

# **SJUSD**

*St. Johns Unified School District*

## **NOTICE OF INVITATION FOR BID**

**Invitation for Bid #: 212201**

**Bid Due Date: May 28, 2021 at 10:00 AM**

**Location:** St. Johns Unified School District Office, 450 S. 13<sup>th</sup> West, St. Johns, AZ 85936  
PO Box 3030, St. Johns, AZ 85936 (928) 337-2255

**Material, Service and/or Construction:** Propane Fuel -period of **July 01, 2021** through **June 30, 2022**.

Bidders are strongly encouraged to carefully read the entire invitation to bid.

Bids must be in the actual possession of the SJUSD district office on or prior to the exact time and date indicated above. Bids received by the correct time and date will be opened and publicly read.

**Bid Opening: May 28, 2021 10:05 AM** - 450 S. 13<sup>th</sup> West, St. Johns, AZ 85936  
**(do not confuse with due date and time)**

Bids must be submitted in a sealed envelope properly addressed to the SJUSD **with invitation for bid, the bid number, bid due date and time, and the bidder's name and address clearly indicated on the envelope**. The District will not be responsible for late receipt of improperly addressed envelopes. All bids must be completed in ink or typewritten and a complete invitation for bid returned along with the bid by the time and date cited above.

When the District uses the name of a specific brand of merchandise or equipment, it is done to indicate the character or quality desired, or to match an item already in use. Unless marked "**NO OTHER BRAND**," bidders are not restricted to bidding on the specific brands or makes. Consideration will be given to bids on other brands quoted as "equal". However, the SJUSD will be the sole judge on the question of "equal" quality. If bidding on a brand other than the specified item, full brand name, model, etc., must be written on the bid form and descriptive literature must be furnished. If "other brand" is not show in writing on the bid form, it will be assumed that the bidder is quoting on the specified item and bid will be awarded accordingly.

SJUSD reserves the right to accept or reject any bid or any part thereof, unless specified otherwise, and to waive any minor informality in any bid, deemed by us to be for the best interest of the District.

All information and bids submitted by bidders will be made available for public inspection following the award, except to the extent the bidder designates, and the District concurs, that trade secrets or other proprietary data contained in the bid documents remain confidential. If a bidder designates a portion of its bid as confidential, bidder shall isolate and identify in writing the confidential portion(s) at the time of submission.

Any questions related to this invitation for bid shall be directed to the contract person whose name appears below.

**Contact Person: Kimberly Dugdale, Finance Director Phone: (928)337-2255 ext. 1106**

**Bid #212201 Description: Propane Due Date and Time: 5/28/21 @ 10:00 AM MST**

**In response to SJUSD Bid #212201**

**THIS BID IS OFFERED BY:**

**Firm/Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Firm Representative:** \_\_\_\_\_

**Firm Representative Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## **A. DIRECTION FOR SUBMITTING BIDS**

Vendors shall sign the District bid document. If this document is not properly signed, the bid may be considered non-responsive.

**Telephoned, telegraphed, or faxed bids are not acceptable.**

In the event that no bid is to be submitted, please advise the SJUSD whether or not further invitation to like items covered by this invitation are desired.

Any bidder not responding to two consecutive invitations for bid for similar procurements may be removed from the bidders list for those items.

## **B. TERMS AND CONDITIONS**

The submission of a bid shall indicate that the bidder has read the terms and conditions, understands the requirements and that the bidder can supply the items specified.

No alterations, erasures or additions are to be made unless initialed in ink. Bids must be legible, typewritten if possible. Illegal or vague bids may be rejected.

No contract exists on the part of the school district until a written purchase order is issued. Issuance of a purchase order will be considered sufficient notice of acceptance of contract.

Prices shall be stated in units as specified (excluding sales tax) and the extension (excluding sales tax) on each item in the bid. In the event of conflict between the unit price and extension, the unit price shall govern.

It is mutually understood and agreed that the successful bidder(s) shall not assign, transfer, convey, sublet or otherwise dispose of the purchase order or contract, or their right, title or interest therein, or power to execute such purchase order or contract to any other person, company or corporation without prior written consent of the SJUSD Director of Finance or designee.

SJUSD reserves the right to return any equipment and/or supplies which do not meet specification indicated in the bid at the bidder's expense. The bidder guarantees that the equipment and/or supplies delivered are standard, new and regular stock.

It is the bidder's responsibility to do an on-site visit to ensure the understanding of the scope of the work being bid. When doing an on-site visit, contact **Mr. Nelson Davis, Director of Maintenance/Transportation for personal assistance (928) 337-2508 ext. 1017 or (928) 245-2400**. If he is not available you can contact the district office and ask for Kimberly Dugdale, SJUSD Finance Director (928) 337-2255 ext. 1106

Failure to examine any specification and/or instructions will be at the bidder's risk.

**Bid #212201 Description: Propane** **Due Date and Time: 5/28/21 @ 10:00 AM MST**

**C. BIDDER CERTIFICATON**

By submission of this bid, the bidder certifies that:

The bidder has not paid nor agreed to pay any person, other than a bona fide employee, a fee or brokerage resulting from the award of this contract.

