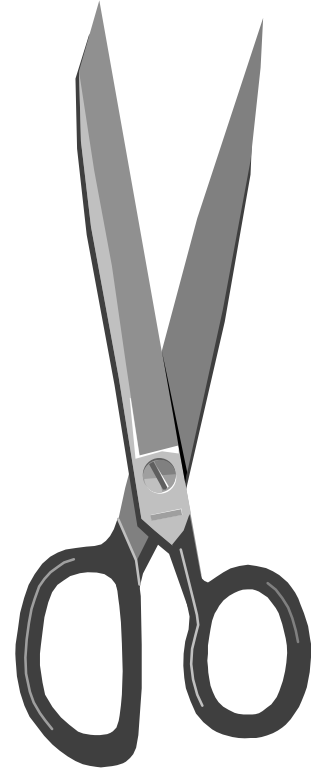


Cut along the outer border and affix this label to your sealed bid envelope to identify it as a “Sealed Bid”. Neither faxed nor electronically submitted bids will be accepted. Be sure to include the name of the company submitting the bid where requested.

| | |
|-------------------------------|---|
| DELIVER TO: | PURCHASING DEPARTMENT School Board of Polk County PO Box 391 Bartow, FL 33831-0391 |
| SEALED BID DO NOT OPEN | |
| SEALED BID NO.: | 076-MHH-0406 |
| BID TITLE: | L. P. GAS |
| DUE DATE/TIME: | April 20, 2006 @ 2:30 PM |
| SUBMITTED BY: | _____ |
| | <i>Name of company</i> |



Please Note:

From time to time, addenda may be issued to this bid. Any such addenda will be posted on the same web site from which you obtained this bid. Vendors receiving bids via US mail will be sent notification of all addenda. If you downloaded the bid from this web site, you will need to check the web site to see if there are any addenda that have been posted.

Interested vendors must have a completed vendor application on file with the School Board Purchasing Department prior to bid award in order for your bid to be considered. The Vendor Application Form is available from our web site at <http://www.polk-fl.net/purchasing>. Click on “Vendor Application” from the menu at the top of the screen and follow the instructions.

THE SCHOOL BOARD OF POLK COUNTY, FLORIDA

P.O. BOX 391
BARTOW, FLORIDA 33831-0391

1915 SOUTH FLORAL AVENUE
BARTOW, FLORIDA 33830-7124

INVITATION TO BID

Bid Title L. P. Gas

Bid File Number 076-MHH-0406 Posted April 5, 2006

Sealed bids will be received until 2:30 PM on April 20, 2006 in the School Board Purchasing Office at the above address. The official clock for the purpose of receiving bids is located in the Purchasing Office. All bids must be date and time stamped by the official clock. Bids will be opened in the Purchasing Offices after the deadline for receiving bids. Any bid received in Purchasing after the deadline indicated above will be date and time stamped and will not be opened. It is vendors' responsibility to see that their bids are properly received at the correct location prior to the deadline. Your bid must be on this form with the Bidder Acknowledgment completed. Inquiries on this bid should be addressed to: Harold Hamby telephone (863) 534-0575, FAX (863) 534-0802, E-Mail harold.hambyjr@polk-fl.net.

BIDDER ACKNOWLEDGMENT

The undersigned, having carefully examined the "Invitation to Bid" with any attached "Special Terms and Conditions" agrees to abide by all conditions of the bid and offers to furnish the items or services as set forth. I further certify that I am authorized to sign this bid.

VENDOR NAME MAILING ADDRESS
PRINT OR TYPE SIGNATURE AND TITLE CITY, STATE, ZIP
WRITTEN SIGNATURE DATE
TELEPHONE NUMBER (TOLL FREE, IF AVAILABLE) FAX NUMBER
E-MAIL ADDRESS FEID NUMBER

DISCOUNT: Our company offers the following discount schedule:

NOTE: THE ABOVE BIDDER ACKNOWLEDGMENT MUST BE SIGNED FOR YOUR BID TO BE ACCEPTED.

