



SCHOOL BOARD OF LEVY COUNTY

TAMARA M. BOYLE

Superintendent

INVITATION TO BID

BID NO. 25-02

CAMERON ASBELL

District 1

LISA BAXTER

District 2

ASHLEY CLEMENZI

District 3

LINDA CAMPBELL

District 4

DEVIN WHITEHURST

District 5

480 Marshburn Dr.

Bronson, FL 32621

PHONE 352-486-5231

FAX 352-486-5237

An Equal

Opportunity Employer

The School Board of Levy County does not discriminate on the basis of race, color, national origin, gender, age, disability, religion, marital status or genetic information in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scouts of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

Kalee Wade, Director of Personnel
480 Marshburn Drive
Bronson, FL 32621
Phone: 352-486-5231
Kale.wade@levy12.org

The School Board of Levy County will receive SEALED BIDS at the Office of the Superintendent, 480 Marshburn Drive, Bronson, Florida 32621 until:

Bid Deadline: April 30, 2025, at 2:00 pm

For **Petroleum Products**. In keeping with our specifications, Bids will be opened, tabulated, and awarded as specified below:

Bids will be opened and tabulated at the School Board Office on **May 1, 2025, at 9:00 am**, and awarded at the School Board Meeting on **May 13, 2025**.

A Bid will be considered a firm offer and cannot be withdrawn without the consent of the School Board for a period of forty-five (45) days subsequent to the opening of the Bids.

Submit your Bid on the form provided, return the original, and retain a copy for your records.

The Board reserves the right to reject any and all Bids. Bids will be awarded to the lowest and/or best Bid meeting the requirements of the Board.

Any questions concerning the Bid shall be directed to the following person at the Office of the Superintendent: **Brandon Eastman, Purchasing Coordinator, at (352) 486-5297.**

Period to Cover: July 1, 2025, through June 30, 2026

THE SCHOOL BOARD OF LEVY COUNTY, FLORIDA

PERSONS DESIRING TO APPEAL ANY ACTION OF THE BOARD MAY BE REQUIRED BY FLORIDA STATUTES TO PROVIDE A VERBATIM TRANSCRIPT OF SAID ACTION

Our mission is to educate all students in a safe environment and to graduate them ready for college and career success.

THE SCHOOL BOARD OF LEVY COUNTY, FLORIDA
480 Marshburn Drive
BRONSON, FLORIDA 32621
(352) 486-5231

BID NO. 25-02

CERTIFICATION

I hereby certify that I have carefully read all instructions pertaining to the Bid and that my Bid complies, without exception, to all instructions. This Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud.

Company

Authorized Representative (Signature)

Authorized Representative (Typed)

Title

Address

City, State, and Zip Code

Telephone Number

Fax Number

E-Mail Address

If for some reason you cannot submit a Bid, please list those reasons below:

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO AND MINISTER OATHS.

1. This sworn statement is submitted to _____
[print name of the public entity]
by _____
[print individual's name and title]
for _____
[print name of entity submitting sworn statement]

whose business address is

and (if applicable) its Federal Employer Identification Number (FEIN) is _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn

statement: _____.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies]

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THE FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

[signature]

Sworn to and subscribed before me this _____ day of _____, 20_____.

Personally known _____

Or Produced identification _____

Notary Public – State of _____

(Type of Identification)

My commission expires _____

(Printed, typed or stamped
commission name of notary public)

The School Board of Levy County

480 Marshburn Dr.

Bronson, Florida, 32621

(352)-486-5231

General Conditions

Sealed Bids: One (1) copy of all bid sheets in this form must be executed and returned. All bids are subject to the conditions herein and on the attached pages.

Return One (1) Copy of Bid Only: Bids must be submitted in sealed envelopes. The face of the envelope shall contain the date and time of the bid opening and the bid number.

