MINIDOKA COUNTY SCHOOL DISTRICT 331

Fuel Products Bid Packet 2026 2027

Initial term with two optional one year renewals

Bid schedule	District entry
Written objection deadline	October 6, 2026 at 5:00 p.m. MT
Pricing snapshot date and time	October 5, 2026 at 12:00 noon MT
Bid due date and time	October 12, 2026 at 8:00 a.m. MT
Public bid opening	October 12, 2026 at 9:00 a.m. MT, District Office
Anticipated Board award date	October 19, 2026

Bid delivery

Deliver sealed bids to Minidoka County School District, Attn: Fuel Products Bid, 310 10th Street, Rupert, Idaho 83350. The outside of the envelope must state Fuel Products Bid 2026-2027 and the bidder's name.

Packet and questions. The complete bid packet may be obtained from the District Office or the Transportation Office. Questions may be directed to Coleen Jones, Transportation Director, at 208-436-3311 or coljones@minidokaschools.org.

Vendor submission checklist

[ ] Completed and signed Bid Submission Form
[ ] Completed pricing schedule for the initial term
[ ] Documentation of the pump and market prices in effect at the required pricing snapshot
[ ] Pump locations, delivery schedule, and service contacts
[ ] All initial-term surcharges and fees disclosed in the pricing schedule
[ ] Signed and notarized Non-Collusion Affidavit
[ ] Acknowledgment of every addendum issued by the District
[ ] All documents placed in one sealed opaque envelope

Late bids will not be considered and will be returned unopened.

Invitation to bid

Minidoka County School District 331 invites sealed bids for fuel products and related fueling services for the 2026-2027 school year. **The solicitation includes two optional one-year renewal terms.** The renewal options are part of this competitive solicitation and any resulting agreement.

Services requested

- On-site fueling for school buses, which is required.
- Station fueling with card-lock access for school buses.
- Station fueling with card-lock access for District fleet vehicles, including Transportation, Maintenance, Business Office, Driver Education, and other departments designated by the District.

Contract term and renewal options

Initial term. The initial agreement begins on the effective date stated in the executed agreement and ends June 30, 2027.

Renewal options. The District may renew the agreement for no more than two additional one-year terms: July 1, 2027 through June 30, 2028, and July 1, 2028 through June 30, 2029. Before each renewal, the vendor must confirm in writing that it will continue under the accepted pricing formulas, discounts, adjustments, and fixed fees. Each renewal requires the vendor's written agreement and written approval by the Board of Trustees or an authorized District designee before the renewal term begins. Renewal is not automatic and is not guaranteed.

Renewal conditions. A renewal may be exercised only if funds are appropriated and available, the District continues to need the products and services, the vendor has performed satisfactorily, the scope remains substantially unchanged, and the vendor agrees to continue the competed pricing formulas and fixed components. Current pump prices, documented market or terminal prices, and applicable taxes will continue to fluctuate under those formulas. A renewal may not add or change a material service, discount, adjustment, fee, or pricing method. The District may decline a renewal and conduct a new procurement.

No renewal beyond stated options. After June 30, 2029, continued purchases require a new procurement or another method permitted by applicable law.

Estimated quantities and purchase commitment

Estimated quantities are provided only to evaluate bids. The District does not guarantee a minimum or maximum purchase. Payment will be based on fuel and services actually ordered and accepted.

Product or service	Estimated annual quantity
Diesel number 2 ultra-low sulfur	51,949 gallons
Unleaded gasoline minimum 87 octane	40,608 gallons

Instructions to bidders

1. Use the forms in this packet. Complete every applicable field. Mark a field Not Applicable when the bidder is not proposing that item.
2. Submit one original bid in a sealed opaque envelope. Faxed, emailed, or otherwise unsealed bids will not be accepted unless the District issues a written addendum authorizing another method.
3. The bid must arrive at the District Office before the stated deadline. The bidder bears the risk of delay in delivery.
4. An authorized representative must sign the Bid Submission Form and certification. The Non-Collusion Affidavit must be signed and notarized.
5. The bidder must acknowledge each written addendum. Oral interpretations do not change the solicitation.
6. A bidder that objects to a specification or bidding procedure must deliver a written objection to the District by the deadline stated on the cover. If the anticipated procurement exceeds $250,000, the deadline will be at least three business days before bid opening as required by Idaho Code section 67-2806.
7. A bid may not be withdrawn after the time set for opening except as allowed by law.
8. The District may investigate a bidder's ability, capacity, experience, financial resources, facilities, service record, and compliance with the mandatory specifications to determine whether the bidder is qualified and responsive.