The prices in this bid have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such prices with any other bidder.

If awarded a contract, the bidder agrees not to discriminate against any employee or applicant for employment on the basis of race, religion, color, sex, disability, age or national origin.

**D. FIRM AND USER'S INFORMATION**

Length of time your firm has been in business (in AZ, if applicable) \_\_\_\_\_.

Length of time your firm has been selling the materials bid \_\_\_\_\_.

Do you have a local representative to provide services as required?  Yes  No

Name and location of sales representative \_\_\_\_\_.

Please indicate the address of your nearest stocking facility: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All bidders must demonstrate the willingness and capability of providing substantial local service, which may require the availability of an on-site sales representative, and local stocking facility as may be deemed in the District's best interest.

**E. TAX REQUIREMENTS**

Do not include any sales or use tax on individual items in this bid. Instead show below the percent of tax to be charged by you. The District is not exempt from paying sales and/or use tax. Use tax will be paid on any item on which sales tax has not been paid. The District is exempt from paying federal excise tax.

Plus \_\_\_\_\_% TAX

**F. BRAND NAMES *This section does not apply to this bid.***

Specific brand used in the specification is done to indicate general character or quality desired, or to match an item already in use. Such references are not intended to limit or restrict bidding by other vendors.

If specified items are not available, please bid on suitable alternates. Bidder must be prepared to submit an alternate sample or demonstrate at no cost to the District.

Consideration will be given to bids on other brands quoted as “equal”. However, SJUSD will be the sole judge on the question of “equal quality”. After each item, full brand name, model, etc., must be written on the bid form by all bidders. Descriptive literature must accompany all bid alternates.

G. **SAMPLES** *This section is not applicable to this bid!*

H. **WARRANTY/GUARANTEE**

All bidders must guarantee full satisfaction of their products use or permit unsatisfactory product to be returned collect for full money refund. Vendors will replace damaged items at no extra cost to the District.

I. **QUANTITY(S)**

Quantity(s) indicated are the District’s best estimate of projected needs and are in no way guaranteed or implied. Payments will be made to successful bidder for actual quantity(s) ordered and received. Final quantities will be based upon need and funds available.

In the best interest of the District, we reserve the right to increase or decrease quantities as shown, or to place subsequent orders with successful bidder(s). Successful bidder will be contacted prior to the placement of any additional order for verification of bid prices.

J. **PRICE CLAUSES**

Prices may be firm or flexible, preferably firm for one year from date of bid award.

If the bid is firm pricing, the Finance Director, will review fully documented requests for price increases and may at its sole option accept any changes or cancel from the contract those items concerned. The requested price increase must be based upon a cost increase that was clearly unpredictable at the time of bid, and can be shown to directly affect the price of the item concerned. The SJSUS Finance Director will determine through competitive market review, trade publications, independent price indexes, and/or other means, whether the requested price increase or an alternative option is in the best interest of the District. The vendor shall offer SJUSD any published price reduction during the contract period. All price adjustments will be effective on acceptance by the SJUSD Finance Director.

Please indicate the number of days prices are firm. \_\_\_\_\_

#### **K. FORM OF CONTRACT**

The form of contract for this purchase will be properly issued purchase orders referencing the requirements of this invitation for bid. If a firm submitting an offer requires that the District sign an additional contract, a copy of the proposed contract must be included with the bid.

The Purchasing Department will review proposed vendor contract documents. A vendor's contract document shall not become part of the purchase contract unless and until an authorized representative of the SJUSD signs it. SJUSD's contract documents shall govern in event of conflict with the terms of a vendor's contract.

#### **L. CONTRACT LIAISON**

The contract liaison for any contract awarded under this invitation for bid will be Kimberly Dugdale, Finance Director, St. Johns Unified School District, (928)337-2255 ext. 1106.

The contract liaison may provide the vendor with general guidance as to contract performance. However, this individual is not authorized to make or approve changes in the contractual or performance requirements of any contract. Changes to an awarded contract shall be effective only upon written approval from the SJUSD Finance Director.

#### **M. DELIVERY OF BID ITEMS**

Delivery to be F.O.B. destination, freight prepaid to the SJUSD, St. Johns, AZ, as indicated on the purchase order. Delivery surcharges need to be bid separately or figured into the bid price. Separate delivery charges cannot be added on to individual invoices. Delivery surcharges must remain constant for the duration of the contract.

All deliveries shall be accompanied by delivery tickets or packaging slips. Ticket shall contain school district purchase order number, specific tank delivered to, vendor name and name of the article. Purchase order number, vendor name and name of article shall identify cartons.

All equipment used for delivery must be marked with manufacturer's name.