1. **Execution of Bids:** Bids must contain a manual signature of an authorized representative in the space provided on the attached sheet. The company's name must appear on each page of the bid as required.
2. **No Bid:** If not submitting a bid, respond by returning one (1) copy of this form, marking it "NO BID", and explain the reason on the Certification Page Repeated failure to bid without specific justification shall be cause for removal of a supplier's name from the bid mailing list. A bidder, to qualify as a respondent, must submit a "NO BID", and same must be received no later than the stated bid opening date.
3. **Prices Quoted:** Deduct trade discounts and quote firm net prices. Give both unit price and extended total. In the case of a mistake in extensions, the unit price will take precedence. All prices quoted shall include shipping, handling and insurance. Bidders may offer discounts as an inducement to secure expeditious payment of invoices, however, such discounts will not be considered as part of the unit price or as consideration in making the bid award. Prices and extensions shall be typed or printed in ink.
 - a. **Mistakes:** Bidders are expected to examine the specifications, delivery schedules, bid prices, extensions, and all instructions pertaining to supplies and services. Failure to do so will be at bidder's risk.
 - b. **Conditions and Packaging:** It is understood and agreed that any item offered or shipped as a result of this bid shall be received (current production model at the time of this bid). All containers will be suitable for storage or shipment, and all prices shall include standard commercial packaging.

- c. **Underwriter's Laboratories:** Unless otherwise stipulated in the bid, all manufactured item(s) and fabricated assemblies shall carry U.L. approval or free examination listed where such has been established by U.L. for the item(s) offered and furnished.
 - d. **Bidder's Conditions:** Any condition to be made as part of the bid should be submitted by letter with a note thereof on the bid sheet for consideration.
- 4. **Equivalents:** Any manufacturer's trade names, brand names, information and/or catalogue numbers listed in a specification are for information and not to limit competition. Bid any brand which meets or exceeds the quality or specifications listed for any item. If the bid is based equivalent products, indicate on the bid the manufacturer's name and number, and indicate any deviations from the specifications listed. Lacking any written indications of intent to quote an alternate brand or model number, the bid will be considered as a quotation in complete compliance with the specifications as listed in the form.
- 5. **Non-Conformance To Contract Conditions:** Item(s) may be tested for compliance with specifications by an independent testing firm mutually acceptable to the School Board and the successful bidder. Item(s) delivered, not conforming to specifications may be rejected and returned at vendor's expense. These item(s), and item(s) not delivered as per delivery date in bid and/or Purchase Order, may be purchased on the open market. Any increase in cost may be charged against the bidder. Any violations of these stipulations may also result in the bidder's name being removed from the Board's vendor mailing list.
- 6. **Samples:** Samples of item(s), when required, must be furnished free of expense, and if not destroyed, will, upon request, be returned at bidder's expense. Request for the return of samples must be made within ten (10) days following the bid opening. Each individual sample must be labeled with bidder's name, bid number and item number. Failure of bidder to either deliver required samples or to clearly identify samples as indicated may be reason for rejection of the bid.
- 7. **Delivery:** Unless otherwise stated and agreed upon, the normal length of time from receipt of order to complete performance of bid and/or delivery of product bid, is forty five (45) days. The successful bidder, upon acceptance of the bid by the Board, agrees that sum of money equivalent to one percent (1%) of the total cost of the contract for each day that the contract is delayed, by the successful bidder, or those for whom the successful bidder acts as agent, beyond the date of performance, shall be considered liquidated damages to be paid to the Board for damages occasioned by delay or failure to complete the contract within the time specified herein, or specified by the successful bidder. However, in no case shall the total penalty exceed five percent (5%) of the amount of the Contract. If no date of

performance is given by the successful bidder as part of his bid,, then the date of completed performance shall be presumed to be "Complete Performance Within Forty-Five (45) Days of the Date the Order is Issued".

8. **Interpretations:** Any questions concerning conditions and specifications should be submitted to the Board no later than three (3) days prior to the bid opening.
9. **Awards:** Unless specifically stated, bidding shall be on an individual item basis or a total basis or any other basis which will be to the best interest of the Board. The Board reserves the right to reject any and all bids and to waive formalities. The Board reserves the right to evaluate bids on any basis, determine by the Board as the best interest of the Board,
10. **Bids:** Bid openings shall be public on the date and at the time specified on the bid form. All bids received after the specified deadline shall not be considered, and shall be returned unopened. Offers by Telegram, Telephone, or Fax Machine are not acceptable.
11. **Advertising:** In submitting a proposal, bidder agrees not to use the results therein as a part of any commercial advertising.
12. **Inspections, Acceptance and Title:** Inspection and acceptance will be at destination, unless otherwise provided. Title to, or risk of loss or damage to all item(s) shall be the responsibility of the successful bidder until acceptance by the Board, unless loss or damage results from negligence by the Board.
13. **Payment:** Payment will be made by the Board after the item(s) awarded to a vendor have been received in full, inspected, and found to comply with awarded specifications, free of damage or defect, and properly invoiced.
14. **Disputes:** In case of any doubt or difference of opinion as to the item(s) to be furnished hereunder, the decision of the Board shall be final and binding on both parties.
15. **Legal Requirements:** Federal, State, County, and Local Laws, Ordinances, Rules and Regulations that in any manner affect the item(s) covered herein, apply. Lack of knowledge by the bidder will in no way be a cause for relief from responsibilities.
16. **Patents and Royalties:** The bidder, without exception, shall indemnify and save harmless, the Board and its employees, from liability and any nature of kind, including cost and expenses for, or on account of any copyrighted, patented, or unpatented invention, process or article manufactured or used in the performance of the contract, including its use by the Board. If the bidder used any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices include all royalties or costs arising from the use of such design, device or material in any way involved in the work.