Questions and addenda

District contact Coleen Jones, Transportation Director

Telephone 208-436-3311

Email coljones@minidokaschools.org

Questions must be submitted in writing. If an answer changes or interprets the solicitation, the District will issue a written addendum and make it available to known bidders. A bidder is responsible for obtaining and acknowledging all addenda.

Public records

After bid opening, bid documents are public records to the extent required by Idaho law. A bidder must clearly identify information it believes is exempt from disclosure and state the legal basis. Marking an entire bid confidential is not acceptable. The District will determine disclosure obligations under applicable law.

Bid costs

The bidder bears all costs of preparing and submitting its bid. The District is not liable for those costs regardless of the outcome.

Evaluation award and District rights

Responsiveness and qualification

The District will first determine whether each bid substantially complies with the submission requirements and mandatory specifications. The District may waive an immaterial irregularity when permitted by law, but it may not waive a defect that gives one bidder a material competitive advantage.

Evaluated bid price

The District will calculate an evaluated initial-term price using the same estimated quantities for every bidder and the fuel prices in effect at the pricing snapshot of October 5, 2026 at 12:00 noon Mountain Time. Card-lock evaluation will use each bidder's documented posted pump price at its proposed location, less the bid discount and plus any disclosed fixed component. On-site evaluation will use the bidder's documented market or terminal price, plus or minus the bid delivery or service adjustment and any disclosed fixed component. Applicable taxes will be excluded. Among bidders meeting all mandatory service and qualification requirements, the District intends to select the lowest responsive evaluated initial-term price. The snapshot is used only for bid comparison and does not establish the price of future purchases.

Award

Subject to Idaho Code section 67-2806 and applicable District policy, the District intends to award to the qualified bidder submitting the lowest responsive evaluated price. If the District awards to a bidder other than the apparent low bidder, it will state and communicate its reasons as required by law. The Board of Trustees or its authorized designee must approve the award. A bid does not become a contract until the agreement is signed by authorized representatives.

District reservations

- Reject any bid, reject all bids, or cancel and reissue the solicitation when permitted by law.
- Request clarification without allowing a bidder to make a material change after opening.
- Verify pricing, references, qualifications, pump locations, delivery capability, and compliance with specifications.
- Purchase from another source if the awarded vendor fails to meet pricing, service, delivery, safety, or quality requirements.
- Reduce, suspend, or discontinue purchases when funding, operational needs, or fleet requirements change.

Governing requirements

This solicitation is issued under Idaho Code section 33-601, chapter 28 of title 67, and applicable District procurement policies. If a provision conflicts with controlling law, controlling law governs and the remaining provisions continue to apply.

Fueling service specifications

On-site bus fueling

- The vendor must provide on-site fueling for District school buses at locations and times coordinated with the Transportation Supervisor.
- The bidder must state its normal delivery or fueling schedule, response time for urgent needs, minimum delivery quantity, if any, and all delivery limitations.
- The vendor must use trained personnel and equipment that comply with applicable fire, environmental, transportation, and workplace-safety requirements.
- Spills, contamination, property damage, and safety incidents must be reported immediately to the District. The vendor is responsible for cleanup and corrective action to the extent caused by the vendor or its subcontractors.

Card-lock fueling

- Access must be available 24 hours per day, seven days per week, except for reasonable maintenance or emergency interruption.
- Cards must be restrictable by product type, vehicle, department, transaction amount, and other controls requested by the District.
- Each transaction must require a personal identification number and odometer entry unless the District approves another control in writing.
- The vendor must promptly deactivate a lost, stolen, or compromised card after notice from the District.
- A receipt must be available at the pump or electronically for each transaction.
- Cards and billing must be separable for Transportation, Maintenance, Business Office, Driver Education, and other departments designated by the District.

Pump locations

The bidder must list every proposed card-lock location, its street address, available products, access restrictions, and distance from the District Transportation facility. A proposed location is part of the bid and may not be replaced with a materially less convenient location without written District approval.

Service contacts

The awarded vendor must maintain a primary service contact, an after-hours emergency contact, and a billing contact. Changes must be reported promptly in writing.

Fuel specifications and quality control

Diesel

- Number 2 ultra-low sulfur diesel with sulfur not exceeding 15 parts per million.
- Minimum cetane rating of 47.
- Winter additive protection suitable for operation to minus 30 degrees Fahrenheit from October 15 through April 15, unless the District directs otherwise in writing.
- Fuel must comply with all applicable state and federal standards in effect when delivered.

