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Michelle Dutrow, Superintendent

### **Oil Bid Document 2018-2019**

Per the advertisement that was published in *The Progress* on October 6, 10, and 15, 2018 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 October 22, 2018, 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 October 23, 2018 through June 30, 2019. Bid documents are available at the District Business Office or at the office of the District Supervisor of Buildings and Grounds between the hours of 8:00 AM and 4:00 PM Monday through Thursday or by calling 814-345-5615 x4166.

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*.
- Contact Maintenance Supervisor, at 814-345-5615 x4166 for more delivery information, further instructions, or delivery dates.

#### **Other Information:**

- No minimum purchase required.
- Maximum gallons purchased will be 10,000 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](mailto:accountspayable@westbranch.org)

For more information regarding the bid process, please contact the District Supervisor of Buildings and Grounds at 814-345-5615 x4166.

Return this completed form to:

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

Subject

**West Branch Area School District  
Fuel Oil bid for 2018-19 School Year  
Vendor Selection on October 22, 2018**

Vendor Name: \_\_\_\_\_

Vendor Phone: \_\_\_\_\_

Vendor Payment Remit Address: \_\_\_\_\_

\_\_\_\_\_

**#2 Heating Oil**

Price: \_\_\_\_\_/gallon

**Winterized Blend**

Price: \_\_\_\_\_/gallon