

LIVINGSTON PARISH PUBLIC SCHOOLS

INVITATION TO BID

FOR

Gas & Diesel for LPPS Fuel Stations 2023-2024

Sealed Bid No. 23-08

BID RELEASE DATE: April 27, 2023

BID DUE DATE: May 16, 2023

BID DUE TIME: 2:00 PM

LIVINGSTON PARISH PUBLIC SCHOOLS

13909 FLORIDA BLVD.

PO BOX 1130

LIVINGSTON, LA 70754-1130

TELEPHONE (225) 686-4224

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**Please verify that you have all bid pages according to the table of contents.
If pages are missing please call (225) 686-4224 for replacement pages.**



Livingston Parish Public Schools

Excellence in Education!

13909 Florida Boulevard
P.O. Box 1130
Livingston, Louisiana 70754-1130
Phone: (225) 686-7044 Fax: (225) 686-3052 Website: www.lpsb.org

Alan "Joe" Murphy
Superintendent

Jody Purvis
Assistant Superintendent

Bruce Chaffin
Assistant Superintendent

INVITATION TO BID

Sealed bids will be received by Livingston Parish Public Schools, Livingston, La until 2:00 p.m., Tuesday, May 16, 2023, at which time bids will be opened and publicly read for the following:

Bid No. 23-08: Gas & Diesel for LPPS Fuel Stations 2023-2024

Bids must be on form provided. Forms and other information may be obtained from the Livingston Parish Public Schools (LPPS) Business Department, 13909 Florida Blvd., P.O. Box 1130, Livingston, La 70754, (225) 686-4224, and also from the LPPS website:

https://www.lpsb.org/our_district/departments/business_department/purchasing_information

Furthermore, official bid documents are available at Central Bidding. Electronic bids are accepted at Central Bidding and can be accessed at www.centralbidding.com. For questions related to the electronic bidding process, please call Central Bidding at (225) 810-4814.

An award will not be made on the date of the bid opening, but will be awarded by the School Board at a later meeting.

Subject to the provisions of R.S. 38:2214, Livingston Parish Public Schools reserves the right to reject any and all bids for just cause.

LIVINGSTON PARISH PUBLIC SCHOOLS

Alan "Joe" Murphy, Superintendent

**LIVINGSTON PARISH PUBLIC SCHOOLS
BID NO. 23-08: GAS & DIESEL FOR LPPS FUEL STATIONS 2023-2024
BID OPENING 2:00 P.M, THURSDAY, MAY 16, 2023**

INSTRUCTIONS TO BIDDERS

Livingston Parish Public Schools (LPPS) will accept sealed bids at its Central Office Complex, 13909 Florida Blvd., Livingston, LA 70754 or on-line at www.centralbidding.com for its 2023-2024 Gas and Diesel for School System Fuel Stations up until the above stated time.

I. FUEL STATION INFORMATION:

A. Locations:

1. Live Oak – 6,000 gallon diesel tank. Average delivery is 1,000 to 4,000 gallons.
2. Denham Springs – 6,000 gallon diesel tank. Average delivery is 1,000 to 4,500 gallons.
3. Walker – 6,000 gallon diesel tank. Average delivery is 1,500 to 4,000 gallons.
4. Livingston/Central Office – 8,000 gallon diesel tank. Average delivery is 2,000 to 4,500 gallons. 3,200 gallon unleaded gasoline tank. Average delivery is 800 to 1,500 gallons.
5. Albany – 4,000 gallon diesel tank. Average delivery is 1,000 to 2,800 gallons.
6. Springfield – 4,000 gallon diesel tank. Average delivery is 1,000 to 2,000 gallons.
7. French Settlement – 4,000 gallon diesel tank. Average delivery is 1,000 to 2,000 gallons.
8. Holden – 2,000 gallon diesel tank. Average delivery is 500 to 1,000 gallons.
9. Maurepas – 2,000 gallon diesel tank. Average delivery is 500 to 800 gallons.

B. All tanks are above ground with the exception of the Livingston site.

C. Fuel delivery is requested as needed. LPPS will manage fuel inventories and requests. Hours of delivery are flexible.

II. BID FORM:

- A. All bids must be prepared on the bid form contained within this document. The bid must be signed by the Bidder, and, in the case of a partnership, or corporation, must file with the bid, legal evidence of authority to sign the bid.
- B. Each Bidder must assume the responsibility of assuring the bid is at the LPPS Central Office location, 13909 Florida Blvd., Livingston, LA, 70754, prior to the time of the bid opening. Bids not submitted on-line shall be **sealed** and **mailed Special Delivery, Certified, Return Receipt, or Hand Delivered** to the LPPS Office, and a receipt obtained. UPS, DHL and Federal Express are acceptable means of delivery. Any bid mailed that is not certified shall be returned to vendor unopened. Under no circumstances will any bid be accepted after the specified opening time. Bids will be opened at 2:00 p.m. on Thursday, May 16, 2023.
- C. Each bid shall be enclosed in a sealed envelope with the Bidder's name and address clearly indicated in the upper left-hand corner and addressed for mailing as follows:

LIVINGSTON PARISH PUBLIC SCHOOLS
C/O BRIDGET DEMONICA
PURCHASING AGENT
P.O. BOX 1130
LIVINGSTON, LA 70754-1130

Typed or hand printed in bold letters in the lower left-hand portion of the envelope shall be the words:

BID NO. 23-08: GAS & DIESEL FOR LPPS FUEL STATIONS 2023-2024

III. RIGHT TO REJECT BIDS:

Subject to the provisions of La R.S. 38:2211 et seq., LPPS reserves the right to reject any and all bids for just cause

IV. MARGIN PER GALLON:

- A. Bidders are to state on the Bid Form the weekly rack average price per gallon as reported on the Baton Rouge, Louisiana section of Oil Price Information Services (OPIS) Pad 3 Report for the date the bid is submitted. The weekly average OPIS price per gallon for unleaded gasoline with 10% Ethanol and a minimum of 87 Octane shall be used by each vendor as a basis for bidding.
- B. Bidders shall enter on the Bid Form the amount of the margin per gallon which shall include all applicable charges for which the bidder seeks to be compensated, including delivery fees. Federal excise, state and local sales taxes shall not be included in margin.

Exemption certificates will be furnished upon request. Furthermore, LPPS is exempt from federal gasoline taxes and such taxes shall not be included in the margin nor added to the invoice. The margin shall not include the weekly average OPIS rack price.

C. The margin shall remain firm throughout the entire term of the contract.

V. INVOICES:

A. LPPS reserves the right to examine the successful bidder's invoices to verify purchases and prices.

B. A copy of the Baton Rouge, Louisiana section of OPIS Pad 3 Report, weekly rack average prices on the day of delivery, shall be attached to the invoice.

C. Payment will be made within 30 days after receipt of properly executed invoice.

VI. CONTRACT TERMS:

A. The contract period is **July 1, 2023 through June 30, 2024.**

B. The bid will be awarded to one vendor for both products. A bid will be determined non-responsive if only one product is bid upon. A bid must be submitted for both products.

C. The successful bidder shall understand that the bid form will constitute a contract between LPPS and the successful bidder to furnish the item(s) included in the bid.

D. At the option of LPPS and acceptance by the contractor, this contract may be renewed at the same terms and conditions for up to two (2) additional twelve (12) month periods. LPPS shall notify the contracted party, in writing, by April 1st of the year the contract or any extension thereof ends if it intends to renew the contract.

E. LPPS reserves the right to terminate the contract prior to the end of the period indicated on twenty-four (24) hours written notice, for unsatisfactory delivery, or for failure to meet the required specifications. All orders delivered prior to the effective date of termination shall be paid for in accordance with the terms of the contract, whereupon all obligations of both parties to the contract shall cease. The right is also reserved to cancel with a forty-five (45) day written notice without cause.

BID FORM

1. UNLEADED GASOLINE (ETHANOL 10) WITH AN OCTANE RATING MINIMUM OF 87

OPIS Weekly Rack Average Price \$ _____

Margin over Rack Average Price \$ _____

Octane: _____

2021-2022 APPROXIMATE USAGE - 41,000 GALLONS

2. ULTRA LOW SULFUR DIESEL

OPIS Weekly Rack Average Price \$ _____

Margin over Rack Average Price \$ _____

2021-2022 APPROXIMATE USAGE – 551,450 GALLONS

CONTRACT: Bidders should understand that this bid form, when fully signed will constitute a contract between the successful bidder and Livingston Parish Public Schools to furnish the items included in the bid in accordance with the conditions set forth in the bid. This contract period shall begin July 1, 2023 and run through June 30, 2024.

Vendor (Please Type or Print)

Address (City, State, Zip Code)

Signature

Telephone Number

Title

Date Signed

AUTHORIZATION TO BID

The undersigned bidder declared that he/she has specific and legal authorization to obligate bidder to the terms of this bid, and further, that the Instructions to Bidders was examined carefully and hereby promises and agrees that, if this bid is accepted, the bidding firm will faithfully fulfill the terms of this bid together with all guarantees and warranties relating thereto.

The undersigned bidding firm certifies that they have paid all taxes duly assessed by Livingston Parish Public Schools and its political subdivisions: that the product meets or exceeds the specifications as stated in the bid package; and also agrees that any product sold by this bidding firm which fails to meet bid specifications will be rejected by Livingston Parish Public Schools, and any extra expenses incurred as a result of failure to meet specifications will be at the expense of the bidding firm.

FIRM NAME:

SIGNATURE:

OFFICIAL ADDRESS:

TYPED OR PRINTED NAME:

TITLE:

TELEPHONE NO:

DATE:

THE PRINCIPALS OF THE COMPANY ARE:

PRESIDENT:

VICE-PRESIDENT:

SECRETARY:

TREASURER:

(FILL IN AND DO NOT DETACH THIS SHEET)