Unleaded gasoline

- Minimum 87 octane.
- An ethanol blend is acceptable if it complies with applicable state and federal standards and is identified in the bid.

Market price sources and documentation

For card-lock fuel, the base price is the retail pump price publicly posted and generally charged for the same product at the approved fueling location when the transaction occurs. For on-site fuel, the base price is the documented market or terminal price identified in the accepted bid and in effect on the applicable loading date. The bidder must identify each proposed price source. The vendor must support invoiced prices with a pump receipt, posted-price record, supplier price notice, loading document, invoice, or other contemporaneous record showing the product, location, price, and applicable date.

District testing

- The District may draw weekly samples from three buses and test for water using water-detection paste. The District may record the sampling process.
- The District may designate two test buses fueled only by the vendor. From November through April, the District may submit one sample per month from a test bus to an independent laboratory.
- The District will pay its initial testing cost. If a test confirms nonconforming or contaminated fuel attributable to the vendor, the District may seek reimbursement for confirmatory testing and resulting reasonable costs to the extent allowed by the agreement and law.

Nonconforming fuel

The vendor must investigate and correct any suspected fuel-quality problem immediately. Two failed weekly screening tests or one failed independent monthly test constitutes a material breach unless reliable evidence establishes that the failure was not caused by fuel supplied by the vendor. The District may suspend purchases, obtain substitute fuel, require corrective action, or terminate the agreement. Immediate action is permitted when continued use could endanger people, vehicles, or property.

Pricing invoicing and records

Price formula

Card-lock price per gallon. The District will pay the publicly posted pump price in effect at the approved location when fuel is dispensed, less the accepted per-gallon discount and plus only the other fixed components listed in the accepted pricing schedule and applicable taxes.

On-site price per gallon. The District will pay the documented market or terminal price in effect for the product on the applicable loading date, plus or minus the accepted delivery or service adjustment, plus only the other fixed components listed in the accepted pricing schedule and applicable taxes.

A negative adjustment is a discount. No unlisted surcharge, environmental fee, card fee, delivery fee, minimum fee, or other charge may be added.

Variable base prices and fixed components

Posted pump price means the price displayed and generally charged to customers for the same product at the approved card-lock location at the time of fueling. Market or terminal price means the supported supplier price from the source identified in the accepted bid before the vendor's delivery or service adjustment and before taxes. The accepted pump discount, delivery or service adjustment, and every other fixed component include the vendor's overhead and profit unless expressly stated otherwise. Any supplier discount, rebate, allowance, or credit retained by the vendor must be reflected in the accepted adjustment or otherwise credited to the District.

Price changes

Increases and decreases in posted pump prices, documented market or terminal prices, and applicable taxes will flow through the applicable pricing formula. The accepted pump discount, delivery or service adjustment, and all other fixed components may not change during the initial term or an exercised renewal term. Before each optional renewal, the vendor must confirm in writing that it will continue under the accepted pricing formulas and fixed components. Any discount must be applied consistently.

Bid evaluation pricing

The required pricing snapshot is October 5, 2026 at 12:00 noon Mountain Time. Each bidder must report and document the posted pump price or market or terminal price then in effect for each applicable product. The District will add or subtract the bidder's fixed discount, delivery or service adjustment, winter additive price, and every other stated fee, then apply the same estimated quantities to each bid. Taxes are excluded. Mandatory service requirements will be evaluated on a pass-or-fail basis. The snapshot is used only for award evaluation; actual invoices will use the variable price in effect at the transaction or loading time under the formula above.

Monthly statements

- Statements must be received no later than the fifth working day of the following month.
- Separate accounts or clearly separated cost centers must be provided for each District department designated by the District.
- Card-lock detail must show transaction date and time, location, card or vehicle number, odometer, product, gallons, posted pump price, discount, each other fixed component, taxes, and total amount.
- On-site fueling detail must show delivery or service date, location, product, gallons, market or terminal price, delivery or service adjustment, each other fixed component, taxes, and total amount.
- Price documentation sufficient to verify each invoiced variable base price must accompany the statement or be available electronically to the District.

Audit and correction

The District may audit supporting pricing and transaction records during the agreement and for the retention period required by law and District policy. Billing errors must be corrected promptly. Overcharges may be credited or offset against later payments.

Taxes

The District will provide available exemption information. The bidder must separately identify all taxes and must not include a tax from which the District is exempt.

