



CONVERSE COUNTY SCHOOL DISTRICT #1

2025-2026 FUEL BID SPECIFICATIONS

The Board of Trustees of Converse County School District #1, Douglas Wyoming, 82633, will accept sealed bids for furnishing unleaded gasoline and dyed diesel fuels to the CCSD#1 Transportation facility in Douglas, Wyoming. All necessary paperwork relating to any applicable taxes on fuel dispensed at the Transportation facility is the responsibility of the successful bidder.

SCOPE

It is the intent of this bid to establish prices on unleaded gasoline and diesel fuel in indefinite quantities to the CCSD#1 Transportation facility in Douglas Wyoming. Delivery will be without extra charge at the mentioned location. Usage in current year is approximately 35,000 gallons of dyed diesel and 13,000 gallons of unleaded gasoline.

CONSIDERATION OF AWARD

No bids will be considered which are not submitted on the attached Fuel Bid Quote signed by the proper officials and submitted in a sealed envelope clearly sealed and marked “**FUEL BID**”. Bids received after the appointed time will be returned unopened.

Total price for the estimated amount of fuel at bid opening will be considered the calculated contract price. The contract will be for one (1) year beginning **October 15th 2025** and ending **October 15th 2026**. Volumes shown on the quote are estimated only and are in no way a guarantee they will be required or purchased.

MODIFICATION OR WITHDRAWAL OF BIDS

Bids that are in the possession of the Business Office may be altered by fax or letter bearing the signature of the proper official until bid opening. Faces should not reveal the bid price but should indicate the change desired on the bid. Bids may be withdrawn up to the time of the bid opening.

PRICE ADJUSTMENTS

The price per gallon as of **October 7th 2025**, will be calculated as the contract price. Any price adjustments from the supplier's rack or terminal shall be passed on to the District by providing the District with proof of price change from the supplier along with a statement of change from the successful bidder including old price, new price, effective date, and total amount of the change.

SPECIFICATION

All motor fuels furnished shall be a regular product of a recognized and approved refinery and shall be the same product normally supplied for retail sale to the public. Certification of Compliance to minimum octane ratings, regular grade 85+, and mid-grade 87+octane, shall be supplied with the bid, Diesel fuel must meet ASTM D396, no more than ½ % sulfur, no less than 45 cetane.

GENERAL REQUIREMENTS

Deliveries must be made within 48 hours after being advised of the quantities required. Shipments must arrive at the destination during normal working hours Monday through Friday. Special after hours or weekend deliveries must be arranged in advance through the Converse County School District #1 Transportation Department.

If supplier fails to furnish the fuels within the 48 hours period the Board will purchase from an alternate source and any additional cost will be charged to the vendor failing to deliver.

Bulk trucks making deliveries **SHALL** be equipped with meters to verify delivered quantities. Transport Trucks making deliveries will be required to have a load ticket indicating gallons loaded at the loading facility if the transport is not capable of meter fuel off at the unload facility.

Fuel storage area is a covered, single confinement area with above ground tanks. Fuel tank capacities are as follows: Diesel Fuel 6,000 gallons Unleaded Fuel 4,000 gallons

TANKS ARE TO BE FILLED ONLY TO 90% CAPACITY AT ANY TIME. Federal and Local (Wyoming) taxes will be of the current established taxes, with only adjustments made as they change federally or locally.

FUEL SPILLAGE

When delivering fuels at the Converse County School District Transportation Facility, delivery personnel shall be responsible for monitoring the offloading of all fuels to insure no spillage occurs. The delivery trucks shall be required to have nozzles capable of providing tight connections between the truck and the tanks for prevention of spillage. Hoses are not to be drained on CCSD#1 property other than into authorized storage tanks.

If spillage occurs while offloading fuels at the Fuel Facility location, the cleanup of that spillage shall be the responsibility of the delivering party to cleanup spillage. It shall immediately be reported to the E.P.A. and D.E.Q. and further shall be cause for the cancellation of the contract. All cost incurred to clean the spillage shall be the responsibility of the delivering party.

AWARD AND PURCHASE

Converse County School District #1 reserves the right to reject any or all bids and we are not obligated to the lowest bid or any other bid. We also reserve the right to waive any irregularities in the bids or bidding procedures.

A signed letter awarding the bid will result in a binding contract without further action by either party. Questions concerning this invitation to bid should be directed to John Bartling, Transportation Director, at (307) 358-4543. **Fuel bids are due and will be opened at Central Administration, 615 Hamilton Street, Doulgas Wy, October 9th, 2025 at 2:00 pm.**

PREFERENTIAL

Pursuant to Wyoming Statute 16-6-102 and 16-6-104, preference will be given to materials, supplies, equipment, machinery and provisions produced, manufactured, supplied or grown in Wyoming, quality being equal to articles offered by competitors outside of the State of Wyoming. When applicable a percentile preferential will be allowed.