1. All bids shall be sealed and plainly labeled: Diesel Fuel.

2. Bids must be typewritten or written in ink and must be signed in ink by the bidder on the enclosed form. Unsigned bids will not be considered.

3. Changes, alterations, or interlineations in the bid are not permitted.

4. Sealed bids will be received at the Administrative Office, located at Administration Building or mailed to the School District address, 400 Main Street, New Eagle, Pennsylvania 15067 on or before:

   **Tuesday July 11, 2017 – 1:00 P.M. Prevailing Time**

5. These bids will be opened at a meeting scheduled at the Administration Building on July 11, 2017 at 1:00pm.

6. Bids will be awarded at a scheduled meeting of the Ringgold Board of School Directors.

7. All bids are to be mailed to Ringgold School District, 400 Main Street, New Eagle, PA 15067 or hand delivered to the business office located in the Administration Building, 400 Main Street, New Eagle, PA 15067

8. Further information may be received from Thomas Carpenter, Director of Transportation, 46 Ginger Hill Road, Finleyville, PA 15332. Telephone (724) 258-5709.

9. The school district is exempt from the Federal Excise Tax, Pennsylvania State Sales and Use Tax. **DO NOT** include these taxes in your quotation. The necessary tax exemption certificates will be furnished.

10. The Board of School Directors reserves the right to reject any or all bids, or to accept or reject any single item of group of items, and to award a bid which in their judgment will be in the best interest of the school systems.

11. The quality of all goods, materials, supplies, etc. shall be as per specifications.

12. It is the bidders’ responsibility to become totally acquainted with all specifications. Any change in specifications must be detailed as part of the bidder’s documents. The District will consider all bids submitted.

13. Bids may not be withdrawn for sixty (60) days after the first bid or group of bids is opened.
14. The Superintendent of Schools or her designee shall have the power and authority to reject any or all bids, which in her opinion, are not in strict compliance and conformity will bid specifications or considered to be equal in every respect. (Samples may be submitted in order to demonstrate equal quality.)

15. In all cases where bidder is not bidding items as specified, he must designate that substitution is being made and must supply accompanying literature in order to demonstrate equal character and quality.

16. All samples or literature submitted by the bidder must be plainly labeled with the name on the Bid Sheet to which the sample or literature relates.

17. THE RIGHT TO KNOW LAW REQUIRES THAT Material Safety Data Sheets be enclosed at bidder’s cost for all materials included in the bid proposed.

18. WHEREVER PRACTICAL AND POSSIBLE — all materials purchased by the Ringgold School District are to be those made by American craftsmen in the United States of America. All bids should indicate those materials manufactured in the United States. The only exceptions to the Ringgold School District policy of purchasing domestically produced goods are where American made goods are not available or their prices are prohibitive.

19. BID BOND SPECIFICATIONS — All bids must be accompanied by a certified check, cashier’s check, or bid bond in the amount of ten percent (10%) of the bid guaranteeing the delivery of the supplies or equipment in accordance with the terms of the contract.

20. At its meeting on February 11, 1989, the Ringgold Board of School Directors adopted the following resolution regarding bids submitted by vendors for all supplies, equipment and services:

   No bid will be considered unless the attached “Non-Collusion Affidavit for Bids Submitted for Ringgold School District” is completed, notarized, and returned with the bid.

Dr. Karen Polkabla
Superintendent
Ringgold School District
400 Main Street
New Eagle, PA 15067
NON-COLLUSION AFFIDAVIT
FOR BIDS SUBMITTED FOR RINGGOLD SCHOOL DISTRICT

COMMONWEALTH OF PENNSYLVANIA ) NO. ______________________
) SS:
COUNTY OF ______________________ ) BID FOR ______________________

On this the _________ day of ________, 20____, personally appeared before me, the undersigned authority, who being duly sworn according to law, deposes and says that the following is true and correct to the best of their information, knowledge, and belief:

1. That I am the [Owner or (title)] [Name of firm] [Owner or (title)] [Name of firm], and that I am authorized to make this Affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price (s) and the amount of this bid.

2. That the prices (s) and amount of this bid have been arrived at independently and without consultation, communication, or agreement with any other contractor, bidder or potential bidder.

3. That neither the price (s) nor the amount of this bid, and neither the approximate price (s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.

4. That no attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.

5. That the bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.

6. That ____________________________, its affiliates, subsidiaries, (Name of firm) officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

That ____________________________, understands and acknowledges that the above representations are material and important and will be relied on by the RINGGOLD SCHOOL DISTRICT in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the RINGGOLD SCHOOL DISTRICT of the true facts relating to the submission of bids for this contract.

__________________________________________
(Name of Company or firm)
By ______________________________
__________________________________________
(Signature)
Sworn to and subscribed before me
this _________ day of ________, 20____.
__________________________________________
Notary Public
My Commission Expires: ______________________
(SEAL)
RINGGOLD SCHOOL DISTRICT BID/RFP PROTEST PROCEDURE

Any bidder, proposer or offeror who believes that they have been aggrieved in connection with the solicitation or award of a contract, as the result of a violation of the requirements of the Ringgold School District or any applicable provisions of law, may protest the solicitation or the award action.