GENERAL INSTRUCTIONS AND CONDITIONS

- 1. CONTRACT PERIOD: Bids that do not offer prices good until the following date will not be accepted: June 30, 2009. Contract(s) awarded from this bid will begin on July 1, 2006 and will run through June 30, 2009.
2. F.O.B. DELIVERY POINT: All prices bid must include delivery charges to stated destination(s) as follows: See Bid Specifications
3. POSTING OF BID AWARDS: Recommended award of this bid will be posted at the School Board Administrative Offices on or about April 27, 2006 and will remain posted for a period of 72 hours. Bid tabulations will not be mailed. Bid files and tabulations may be examined during normal working hours.
4. PRICES AND TAXES: All prices are normally fixed for the duration of the contract period. Fluctuating or adjustable prices are only acceptable if so stated in the Special Terms and Conditions". The School Board is exempt from State sales and use taxes and Federal excise taxes. (State Exemption No. 63-04-059207-53C)

5. **DISCOUNTS:** Bidders may offer a cash discount for prompt payment; however, such discounts shall not be considered in bid evaluation unless all other factors are equal. Bidders are encouraged to reflect cash discounts in the unit prices quoted.
6. **DELIVERY:** Deliveries must be made in accordance with specified delivery schedules or as soon as possible after receipt of the purchase order if no delivery schedule is specified or bid. All delivery containers must be marked with the Polk County School Board purchase order number and product item number. Unless stated otherwise, all products being shipped into the Board's warehouse shall be packaged in cardboard cartons so as to prevent damage both in transit and in the warehouse. For all truck deliveries into the warehouse, the Bidder is required to provide notification AT LEAST 24 HOURS PRIOR TO DELIVERY. For Bartow deliveries, call Warehouse Receiving at (863) 534-0910. Truck drivers will be required to assist in unloading.
7. **QUANTITIES:** Quantities shown are not guarantees of purchase. The Board may purchase additional quantities during the life of the contract unless the bid sheets are noted, "Bid is for Specified Quantity Only," by the Bidder. The bid sheets must state, "Minimum Reorder Quantities," if applicable.
8. **EQUIVALENT PRODUCTS:** Any manufacturers' trade, brand, model or catalog number listed as a specification is for information purposes and not to limit competition. The Bidder may offer any equivalent current production model which meets or exceeds the specifications unless noted otherwise in the specifications. If an equivalent model is offered, the Bidder must clearly indicate any deviation from the specifications and include complete descriptive literature on alternate item(s) or the items will not be considered.
9. **SPECIFICATIONS:** All items offered must be in accordance with specifications except as noted above. Minor departures from specifications may be considered at the option of the Board. When applicable, all products shall carry evidence of Underwriters' Laboratory (UL) listing and comply with the requirements of the Occupational Safety and Health Act, (OSHA). When applicable, delivered items must be accompanied by a Material Safety Data Sheet (MSDS). If product packing or packaging is to be different than specified in the bid, the Bidder must state any deviation. The bid, lacking any statement to the contrary, will be received as being in complete compliance with specifications. When more than one bid meets all specifications, the Board reserves the right to determine the "Lowest and Best" bid. Bid items are subject to testing at the Bidder's expense. Delivery of items not meeting specifications is cause for removal from the list of acceptable Bidders and no payment will be made for the entire delivery, including usage.
10. **SAMPLES:** When requested, samples will be furnished at Bidder's expense. Requests for sample returns must be made within 30 days of the bid opening. If no return request is made, the samples will become the property of the Board. Failure to submit samples when required may result in non-acceptance of the bid.
11. **SERVICE AND WARRANTY:** Bidder should attach any warranties offered and explain warranties and service provided. These may not be in conflict with warranties required in the specifications.
12. **ACCEPTANCE OR REJECTION:** The right to accept or reject any bids or individual items in the bids and to waive irregularities in bids is reserved by the Board.
13. **DETERMINATION OF BID AWARD BASIS:** Unless specifically excluded by the Bidder, bid awards may be made on either a composite or a line item basis.
14. **MISTAKES:** In case of mathematical errors, the Bidder's unit price shall be considered the bid price. It is the Bidder's responsibility to understand the terms, conditions, and specifications of the bid. Failure to do so will be at the Bidder's risk.

