

REQUEST FOR PROPOSAL

for

Fuel and Fuel Management Services

CADDO PARISH SCHOOL BOARD
1961 Midway Avenue
Shreveport, Louisiana 71108



RFP Number: RFP 01-26

Proposals Will Be Accepted Until:

10:30 AM., CST
THURSDAY, MAY 29, 2025

Caddo Parish School Board
Purchasing Department
1961 Midway Avenue
Shreveport, Louisiana 71108

TENTATIVE TIMELINE OF PROPOSAL ACTIVITIES

A. Schedule of Activities: The following tentative timeline has been established for the benefit of both CPSB and the vendors responding to the RFP.

ACTIVITY	Date	Time
1. Release of Request For Proposals to Vendors	April 29, 2025	N/A
2. First Public Notice Published in Shreveport Times	April 29, 2025	N/A
3. Second Public Notice Published in the Shreveport Times	May 06, 2025	N/A
4. Deadline for Questions	May 13, 2025	3:00pm
5. Proposal Opening date	May 29, 2025	10:30am
6. Interviews (As invited, if needed)	To Be Determined	N/A
7. Submit Board Recommendation	June 17, 2025	N/A
8. Expected Board Approval	June 17, 2025	4:30pm

Responses will be accepted until 10:30am CST on THURSDAY, MAY 29, 2025.

It is the responsibility of the vendor to check the district’s website for any addenda that may be issued related to the RFP at the link provided below or via the Bid Express website.

<https://www.caddoschools.org/page/purchasing>

1.0 PURPOSE

The Caddo Parish School Board (CPSB) is soliciting proposals from qualified and experienced Contractors to provide FUEL AND FUEL MANAGEMENT SERVICES for the purchase of off-site and on-site (consigned) motor fuels. Fuel will be used in several vehicles owned and operated by the school district. The Contractor will be responsible for acquiring an Automated Fuel Management System to aid CPSB in the operation of its vehicle fleet.

The successful proposer shall be in the business of regularly providing FUEL AND FUEL MANAGEMENT SERVICES and shall meet any licensing requirements to conduct business in the State of Louisiana. It is the responsibility of the proposer to determine which state licensing requirements may be applicable to the products and/or services required in this solicitation.

It is the responsibility of the proposer to determine what local, state, and federal statutes and regulations will affect the work. Any costs of compliance with such shall be the responsibility of the proposer.

2.0 SCHOOL DISTRICT PROFILE AND BACKGROUND INFORMATION

The Caddo Parish School Board encompasses the flavor and diversity of the community we serve. Caddo Parish is located in the northwest corner of the U.S. State of Louisiana. Our district is comprised of approximately 56 schools representing students from rural, suburban, and urban areas of Caddo Parish. Caddo is home to 12 National Blue-Ribbon Schools of Excellence as designated by the U.S. Department of Education while boasting several of the state's top performing schools.

As one of the largest school districts in the state of Louisiana, Caddo serves approximately 33,000 students in grades prekindergarten through 12th grade.

3.0 SCOPE OF SERVICE, RESPONSIBILITIES, AND DELIVERABLES

The Caddo Parish School Board is seeking FUEL AND FUEL MANAGEMENT SERVICES for off-site motor fuels and on-site consigned motor fuels. All CPSB on-site locations that exist at the present time are indicated in the table below. However, CPSB may add or delete on-site fuel locations during the life of the contract under the same terms and conditions of this contract. The Transportation Garage has separate tanks for unleaded fuel and diesel fuel. Deliveries made to on-site locations shall be on an "as needed" basis.

On-site (Consigned) Fuel Locations					
Location	Address	Tank(s) Quantity & Capacity	Tank Location	Fuel Type	Hours of Operations (Excluding holidays)
Transportation Garage	3928 Joplin Ave Shreveport, LA 71108	2-15,000-gallon	Below Ground	Unleaded & Diesel	8:00AM-4:30PM Monday-Friday
Maintenance Warehouse	7300 W. Bert Kouns Shreveport, LA 71129	1-10,000 gallon	Above Ground	Unleaded	7:00AM-3:30PM Monday-Friday

Fuelmaster Plus is the brand of control terminals and card readers currently utilized by CPSB. Terminals are owned by CorPay and serviced by Pumpmasters. Tank probes are owned by the Caddo Parish School Board.

CPSB runs approximately 275 buses and over 150 vehicles on a routine basis. Fuel needs shall be both unleaded regular grade gasoline and ultra-low sulfur diesel fuel for on and off-road uses and shall include but is not limited to the following:

- A. CPSB owned school buses operated on regular routes throughout the Parish.
- B. CPSB owned school buses operated on special purpose trips, both within and outside of the Parish.

- C. CPSB owned maintenance vehicles, including trucks and tractors, many of which are regularly operated days, nights and weekends throughout the Parish.
- D. Automobiles regularly used by staff members for CPSB business purposes within and outside the Parish.

All services related to this RFP will be carried out under the direction of the Chief Operations Officer and Director of Transportation, or their designated representative.

3.1 **OFF-SITE FUEL**

The successful proposer shall provide CPSB with a method by which purchases of motor fuel and certain automotive products and services may be made at off-site commercial locations. Said method may be by means of Personal Identification Number (PIN) protected access cards, a key system, or other protected means of access to the fueling services and set "hard limits" which deny approval when certain limits are met, in addition to reporting limits. The method used shall identify both the authorized vehicle and the authorized employee.