PROTESTING THE ORIGINAL SOLICITATION AND THE SPECIFICATIONS CONTAINED THEREIN

If the protest relates to the solicitation, bid or proposal process, then the protestor must submit in writing to the Superintendent of Schools their complaint with regards to the initial process.

The formal written protest must be sent to the Superintendent of Schools within five (5) days after the bid opening, and shall include at a minimum the following elements:

- Bid or RFP Number and Title
- The name and address of the protestor
- Why they are protesting
- Supporting exhibits, evidence or documents to substantiate any claims
- A statement requesting the relief the protestor seeks, and
- Any other information that the protestor deems to be material to the protest

If the Superintendent of Schools believes the complaint to have merit, the award process will be held up until the protest is resolved. However, if it is determined that particular facts and circumstances require the continuance of the solicitation process or the contract award process without delay to avoid an immediate and serious danger to the public health, safety or welfare of the School District, the solicitation and award process shall continue.

The Superintendent of Schools, in conjunction with the School District Solicitor’s opinion, will respond in writing to the formal written protest within seven (7) calendar days from receipt of protest. The response can be written in e-mail format, or faxed to the protestor.

If the protestor is not satisfied with the response in writing to their formal protest then the protestor’s only recourse is the Court of Common Pleas.

PROTESTING THE AWARDING OF A SOLICITATION, BID OR RFP

A valid protest must come from an actual bidder or proposer for the contract who claims to be the rightful awardee. That is, a protest is not valid if filed by a bidder or proposer who cannot show that they would be awarded the contract if their protest were accepted.

Protestors shall first verbally notify the Superintendent of Schools of their intent to protest within seven (7) calendar days from the posting of the official bid tabulation.

It is the intent of the School District that the resolution can be resolved with the Superintendent of Schools during that initial verbal conversion. However, if the protestor is not satisfied with the verbal resolution, they have the right to then submit a written protest.

The written protest must be sent to the Superintendent of Schools within seven (7) days of the verbal notification. The formal, written protest shall include at a minimum the following elements:

- Bid or RFP Number and Title
- The name and address of the protestor
- Why they are protesting
- Supporting exhibits, evidence or documents to substantiate any claims
- A statement requesting the relief the protestor seeks, and
- Any other information that the protestor deems to be material to the protest

The Superintendent of Schools, in conjunction with the School District Solicitor’s opinion, will respond in writing to the formal written protest with seven (7) calendar days from receipt of protest. The response can be written in e-mail format, or faxed to the protestor.

If the protestor is not satisfied with the response in writing to their formal protest then the protestor’s only recourse is the Court of Common Pleas of Washington County.
This form must be completed and returned to the Ringgold School District, attn: Superintendent of Schools, 400 Main Street, New Eagle, PA 15067 or by fax 724-258-5363, by 12:00 P.M. on the Monday before the bids are scheduled to be opened.

I/we file a protest regarding Specification Number ___________________________

for the reasons(s):

The specifications are not clear. Please explain:

The specifications eliminate vendors in an unnecessary manner. Please indicate which items eliminate vendors and why the items eliminate competition:

The specifications are unfair in that they favor specific vendors. Please explain:

Other. Please explain:

COMPANY NAME: __________________________________________________________
ADDRESS: ________________________________________________________________
___________________________________________________________
CONTACT PERSON _________________________________________________
TELEPHONE: ___________________________
FAX# ___________________________
RINGGOLD SCHOOL DISTRICT

SPECIFIC BID CONDITIONS AND SPECIFICATIONS

1. **Mandatory site visit.** Bidder will be responsible to field verify all existing conditions.

2. **Standard of Quality:** The various materials and products specified in the specifications by name or description are given to establish a standard of quality and of cost for bid purposes. It is not the intent to limit the acceptance to any one material or product specified, but rather to name or describe it as the absolute minimum standard that is desired and acceptable. A material or product of lesser quality would not be acceptable. Where proprietary names are used, whether or not followed by the words “or as approved equal”, they shall be subject to equals only as approved by Owner.

3. Delivery of diesel fuel shall be metered and ticketed by the supplier and delivered to Ginger Hill Bus Garage. The bidder agrees that at the time of delivery the driver will have available for inspection, the terminal rack meter ticket for that delivery.

4. Samples of fuel supplied may be taken at any time from any delivery of the supplier for analysis by a recognized petroleum testing laboratory, with tests to be made at the supplier’s expense. The analysis must conform to the supplier’s specifications which have been accepted as part of the proposal.

5. **No #2 S-15 Ultra Low Sulfur** diesel fuel must adhere to the specifications as listed on Attachment II.

6. The bidder agrees, if awarded the contract, to furnish and deliver the specified product and that all of the product shall be subject to inspection and approval. Any problems with product purchased shall be handled promptly with removal and replacement of product at seller’s expense.

7. The quantities listed on Attachment I are examples only and the total of orders to be issued may be increased or decreased within the tolerance level as indicated by successful bidder.