#### **N. GENERAL INFORMATION**

Any formal written protest arising from the solicitation and/or award of this invitation for bid shall be filed with the District Representative, Ed Burgoyne. Written protest relating to the initial solicitation must be filed with the District representative prior to bid opening. All other protests must be filed within 10 days after protester knows or should have known the basis of the protest, whichever is earlier. Contact with the district representative may be made at (928)337-2255 for the information required in filing of a formal written protest pursuant to State Board of Education School District Procurement Rule (ADESDPR) R7-2-1142.

This invitation for bid is issued in accordance with the requirements of the Arizona Department of Education School District Procurement Rules (Arizona Administrative Code, R7-2-1001 through R7-2-1195). Any contract awarded as a result of this invitation for bid shall be governed by said rules.

Any vendor submitting an offer in response to the invitation for bid, or entering a contract awarded from said offer, agrees to the ADESDPR as the exclusive means of adjudication of protests, claims, controversies, and/or appeals. This exclusive means of adjudication is entered under the free will of all parties and in consideration of the bid contract.

**O. SERVICE TO INCLUDE BUT NOT LIMITED TO**

Prompt delivery of goods/services following receipt of purchase order as indicated.

Prompt response to SJUSD inquiries regarding availability of stock, delivery time and other needs as may arise during the term of contract.

A periodic visit to the SJUSD from a representative to provide service as required.

Ability and willingness to advise SJUSD personnel when special needs arise.

Ability and willingness to promptly investigate claims of defective and/or inferior quality and to make the necessary adjustments in order to correct the problem. Investigations to include on-site response if necessary.

**EVALUATION CRITERIA AND BIDDER CHECK LIST**

The SJUSD shall evaluate all offers and award a contract to the apparent low responsive and responsible bidder(s). Price shall not be the sole factor in making a bid award, and bidders should not anticipate that the lowest priced item or service will be awarded in all instances; responsiveness to the solicitation and responsibility to successfully carry out the contract must be evident. Award will be made as determined to be in the best interest of SJUSD, and the District's decision is final.

The following will be used as an evaluation tool. Please use as a checklist to ensure compliance.

<b>FIRM/PERSON</b> _____	<b><u>YES</u></b>	<b><u>NO</u></b>
1. Prices indicated by unit totals	_____	_____
2. Information provided as requested in spaces indicated	_____	_____
3. Local representative and/or outlet	_____	_____
4. Certification of warranty/guarantee provided	_____	_____
5. Price protection – number of days	_____	_____
6. Percentage of sales tax has been indicated	_____	_____
7. Page two bid documents is properly signed	_____	_____
8. Compliance with all bidder certification requirements (sect. C.)	_____	_____

9. Other factors to be considered in making the award include but are not limited to: conformity with specifications, reliability of bidder, satisfaction of bidder's previous service, time of delivery, user need and preference, safety of supplies and/or equipment and adherence in providing information as requested in this invitation for bid.

Bid will be awarded to one vendor. The District reserves the right to award to the secondary bidder, if primary bidder is unable to perform the contract's requirements.

All information and bids submitted by bidders will be made available for public inspection following the award, except to the extent the bidder designates, and the District concurs, that trade secrets or other proprietary data contained in the bid documents remain confidential. If a bidder designates a portion of its bid as confidential, bidder shall isolate and identify in writing the confidential portion(s) at the time of submission.

Award is anticipated 2 weeks after bid opening.

**BID SPECIFICATION**

1. Provide delivery of propane, twice per week, to all tanks listed below at the specified locations:

TANKS WE OWN	GAL
HS: Raquetball Court (D)	1000
HS: Raquetball Court (D)	1000
HS: Auto Shop (B)	1000
HS: Satellite Dish (A)	1000
HS: Fine Arts ( C )	1000
HS: Culinary Arts	250
HS: Welding	150
MS: Football Field (D)	1000
MS: Lunchroom (B)	1000
MS: Playground ( C )	1000
MS: Basketball Crt (A)	500
DO:District Office	500
CORONADO	1000
BUS BARN	500

2. Deliver a total of approximately 75,000 – 100,000 gallons of propane fuel to the above listed locations.
3. Bid evaluation criteria will include, but not limited to:
  - i. Price
  - ii. Service
4. Award of bid shall be for a period of one (1) year. This bid will cover the year beginning **July 1, 2021 through June 30, 2022.**

\* It is recommended that all interested parties examine the site to be familiar with the conditions that will be affecting the cost of the project



**P. PRICING**

1. Hazmat Fees \_\_\_\_\_
2. Fuel Surcharge \_\_\_\_\_
3. Delivery \_\_\_\_\_

**Only choose one of the following pricing options**

1. Fixed price quote per gallon for 1 year. \_\_\_\_\_
2. Variable price quote. (Price changes will be clearly marked on the invoice.) \_\_\_\_\_
  - a. Please indicate base price with variance (e.g. \$1.89 +/- \$.36)
  - b. If you bid a variable price, what is the maximum we will pay for propane per gallon during the contract year? \_\_\_\_\_

Company name and address:	Federal Employer Identification Number:
	Telephone:
	Fax:
Authorized Signature and Date:	Authorized Name (Please Print):