



Jason S. McMillen

Business Manager

516 Allport Cutoff

Morrisdale PA, 16858

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www.westbranch.org

Michelle Dutrow, Superintendent

Oil Bid Document 2017-2018

Per the advertisement that was published in *The Progress* on May 15, 22, and 30, the West Branch Area School District requests sealed bids, at its Business Office at 516 Allport Cutoff, Morrisdale, PA 16858, addressed to the attention of "Oil Bid", on or before 1:00PM, on June 26, 2017, when they will be publicly opened for purchase and delivery of heating oil. The District is seeking a capped price bid for purchases during the time period of July 1, 2017 through June 30, 2018. Bid documents are available at the District Business Office between the hours of 7:00 a.m. and 3:00 p.m. Monday through Thursday or by calling 814-345-5615 x4850 for more information.

The District expects, but does not require, bids to be delivered in person on June 26, 2017. Bids may be delivered by any means as long as the package is received prior to bid closing. At bid closing, the bids will be compiled. Approval of winning bid will be made at the regularly scheduled board meeting at 6:30 p.m. that same night. The District reserves the right to accept or reject any and all bids.

Delivery Information:

- The District has one 20,000 gallon #2 Fuel Oil tank located behind the High School at 444 Allport Cutoff. This location can accommodate a transport tanker.
- The District has one 2,000 gallon #2 Fuel Oil tank located at the Field House at 524 Allport Cutoff. This location can only accommodate a route delivery truck.
- The District has three 55 gallon #2 Diesel Fuel Low Sulfur tanks located the garage behind the High School at 444 Allport Cutoff. This location can only accommodate a route delivery truck.
- The District has one 250 gallon #2 Fuel Oil tank located the High School Generator at the High School at 444 Allport Cutoff. This location can only accommodate a route delivery truck and *requires winterized blend*.

Other Information:

- Guaranteed minimum purchase of 7,500 gallons (all delivery locations combined).
- Maximum gallons purchased will be 67,500 gallons (all delivery locations combined). Should the maximum number of gallons be reached the vendor and the District, through a mutual option, can continue the agreement, as bid.
- Terms, net 15 days. Invoice is to be delivered to the Business Office at 516 Allport Cutoff or emailed to accountspayable@westbranch.org

Oil Bid Document 2017-2018

For more information, please contact the District Business Manager at 814-345-5615 x4850.

Return this completed form to:

West Branch Area School District
Business Office
516 Allport Cutoff
Morrisdale, PA 16858
Attn.: Oil Bid

West Branch Area School District #2 Fuel Oil bid for 2017-18 School Year	
Vendor Name:	_____
Vendor Phone:	_____
Vendor Payment Remit Address:	_____

#2 Heating Oil	
Price:	_____ /gallon
Winterized Blend	
Price:	_____ /gallon