8. The bidder recognizes that it is handling hazardous substances and agrees in the handling and delivering for use, bidder will in all respects exercise the strictest care required by law, and bidder or bidder’s designated carriers will comply with any and all applicable federal, state and local laws. Bidder shall upon request from the district within seven calendar days from receipt of written request, produce evidence of bidder or bidder’s designated carrier the following applicable information:

   a. Federal hazardous material identification registration
   b. Carrier’s certificate of insurance
   c. Proof of Pennsylvania Service Commission common or contract authority in the event common or contract carrier is utilized.
9. The bidder must outline and submit with the bid a plan to deal with Fleet Operability and Performance Issues. If the district has operability problems – i.e., buses fail to start, experience on-road difficulties related to fuel, or other performance issues – how will your company provide assistance in dealing with the problems. Please indicate expected response time and, when requested, time for responses to calls on location.

10. Prices will be based on the Oil Price Information Service (OPIS) average daily prices. The base price will be determined from the July 5, 2017, publication. Bidder shall use the Pittsburgh city average. Bidders must use this base price plus a firm differential (profit and delivery). All base prices are exempt from state and federal taxes. The firm differential shall be valid through June 30, 2020, and will not change. All changes in pricing will take place with the issue of the daily OPIS report for the date of delivery.

11. Delivery will be made within 2 business days of order. Example: Order Friday – Delivered by end of day Tuesday, Order Monday – Delivered by end of day Wednesday.

12. Approximately 45 deliveries will be made during the period of July 20, 2017 and June 30, 2020 of approximately 7,200 gallons per delivery, equaling approximately 324,000 gallons.

13. A copy of the OPIS “Closing Benchmark File for Gross No.2 Distillate Prices” indicating the rack average for the day of delivery, shall be submitted with each invoice.

14. The Ringgold School District, at its sole discretion, shall have the right to extend this contract for one (1) additional term of three (3) years, beginning from the end of the original contract, June 30, 2020, and continuing until June 30, 2023. Such extension shall be under the same terms and conditions contained herein for the duration of the additional term.
RINGGOLD SCHOOL DISTRICT

ATTACHMENT II

**DIESEL FUEL:**

Current ASTM D975 specification: The diesel fuel supplied in bid is to be No #2 S-15 Ultra Low Sulfur and be a major brand product. Any bid for diesel other than major brand will not be considered.

Diesel fuel must meet the following minimum requirements. Bidder should indicate the following for the Ultra Low Sulfur Diesel Fuel No. 2 on which it is bidding:

Producer:  
____________________________________________________

Product Designation:  
____________________________________________________

Producer’s Terminal Location:  
____________________________________________________

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Minimum</th>
<th>Please indicate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cetane Index – Minimum</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Cetane No.</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Cloud Point:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter – °F Maximum</td>
<td>+15°F</td>
<td></td>
</tr>
<tr>
<td>Summer - °F Maximum</td>
<td>+20°F</td>
<td></td>
</tr>
<tr>
<td>Pour Point:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter - °F Maximum</td>
<td>0°</td>
<td></td>
</tr>
<tr>
<td>Summer - °F Maximum</td>
<td>+10°F</td>
<td></td>
</tr>
<tr>
<td>Lubricity HFRR</td>
<td>520 max</td>
<td></td>
</tr>
<tr>
<td>Cold Filter Plug Point</td>
<td>0°F</td>
<td></td>
</tr>
<tr>
<td>Aromatics % Vol Max</td>
<td>35 max</td>
<td></td>
</tr>
</tbody>
</table>

MUST BE SUBMITTED WITH BID PROPOSAL

*Attachment II*
<table>
<thead>
<tr>
<th>Requirement</th>
<th>Minimum Requirements</th>
<th>Please indicate Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Viscosity Kinematic</td>
<td>Min. 1.9 Max 4.1</td>
<td>@ 40 C</td>
</tr>
<tr>
<td>Total Sulfur Content</td>
<td>15 ppm Max.</td>
<td></td>
</tr>
<tr>
<td>Flash Point - °Minimum</td>
<td>126 F Min</td>
<td></td>
</tr>
<tr>
<td>Gravity (API) – Minimum</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Carbon Residue Percent - % Maximum</td>
<td>.35%</td>
<td></td>
</tr>
</tbody>
</table>

Laboratory: _________________________________________________

Certified By: _______________________________________________  

(Title): ____________________________________________________

MUST BE SUBMITTED WITH BID PROPOSAL

Attachment II
BASE BID FOR ULTRA LOW SULFUR DIESEL FUEL

BASE BID:
July 5, 2017 Pittsburgh, PA OPIS Average

_____________________
PLUS __________________

TOTAL PRICE PER GALLON

_____________________

X 324,000 GALLONS

NET 30 DAYS - TOTAL BID

_____________________

ALTERNATE:
July 5, 2017 Pittsburgh, PA OPIS Average

_____________________
PLUS __________________

TOTAL PRICE PER GALLON

_____________________

X 324,000 GALLONS

NET 10 DAYS - TOTAL BID

_____________________

10