hours, and its ability to provide emergency deliveries. The District prefers routine delivery within two (2) business days after an order, but Proposers may identify a different commitment.
- The Proposer shall state the minimum delivery quantity for each product and whether the price differential changes based on delivery size. The District prefers larger, efficient deliveries when tank capacity and safe fill limits permit.
- No delivery may exceed the safe available capacity of the applicable tank compartment. The driver shall verify available capacity with the District's designated representative before unloading. The District may adjust or cancel a requested quantity based on tank level.
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- The Contractor shall not make an unrequested delivery or deliver product to a tank without authorization from the District's designated contact.
- The Contractor shall provide separate delivery capability for diesel and regular unleaded gasoline. Cross contamination between products is strictly prohibited.

4. Delivery and Product Documentation

- Each delivery shall be accompanied by a delivery ticket or bill of lading showing the delivery date and time, product type and grade, gallons delivered, truck and meter identification, and delivery location.
- The ticket shall identify whether the gallon quantity is gross or temperature compensated. The same measurement basis shall be used consistently for all deliveries and invoices.
- The Contractor shall maintain calibrated meters and make calibration documentation available upon request.
- The District may reject product that does not meet the specifications in this RFP or that is contaminated, improperly identified, or delivered contrary to the District's instructions.

5. Delivery Location and Access

Deliveries shall be made to the District's designated fuel storage facility: 135 Franklin Street, Canal Winchester, OH 43110, Fuel Tanks located in parking lot.

Proposers shall identify any access, truck size, hose length, turning radius, or other site requirements that could affect delivery. A site visit may be scheduled by contacting the Point of Contact. Any site visit is for the purpose of reviewing access and delivery conditions.

6. Spill Prevention and Responsibility

The Contractor is responsible for safe unloading procedures and for preventing spills, overfills, leaks, and product releases arising from its delivery operations. The Contractor shall supply and use appropriate spill prevention and response equipment. The Contractor shall immediately notify the District of any release and shall be responsible, at its expense, for required containment, cleanup, disposal, reporting, and remediation to the extent caused by the Contractor or its personnel.

7. Service Performance

The District will evaluate the Contractor's performance based on pricing accuracy, delivery reliability, responsiveness, product quality, safety, invoice accuracy, and ability to accommodate the District's changing fuel needs. Repeated failure to meet delivery commitments or pricing requirements may be grounds for termination.

EXHIBIT B – PRICING PROPOSAL

Proposers must complete all applicable fields. Pricing shall be stated in dollars per gallon to at least four decimal places. All fees, charges, and surcharges must be disclosed. Any field that does not apply shall be marked "N/A" or "$0.0000," as appropriate.

1. Pricing

The District is requesting a straightforward, market-based pricing proposal for diesel fuel and regular unleaded gasoline. The wholesale price reference shall be the **OPIS Contract Benchmark File, OPIS Gross Clear Prices, Rack Average, Columbus, Ohio**, for the applicable product on the date of delivery. The Proposer shall quote a fixed per-gallon markup or differential to be added to the applicable wholesale price.

Proposers shall complete the following table:

Pricing Component	Diesel	Regular Unleaded
Wholesale Price		
Supplier Markup / Differential per Gallon		
Delivery Charge per Gallon		
Total Markup and Delivery Cost per Gallon		
Minimum Delivery Quantity (Gallons)		

The price per gallon shall be calculated as follows:

Applicable OPIS wholesale price + supplier markup / differential + any separately stated delivery charge = delivered price per gallon before applicable taxes.

If delivery costs are included in the supplier markup / differential, the Proposer shall enter "$0.0000" for the separate delivery charge.

The supplier markup / differential and any accepted delivery charges shall remain firm throughout the contract term, subject to any volume-based pricing submitted under Section 2.

2. Additional Pricing and Service Information

Proposers shall answer the following questions:

1. Identify any additional fees, surcharges, or charges that may apply to deliveries, including small-load, emergency, after-hours, environmental, or other fees. If no additional fees apply, state "None."
2. Do you offer a lower markup or other price reduction for deliveries of 3,000 gallons or more? If yes, explain the discount and any applicable conditions.
3. What is your standard delivery lead time after the District places an order?
4. Can you provide emergency or expedited deliveries when requested? If yes, describe availability and any additional charges.

3. Pricing Requirements

- The OPIS Contract Benchmark File, OPIS Gross Clear Prices, Rack Average, Columbus, Ohio, shall be the wholesale price reference used to determine the delivered price for each product.
- The applicable OPIS wholesale price for the date of delivery shall be used to calculate the delivered price. The Contractor shall identify the applicable published price and pricing date on each invoice or provide supporting documentation upon request.
- The supplier markup / differential and all accepted delivery charges shall remain firm throughout the contract term, including any applicable volume-based pricing, unless otherwise agreed to in writing by the District.
- Routine delivery costs shall be included in the proposed per-gallon pricing unless separately identified in the proposal and accepted by the District.
- No additional fees or surcharges may be charged unless disclosed in the proposal and accepted by the District.
- Applicable taxes shall be separately identified on invoices.
- The District does not guarantee a minimum purchase quantity.

4. Proposer Certification

The undersigned certifies that the information and pricing provided are accurate, that all charges have been disclosed, and that the Proposer agrees to the requirements of this RFP except as specifically identified in an attached exceptions list.

Proposer Information	Response
Legal company name	
Address	
Primary contact / title	
Telephone / email	
Authorized signature	
Printed name / title	
Date	

EXHIBIT C – DISTRICT FUEL REQUIREMENTS AND ESTIMATED CONSUMPTION

Fuel Type	Storage Capacity	2026 Purchases to September 30, 2026	Estimated Annual Purchases
Diesel (ULSD)	6,000 gallons	52,794 gallons	70,000 gallons
Regular Unleaded	6,000 gallons	31,415 gallons	42,000 gallons
Total	12,000 gallons	84,209 gallons	112,000 gallons

The District's estimated annual purchase quantities are planning estimates only. They are not a minimum purchase commitment, guaranteed volume, or representation that the same quantity will be purchased during the contract term.

The District anticipates that regular unleaded gasoline consumption may increase as additional buses using regular unleaded gasoline are acquired and placed into service. Proposers shall account for this potential change when describing delivery capacity and any volume pricing.