15. **PLACING AND ACCEPTANCE OF ORDERS:** The award of this bid does not constitute an order. Before delivery is made the Bidder must receive a duly executed purchase order or contract. Acceptance by the Bidder is assumed upon issue by the Board of a duly executed purchase order or contract. Inspection and acceptance of items will be at the stated destination(s) unless otherwise provided, and title to and risk of loss or damage is the responsibility of the Bidder until acceptance by the Board.
16. **ASSIGNMENT, INVOICES, AND PAYMENT:** No assignment of an order or monies to be derived there from is acceptable without the prior written approval of the Board. All invoices must be submitted in triplicate to the Board with each purchase order being invoiced separately. Payment shall be made upon presentation of properly prepared invoices. Payment is generally made on the next Friday following the week in which invoicing is completed.
17. **PERFORMANCE:** If the Bidder refuses or is unable to make delivery within a reasonable time, the Board may hold the Bidder responsible for any damages or costs incurred by the Bidder's actions. The Board may withhold payments pending satisfactory compliance with the terms of the agreement. The Bidder shall hold and save the Board and Board employees harmless from liability of any kind in the performance of this contract.
18. **CONFLICT OF INTEREST:** All Bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of the Board. Further, all Bidders must disclose the name of any Board employee who owns, directly or indirectly, any interest of any amount in the Bidders firm or branches.
19. **ATTACHMENTS:** All attached sheets are a part of this bid and any special conditions contained therein which are in conflict with the GENERAL INSTRUCTIONS AND CONDITIONS shall have precedence.
20. **ADDENDUM:** Any changes in this bid shall be in the form of a written addendum by the Purchasing Director. No other person shall be authorized to make changes verbally or in writing. It shall be the responsibility of the bidder to ascertain if any addenda have been issued and to obtain all such addenda. Any Addendum shall be returned with this bid by the Bidder.
21. **EXTENSION:** The Board reserves the option to extend the contract period provided the Bidder is in agreement. The request for extension shall be submitted by the Bidder in writing.
22. **DISPUTES:** Any person who may be adversely affected by an intended decision with respect to the award of any bid, may protest such a decision by following the Bid Protest Procedure of the School Board of Polk County. A copy of the Procedure, which has been prepared in accordance with the provisions of the Florida Administrative Code, is available upon request and is permanently posted at the Administrative Offices of the School Board of Polk County, Florida. Failure to follow the requirements of the bid protest procedures established by the School Board of Polk County, Florida shall constitute a waiver of all protest rights. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.
23. **PREFERENCE FOR DRUG-FREE WORKPLACE:** Whenever two or more bids which are equal with respect to price, quality, and service are received, preference shall be given to a bid received from a business that certifies that it has implemented a drug-free workplace program in accordance with Section 287.087, Florida Statutes. In order to receive preference, a signed certification of compliance must be submitted with the bid response.
24. **AGREEMENT:** This Bid and the Purchase Orders issued hereunder constitute the entire agreement between the School District and the Vendor awarded the bid. No modification of this bid shall be binding on the District or the Bidders.

25. **TERMS AND CONDITIONS:** No additional terms and conditions included with the bid response shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this bid. If submitted either purposely through intent or design or inadvertently appearing separately in transmitted letters, specifications, literature, price estimates or warranties, it is understood and agreed the general and special conditions in this bid solicitation are the only conditions applicable to this bid and the bidders authorized signature affixed to the bidder acknowledgment form attests to this.
26. **PUBLIC ENTITY CRIME & CONVICTED VENDOR LIST:** Per the provisions of Florida Statute 287.133 (2)(a), "a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list". The prospective bidder certifies, by submission and signature of this bid, that neither the bidder, nor its principal, its agent or its representative is presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction or otherwise precluded by Florida Statute 287.133 from participating in this contract.
27. **DISCRIMINATORY VENDOR LIST:** Per the provisions of Florida Statute 287.134(2)(a), "An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity." The prospective bidder certifies, by submission and signature of this bid, that neither the bidder, nor its principal, its agent or its representative is presently on the discriminatory vendor list, or otherwise precluded by Florida Statute 287.134 from participating in this contract.
28. **SALES TO OTHER PUBLIC AGENCIES:** With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other public agencies within the State of Florida. Such purchases shall be governed by the same terms and conditions as stated herein. (Check where applicable): Agree to extend pricing to ___ School Boards and/or ___ public agencies within the State of Florida.
29. **BID RESPONSES:** If the bid is to be returned via express mail or in a courier envelope, the bid documents should be submitted in a separate sealed envelope within the courier envelope. Express mail or courier envelopes will be opened and discarded. The face of the sealed bid envelope should have attached the label included with the bid package or noted, the Bid File Number and "Attention: Purchasing Department - Sealed Bid." If there is not going to be a bid submitted, return the "No Bid" post card, or return the Invitation to Bid, marked, "No Bid."

