

**INVITATION TO BID**  
**Fuel Products**

The Hoquiam School District is requesting bids to supply the above listed items to the District for the 2018 - 2019 school year.

Bids will be received until 2:00 p.m., August 10<sup>th</sup>, 2018 at the District Office located at 325 West Chenault Avenue, Hoquiam WA 98550. At this time, all bids will be opened and read. Full specifications may be obtained at the Transportation Department at 3030 Bay Avenue, Hoquiam WA 98550.

Recommendation and award of the bid will be made at the regular meeting of the Board of Directors on August 16<sup>th</sup>, 2018. Following acceptance of the bid, the successful bidder will be notified.

The District reserves the right to reject any and all bids made, and waive informalities to the bids or in the bidding. The bids are to be submitted on an all or none basis; however, each item of the list is subject to acceptance independently of any other item or the total of all items.

No company may withdraw or alter its bid after the hour set for the opening until and unless the award of the contract is delayed for a period of more than forty-five (45) days from the opening.

Erica Barrie  
Business Manager

**Hoquiam School District No. 28**  
**2018-2019**  
**FUEL PRODUCTS BID SPECIFICATIONS**

The Hoquiam School District is accepting bids for E-10 unleaded, (approximately 5,000 gallons per year) and ULS diesel containing Additive (approximately 30,000 gallons per year) for the 2018-19 school year ending August 31, 2019.

1. Fuel will be available from the vendor's place of business using a "Card Lock" system.
2. At least one (1) fueling station must be within a one mile radius of the district's Transportation Department, located at 3030 Bay Avenue, Hoquiam, WA.
3. Fuel must be available on a 24-hour basis.
4. The fueling station must be able to accommodate all district vehicles, including its largest school buses.
5. The fueling station must be well lit and conducive to vehicle and personal safety and security.
6. A plastic or plastic coated card will be provided for each district vehicle that will allow access to the fuel pumps.
7. The card will be encoded so that the card identifies the vehicle to which it is assigned.
8. The card will be coded to provide the following billing information:  
Card Number  
Time and Date of Purchase  
Location of Purchase  
Type of Product Purchased  
Quantity Purchased  
Unit Price  
Total Dollars Purchased
9. A monthly invoice will itemize the individual purchases containing the information in item #8, as well as a summary of the total quantities and dollar amounts of each type of product.
10. The bid shall be based on the OPIS average prior day Tacoma price without applicable taxes and include delivery and margin. **Each bidder shall base their bid for the date of August 6<sup>th</sup>, 2018.** Bidder shall include the OPIS printout showing the prior-day pricing that the bid was based on before any mark-up was included in the final per gallon price.
11. The successful bidder shall provide the district copies of wholesale invoices upon request.