MOUNT BAKER SCHOOL DISTRICT #507
Deming, Washington

INVITATION TO BID
FUEL DELIVERY SERVICES
2026-2027 SCHOOL YEAR

INTRODUCTION: The Mount Baker School District No. 507 invites sealed bids from qualified Vendors for the **supply and direct delivery** of unbranded regular unleaded gasoline and ultra-low sulfur diesel fuel with cold weather additive for the period September 1, 2026 through August 31, 2027, with the option to renew the contract for up to three (3) additional one-year terms by mutual written agreement.

Bid specifications and instructions may be requested from the District Office. Sealed bids will be received at the District Office, 4956 Deming Road/PO Box 95, Deming, WA 98244 no later than **9:00 a.m., Wednesday, August 12, 2026** in a **sealed envelope marked "Bid – Fueling Services**". Bids will be publicly opened immediately thereafter. Bidders and any other interested persons are invited to be present. The apparent lowest responsive and responsible bidder will be recommended for contract award by the Board of Directors at its regular meeting on Thursday, August 13, 2026.

The Board of Directors reserves the right to reject any or all bids, waive informalities or technicalities and to accept any bid deemed to be in the best interest of the District.

EXAMINATION OF SPECIFICATION: Bidders shall thoroughly examine and be familiar with these specifications. The failure or omission of a bidder to receive or examine any form, instrument, addendum, or other document or to visit the site when required to acquaint themselves with existing conditions, shall, in no way, relieve any bidder from obligations with respect to this bid or the contract. Contractors must take all existing conditions into consideration prior to submitting a bid. The submission of a bid shall be taken as prima facie evidence of compliance with this section.

SCOPE OF BID: The Mount Baker School District is soliciting bids from qualified Vendors to provide **fuel delivery services** for unbranded regular unleaded gasoline and ultra-low sulfur diesel fuel with cold weather additive. Fuel shall be **delivered directly to the District's existing on-site fuel storage tanks** in accordance with the specifications outlined in this Invitation to Bid. The Vendor shall provide all labor, equipment, transportation, and related services necessary to complete fuel deliveries.

QUANTITIES: All quantities listed herein are estimates only. This contract will be based on actual requirements. Volume usage of fuel during the 12-month period is estimated to be 5,000 gallons of unleaded gasoline, and approximately 35,000 gallons of diesel. These estimates are based on records of previous years' consumption, and are not guaranteed, but provided solely for estimating and bid comparison purposes.

PRODUCT: Gasoline provided must have a minimum octane rating of 87 for regular unleaded gas. Diesel must be ultra-low sulfur (ULSD) with cold weather additive. The District reserves the right to analyze fuel at any time during the contract period. If fuel is found to be substandard,
the District will serve written notice for immediate correction (within ten (10) days). If correction does not occur within this ten (10) day period, the District may cancel the contract and
purchase from another supplier. The District may also seek compensation for any loss due to Vendor's breach of contract.

CONTRACT TERM: This contract shall be a requirements contract and shall remain in effect for a period of one (1) year, for the period beginning September 1, 2026 and continuing through August 31, 2027.
At the option of the District, this contract may be renewed for three (3) consecutive renewal periods of one (1) year each by mutual agreement set forth in writing thirty (30) days prior to the expiration date of the current contract.

PRICING: The Bidder shall submit pricing based on the regional rack price in effect at the close of business on **Friday August 7th, 2026**, for each fuel type specified in this Invitation to Bid. The bid price shall identify the applicable rack price per gallon for each product. The Bidder shall attach the supplier's rack price sheet applicable to the pricing date with its bid submission.

FIXED MARGIN: The Bidder shall quote a fixed margin per gallon for each fuel type. The fixed margin shall remain firm and unchanged for the entire term of the contract, including any approved renewal periods, unless otherwise authorized by written amendment. The fixed margin will be added to the applicable rack price to determine the invoiced fuel price and will be used to determine the lowest responsive and responsible bid.

TAXES AND FEES: Federal and state fuel taxes, environmental fees, and other applicable regulatory fees shall be identified separately and shall not be included in the fixed margin.

PRICE ADJUSTMENTS: The contract price shall increase or decrease in direct proportion to changes in the applicable supplier's published rack price. Only documented changes in the supplier's rack price shall be used to adjust the contract price. The Vendor shall provide the District with the supplier's current rack price sheet or published pricing documentation each time a price adjustment becomes effective and with each invoice submitted for payment. No adjustments to the fixed margin will be permitted during the term of the contract.

INVOICING REQUIREMENTS: Invoices for service must identify delivery date, product delivered, number of gallons, rack price, fixed margin, applicable taxes and fees and total amount due. Vendor must have the ability to exclude federal excise tax on invoices submitted to the District for products supplied under this contract. Vendor will submit
one invoice per month for all transactions that occurred in that month to Accounts Payable PO Box 95, Deming WA 98244 or by email to accountspayable@mtbaker.wednet.edu.

DELIVERY REQUIREMENTS: The Vendor shall deliver fuel directly to the District's existing on-site fuel storage tanks. Deliveries shall be made using appropriate fuel delivery equipment and in compliance with all applicable federal, state, and local regulations. Fuel shall not be provided through fuel cards, cardlock locations, retail fueling stations, or any other alternative method unless specifically approved in writing by the District. The Vendor shall coordinate delivery schedules with the District to ensure adequate fuel supply is maintained for District operations.

BONDS AND INSURANCE: The Mount Baker School District reserves the right to require the successful bidder to furnish a performance bond before entering into a formal contractual agreement for the services. Minimum insurance is required and shall include Commercial General Liability, Auto liability and Workers' Compensation.

TERMINATION: The District reserves the right to terminate the contract for cause upon written notice if the Vendor fails to comply with the terms and conditions set forth in the contract.

REFERENCES: Bidders shall supply the names and phone numbers of at least two (2) local references of significant size, including any other public agencies who are currently being served.

NON-COLLUSION CERTIFICATION: By submitting a bid, the Bidder certifies that this bid has been prepared independently and without collusion, consultation, communication, or agreement with any other bidder for the purpose of restricting competition.