

REQUEST FOR PROPOSAL
Fuel Storage and Supply

1) INTENT

- A. The Board of Education of the Adams County/Ohio Valley School District (the “Board”) is soliciting proposals from qualified contractors to provide a turnkey solution to its fuel requirements, including the provision and installation of storage equipment and the supply of fuel on an as-needs basis as further described herein.

2) PROPOSAL DUE DATE

- A. Proposals will be accepted until 1 P.M., on November 21, 2022 at the Board office located at 141 Lloyd Rd., West Union, OH 45693. Please address proposals to “Fuel Storage and Supply Project, Attn: Steve Wolfe, Facilities Manager.”
- B. Questions concerning the project should be submitted in writing at the above address of the Board or by email to steve.wolfe@ovsd.us.

3) OVERVIEW

- A. It is the intention of the Board of Education to enter into a contract to satisfy its diesel fuel requirements for its school buses. This includes installing and maintaining storage tanks at three locations in the District as well as providing fuel on an efficient continuous basis for a five-year term. **The Board can provide purchase history for the past 30 months to interested parties upon request. Please contact Steve Wolfe at steve.wolfe@ovsd.us for this information.**

4) AWARD CRITERIA

- A. The Board reserves the right to award a contract generated from this RFP to the respondent who presents a proposal that best meets the specifications as listed herein and represents the most beneficial procurement as determined by the Board. The determination is based primarily on cost, but also factors in the respondent’s qualifications including, but not limited to the following: references, knowledge, experience with similar projects, and the ability to meet the Board’s continuing fuel needs in an economically and logistically stable manner.
- B. The Board reserves the right to waive any minor deviation or defect in bids received. The Board further reserves the right to reject any and all bids.

5) SCOPE OF WORK/TERM REQUIREMENTS

- A. Subject to the negotiation of the contract upon the Board selecting a finalist, the Board is seeking a five-year agreement the terms of which would include the finalist providing for the permitting and installation of three 10,000-gallon fuel tanks at the following locations:

- a. 25719 State Rte. 41, Peebles, OH 45660
- b. 4595 Tri-County Road, Seaman Ohio 45679
- c. 175 Lloyd Road, West Union, Ohio 45693

- B. The work shall include all necessary steps from purchase to installation of the necessary equipment as well as maintenance during the term of the agreement. The Board is seeking direction from the finalist as to the exact installation requirements and recommendations.
- C. The finalist shall also provide a proposal for furnishing the Board with all needed fuel for said tanks for a period of five years. The finalist and the Board shall agree on a fuel price for the term of the agreement. The cost of the storage equipment will be factored into the contract price over the term of the agreement.

6) PROPOSAL CONTENT / FORMAT

The proposal should include all of the following elements:

- A. A history and description of the contractor indicating principal business. Include detailed information on how the contractor meets the qualification evident by the scope of work requirements as listed herein. Include the resumes of the individuals that will be assigned to the project.
- B. List any consultant(s) and any other specialists that will be utilized on this project as a subcontractor. Submit complete description of the consultant firms resumes of their key individuals who will be assigned to this project and their specific roles in the project.
- C. Provide a list and description of similar project experience that demonstrate the contractor's qualifications for this project.
- D. Provide a list of current/former clients including the name of the principal-in-charge, their mailing and e-mail addresses and telephone number.
- E. Provide information regarding how you propose to deliver fuel on a regular basis to the three locations described herein. The Board is seeking a vendor that can deliver fuel in a manner that is not so frequent as to be disruptive to its other operations. Provide information regarding your ability to meet a minimum per-delivery requirement, such as 7,500 gallons per delivery as an example.
- F. Provide a detailed schedule for completing the project work necessary to install the required storage equipment and begin fuel delivery.
- G. Provide a detailed description of the storage equipment you propose to install. Include information regarding the technical specifications of the equipment as well as any applicable warranty information.

- H. Provide an estimate that includes all labor and materials necessary to install the required storage equipment, including any applicable permit or other similar fees.
- I. Provide a price proposal that encompasses the cost of purchasing and installing the equipment and fuel for the agreement term.
- J. Provide 7 hard copies of your proposal response.

7) INSURANCE REQUIREMENTS

- A. The successful bidder must certify that it has and maintains sufficient general, liability, and auto insurance for the Project.

9) CONTRACT EXECUTION

- A. Subsequent to the award, and within 10 days after the prescribed Form of Agreement is presented for his signature, the Awardee shall execute and deliver them to the Board, in such number of counterparts as the Board may require.
- B. The failure of the Awardee to execute the Contract when the Agreement is presented for signature, or within such extended period as the Board may grant, based upon reasons determined adequate by the Board, shall constitute a default; and the Board may either award the Contract to the next responsible bidder or re-advertise for bids.

8) ADDITIONAL TERMS AND CONDITIONS

- A. The successful bidder must comply with all Federal, State and local statutes and codes as may be applicable to the scope of work detailed herein, including all labor laws.
- B. Proposals and prices must remain valid for sixty (60) days.
- C. The successful bidder will enter into a contract with the Board, the form of which will be determined at a later time.
- D. The Board is a political subdivision of the State of Ohio. Building materials that the successful bidder purchases for incorporation into the Project will be exempt from state sales and use taxes if the successful bidder provides a properly completed sales tax exemption certificate, executed by the successful bidder and the Board, to the vendors or suppliers when the materials are acquired. The Board will execute properly completed certificates on request.
- E. This RFP is not an offer for a contract but is rather a solicitation inviting interested firms to provide a proposal for the work. Neither the Board nor its representatives will be liable for any expenses incurred in connection with the preparation of a response to this invitation.

- F. The Board reserves the right to reject any and all proposals for any reason. Butler Tech reserves the right to waive any informalities and minor defects. The finalist selected by the Board will enter into a contract for the services which will be negotiated and executed following the selection process.
- G. Interested firms should be advised that the Board is subject to Ohio's public records laws. The Board cannot guarantee the confidentiality of statements, financial records, or business records that are submitted by a firm to the Board. The Board may be required to make such records publicly available. The law does provide for certain exemptions from disclosure requirements, including an exemption for confidential proprietary information and for proposal submissions prior to acceptance. While this exemption may not always include a firm's financial and business records, we ask that you clearly stamp "Confidential and Proprietary Information" upon each page of each financial and/or business record that you believe to be confidential information. Such a stamp does not guarantee that your documents will be exempt from disclosure requirements, but will assist the Board in responding to any public records requests.

END OF DOCUMENT