SCOTT CLANTON
DIRECTOR, PURCHASING AND WAREHOUSING

NOTE: The Bidder Acknowledgment on Page 1 MUST be signed for your bid to be considered.

Special Terms and Conditions

- A. **SCOPE:** Provide L.P. Gas delivered to various locations throughout the Polk County School District from **July 1, 2006 through June 30, 2009.**
- B. **F.O.B. DESTINATION:** Prices bid for all items shall be F.O.B. Destination and include all shipping charges to all Polk County school locations.
- C. **FINGERPRINTING AND BACKGROUND SCREENING REQUIREMENTS:**
1. During the 2005 Legislative Session, House Bill 1877, The Jessica Lunsford Act, was passed and approved by Governor Bush on May 2, 2005, with an effective date of September 1, 2005. Included in this bill is language that alters the provision of 1012.465, Florida Statutes. Our current interpretation of the applicable language is this law requires that vendor personnel who are permitted access on school grounds when students are present must meet level 2 screening requirements as described in s. 1012.32. The screening requirement includes fingerprinting, an F.D.L.E. background screening and any other appropriate background check. Please go to the School Board of Polk Co. website (<http://www.polkfl.net/transportation/fingerprinting.htm>) for more complete information on this topic. Particular attention should be given to **The Superintendent's Notification Letter to Vendors and Vendor's Self Certification Form.**
- D. **FAMILIARITY WITH LAWS:** The awarded vendor is required to be familiar with all Federal, State, and local laws, ordinances, rules and regulations that may in any manner affect their work. Failure on the part of the vendor to be aware of any law, ordinance, rule or regulation will in no way relieve him from any responsibility or liability arising from the contract award. The awarded vendor assures and certifies that they will comply with all laws, ordinances, rules, regulations, and all other legal requirements.
- E. **USE OF OTHER CONTRACTS:** The School Board reserves the right to utilize any other District contract, any State of Florida Contract, any contract awarded by any other city or county governmental agencies, any other school board, or any other community college/state university system cooperative bid agreement, in lieu of any offer received or award made as a result of this bid, if it is in its best interest to do so. The School Board also reserves the right to separately bid any single order or to purchase any item on this bid if it is in its best interest to do so.
- F. **ADDENDA:** It shall be the responsibility of each responding bidder to check The School Board of Polk County Purchasing Department website @ www.polk-fl.net/purchasing for addendum related to this bid and to obtain all addendum.

G. **LINE ITEM CORRECTIONS:** The use of correction fluid or erasures to correct line item bid prices and/or quantities are not acceptable. Corrections must be by strikethrough (~~strikethrough~~) of the incorrect figures, writing in of correct figures and initialing of the corrections by the originator. Correction fluid or erasure corrected bids will be considered non-responsive for the corrected items only.

H. **INSURANCE:** The contractor(s) shall take every precaution to prevent injury to persons, particularly children, or damage to public or private property while performing services under this agreement. He shall assume full responsibility for such occurrences if resulting from his operations. Before commencing work, the contractor shall furnish the School Board a certificate of insurance showing his coverage with the following minimum requirements:

| <u>TYPE OF INSURANCE</u> | <u>LIMITS OF LIABILITY</u> |
|------------------------------------|--|
| Worker's Compensation | Statutory |
| Commercial General Liability | Combined Single Limit \$1,000,000 per occurrence |
| Automobile Liability | \$1,000,000 Combined single limit (All owned autos, or any auto if vehicles other than owned are used). |

