

REQUEST FOR BIDS

Petroleum Products

Preston County Schools is accepting sealed bids for petroleum products for its transportation fleet. Complete bid information can be obtained by contacting Tony Harris, Transportation Supervisor, at 304-329-0580 x249 or visiting the BOE's website. Bids are due by 1:00 PM on July 27, 2018, at the Preston County Board of Education office at 731 Preston Drive, Kingwood, WV 26537.

Instructions to Vendors
Bids on Petroleum Products

1. **Opening**: The bid must be sealed and returned to the Preston County Board of Education (BOE) on or before 1:00 PM on **July 27 2018**. No changes can be made on your bid after the opening without Board approval.
2. **Award**: The award will be made on **July 27, 2018** to the vendor or vendors who meet or exceed the vendor qualifications, instructions to vendors, specification requirements, and provides the best cost ratio to the BOE maintaining quality. The award may be made separately regarding DEF, transmission fluid, grease, and oil.
3. **Delivery**: Delivery is to be included in your bid price to the **Preston County Transportation Department**. The vendors must make delivery arrangements with Tony Harris, Transportation Supervisor at (304) 329-2524.
4. **Permits and Taxes**: The successful vendor shall obtain all permits and licenses required and pay any and all taxes in connection with the work included in this contract. The successful vendor shall pay all fees and other costs in connection therewith.
5. **Descriptive Literature**: Vendors must supply descriptive literature on their products. Failure to include descriptive literature shall result in the bid being automatically rejected by the BOE.
6. **Rejection**: The BOE reserves the right to reject any and all bids received and to alter or accept any bid, whether or not it is the low bid.
7. **Termination**: Subject to the provisions below:
 - a. The contract may be terminated by either party upon thirty (30) days advance written notice to the other party; however, if any work or service hereunder is in progress and not completed as of the date of the termination, then this contract may be extended upon written approval of the BOE until said work or services are completed and accepted.
 - b. In the event that this contract is terminated or cancelled upon request and for the convenience of the BOE, without the required thirty (30) days advance written notice, then, if applicable, the BOE shall negotiate reasonable termination costs.
 - c. Termination by the BOE for cause, default, or negligence on the part of the engineer or responsible vendor, will be excluded from the foregoing provision; therefore, termination costs, if any, will not apply. In the event of Termination for Cause, the thirty (30) day advance notice requirement is waived.
 - d. If funds are not appropriate or available to support the project in the present budget or subsequent fiscal year budgets, the contract can be canceled without further obligation by the BOE. The court shall prorate any payments due to the vendor at the time of termination.
8. **Withdrawal**: No bid may be withdrawn for thirty (30) days after bid opening.

**Instructions to Vendor Verification
Invitation for Bid – Petroleum Products**

Vendor Name: _____

Vendor Address:

Vendor Telephone Number(s):

I, _____, on _____, 2018, do hereby attest that all instructions to vendors have been carefully read and understood before submitting this bid for consideration by the Preston County Board of Education.

**Vendor Qualification
Invitation for Bid – Petroleum Products**

The successful vendor shall be registered to do business in the State of West Virginia, or be a vendor that has acquired all permits, paid all fees, and taxes subject to West Virginia Code Chapter 11, Article 10, Section 11(d).

The vendor shall submit a copy of their West Virginia Business Franchise Certificate with the returned bid packet.

Please complete all information requested below:

Vendor Name (As Registered with the State of West Virginia):

Vendor Address:

Contact Person(s):

Telephone Number(s):

Bid Sheet
Invitation for Bid – Petroleum Products

Vendor: _____ Date: _____

Sales Representative: _____ Phone: _____

The price quoted over **OPIS (Pittsburg Terminal) Price** on this bid return sheet will reflect the weekly average for the entire contract term of July 1, 2018 to June 30, 2019. The motor oil price will stand firm for the contract period.

Description	Estimated Usage	Delivery Cost per Gallon
Shell Rotella 15w-40 Motor Oil	3,000 GAL	
Blue DEF Emissions Fluid	3,500 GAL	
Spirax S6 ASME 75W90 Keg	5	
GADUS S3 V220 C2 Keg	5	
Synthetic Automatic Transmission Fluid Autran Syn295 55 Gal Drum	4	

The Preston County Board of Education reserves the right to reject, alter, or negotiate with any vendor submitting a quotation.

Signature

Title

Notes/Comments:

Petroleum Products Specification Requirements

Location and capacity of storage tanks are as follows:

Oil	300 gallon tank at Bus Garage in Kingwood, WV
DEF	300 gallon tank at Bus Garage in Kingwood, WV