



*A Growing District for Growing Minds*

**408 W. MARKET**

**SAVANNAH, MO 64485-1658**

**Dr. Eric Kurre, Superintendent**  
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TO: All Interested Bidders  
FROM: Dr. Eric Kurre, Superintendent  
RE: Diesel Fuel Bids for the 2021-22 School Year  
DATE: June 17, 2021

Dear Bidder:

The Savannah R-III School District is requesting bids to furnish fuel storage/services and school bus fuel for the 2021-2022 school year. Delivery tickets must be metered and be signed by the receiver. Escalation request will receive consideration if verification can be furnished by the receiver.

Between 45,000 - 55,000 gallons of diesel fuel for school buses. Please complete survey on reverse side.

Purchase fuel: per month, 6 months, all at once.

Type of fuel bidding: Diesel Fuel, Premier #2, Soy Blend, etc.

Cost: flat rate for entire school year, bid every month, so much over your cost, escalating, locked in for certain time period.

Storage available: where – how many gallons per month – how long of time can be stored.

Accounting system for monthly billing: system authorizing each bus to obtain fuel to generate detailed monthly billing. All tax forms completed by your firm. Liability insurance required.

Savannah R-III School District is now accepting closed bids for diesel fuel for the 2021-2022 school year. Bids must be submitted in a sealed envelope to the office of the Superintendent of Schools, Savannah R-III School District, 408 W. Main St., Savannah, MO 64485, no later than **2:00 PM, July 6, 2021**. Please mark your bid "FUEL BID". The bids will be considered at the July 13, 2021 regular Board of Education meeting, held at Central Office.

The successful bidder shall provide a certificate of insurance to the school district specifically naming Savannah R-III Schools an additional insured on its liability policy. A minimum of \$100,000 per occurrence for liability protection is required.

The Board of Education reserves the right to accept or reject any or all bids. Include all applicable taxes in bid.

What was the cost of diesel fuel at the end of this business day? DATE: **June 17, 2021** COST \_\_\_\_\_

Bid: Diesel Fuel, delivered, per gallon – fixed \$ \_\_\_\_\_ escalating \$ \_\_\_\_\_

Is there additional cost for winter blend diesel? Yes/No If so, identify. \_\_\_\_\_

Bid: Unleaded, gasoline per gallon minimum, 87 octane rating: fixed \$ \_\_\_\_\_ escalating \$ \_\_\_\_\_

EXPLANATION: \_\_\_\_\_

COMPANY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

DEALER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

Savannah R-III Bus Fuel Bid Questionnaire  
Each bidder must complete the following information to be considered.

Company: \_\_\_\_\_

Person completing the bid: \_\_\_\_\_

1. Will your tickets include signatures of the receiver of fuel?      Yes      No
2. How many copies of each individual purchase are maintained? \_\_\_\_\_
3. Name/street/city/phone number of where these copies can be maintained? \_\_\_\_\_  
\_\_\_\_\_
4. Can you supply additional copies of tickets if requested?      Yes      No
5. Will your accounting system allow the district to obtain information as to specific gallons usage per bus?      Yes      No
6. Do you understand payment will be made on a monthly basis on or before the 15<sup>th</sup> of each month if billing is received by the 4<sup>th</sup> Friday of the preceding month?      Yes      No
7. Will you purchase fuel for this bid by the month, by six months, all at once, or other? \_\_\_\_\_
8. What type of fuel are you bidding? Premier #2, Soy blend, or Other (identify)? \_\_\_\_\_  
\_\_\_\_\_
9. Where is your storage tank located? (address) \_\_\_\_\_
10. How many gallons does your storage tank hold? \_\_\_\_\_
11. Bus fueling location & hours of operation? \_\_\_\_\_
12. How many fueling pumps are there on this site: \_\_\_\_\_
13. Does this facility have a paved drive and parking area? \_\_\_\_\_
14. What is the extent of your liability insurance? \_\_\_\_\_

**ABOVEGROUND STORAGE TANKS**

1. Must comply with all federal, state and local requirements. 2. Secondary containment provided for the bulk material storage areas. 3. All ASTs are equipped with gauges to assist personnel in determining if the ASTs are full or empty. 4. All bulk material storage containers are labeled as to the contents, material properties or hazards (i.e., flammable, corrosive, no smoking, etc.) and storage capacity. All labels are legible and easily visible. 5. All bulk material storage areas are able to be properly secured (i.e., fencing, pad locks, etc.). 6. Bulk material storage containers must have protection or barrier from vehicular traffic. 7. Bulk storage tanks must have adequate protection around them. 8. We must purchase a Spill Kit to be available at the fuel tank. 9. Concrete pad (20ftX20ft) to fuel on and place the fuel storage tank on.

**FUEL PUMPS**

1. Must comply with all federal, state and local requirements. 2. All pumps will be equipped with an emergency shut off. Shut off must be properly labeled. 3. All pumps will be equipped with a breakaway hose and have the auto fill clip removed from the nozzle. 4. Electrical power to the fuel pumps should have the ability to be turned off. 5. Fuel pump should have the ability to be locked (security purposes).