- a) The School Board of Polk County shall be named as an additional insured and certificate holder on the certificate for all required liability insurance. All insurance must be issued by a company or companies approved by the School Board.
- b) The **VENDOR** shall be responsible for assuring that the insurance remains in force for the duration of the contractual period, including any and all option years that may be granted to the **VENDOR**. **A Certificate of Insurance shall contain the provision that the SBPC LOCATION be given no less than thirty (30) days written notice of cancellation.** If the insurance is scheduled to expire during the contractual period, the **VENDOR** shall be responsible for submitting any new or renewed Certificate of Insurance at a minimum of fifteen calendar days in advance of such expiration.

I. **REQUESTS FOR BID INFORMATION & RELATED DATA:** Requests for information relating to bids in process will be addressed without delay when such information has a **material** effect on the completion of your bid response. Every effort will be made to supply other requested information of a less critical nature, such as, **lists of vendors solicited, pre-bid conference attendees, individuals picking up plans and specifications, historical bid data or tabulations** within (48) hours from receipt of a request. Vendors are welcome to visit our offices to obtain the information in person, but we respectfully request that you notify the buyer in advance at the telephone number listed on the **Invitation to Bid** form so that they might have ample opportunity to compile the information for you before you arrive.

If you have Internet access, visit our Web site @ www.polk-fl.net/purchasing to obtain:

Please state company name and authorized signature _____

- ❖ A copy of a bid packet for a contract or project currently out for bid
- ❖ A listing of all term and recurring contracts awarded by the School Board of Polk County, FL currently in force.
- ❖ A copy of any addenda issued to current bids in process

NOTE: It is the bidders responsibility to check our Web site frequently for updated information.

- ❖ A copy of a Vendor Application Form
- ❖ A copy of our Commodity List which will, when properly completed and returned to Purchasing, enable us to notify you of future bids
- ❖ A listing of departmental personnel, with job titles, phone numbers and email addresses

J. **EMPLOYEES:** The contractor shall at all times enforce strict discipline, good order, proper dress and appearance among employees and shall employ skilled personnel for the assigned work. No person shall be allowed to bring alcoholic beverages, controlled substances, firearms, or dogs to the site. Smoking on school premises is not permitted.

K. **AWARD:** This bid is divided into two (2) areas (See Section L.). Bidders may submit bids for both areas. The School Board reserves the right to choose the bid it feels represents its best interest. The Hattiesburg average propane price as posted in the BPN's (Butane-Propane News) Weekly Propane Newsletter shall be used in determining the fluctuating price for your bid. The fixed fee (mark-up) per gallon shall remain firm for the entire contract period, and shall include all delivery costs, profit, etc.

L. **LOCATIONS:**

AREA I includes: Auburndale, Eaton Park, Highland City, Kathleen, Lakeland, Medulla and Mulberry

AREA II includes: Alturas, Babson Park, Bartow, Davenport, Dundee, Eagle Lake, Eloise, Fort Meade, Frostproof, Haines City, Lake Alfred, Lake Wales, Loughman, Wahneta and Winter Haven

M. **DIRECTIONS TO SCHOOLS:** Bidders not familiar with the location of the Schools throughout the Polk County School Board District can go to this website www.polk-fl.net/school-list/default.asp and download MAPQUEST® directions to each school.

N. FUNDING OUT/TERMINATION/CANCELLATION:

1. Florida School Laws (Section 237.161, Florida Statutes) prohibit School Boards from creating obligations on anticipation of budgeted revenues from one fiscal year to another without year to year extension provisions in the agreements.
2. It is necessary that fiscal funding out provisions be included in all proposals in which the terms are for periods longer than one (1) year. Therefore, the following funding out provisions are an integral part of this proposal and must be agreed to by all bidders
3. The School Board may terminate or discontinue the services covered in this proposal on the annual anniversary dates of Board approval upon ninety (90) days prior written notice to the successful bidders
4. Such prior written notice will state:
 - (a) That the lack of appropriated funds is the reason for termination, and
 - (b) Agreement not to replace the services being terminated with services similar to those covered in this proposal from another vendor in the succeeding funding period.