17. **Quantities:** The Board reserves the right to increase or decrease any item(s) bid in the amount of ten percent (10%). Additional quantities over and above the ten percent (10%) figure stated, may be negotiated upon mutual consent.
18. **Right of Protest:** Failure to file a protest within the time limits prescribed in Section 120.57 (3), Florida Statutes, shall constitute a waiver of procedures under Chapter 120, Florida Statutes.
19. **Special Conditions:** Any and all Special Conditions may vary from these General Conditions and will have precedence.
20. **Purchases By Other Governmental Agencies:** In accordance with Florida Statutes, Chapter 6A-1.012. as amended, other City or County Governmental Agencies, other School Boards, Community Colleges or the State University System are permitted to purchase items at unit prices in any contract or award resulting from this bid upon the contractor's approval. Please indicate whether you will or will not allow other Governmental Agencies to purchase from any contract or award from this bid.

() I will allow other Governmental Agencies to use Bid pricing.

() I will not allow other Governmental Agencies to use Bid pricing.

Signed _____ Date _____

Company _____

**Public Employers, Contractos, and Subcontractors Affidavit of Compliance Pursuant to
448.095,F.S.**

Beginning January 1, 2021, every public employer, Contractor, and Subcontractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public employer, Contractor, or Subcontractor may not enter into a contract unless each party to the contract registers with and uses the E-Verify system.

Name of Business

☐ **I employ more than 25 employees and have registered with E-verify as required by law.**

E-Verify/Federal Work Authorization User Identification Number

Date of Authorization

Authorized Signature

OR proceed to next section if you DO NOT employ more than 25 employees

☐ **I am not required to register with E-verify. However, I do not employ, contract with, or subcontract with an unauthorized alien.**

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20__ in _____ (city),
_____ (state).

Signature of Authorized Officer or Agent Printed Name and Title

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF
_____, 20__.

NOTARY PUBLIC

My Commission Expires: _____

SCHOOL BOARD OF LEVY COUNTY
SPECIAL CONDITIONS
BID NO. 25-02

BID TITLE: **PETROLEUM PRODUCTS**
GASOLINE, DIESEL FUEL & #2 FUEL OIL

BID SCOPE:

Provide and deliver Petroleum Products (Gasoline, Diesel Fuel & No. 2 Fuel Oil) to the different locations as required. The successful bidder must keep and maintain ready telephone service for prompt communication with the School Board and must maintain sufficient transportation, supplies, and other facilities to promptly keep all schools and departments supplied.

Public Entity Crime:

All Bidders are hereby notified of the provisions of paragraph (2) (a) of Section 287.133, Florida Statutes, which reads as follows:

A person or affiliate who has been placed on the convicted Bidder list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or Contractor under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted Bidder list.

Conflict of Interest:

This Agreement is subject to the provisions of 112, F.S. Bidder shall disclose the name of any officer, director, or agent who is also an employee of SBLC. Further, Bidder shall disclose the name of any SBLC employee who owns, directly or indirectly, an interest of 5% or more in Bidder's firm or any of its branches.

Cone of Silence (287.057(25)), Florida Statutes:

The Cone of Silence prohibits any communications regarding any part of Request for Proposals (RFPs), Requests for Qualifications (RFQs), or Invitation to Bid (ITB) for the provisions of goods and services after they have been advertised. The Cone of Silence is terminated at the time when the SBLC Purchasing Coordinator issues a written recommendation to the School Board for approval.

