

Fox C6 School District
Transportation Request for Proposals
Annual Fuel Bid

Issue Date: June 3, 2025

Proposals Due: June 23, 2025,

Fox C6 School District (hereinafter “District”) is seeking sealed Proposals for qualified vendors supplying diesel and unleaded fuel used for District school buses and maintenance vehicles. The District is seeking to contract directly with a fuel provider for the 2025/2026 school year July 1, 2025.

The purpose of this Request for Proposals (RFP) is to comply with District procurement policies and establish the District’s requirements for fuel purchases. The District wishes to enter into annual agreement with the vendor offering the most advantageous proposal based upon delivery capabilities, and pricing. Vendors are encouraged to provide sufficient pricing details and explanation of services for consideration during the bid evaluation.

1. Price formulas submitted on this RFP must be guaranteed for the entire fiscal school year of July 1, 2025 to June 30, 2026.
2. The Vendor must submit a complete proposal in order to be considered. By responding to this RFP, the Vendor understands it is fully responsible to ensure the service is fully compliant state and federal laws applicable to distribution of fuel.
3. Two (2) copies of the Proposal shall be sealed, plainly marked with the Vendor’s name and “Annual Transportation Fuel Bid” on the envelope, and delivered to the address below.

Fox C6 School District
Attn: Mike Ross
745 Jeffco Blvd.
Arnold, MO 63010

4. Each copy of the proposal shall include the Vendor’s legal name and indicate whether the Vendor is a sole proprietor, a partnership, a corporation or any other legal entity; a statement of financial status; and the signature of a vendor officer authorized to bind the Vendor to a contract. A proposal by a corporation shall further specify the state of incorporation and shall have the corporate seal affixed. A proposal submitted by an agency shall have a current Power of Attorney attached certifying the agent’s authority to bind the Vendor.
5. Written proposal must be received by 11:00 am, CT on June 23, 2025. Facsimile proposals submitted in response to this RFP will not be considered or accepted.

6. Prior to the deadline, Proposals may be modified or withdrawn by written notice or in person by the Vendor or its authorized representative. Proper identification of all involved documents and individuals will be established.
7. The information presented in the RFP is not to be considered as a commitment of any kind on the part of the District. There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing Proposal in response to the request.
8. All Proposals must be submitted on the District forms contained in this RFP. Proposals submitted on forms other than the enclosed may be rejected. No alternate Proposals that significantly deviate from or modify the concept and ultimate objectives of this Proposal will be considered Non-compliance with RFP specifications may disqualify Proposal from further consideration.
9. Any explanation or statement that the Vendor wishes to make must be contained with the Proposal but shall be written separately and independently of the Proposal proper and attached thereto. Unless the Vendor so indicates, it is understood that the Vendor has proposed in strict accordance with the RFP requirements.
10. The Vendor must properly notify the District of any ambiguity, inconsistency or error discovered in the RFP.
11. All Proposals shall be deemed final, conclusive and irrevocable and no Proposal shall be subject to correction or amendment for any error or miscalculation. No Proposal shall be withdrawn without the consent of the District after scheduled closing time for the receipt of Proposal.
12. The District reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received. The District, in its sole discretion, will determine whether an irregularity is minor.
13. The Vendor is responsible for its own verification of all information provided to it. The Vendor must satisfy itself, upon examination of this RFP, as to the intent of the specifications. After the submission of the Proposal, no complaint that there was any misunderstanding will be entertained.
14. No oral interpretation will be made to any Vendor as to the meaning of the RFP. Any oral communication will be considered unofficial and non-binding in the District. Unauthorized contact by the Vendor with other District employees or Board members regarding the RFP may result in disqualification.

“Technical data contained in this Proposal furnished in connection with the Request for Proposal of the Fox C6 School District shall not be used nor disclosed except for evaluation purpose, provided that, if a Contract (Purchase Order) is awarded to this Vendor as a result of or in connection with the submission of the Proposal, Fox C6 School District shall have the right to use or disclose technical data to substantiate the award of a Contract.”

15. The above restriction does not limit the District's rights to use or disclose, without the Vendor's permission, and technical data obtained independently from another source. Proposal shall not contain any restrictive language different from the above legend. Proposals submitted with restrictive legends or statements which differ from the above will be treated under the terms of the above legend. The District assumes no liability for disclosure or use of unmarked technical data and may use or disclose the data for any purpose.
16. The District may award a contract or contracts based upon the initial Proposal received without discussion of such Proposals. Accordingly, each initial Proposal should be submitted with the most favorable price and service standpoint.
17. The District may, at its option, conduct interviews after receipt of the Proposal for the purpose of clarifying proposed specs, associated pricing, warranties, ect.
18. The Vendor shall not, under penalty of law and immediate disqualification of the Proposal, offer or give any gratuities, favors or anything of monetary value to an officer, employee, agent, or Board of Education member of the District for the purpose of influencing favorable disposition toward a submission Proposal or for any reason while a Proposal is pending or during the evaluation process.
19. The Vendor must notify the District if any Conflict of Interest exists, actual or potential, between the Vendor's family, business, or financial interest and its services under this Proposal.
20. The District, in this discretion, may terminate the Agreement (Purchase Order) in whole or in part at anytime, whenever it is determined that the successful Vendor has failed to comply with or breached one or more of the terms and conditions of the Agreement or specifications incorporated therein and the successful Vendor has failed to correct such failure or breach to the District's satisfaction within a period of 15 days after receiving written notice thereof from the District. In the event of the partial or total termination of the Agreement, it is hereby agreed that the District shall only be obligated to pay in accordance with the terms of the Agreement for materials and services, which have been accepted by the District.
21. By the act of submitting a Proposal, the Vendor represents:
 - a. that it has read and understood these RFP documents;
 - b. that it has familiarized itself with the conditions governing the proposed purchase;
 - c. that the Proposal is based upon the requirements described in these RFP documents without exception (unless exceptions are clearly stated in the response);
 - d. that the Vendor is a recognized provider of the products requested with a proven history of providing products and services in the industry; and
 - e. the Vendor has financial information on file relative to ownership of the bidding concern.