Bid submission form

Vendor information

Legal company name ____

Doing business as ____

Street address ____

Mailing address ____

Telephone ____

Email ____

Authorized representative and title

____

Primary service contact and telephone

____

After-hours contact and telephone

____

Billing contact and email

____

Proposed services

[ ] On-site bus fueling, required

[ ] Card-lock fueling for buses

[ ] Card-lock fueling for other District fleet vehicles

Delivery schedule and response

Normal on-site fueling days and times ____

Normal response time ____

Urgent response time ____

Minimum delivery quantity or Not Applicable ____

Proposed card-lock locations

Street address	Products	Hours or restrictions

Pricing schedule

Use the fuel prices in effect on October 5, 2026 at 12:00 noon Mountain Time. Complete each applicable field in dollars per gallon. Enter a discount as a negative number, enter zero when there is no charge, and enter Not Applicable when the service is not offered. Attach documentation of each snapshot price and identify the proposed pump location or market or terminal price source. The snapshot prices are used only for bid evaluation. All discounts, adjustments, and fixed components must include the vendor's overhead and profit unless expressly stated otherwise.

Initial term through June 30 2027

Report the applicable base price at the required snapshot and every fixed component that will apply during the initial term and any exercised renewal term.

Product and method	Snapshot base price	Discount or delivery adjustment	Transfer fee	Other fixed component	Evaluated price per gallon
Diesel on-site	$	$	$	$___________	$___________
Diesel card lock	$	$	$	$___________	$___________
Unleaded card lock	$	$	$	$___________	$___________

Snapshot price sources

Product and method	Pump location or market or terminal source	Attached proof
Diesel on-site		[ ]
Diesel card lock		[ ]
Unleaded card lock		[ ]

Renewal pricing

Current pump and market or terminal prices will continue to fluctuate under the accepted pricing formulas. The pump discount, delivery or service adjustment, transfer fee, winter additive price, and every other fixed component submitted above will remain unchanged during the initial term and any exercised renewal term. Before each renewal, the vendor must confirm its willingness to continue under those competed terms. If the vendor does not agree, the District may decline the renewal and conduct a new procurement.

Winter additive

Term	Product	Price per treated gallon	Other condition
Initial term	_______________	$____________	_______________

Evaluation information and certification

District evaluation worksheet

The District will use the stated estimated quantities and the documented fuel prices in effect at the required snapshot. The evaluated initial-term cost includes the snapshot base price, bid discount or delivery adjustment, all fixed components, winter additive, and stated fees. Taxes are excluded. The same assumptions apply to every bidder.

Evaluation component	Amount
Total evaluated price	$________________________

Additional fees and exceptions

List every proposed fee or exception below. A fee not stated in the pricing schedule will not be payable. An exception that materially changes a mandatory requirement may make the bid nonresponsive.

____

____

Addenda

Addendum numbers acknowledged ____

Bidder certification

The undersigned represents that the bidder has examined the complete solicitation, including all addenda; has independently prepared this bid; can furnish the products and services as specified; and agrees to the pricing formulas, discounts, adjustments, and fixed components stated in this bid. The bidder understands that current pump and market prices will fluctuate, while its accepted discount, adjustment, and fixed components will remain unchanged during the initial term and any exercised renewal term. The two possible renewals are optional, require written approval, and are not guaranteed. The undersigned is authorized to bind the bidder.

Authorized signature ____

Printed name and title ____

Date ____

Non Collusion Affidavit

State of Idaho

County of ______________________________

I, ____, being first duly sworn, state as follows:

1. I am the ____ of the bidder submitting the accompanying fuel-products bid and am authorized to make this affidavit.
2. The bid is genuine and is not a sham or collusive bid. It was not made in the interest of or on behalf of an undisclosed person, firm, or corporation.
3. The bidder has not directly or indirectly induced or solicited another bidder to submit a sham bid or induced another person, firm, or corporation to refrain from bidding.
4. The bidder has not sought through collusion to obtain an advantage over another bidder or over the District.
5. The bidder has not disclosed its bid price to another bidder before the public bid opening, except as lawfully necessary to obtain a subcontractor or supplier quotation.

I certify 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 before me on ______________________________, 20______.

Notary Public for Idaho ____

Residing at ____

My commission expires ____

Fuel Products Supply Agreement

This Fuel Products Supply Agreement is between Minidoka County School District 331, the District, and ____, the Vendor. It becomes effective when signed by both parties after an authorized award.

Contract documents

The agreement consists of this signed agreement, the Invitation to Bid and specifications, all addenda, the Vendor's accepted bid, and the District's written notice of award. In case of conflict, the order just listed controls unless an addendum expressly states otherwise.

