

**Eddyville-Blakesburg-Fremont Community School District
Request for Bids – Fuel Supply Contract**

Bid Opening Date: April 21

Submission Deadline:

Submission Method:

1. Vendor Information

Item	Response
Company Name	
Address	
Contact Person	
Phone Number	
Email Address	
Years in Business	

2. Fuel Pricing Proposal

Please complete the table below:

Fuel Type	Estimated Annual Volume	Delivery or Pump	Price Per Gallon	Fixed / Floating	Price Basis (e.g., OPIS + margin)	Delivery Fee (if any)
Unleaded Gasoline	[e.g., 8,000 gallons]	[Deliver/Pump]	\$			
Diesel Fuel	[e.g., 15,000 gallons]	[Deliver/Pump]	\$			

Note: If floating, specify how pricing will be indexed and when price updates occur (e.g., weekly).

Other Information To Know:

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3. Additional Questions

Please provide written answers to the following:

1. Can you provide a fixed-price option for part or all of the contract term?
 - a.
 2. What is your emergency fuel delivery protocol and response time?
 - a.
 3. Do you offer tracking or reporting tools for usage?
 - a.
 4. Are there any environmental fees, fuel surcharges, or minimum delivery volumes?
 - a.
 5. Do you supply winter-blend diesel, and if so, when do you transition fuels?
 - a.
 6. Have you worked with K-12 schools or municipalities? Please provide 2 references.
 - a.
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4. Insurance & Legal

- Attach a Certificate of Insurance.
 - Agree to provide fuel that meets or exceeds state and federal quality regulations.
 - Certify compliance with all applicable local, state, and federal laws.
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5. Signature

By signing below, the vendor acknowledges and agrees to the terms outlined in this bid and attests that all provided information is accurate.

Authorized Signature: _____

Title:

Date:

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Scoring Rubric for Fuel Bid Evaluation

Evaluation Criteria	Weight	Score (1–5)	Weighted Score
Price Per Gallon (Unleaded & Diesel)	40%		
Pricing Structure Clarity & Flexibility	15%		
Delivery Terms & Reliability	15%		
Experience & References	10%		
Customer Service & Reporting Tools	10%		
Additional Fees or Surcharges	5%		
Compliance with Insurance & Legal Terms	5%		
Total Weighted Score	100%		

Scoring Guide:

- 5 – Excellent
- 4 – Good
- 3 – Adequate
- 2 – Below Average
- 1 – Poor