



200 Manor Street | Marion, AR 72364
Telephone: 870.739.5100 | Fax: 870.739.5118 | msd3.org

Dr. Glen Fenter, Superintendent

BID REQUEST

Name of School District :	Marion School District
Bid Description / Number:	Fuel Supply – Gasoline and Diesel
Bid Opening Date :	May 27, 2026

The Marion School District is accepting sealed bids for the purchase and delivery of gasoline and diesel fuel for district operations for the fiscal year beginning July 1, 2026 and ending June 30, 2027.

BID SPECIFICATIONS

1. Purpose

The purpose of this bid is to establish a contract for the purchase and delivery of gasoline and diesel fuel for use by the district transportation department and other district vehicles during the 2026–2027 fiscal year.

2. Contract Term

The contract period shall begin on **July 1, 2026** and end on **June 30, 2027**.

Marion School District Board of Directors:

Jeffrey Richardson (president) • Daryl Jackson (vice president) • Gary Wehrum (secretary)
Jerri Crase • Eddie Minton • Rob Rash • Michelle Valentine Foxx

3. Fuel Types Requested

The district is requesting pricing for the following fuel products:

- Unleaded Gasoline
- Dyed Diesel Fuel (for school buses)

All fuel must meet applicable federal and state quality standards.

4. Bid Pricing

Bidders shall submit pricing based on:

- Current fuel cost plus a fixed percentage markup or fixed margin proposed by the vendor.
- The percentage or margin must remain fixed for the duration of the contract term.

Pricing submitted shall include all applicable federal, state, and local taxes, delivery charges, and any other applicable fees.

5. Estimated Quantities

The quantities listed below are estimates only and do not guarantee purchase amounts.

Estimated annual usage:

- Gasoline: 19,000 gallons
- Dyed Diesel: 100,000 gallons

Actual quantities may increase or decrease based on district needs.

6. Delivery Requirements

Vendor shall provide fuel delivery to district facilities as requested.

Bidder must include:

- Delivery schedule availability
- Emergency delivery capabilities
- Minimum delivery quantities
- Estimated response times

Delivery location:

MSD Bus Shop

900 ESPERANZA DR

MARION, AR 72364-5088

870.739.5190

Bid Response: Responsive bids shall include the following:

1. Proof of required licenses and permits
2. Proof of insurance coverage
3. References from other school districts or governmental entities, if available
4. Vendor Name
5. Vendor order processing mailing address
6. Vendor order processing email address
7. Vendor contact name
8. Vendor contact telephone number
9. Any cooperative purchasing program contract information, if quoted under the terms and conditions of a cooperative purchasing program, such as TIPS-USA.
10. A completed and notarized Bidder Assurances and Disclosure Form - School District Bids (attached)
11. Technical Questions: Kenny Phillips, Transportation Director, kfphillips@msd3.org or 901.828.5037.
12. Purchasing Questions: Kristy Gibbs, Business Manager, kgibbs@msd3.org or 870.739.5100 ext. 10113
13. **All bids shall be received by 10:00 am CST, Friday, June 12, 2026 in a sealed envelope to: Kristy Gibbs, Attention: Sealed Bid for Fuel Supply – Gasoline and Diesel, Marion School District, 200 Manor St., Marion, AR 72364-1936.**

Acceptance and Rejection: The District shall have the right to accept or reject all or any part of a bid or any and all bids, to waive minor technicalities, and to award the bid to best serve the interest of the District.



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Bidder Assurances and Disclosure - School District Bid

Required by ACA § 6-21-304 (4) (A)

Name of School District :	Marion School District
Bid Description / Number:	Fuel Supply – Gasoline and Diesel
Bid Response Due by:	June 12, 2026 @ 10:00 am CST

Assurances:

I, _____ hereby state:

1. I am the duly authorized agent of _____, the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among and between bidders and school district officials, as well as facts pertaining to the giving or offering of things of value to school district personnel in return for special consideration in the awarding of any contract pursuant to the bid to which this statement is attached.
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of the bid.
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
 - a. To any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding;
 - b. To any collusion with any school district official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of the prospective contract;or

- c. In any discussions between bidders and any school district official concerning exchange of money or other things of value for special consideration in the awarding of a contract.
4. I hereby guarantee that the specifications outlined in the bid shall be followed as specified and that deviations from the specifications shall occur only as part of a formal change process approved by the Board of Directors of the school district.

Disclosure:

1. Does any school board member or employee of the school district have a financial interest in your business or hold a position as officer, director, trustee, partner, or other top level management?

Yes	No
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2. Does any school board member or employee of the school district have a family relationship with anyone employed by your business?

Yes	No
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If the answer is yes to either of the above questions, provide details in a separate attachment to this form.

3. Did you or your company assist the school district or any agent of the school district with the development of the bid specifications?

Yes	No
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If yes:

A. Were you or your company compensated?

Yes	No
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B. Is your company's name or identity included anywhere within the specifications?

Yes	No
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C. Were you offered any preferential treatment in the bid evaluation process?

Yes	No
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Signature:	
Date:	
Printed Name:	
Title:	
Company Name:	

Notary Statement:	Subscribed and sworn to before me this _____ day of _____, 20_____.
Notary Public Signature:	
Notary Public Stamp:	