

REQUEST FOR PROPOSAL

BULK FUEL

Issued on: March 26, 2024

Bid due date: April 12, 2024, by COB (4:00 PM AKST)

CLASSIFICATION: Bulk Fuel Request for Proposal

Terms & Conditions

This request implies no obligation on the part of the buyer. All bids submitted must remain valid for a period of 60 days (unless otherwise specified). The Galena City School District (“School District or GCSD”) reserves the right to negotiate the terms and conditions of any contract entered into as a result of accepting any bid submitted by the successful bidder(s).

The Galena City School District is not responsible for any costs to the bidders for preparation of this bid.

One or more addenda to the Request for Proposal (RFP) may be issued by the School District after the RFP process is opened. A copy of any addendum issued by the School District must be signed by the bidder and submitted along with its bid. While the School District will make reasonable efforts to notify bidders of any addenda, it is the sole responsibility of the bidder to verify whether any addenda/attachment has been issued. Bidders should check the School District website to ascertain if any addenda have been issued.

Any interested party may obtain a copy of the RFP from the School District website at <https://www.galenaalaska.org/procurement/>.

To be considered for award, one (1) original of the bid must be received by our GCSD business office no later than 4:00 P.M., Alaska Time, April 12, 2024.

Submit your sealed bids to Dr. Jason Johnson via certified mail in a single sealed envelope or package marked on the outside to:

Dr. Jason Johnson – Superintendent
Bulk Fuel RFP
P.O. Box 299
Galena, AK 99741

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SECTION 1 – INTRODUCTION

The purpose of this Request for Proposal (RFP) is to invite qualified fuel dealers to submit proposals for providing GCSD with at least 8,000 gallons of unleaded gasoline as needed during the 2024-2025 school year and with at least 50,000 gallons of heating fuel as needed during the 2024-2025 school year.

SECTION 2 – SCOPE OF WORK

- Qualified fuel dealer must have the capacity to deliver at least 8,000 gallons of unleaded gasoline to GCSD in Galena as needed during the 2024-2025 school year.
- Qualified fuel dealer must have the capacity to deliver at least 50,000 gallons of heating fuel to GCSD in Galena as needed during the 2024-2025 school year.

Section 3 – SELECTION CRITERIA

- The fuel dealer must have all required credentials to sell fuel in Alaska.
- Price per gallon.
- Capacity to deliver fuel per Section 2 – Scope of Work.

Section 4 – ATTACHMENTS

No attachments.

Section 5 – COMPLIANCE

The selected vendor, contractor, installer will be required to adhere to all Alaska Department of Education and Early Development (DEED), State of Alaska, and Federal laws and regulations as applicable, including, but not limited to FERPA, COPPA, CIPA, CIPA-2, HIPAA, ADA and the Galena City School District board policy.

The Galena City School District is committed to providing access to our electronic information, including our websites, for individuals with disabilities in accordance with all applicable State and Federal laws.

Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 require us to ensure that anyone with disabilities seeking information or services from us, have access to and use of information and data that is comparable to the access and use by any other members of the public who are not individuals with disabilities. This requirement extends to any and all web-based services, applications, or other technology that is acquired, contracted or otherwise made available by the School District, to its students, staff and/or community members. Responders to this solicitation shall be equally responsible and contractually bound to ensure their product and service offerings are accessible pursuant to the aforementioned laws. The School District's website accessibility standards can be found here: <https://www.galenaalaska.org/>.

Section 6 – QUESTIONS

Please direct all questions to Jim Merriner, GCSD Director of Administrative Projects, via e-mail: jim.merriner@galenanet.com. Please Cc GCSD Superintendent Jason Johnson: jason.johnson@galenanet.com.

All correspondence is required to be made in writing to ensure the integrity of our bidding process and for recording purposes. Questions initiated during the bid process may also result in addendum items being expanded beyond the initial posting. It is the sole responsibility of the bidder to verify whether any addenda/attachment has been issued or updated.

Section 7 – SUBMISSION

To be considered for award, one (1) original of the bid must be received by our GCSD business office no later than 4:00 P.M., Alaska Time, April 12, 2024.

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The following PROPOSAL TRANSMITTAL FORM must be completed and returned with the proposal.

PROPOSAL TRANSMITTAL FORM

BUSINESS NAME

MAILING ADDRESS
CITY / STATE / ZIP

PHYSICAL BUSINESS ADDRESS
CITY / STATE / ZIP

CONTACT PERSON FOR THIS PROPOSAL

TELEPHONE

FAX NUMBER

E-MAIL ADDRESS

ALASKA BUSINESS LICENSE #

FEDERAL TAX ID #

CERTIFICATION: I certify that I am a duly authorized representative of the business listed above and that the information and materials enclosed with this proposal accurately represent the capabilities of the business to provide the services as indicated in compliance with the requirements of the RFP.

SIGNATURE: _____ **DATE:** _____

PRINTED NAME: _____ **PRINTED TITLE:** _____