O. CANCELLATION OF AWARD/TERMINATION:

1. In the event any provisions of this bid are violated by the bidder(s), the Superintendent or designee will give written notice to the bidder(s) stating the deficiencies. If the deficiencies are not corrected within ten (10) days, recommendation will be made to the Board for immediate cancellation. Upon cancellation hereunder, the Board may pursue any and all legal remedies as provided herein and by law.
2. This bid may be terminated by the Board or the Contractor by either party submitting written notice of intent to cancel as follows:
 - (a) Written notice must be given by the Board to the Contractor at least thirty (30) days prior to the annual anniversary of the contract start date (July 1st). Such termination will be effective on the next annual anniversary date following the notice of intent;
 - (b) Written notice must be given by the Contractor to the Board at least ninety (90) days prior to the annual anniversary of the contract start date (July 1st). Such termination will be effective on the next annual anniversary date following the notice of intent.

P. **SPECIFICATIONS:**

1. BPN's Weekly Propane Newsletter is published on Mondays listing the average price update for the current week (Monday through Friday) based on the average price from the preceding Thursday as published in the newsletter.
2. Bids are a fixed fee (mark-up) price per gallon to be added to the weekly Hattiesburg average propane price per gallon.
3. If the dealer(s) fail to properly notify the Board of any price decrease which would result in decrease in the contract price of L.P. Gas, the Board will make the appropriate reduction in price effective the date such reduction should have been made had the contractor given proper notice or take such other action as is appropriate to give the Board the advantage of said reduction.
4. Dealer(s) awarded this bid, under section "K", shall furnish a copy of the BPN's Weekly Propane Newsletter, showing the Hattiesburg average propane price per gallon, to the Purchasing Department on a weekly basis. Invoicing for L.P. Gas shall not exceed the Hattiesburg average price per gallon effective on the delivery date plus the fixed fee per gallon.
5. The dealer(s) awarded this bid shall be required to have all respective schools ready for complete operation as soon as possible after notification of fuel requirement.
6. The dealer(s) awarded this bid shall furnish all necessary supply tanks piping to the facility, pressure regulators to maintain adequate pressure to distribution piping, and gauges to indicate supply tank liquid level. Dealer(s) shall be responsible for proper operation and condition of tanks, pressure regulators, and gauges. All areas disturbed during installation must be restored to original condition. The School Board will not purchase any tanks. In the event L.P. Gas service is no longer required at a particular location, or conversion to another type of fuel is inaugurated, the contract for that facility will be considered void. The successful contractor(s), upon notification to do so, shall remove the storage tank from the premises. Underground tanks may be drained and filled according to accepted E.P.A. standards and procedures. Approval to drain and fill tanks shall be obtained in advance. Dealer(s) shall have the capability to deliver fuel within twenty four (24) hours after notification.
7. Dealer(s) shall meet the State Department Of Education Regulation 6A-2 Pertaining To Safety, National Fire Protection Codes and Standards, and Southern Building Code.
8. All toxic materials shall be accompanied by Material Safety Data Sheets according to Chapter 552 Florida Statutes.

BID FORM

FLUCTUATING PRICE

APPROXIMATE ANNUAL USAGE: 50,000 Gallons
APPROXIMATE TANK SIZE: 100 lb. - 1,000 gallons

Fixed Fee (mark-up) per gallon-Tankwagon (includes delivery costs, profit, etc.)

\$ _____ **AREA I- Fixed Fee (mark-up) per gallon-Tankwagon (includes delivery costs, profit, etc.)**

Includes Auburndale, Eaton Park, Highland City, Kathleen, Lakeland, Medulla and Mulberry

\$ _____ **AREA II- Fixed Fee (mark-up) per gallon-Tankwagon (includes delivery costs, profit, etc.)**

Includes Alturas, Babson Park, Bartow, Davenport, Dundee, Eagle Lake, Eloise, Fort Meade, Frostproof, Haines City, Lake Alfred, Lake Wales, Loughman, Wahneta and Winter Haven

NOTE: Sign the "Bidder's Acknowledgment" section on Page 1 of our "Invitation to Bid". Return the original of the Invitation to Bid and retain a photocopy for your files.

Please state company name and authorized signature _____