Evaluation Process

It is the intent of the District to award a contract/ purchase order to the Vendor submitting the Proposal which best suits the needs of the District as determined by the District in its sole judgment after evaluation of submitted Proposals.

Critical Dates

- 06/3/2025 - RFP released to vendors
- 06/23/2025 - Proposal due by 11:00 AM CT
- 7/1/2025 - Start day for the 2025/2026 School Year

No Pre-Bid Meeting

Vendors are encouraged to submit questions in writing for clarification to rossm@foxc6.org by 11:00 AM CT on June 23, 2025.

Invoicing and Payment

Payments will commence upon completion of services and submission of an accurate invoice. Standard invoice terms are Net 60 days. Invoices are submitted to the Board of Education meetings, which are held on the first Tuesday of each month. Invoices must be submitted by the 1st of each month in order to be paid at that month's Board meeting; otherwise, it will be submitted for approval at the following month's Board meeting.

Payment invoices should be sent to:

Email - rossm@foxc6.org

Scope of Services

A. Bus Fleet and Fuel Types

The District's bus fleet will consist of approximately 100 vehicles. The bulk of the buses will use ultra low sulfur diesel fuel (UDSL) with winter additives during October through April. The remainder of the vehicles will be requiring 87 octane unleaded fuel. All fluids must meet manufacture engine and transmission warranties.

B. Fuel Locations

The main lot is located at 745 Jeffco Blvd. Arnold, Mo 63010. This location has a 10,000 gallon diesel in ground tank and 6,000 gallon unleaded in ground tank. Approximately 30 unleaded vehicles and 60 diesel buses will be using this site.

The Annex lot is located at 3901 Hwy M, Imperial, MO 63052. This location has a 6,000 gallon diesel in ground tank and 2,000 unleaded in ground tank. Approximately 10 unleaded vehicles and 30 diesel buses will be using this site.

C. Fuel Volume

The District annual fuel used for unleaded is estimated at 70,000 gallons and annual diesel fuel usage of 120,000 gallons.

D. Frequency of Fuel Deliveries

The tanks are approximately filled every two weeks. Deliveries may occur prior to 5:00 AM, or after 5:00 PM. Between the hours of 6:30 AM and 9:00 AM, 1:00 PM and 4:00 PM will not be allowed.

Billing Schedule and Details

Vendors must provide sufficient detail for each delivery including: date and time of delivery, type of fuel, # of gallons, Price per gallon, and delivery location. Vendors are expected to provide billing for all deliveries.

A. Pricing Form

The District is requesting vendors propose pricing for all unleaded fuel in the following format. In the event a vendor chooses to not provide pricing for unleaded fuel, the proposer will mark across the form with “No Bid”. Please use the pricing formats for submission.

Unleaded Fuel Annual Bid

Item	Cost Information per Gallon
1. OPIS Average Cost Per Gallon as of June 2, 2025	
2. Proposed + or - to Fox C6 School District	

B. Pricing Form

The District is requesting vendors propose pricing for all diesel fuel in the following format. In the event a vendor chooses to not provide pricing for diesel fuel, the proposer will mark across the form with “No Bid”. Please use the pricing formats for submission.

Item	Cost Information per Gallon
1. OPIS Average Cost Per Gallon as of June 2, 2025	
2. Proposed + or - to Fox C6 School District	
3. Winter Additive cost per gallon (Oct thru. April)	

C. Bid Submission

Bid Proposal Certification (Must be submitted with each Proposal)

Vendor Name: : _____

General Bid Certification: The Proposer hereby declares understanding, agreement and certification of compliance to provide the items and/or services at the prices quoted in accordance with all terms and conditions, requirements and specifications of the Request for Proposal (RFP) and as modified by any addenda thereto.

The bidder certifies the services being offered at the proposed prices meet the requirements specified by the District, including the following,

- The Vendor understands fuel is being provisioned for the fiscal year beginning July 1, 2025 to June 30, 2026 unless requested otherwise.
- The Vendor certifies the fueling service being proposed meets or exceeds all specifications and Missouri State and applicable Federal statute regulating fuel distribution.
- The Vendor recognizes the award for this RFP is subject to the approval of the Fox C6 School District Board of Education which meets once a month. This award is scheduled for review and approval at the July Board meeting.
- The Vendor certifies it has read the RFP in its entirety and understands the requirements and specifications stated within the RFP. Any and all exceptions to the RFP specifications must be provided to the District in writing as part of the bidder's proposal.

I am authorized to submit this proposal for the firm listed above. I have certified this Proposal to be complete with all specifications, unless specifically noted in the Proposal.

Signature Required

Authorized Name	Date
Printed Name	Title
Vendor Name	
Mailing Address	
City, State, Zip	
Phone#	E-Mail Address