Nondiscrimination & Equal Opportunity Assurance:

- a) Bidder certifies that it is in compliance with the non-discrimination clause contained in Executive Order 11246, as amended by Executive Order 11375, regarding equal employment opportunity for all persons without regard to race, color, religion, sex or national origin.
- b) An entity or affiliate who has been placed on the State of Florida discriminatory bidder list **may not** submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or Contractor under contract with any public entity, and may not transact business with any public entity.

E-Verify:

- a) Pursuant to Fla. Stat. § 448.095, effective January 1, 2021, Contractor shall use the U.S. Department of Homeland Security's E-Verify system, <https://e-verify.uscis.gov/emp>, to verify the employment eligibility of all employees hired during the term of this Contract.
- b) Subcontractors and Consultants: (i) Contractor shall require all subcontractors and consultants performing work under this Contract to use the E-Verify system for any employees they may hire during the term of this Contract, (ii) Subcontractors and Consultants shall provide Contractor with an affidavit stating the subcontractor or consultant does not employ, contract with, or subcontract with an unauthorized alien, as defined by Fla. Stat. § 448.095, (iii) Contractor shall maintain a copy of all affidavits, (iv) Contractor shall, within 24 hours of request by SBLC, provide a copy of affidavit to SBLC.
- c) Contractor must provide evidence of compliance with Fla. Stat. § 448.095 by January 1, 2021. Evidence may consist of, but is not limited to, providing notice of Contractor's E-Verify number.
- d) Failure to comply with this provision is a material breach of the Contract, and SBLC may choose to terminate the Contract at its sole discretion. Contractor may be liable for all costs associated with SBLC securing the same services, inclusive, but not limited to, higher costs for the same services and rebidding costs (if necessary).

If bid is awarded, contractor will complete E-Verify Affidavit of Compliance.

THE FOLLOWING CLAUSES APPLY ONLY TO WORK FUNDED IN WHOLE OR IN PART BY FEDERAL GRANTS.

Federal Debarment:

By signing this bid/proposal, the offeror certifies, to the best of its knowledge or belief, that the offeror and its principals are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal Agency; or have not within a three year period preceding this offer, been convicted of or had a civil judgment rendered against them in connection with a public contract or subcontract; or are not criminally or civilly charged by a governmental entity with commission of offenses; or has not within a three year period preceding this offer had a contract terminated for default by any Federal agency. (Far 52.209-5).

Certification Regarding Debarment, suspension, ineligibility, and voluntary exclusion must be included in bid packet for any federally funded project.

Byrd Anti-Lobbying Amendment:

(31 U.S.C. 1352): For Contracts exceeding \$100,000, Contractor shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to SBLC.

Byrd Anti-Lobbying Amendment Certification must be included in bid packet for federally funded projects that exceed \$100,000.

Copeland "Anti-Kickback" Act:

Contractor shall comply with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States") on all federally funded contracts exceeding \$2,000. The Act provides that each Contractor is prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. SBLC will report all suspected or reported violations to the Federal awarding agency.

David Bacon Act:

(As amended (40 U.S.C. 3141-3148)). As required by Federal program legislation, Contractor shall comply with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction") on all federally funded

contracts exceeding \$2,000. In accordance with the statute, Contractor must pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, Contractor must pay wages not less than once a week. A copy of the current prevailing wage determination issued by the Department of Labor is included herein. Subsequent wage determinations will be made available to Contractor during the term of the Agreement as updated by the Department of Labor. Contract award is conditioned upon the acceptance of the wage determination(s) by Contractor. SBLC will report all suspected or reported violations to the Federal awarding agency.

Contract Work Hours & Safety Act:

(34 CFR 80.36(i)(6)): Contractor shall comply with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations, 29 CFR, Part 5. This applies to all construction work >\$2,000 and to other work >\$2,500 that involves mechanics and laborers.

Clean Air Act:

(42 U.S.C. 7401-7671q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. 1251-1387), AS AMENDED: For Contracts exceeding of \$150,000, Contractor shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

CONTACT:

All questions concerning this Bid should be directed to Joe Wain, Transportation Director, at (352) 486-5252, or Brandon Eastman, Purchasing Coordinator, at (352) 486-5297.

CONTRACT PERIOD:

The contract period will be from **July 1, 2025, through June 30, 2026**. The Bid may be extended up to two (2) additional one-year periods to be mutually agreed upon by both parties in writing each year.

Bid prices are to remain firm during the Contract period.

