

Minidoka County School District #331

Fuel Bid Vendor Submission Checklist – FY25–26

To ensure your bid is complete and compliant, please review and include the following items with your submission. Incomplete submissions may be rejected.

- ☐ **Sealed, opaque envelope clearly marked: “Fuel Bid – FY25–26”**
- ☐ **Bid Submission Form (completed and signed) – On-site fueling for buses required, card lock for fleet vehicles**
- ☐ **Non-Collusion Affidavit (signed and notarized)**
- ☐ **Proof of fuel pricing as of August 1, 2025 (documentation attached)**
- ☐ **Winter additive pricing (if applicable)**
- ☐ **Any surcharges/fees disclosed in writing**
- ☐ **Contact and billing office information included**
- ☐ **Delivery schedule for on-site fueling provided**
- ☐ **Bid security (if required by District, see specifications)**
- ☐ **All documents signed by an authorized company representative**

Submit all required documents in a sealed envelope no later than 9:00 a.m. on October 6th, 2025 to:

Minidoka County School District
Attn: Fuel Products Bid
310 10th Street
Rupert, Idaho 83350

Minidoka County School District #331

INVITATION TO BID

Minidoka County School District is accepting bids for Fuel Products for the 2025–2026 school year.

We are accepting bid options for:

- On-site fueling for school buses.
- Station fueling with card lock for school buses.
- Station fueling with card lock for district fleet vehicles (including Maintenance, Business Office, Driver's Education, and other departmental vehicles).

GENERAL REQUIREMENTS

- Vendors must provide on-site fueling for school buses.
- In addition, vendors must provide station fueling with card lock for district fleet vehicles (including Maintenance, Business Office, Driver's Education, and other departmental vehicles).
- All bids must state the fuel price as of August 1, 2025 (delivered price, excluding excise or other taxes).
- Bidders must specify pump locations available for district fleet fueling.
- Monthly statements must:
 - Be received no later than the 5th working day of the month.
 - Include separate accounts for Transportation, Maintenance, Business Office, and other departments as designated.
 - For card lock fueling: include printouts showing date, card number, odometer, and gallons for each purchase.
- Proof of terminal price must be provided monthly. Price decreases must be passed on to the District.

Bids are due by 9:00 am, October 6th, 2025 to the Minidoka County School District, 310 10th St., Rupert, Idaho 83350. Faxed forms will not be accepted.

CARD LOCK SPECIFICATIONS

Card lock systems must be provided for buses and district fleet vehicles. Requirements include:

- 24/7 access.
- Cards limited by product type (diesel, unleaded, etc.) as specified.
- PIN and odometer entry required for vehicles.
- Ability to deactivate cards if lost or stolen.
- Receipts available at pumps.
- Separate card assignments for buses and for fleet vehicles, with billing separated by department.

FUEL SPECIFICATIONS

- Diesel: #2 ULSD, max 15 ppm sulfur, min Cetane 47, with additive protection to -30°F between Oct. 15 and Apr. 15.
- Unleaded Gasoline: Minimum 87 octane, ethanol blend acceptable if meets state/federal standards.
- All fuel must be sourced from the Declo, Idaho terminal.

QUALITY CONTROL REQUIREMENTS

Fuel samples may be pulled and tested to ensure fuel quality weekly. We reserve the right to change suppliers if fuel quality is not met as outlined below.

All onsite fuel will be tested weekly as follows:

- A fuel sample from three different buses will be drawn weekly and tested for water content using water paste. The testing procedure will be videotaped.

All onsite fuel will be tested monthly as follows:

- Two buses will be identified as test buses and will only be fueled by the vendor.
- A fuel test sample will be drawn from one of those two buses after the bus has returned from a route by District staff and submitted to an independent testing agency.
- The first of six tests will take place in November and the last in April.

The cost for testing will be dealt with as follows:

- The District will pay for testing.

Failure to meet specifications will be dealt with as follows:

- If two weekly tests do not meet the above specifications then the contract will be considered in breach and a different vendor used for the remainder of the contract.
- If one monthly fuel test does not meet standards then the contract will be considered in breach and a different vendor used for the remainder of the contract.

