

## **Instructions to Bidders**

### **1. Purpose:**

It is the intent and purpose of this Request for Proposals to solicit proposals for the furnishing of Grade #1 Diesel Fuel, and Glycol to the **Kashunamiut School District** at Chevak, Alaska.

### **2. The Fuel Purchaser**

**Kashunamiut School District** will enter into a contract with its selected supplier covering the selected area for that Supplier.

### **3. Contract Term**

The term of the Contract(s) shall be for a period of one (1) year, commencing on July 1, 2023, and expiring on June 30, 2024.

### **4. Instructions To Potential Suppliers**

- A. Potential Suppliers are instructed to use the attached Sheet form in submitting proposals. This Sheet, as submitted in the selected proposal, will be attached to and incorporated into the final Purchase Order with the **Kashunamiut School District**.
- B. A clear photocopy of the Sheet form may be submitted, but it must have original signatures. All fuel deliveries must take place during the 2023 summer barge season and, unless otherwise agreed to by **Kashunamiut School District**, prior to the opening of school for the 2023-2024 school year.
- C. The Sheet covers the location in the State of Alaska that is accessible by waterway. Enter the price per gallon delivered and extension you are proposing to supply. Sign, date and have the Sheet notarized then return with your proposal.
- D. In case of error in the extensions of prices in the proposal, the unit price will govern.
- E. For the purpose of the evaluating proposals, price and contract term, offers made in accordance with the Request for Proposals shall be good and firm for a period of ninety (90) days from the date of proposal opening unless the Potential Supplier specifically limits their offer to a

shorter period by written notification on the proposal documents. However, proposals so modified may be rejected.

- F. Kashunamiut School District shall not under any circumstances be liable for any costs incurred by the Potential Contractor in proposal preparation, including in the event of the rejection of all proposals.
- G. All proposals must be submitted with a source of supply, lifting location, and scheduling window. As part of your submittal, please include a copy of the #1 diesel fuel product and Glycol specifications.
- H. Proposals will be accepted at **Kashunamiut School District's** district office at the following two email addresses:

Derek Night – [dnight@chevakschool.org](mailto:dnight@chevakschool.org)

Lucienne Smith – [lucienne.smith@akebs.com](mailto:lucienne.smith@akebs.com)

**until 4:00 P.M. local time on Friday, April 14, 2023.**

**Kashunamiut School District** reserves the right to keep all proposals and the terms of final contracts confidential where permitted by law.

**Mark Your Proposal Email in the subject line As Follows**

PROPOSAL DEADLINE: 4:00 pm (AKST) FRIDAY, April 14, 2023, FUEL REQUIREMENTS RFP NUMBER: 23-001

- I. Proposal opening is scheduled for Monday, April 17, 2023.

**5. Basis For Selecting Successful Proposals**

- A. In selecting the Contractor, **Kashunamiut School District** will take into consideration: price; past performance; deviations from proposed contract terms; and the overall best value. The intent is to award all of the deliveries to a single Contractor.
- B. A proposal will likely not be selected by **Kashunamiut School District** when:

- (I) The Potential Contractor has failed to perform satisfactorily on a previous contract with **Kashunamiut School District** or in the **Kashunamiut School District**'s opinion, is not in a position to perform the contract.
- (II) The Area Sheet is not signed and notarized.
- (III) The proposal materially changes the price calculations method of Price Index (such as referencing the Contractor's own posted price list or the fuel supplier's posted price list). The Kashunamiut School District will **not** accept an Indexed price.
- (IV) In **Kashunamiut School District**'s sole determination, the Potential Contractor makes other material changes in the specifications or terms and conditions of the Request for Proposals.

C. **Kashunamiut School District** reserves the right to reject any and all proposals, to waive deviations from the RFP and to waive any informality in proposals received whenever such rejections or waiver is in the best interest of **Kashunamiut School District**, and unless otherwise specified by the Potential Contractor, to accept any items in the Proposal.

D. Proposals must clearly show the per gallon delivery fee as proposed for each item.

E. **Kashunamiut School District** would like to clarify that the fuel requirements in the Fuel Bid are High Sulfur (HS) heating oil (HO) #1. Glycol is 60/40 glycol/distilled water.

## **6. Optional Inclusions**

A. Prompt Payment Discounts. Prompt payment discounts shall be considered in the evaluation of this Request for Proposals such as: 2% discount if paid within ten (10) days after receipt and acceptance at destination and receipt of a payable invoice delivered to **Kashunamiut School District**.

The offered discount of the successful Contractor(s) will form a part of the Purchase Order. Discounts based on less than ten (10) days time for payment will not be considered for evaluation purposes.

**Kashunamiut School District Area Sheet Form**

RFP Number: 23-001

Area – Kashunamiut School District, Chevak, ALASKA

**KASHUNAMIUT SCHOOL DISTRICT–DIESEL FUEL No. 1**  
**Estimated 2023 order requirements**

| Fuel Location | Delivery Date | Scheduled Delivery Date | Vendor Delivery Date (If different) | Quantity Required (Gallons) | Proposal Price Per Gallon | Extended Price Per Gallon | Fixed Price Per Gallon |
|---------------|---------------|-------------------------|-------------------------------------|-----------------------------|---------------------------|---------------------------|------------------------|
| CHEVAK, AK    |               |                         |                                     | 60,000                      |                           |                           |                        |
|               |               |                         |                                     |                             |                           |                           |                        |
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|               |               |                         |                                     |                             | <b>&lt;Totals&gt;</b>     |                           |                        |

\_\_\_\_\_  
 Potential Contractor’s Name (Please Print)

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

Note: This page must be signed by owner, or authorized agent (Signature must be notarized)

Area – Kashunamiut School District, Chevak, ALASKA

**KASHUNAMIUT SCHOOL DISTRICT–Glycol  
2023 order requirements**

| Glycol Delivery Location | Scheduled Delivery Date | Vendor Delivery Date (If different) | Quantity Required (Gallons) | Proposal Price Per Drum | Extended Price Per Drum | Fixed Price Per Drum |
|--------------------------|-------------------------|-------------------------------------|-----------------------------|-------------------------|-------------------------|----------------------|
| CHEVAK, AK               |                         |                                     | Four (4) - 55 Gal Drums     |                         |                         |                      |
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\_\_\_\_\_  
Potential Contractor’s Name (Please Print)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Note: This page must be signed by owner, or authorized agent (Signature must be notarized)