Term and renewal

The initial term ends June 30, 2027. The District may renew the agreement for the two one-year terms stated in the solicitation. Before each renewal, the Vendor must confirm in writing that it will continue under the accepted pricing formulas, discounts, adjustments, and fixed components. Each renewal requires a written instrument signed by the Vendor and approved by the Board or its authorized designee before the renewal begins. There is no automatic renewal, holdover renewal, or renewal after June 30, 2029.

Annual appropriation

The District's obligations in each fiscal year are contingent on lawful appropriation and availability of funds. If sufficient funds are not appropriated or available, the District may terminate the agreement without penalty by giving written notice. The District remains responsible for conforming products and services accepted before termination.

Products services and quantities

The Vendor will furnish the products and services described in the contract documents. Quantities are estimates only. The District does not guarantee a minimum purchase and may purchase from another source when the Vendor cannot meet a requirement or is in breach.

Pricing

For card-lock transactions, the District will pay the posted pump price in effect at the approved location when fuel is dispensed, less the accepted discount, plus taxes and accepted fixed components. For on-site fuel, the District will pay the documented market or terminal price in effect on the loading date, plus or minus the accepted delivery or service adjustment, taxes, and accepted fixed components. Variable base prices and taxes may fluctuate. The accepted discount, adjustment, transfer fee, winter additive price, and every other fixed component will remain unchanged during the initial term and any exercised renewal term. No other price change or fee is effective unless authorized through a lawful written amendment that does not materially alter the competed agreement.

Invoices and payment

The Vendor will submit complete monthly statements by the fifth working day of the following month. The District may withhold a disputed amount while paying undisputed amounts. Payment is subject to verification, acceptance, and the District's normal claims process.

Performance and compliance

Delivery and care

The Vendor will deliver and dispense fuel safely, protect District property, follow reasonable site procedures, and comply with applicable licensing, environmental, fire, transportation, and workplace-safety requirements. The Vendor is responsible for its employees, agents, equipment, and subcontractors.

Fuel quality

Fuel must meet the specifications when delivered or dispensed. The Vendor will cooperate with sampling and testing, investigate suspected contamination promptly, and take corrective action. The District's remedies for nonconforming fuel include rejection, suspension of purchases, substitute procurement, recovery of allowable costs, and termination.

Records

The Vendor will maintain records sufficient to verify quantities, posted pump prices, documented market or terminal prices, discounts, delivery or service adjustments, other fixed components, taxes, card transactions, and deliveries for the period required by applicable law and District policy. The District and its authorized auditors may inspect relevant records on reasonable notice.

Insurance and responsibility

The Vendor will maintain insurance required by applicable law and any insurance requirements issued by the District before contract execution. Each party is responsible for its own acts and omissions to the extent provided by Idaho law. Nothing in the agreement waives any defense, limitation, or immunity available to the District.

Default and termination

If the Vendor fails to perform, the District may give written notice describing the default and a reasonable opportunity to cure. The District may act immediately when delay could threaten safety, property, fuel quality, or continuity of essential transportation. If the default is not cured, the District may terminate, obtain substitute performance, and pursue remedies available under the agreement and law. The District may also terminate for convenience on 30 days' written notice and will pay for conforming products and services accepted through the termination date.

Independent contractor

The Vendor is an independent contractor and has no authority to bind the District. Vendor personnel are not District employees and are not entitled to District employment benefits.

Assignment and subcontracting

The Vendor may not assign the agreement or subcontract a material obligation without prior written District approval. Approval does not release the Vendor from responsibility for performance.

Notices

Contract notices must be in writing and delivered to the representatives and addresses stated below, as later updated by written notice.

General agreement terms

Changes

A change is effective only when stated in a written amendment signed by authorized representatives. No amendment may extend the agreement beyond the competed renewal options or materially alter the competed scope or pricing method unless the District completes any procurement process required by law.

Governing law and venue

Idaho law governs the agreement. Venue for an action arising from the agreement lies in a court of competent jurisdiction serving Minidoka County, Idaho.

Severability waiver and entire agreement

If a provision is unenforceable, the remaining provisions remain effective to the extent allowed by law. A party's failure to enforce a provision once does not waive later enforcement. The contract documents are the entire agreement and replace prior discussions concerning the procurement.

District contact

Name and title: Business Manager

Address: Minidoka County Joint School District No. 331, 310 10th Street, Rupert, Idaho 83350

Telephone: 208-436-4727

Vendor contact

Name and title ____

Address ____

Email and telephone ____

Signatures

The parties agree to the contract documents through their authorized representatives.

Minidoka County School District 331	Vendor
Signature: ____________________	Signature: ____________________
Name and title: ________________	Name and title: ________________
Date: ________________________	Date: ________________________