RESERVATIONS

The District reserves the right to:

- Reject all bids.
- Waive irregularities.
- Base award on quality, deliverability, and service.
- Purchase from other vendors if pricing, service, or quality is not satisfactory.

SUBMISSION INSTRUCTIONS

1. Sealed Envelope Requirement

- All bids must be submitted in a sealed, opaque envelope.
- The outside of the envelope must be clearly marked: "Fuel Bid – FY25–26".
- Addressed to:
Minidoka County School District
Attn: Fuel Products Bid
310 10th Street
Rupert, Idaho 83350

2. Deadline

- Bids must be received no later than 9:00 a.m. on October 6th, 2025.
- Late bids will not be considered and will be returned unopened.

3. Bid Forms

- All bids must be submitted on the official forms furnished by the District (Bid Submission Form and Non-Collusion Affidavit).
- Forms must be signed and dated by an authorized company representative.

4. Method of Delivery

- Bids may be delivered by hand or by mail.
- Faxed or emailed bids will not be accepted.

5. Bid Opening

- Bids will be publicly opened at the District Office immediately following the submission deadline.
- Bidders are welcome to attend the opening.

CONTACT

Questions should be directed to:

Coleen Jones, Transportation Supervisor

Minidoka County School District

Phone: (208) 436-3311

IDAHO STATUTORY REQUIREMENTS

This Invitation to Bid is issued in compliance with Idaho Code Title 33 and Title 67 governing school district purchasing and public bidding. The following additional requirements apply:

- Notice of the Invitation to Bid will be published at least twice in the official newspaper of the District, with the first publication at least two (2) weeks prior to the bid opening, in accordance with Idaho Code 33-402 and 67-2802.
- The District reserves the right to require a bid security in the form of a bid bond or cashier's check equal to five percent (5%) of the total bid amount, returnable to unsuccessful bidders after award.
- The District reserves the right to require a performance and/or payment bond from the successful bidder if deemed in the best interest of the District.
- All bid documentation and award decisions will be retained in accordance with Idaho Code and District record retention policy.
- Each bidder must submit a signed Non-Collusion Affidavit certifying that the bid is genuine and not a sham or collusive bid, nor made in the interest of or on behalf of any undisclosed person, firm, or corporation.

Minidoka County School District #331

Fuel Bid Submission Form – FY25–26

Bids must be submitted using this form along with the signed Non-Collusion Affidavit.
Please provide pricing as of August 1, 2025. All prices must be the delivered price, excluding excise or other taxes.

Vendor Information

Company Name: _____

Address: _____

Phone: _____ Email: _____

Authorized Representative: _____

Fuel Pricing

Please complete all applicable sections. Mark N/A if not bidding a category.

Fuel Type	On-Site Bus Fueling Price per Gallon (\$) [Required]	Card Lock Bus Fueling Price per Gallon (\$)	Card Lock Fleet Vehicle Price per Gallon (\$)
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Diesel (#2 ULSD)

Unleaded Gasoline
(87 Octane)

Winter Additive (if applicable): _____ \$/gallon

Additional Surcharges/Fees (if any): _____

Service & Support

Please specify:

- Location(s) of fuel pumps available to the District
- Contact person and billing office information
- Delivery schedule (for on-site fueling)

Certification

The undersigned certifies that the information provided is true and correct, and agrees to furnish the fuel products as specified in the Invitation to Bid – FY25–26.

Authorized Signature

Printed Name & Title

Date

NON-COLLUSION AFFIDAVIT

State of Idaho)

County of _____) ss.

I, _____, being first duly sworn, depose and say that:

1. I am the _____ of _____ (position/title) the party submitting the foregoing bid proposal.
2. The bid proposal is genuine and not a sham or collusive bid, nor made in the interest of or on behalf of any undisclosed person, firm, or corporation.
3. The bidder has not directly or indirectly induced or solicited any other bidder to put in a sham bid, nor any other person, firm, or corporation to refrain from bidding.
4. The bidder has not in any manner sought by collusion to secure for itself an advantage over any other bidder or over the District.

I certify (or declare) under penalty of perjury under the laws of the State of Idaho that the foregoing is true and correct.

Signature of Bidder

Printed Name and Title

Business Name

Date

Subscribed and sworn to before me this ____ day of _____, 20__.

Notary Public for Idaho

Residing at _____

My commission expires _____