

May 6, 2024

Dear Sir or Madam:

The Odessa R-VII School District will be purchasing all fuel in connection with public transportation for the 2024-2025 school year. Fuel will be used by buses provided by an outside contractor. Approximately 30 buses provided by Ecco Ride, a private contractor, will use the fuel. The bus lot is located on the north outer road of I-70, located approximately three (3) miles from Odessa.

The district requests your proposal for supplying diesel fuel, or winter blend when needed, to the Odessa R-VII School District. A 70/30 mixture (70% #2 diesel and 30% #1 diesel gel) will be used on all fuel November 1, 2023 – March 1, 2024.

Estimated fuel use will be approximately 60,000 gallons.

Please address the following questions (attached sheet). Feel free to provide any additional written information in connection with the services you will provide, which would help the district better understand your services.

Bids must be returned by **9:00 am, Thursday, May 30, 2024**, to the Central Administrative Office, 701 S. Third, Odessa, MO 64076. Bids shall be in a sealed envelope and marked with "Fuel Bid".

Respectfully,

ODESSA R-7 SCHOOL DISTRICT

A handwritten signature in black ink that reads "Roger Feagan". The signature is written in a cursive, flowing style.

Roger Feagan, Ed.D  
Assistant Superintendent

## Odessa R-VII School District Questionnaire 2024-2025

1. Do you have adequate fuel allocations to supply the Odessa R-VII District?
  
2. What assurances or guarantees are you willing to provide with respect to supply?  
Example: bond, priority status established allocation for school, etc.
  
3. A requirement for the bid is that a fuel tank would be supplied on the contractor's Bus Lot. Would you be willing to supply a fuel tank at the contractor's Bus Lot, whose size, placement and installation would satisfy all city, state and federal requirements?
  
4. Will you monitor the tank so that diesel fuel is available as needed?
  
5. Billing will be expected on a monthly basis. Please indicate any concerns you may have meeting this requirement.
  
6. Will you deduct and process the necessary paperwork for the exemption for the federal fuel tax from our billing (IRS 720)?
  
7. What is your current amount of liability insurance coverage?
  
8. What kind of system will be used to monitor and record fill-ups by the buses?

Due to the nature of the current fuel market, the district is looking for three bid options to choose from during the process. **1.** A one-year fixed price (valid July 1, 2024 – June 30, 2025), **2.** A 6-month fixed price (valid July 1, 2024 - December 31, 2025) and **3.** a Market / Cost Plus Bid, based on the fluctuating market/daily price. *Bids should be inclusive of all fees and taxes, for the 2024-2025 school year.* If the 6-Month Bid is selected, bid notices will be sent again in November.

Please use the following page for your bids, **due to the Odessa Central office by 9:00 am on Thursday, May 30, 2024.**

**Odessa R-VII School District – FUEL BID**

**Due to Central Office – May 30, 2024 – 9:00 am**

In a sealed envelope labeled Fuel Bid

<b>Company Name</b>	
Address	
Name of Authorized Representative	
Email Address	
Phone Number	
<b>One-Year Fixed Price Bid</b> Valid July 1, 2024 – June 30, 2025	July 1 - October 31: Nov. 1 - Feb. 28 - Winter Blend: March 1 - June 30:
<b>6-Month Fixed Price Bid</b> Valid July 1, 2024 – Dec. 31, 2024	July 1 - October 31: Nov. 1 - December 31 - Winter Blend:
<b>Market / Cost Plus Price Bid</b> Valid July 1, 2024 – June 30, 2025	July 1 - October 31: Nov. 1 - Feb. 28 - Winter Blend: March 1 - June 30:
<b>Signature</b>	
Date	