CONTRACT:

Successful bidder agrees to sign a Contract for this Bid for the period listed above.

INSURANCE:

Successful Bidder shall provide a copy of a Certificate of Insurance naming the School Board of Levy County as Certificate Holder as an Additional Insured for the dates specified in the Contract period. The Certificate shall be provided prior to the beginning of the Contract period. Certificate minimums shall be:

- A. Worker's Compensation – as per Florida Statutes
- B. Comprehensive General Liability – as per Florida Statutes

GASOLINE, DIESEL FUEL & NO. 2 FUEL OIL:

The bid sheet supplied must be used for pricing. The bid price should be based on the posted price of tank wagon prices at the supplier's terminal, plus markup. Markup should include all State and Local Taxes, Environmental Fees, and all freight and delivery charges plus the bidder's profit margin. The Markup margin submitted on the Bid sheet provided shall remain firm throughout the Contract period. **During the Contract period, the successful bidder shall provide a verified tank wagon price with the Markup margin added for the School board price on a weekly basis. This shall be emailed to the Purchasing Department at the beginning of each week.**

DELIVERY TICKETS & INVOICES:

All delivery tickets shall be metered showing gallons delivered, shall be signed by a School Board employee, and all tickets/invoices shall be submitted to the following department for payment in a timely manner.

School Board of Levy County
Attn: Accounts Payable
480 Marshburn Dr.
Bronson, FL 32621

SUBMISSION OF BIDS:

Each submitted Bid shall include the Certification, Public Entity Crime Statement, E-Verify, Bid Sheet provided, and verified tank wagon price for Gasoline, Diesel Fuel, and Fuel Oil. All documentation is to be filled out and signed by an authorized company representative.

MODIFICATION OR WITHDRAWAL OF BIDS:

A Bid may not be modified, withdrawn, or canceled by the Bidder for a period of sixty (60) calendar days following the time and date for the receipt of Bids, and each Bidder so agrees in submitting his Bid.

BID DEADLINE:

Bids will be received up to **April 30, 2025, at 2:00 pm.**

BID OPENING:

Bids will be opened at the School Board office located at 480 Marshburn Drive, Bronson, FL 32621 at **9:00 am on May 1, 2025.**

BID AWARD:

Bids will be awarded at the **May 13, 2025, School Board meeting.**

The award of this bid will be determined based on the markup price of each fuel type, along with the volume of fuel required for each specific product. Particular emphasis will be placed on the fuel with the highest usage, as this will be a key factor in our evaluation.

1. GASOLINE AND DIESEL FUEL:

Gasoline: Regular Unleaded Plus, Minimum 89 Octane

Diesel: Ultra Low Sulfur

Approximately 150,000-160,000 gallons of Gasoline and Diesel fuel are to be furnished and delivered by the successful bidder as required and placed in the Owner's tanks of the capacity noted at the following locations.

Location:

Tank Capacity:

A. Bronson Maintenance Yard	2,000 gallons – Gasoline 2,000 gallons – Diesel
B. Cedar Key School	1,000 gallons – Diesel
C. Chiefland High School	4,000 gallons – Diesel
D. Williston Elementary School	4,000 gallons – Diesel
E. Yankeetown School	2,000 gallons - Diesel

The State Department of Agriculture will be requested to make a test of fuels should there be questions as to the quality of the fuels furnished. Should it be determined that any quantity of fuel does not meet specifications, it shall be picked up by the vendor as directed by the State Department of Agriculture or the School Board of Levy County.

2. FUEL OIL # 2:

For heating plants to be delivered as needed to the following locations.

<u>Locations:</u>	<u>No.</u>	<u>Tank Capacity:</u>
Williston Elementary School	1	500 gallons

SCHOOL BOARD OF LEVY COUNTY
BID SHEET

BID NO.: 25 – 02

BID TITLE: Petroleum Products

BID OPENING DATE AND TIME: May 1, 2025, at 9:00 am

BIDS MUST BE SUBMITTED ON THIS FORM

	Tank Wagon Markup Price			Price Per Gallon
1. Gasoline	\$ _____	+	\$ _____	= \$ _____
2. Diesel Fuel	\$ _____	+	\$ _____	= \$ _____
3. Fuel Oil # 2	\$ _____	+	\$ _____	= \$ _____

Bidder certifies business is: Incorporated _____, Not Incorporated _____

A W-9 form must be submitted before payment for bidders not incorporated.