

**ATLANTIC COMMUNITY SCHOOL DISTRICT  
ATLANTIC, IOWA**

**INSTRUCTIONS TO BIDDERS**

**DATE: May 8, 2019**

**FUEL BIDS:**

Sealed bids will be received in the Superintendent's Office of the Atlantic Community Schools until **10:00 a.m., Thursday, June 6, 2019**, for gasoline, diesel fuel, and propane to be purchased during the next school year.

**QUANTITIES** : These quantities are estimates only and may increase or decrease with need:

10,000 gallons unleaded (Ethanol Blend)  
9,000 gallons diesel  
21,000 gallons propane

Bidder agrees to furnish fuels throughout the bid period.

**DELIVERY:** Delivery shall be in quantities requested by the schools and shall be made within 24 hours of requests. Hours of delivery shall be 7:00 a.m. - 5:00 p.m., Monday through Friday.

**DELIVERY LOCATIONS:**

Atlantic School Bus Garage -- Gasoline, Diesel and Propane

In the event of pump failure, convenience, or other reasons, fills may be made at the supplier's service station. (This may be cooperative with another station you have indicated.)

**QUOTATION PERIOD:** Prices quoted shall be for furnishing fuels F.O.B. school delivery location from July 1, 2019 through June 30, 2020. Provisions for price adjustments are provided.

**AWARD OF QUOTATION:** An award may be made on any one item or group of items. The Atlantic Community Schools reserves the right to accept all or part, or to reject the entire bid. ***Only those quotations using appropriate forms will be acceptable.***

**TIES AND RESERVATIONS:** No ties or reservations by the bidder are permitted.

**TERMINATION OF AGREEMENT:** The Board of Education reserves the right to terminate the agreement for unsatisfactory product or service or any other cause deemed in the best interest of the schools.

**PAYMENT:** Payments shall be made following approval of the Board of Education.

**TAXES:** The bid price is to be F.O.B. destinations and shall not include Federal taxes. The Atlantic Community Schools will furnish a Federal Tax Exemption number to the successful bidder.

**PRICES:** Successful suppliers will be required to adjust their bid prices to reflect market fluctuations in the wholesale cost of fuel to you. Your margin will reflect the average daily rack price throughout the bid period. Your margin will remain the same throughout the bid period. You will be required to furnish invoices showing your wholesale cost of fuel, margin and bid price as of June 6, 2019. The successful bidder will be required to furnish a certified copy of his wholesale cost of fuel as of June 6, 2019. Periodic checks will be made of wholesale costs of fuel by the school.

If you have questions concerning instructions, please contact:

Steve Barber  
Atlantic Community Schools  
1100 Linn Street  
Atlantic, Iowa 50022  
712-243-4252  
Fax 712-243-8023

**ATLANTIC COMMUNITY SCHOOL DISTRICT  
ATLANTIC, IOWA**

**OFFICIAL FUEL BID FORM  
2019-20**

We agree to furnish fuels as outlined in and subject to the bid specifications dated June 6, 2019.

|                                  | <b>WHOLESALE PRICE<br/>PER GALLON</b> | <b>MARGIN<br/>PER GALLON</b> | <b>BID PRICE*<br/>PER GALLON</b> |
|----------------------------------|---------------------------------------|------------------------------|----------------------------------|
| Unleaded Regular<br>with Ethanol | _____                                 | _____                        | _____                            |
| #2 Diesel                        | _____                                 | _____                        | _____                            |
| #1 Diesel                        | _____                                 | _____                        | _____                            |
| Propane (fixed contract price)   | _____                                 | _____                        | _____                            |

Unleaded regular with ethanol, diesel and propane (cross out fuels not available) may be purchased at service station \_\_\_\_\_ for \$\_\_\_\_\_ more/less (cross out) gallon than tank wagon price.

Brand of fuel being bid \_\_\_\_\_.  
(Any change in brand must be approved by school)

Depot location used for fuel pricing \_\_\_\_\_

\*Only the bid price will be presented for approval to the Board of Education.

Firm: \_\_\_\_\_

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

\_\_\_\_\_

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

Telephone: \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_