



South Koochiching - Rainy River School District #363

Northome School



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11731 Hwy 1
PO Box 465
Northome, MN 56661

Invitation for Fleet-Heating Propane Bids for October 1, 2024-June 30, 2027

South Koochiching-Rainy River ISD #363 is requesting sealed bids for Fleet-Heating Propane. **Vendors are requested to provide a bid beginning October 1, 2024 and ending June 30, 2027.** Please send sealed bids marked "Fleet-Heating Propane Bid" to ISD #363, Attn: Superintendent's Office, PO Box 465, Northome, MN, 56661. Facsimile bids will not be accepted.

Bids must be presented in the format requested, using the enclosed Bid Submittal sheet. Bids not submitted in the prescribed form may be rejected at the discretion of ISD #363. Questions on bidding procedures and bid specifications may be directed to Jeremy Tammi, Superintendent, at 218-897-5275.

ISD #363 reserves the right to accept or reject any and/or all bids in whole or in part and waive any and/or all irregularities therein. ISD #363 will award bids as may appear to be in the best interests of ISD #363.

Product Specifications:

1. Bids shall list the price per gallon per school fiscal year. The bid shall be awarded on the basis of price and supplier ability to fill the 18,000 gallon tank at the Northome School used for heating as needed.
2. Bid shall include a phone number of direct contact with the vendor in the event any issues arise.

Documentation and Invoicing:


Complete fueling records showing the date, time and gallons dispensed shall be required and shall accompany each invoice, together with supporting documentation.


Vendor billings shall reflect the ISD #363's pricing.


Vendor may choose to provide invoicing on a monthly invoicing cycle. Invoices will be paid by ISD #363; however, it is understood that payment may be withheld for individual disputed tickets while they are investigated (e.g., lack of signature). Original dispensing tickets are required with all invoices.



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Fuel Quotation Form

Fleet-Heating Propane Bids are Due: Wednesday, September 4, 2024 at 10:00 a.m.

Geographic Location: 11731 Highway 1, Northome, MN 56661 / Tank Capacity: 18,000 Gallons

Pricing:

Total Cost per Gallon: **10/1/2024 thru 6/30/2025:** \$ _____ per gal.*

**Please display to five (5) decimal places*

Total Cost per Gallon: **7/1/2025 thru 6/30/2026:** \$ _____ per gal.*

**Please display to five (5) decimal places*

Total Cost per Gallon: **7/1/2026 thru 6/30/2027:** \$ _____ per gal.*

**Please display to five (5) decimal places*

Authorized Signature:

"I confirm that all bids are in accordance with the specifications outlined above and I will accept all or any portion of the above fueling volume, unless noted herein." (Please check) YES ___ NO ___

Authorized Signature: _____
Title: _____
Date: _____
Company Name: _____
Address: _____
City, State & Zip: _____
Phone Number: _____
Email Address: _____

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Standard Instructions to Bidders

1. Read, Review and Comply: It shall be the bidder's responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements specified within.

2. Receipt and Opening of Bids: Sealed bids will be accepted upon receipt in the Superintendent's Office, ISD #363, PO Box 465, Northome, MN, 56661, until the time indicated on the attached Invitation to Bid for the goods or services listed in the specifications and will be publicly opened and read aloud.

3. Form of Bid: Bids shall be submitted in an easy-to-read form with any exceptions, deviations or modifications to the published requirements clearly noted and explained.

4. Submission of Bids:

- Envelopes containing bids shall be sealed and clearly marked on the outside of the envelope with the name and address of the bidder, the title of the bid, and the date and time of the scheduled bid opening.
- Any bid received after the scheduled opening time will not be accepted.
- Any bidder may withdraw their bid response by written request at any time prior to the scheduled bid opening.
- Telephonic or faxed bids will not be accepted and telephonic, telegraphic, or faxed amendments to bids or withdrawals will not be accepted under any circumstances.
- Unless otherwise specified, no bid may be withdrawn, changed, or modified in any way for a period of ninety (90) calendar days from the date of the bid opening.
- Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.
- Bids received prior to the time of bid opening will be securely kept unopened. No responsibility will attach to any officer or employee of the School District for the premature opening of a bid not properly addressed or identified.

5. Brand Names: Wherever in the specifications or proposal form brand names, trade names, manufacturer, or catalog numbers are used, it is for establishing a grade or quality level only and the phrase "or equal" is deemed to follow unless a prequalified list or the term "only", "no exceptions", or similar phrase is included.

6. Taxes: ISD #363 is exempt from State and Federal taxes. Property purchased by a contractor to be used in the construction, alteration, repair, or improvement of fixed property owned by the School District is taxable to the contractor. Therefore, the price bid for contracts other than construction contracts must be exclusive of taxes and will be so construed. Construction contracts will be construed to include all applicable taxes unless the contract specifies otherwise.



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7. Acceptance of Bids: ISD #363 will award to the lowest, responsive, responsible vendor that meets the functional requirements and needs expressed by the specifications. Receipt of a purchase order or properly executed contract covering the materials or services as described in the bid will indicate the award of bid and contract of purchase.

8. ISD #363's Rights: ISD #363 reserves the right to accept or reject any or all bids, to waive irregularities or defects, to award on a split-order or lump-sum basis and accept other than the low bid when deemed to be in the School District best interests. The School District reserves the right to increase or decrease quantities or modify conditions and specifications by mutual agreement with the selected supplier, both at the time of acceptance of this bid as so modified and subsequent thereto.

9. Laws: The laws of the State of Minnesota shall govern the rights, obligations, and remedies of the Parties under this bid and any agreement reached through this process.

10. Disclosure: All of the information included in your bid response is subject to the "Freedom of Information Act" and may be disclosed in its entirety after the formal, public bid opening has been completed.

11. Independent Price Determination: By submission of this proposal, the bidder certifies that the pricing structure offered has been arrived at independently without consultation, communication, or agreement of such prices for the purpose of restricting competition with any other bidder or competitor.

12. References: References may be requested as a part of the solicitation or after the opening of bids. When requested they are to be furnished as called for. Failure to honor this request will cause the bidder to be subject to rejection.

13. Indemnification: The contractor agrees to hold and save the school system, its officers, agents, and employees harmless from liability of any kind, including costs and expenses, with respect to any claim, action, cost or judgment for patent, copyright or trademark infringement arising out of the purchase or use of equipment or use of equipment, materials, supplies, or services covered by this contract.