3.2 **ON-SITE (CONSIGNED) FUEL**

The successful proposer shall supply, but is not limited to, the following equipment/supplies:

- A. Motor fuel as listed (physical inventory)
- B. Automated reporting method using Veeder Root or an equivalent automated reporting method.
- C. Automated fueling system maintenance and service (includes all repairs, parts, labor and travel necessary for Autogas or equivalent automated reader system).
- D. System shall identify both the vehicle and driver.

3.3 **PRODUCT SPECIFICATIONS**

3.3.1 **SPECIFICATIONS FOR UNLEADED GASOLINE BLENDED WITH 10% ETHANOL**

CBOB with 10% Ethanol to current standards generally available for re-sell as per ASTM D4814 and any addenda issued thereto, and all applicable federal regulations.

3.3.2 **SPECIFICATIONS FOR ULTRA-LOW SULFUR DIESEL FUEL (OFF-SITE)**

Ultra-low sulfur diesel to current standards generally available for re-sell which meets or exceeds the requirements of the latest edition of ASTM D975 and all applicable federal regulations.

3.3.3 **SPECIFICATIONS FOR DIESEL FUEL (ON-SITE)**

Ultra-low sulfur diesel to current standards generally available for re-sell which meets or exceeds the requirements of the latest edition of ASTM D975 with Red Flame Diesel additive or equivalent. If offering additive other than Red Flame, please include sufficient literature for evaluation. Ultra-low sulfur diesel fuel supplied shall meet or exceed all applicable federal regulations.

3.4 The base price per gallon for the two (2) types of motor fuel to be purchased shall be the actual refinery wholesale rack price (cost) of each fuel type as contained in the Oil Price Information Service (OPIS) report on Thursday of each week as issued by the Oil Price Information Service, 4550 Montgomery Avenue, Suite 700 N, Bethesda, Maryland 20814 (herein "Newsletter Prices").

For the CPSB on-site locations contractor shall bill CPSB based on the **UNBRANDED RACK AVERAGE** price for Arcadia, Louisiana.

For both branded and unbranded off-site locations contractor shall bill CPSB based on the **RACK AVERAGE (Average of Branded and Unbranded)** price determined by where the retail station receives its fuel. For off-site branded and unbranded stations, contractor agrees to supply unleaded gasoline and diesel fuel per specifications

at the reported Oil Price Information Service (OPIS) average refinery wholesale rack price (cost), determined by where the retail station receives its fuel, plus freight, applicable taxes, and the stated management fee.

The price per gallon shall be adjusted weekly in accordance with the reported OPIS rack price for each brand of fuel. After researching available indexing entities, CPSB has concluded that the OPIS rack prices (Newsletter Prices) are the most independent, most commonly used and most easily verified index prices available. Failure to base proposals on OPIS rack price will render proposals as non-responsive.

3.5 SOFTWARE- INTERGRATION

CPSB does anticipate requiring the awarded Contractor's solution to integrate into existing platforms which CPSB utilizes for various functions. The successful vendor must be willing to work with CPSB to integrate future platforms if technology advances are made during the initial or renewal term(s) of the contract to warrant such integration. Platforms currently utilized are listed below.

A. CPSB uses Voice Over Internet Protocol (VoIP) technology via Cisco Gateway and Foreign Exchange Subscriber (FXS) connections to interface with control terminals and card readers. It is desired that the successful contractor work with CPSB to interface CPSB VoIP technology with contractor control terminals and card readers at no additional cost to CPSB.

3.6 Equipment used to transport fuel shall comply with the requirements, codes, laws and ordinances of city, parish, state and federal government agencies.

3.7 The successful contractor must comply with all applicable local, state, and federal laws, and regulations. Contractor is required to obtain all licenses and permits and comply with all pertinent ordinances to the extent that they are not inconsistent with the provisions of the contract and specifications. The Contractor shall at all times comply with all ordinances and regulations of Caddo Parish, the City of Shreveport, any rules and regulations issued by the State of Louisiana or the Federal Government.

Contractor will comply with all applicable laws, rules and regulations relating to the handling of fuel and relating to fuel spills and land, water or air pollution. If any spill or accidental discharge of fuel occurs in connection with the transportation, handling, or delivery of fuel, Contractor shall promptly take whatever measures are necessary to prevent or mitigate such escape, discharge, or damage. Fuel spills shall be reported in accordance with prevailing state and federal laws and regulations. It is the contractor's responsibility to ensure any sub-contractor complies with these provisions. Notwithstanding the foregoing, Contractor shall not be responsible for any damage resulting from any spill or accidental discharge caused solely by CPSB's gross negligence or reckless misconduct.

4.0 ALTERNATIVE FUEL FUNDS

The successful proposer must provide cooperation in securing available Federal incentive and grant money for any alternative fuels that are used or could be used under this RFP solicitation.

5.0 TRAINING

The successful proposer shall provide and conduct training for all CPSB employees in the use of the fuel purchase system. All aspects of the operation and vehicle data recording in conjunction with the purchase of motor fuels shall be explained to each user in sufficient detail that the user shall feel comfortable with the purchase process. When needed, training of new employees and re-training of existing employees shall be provided by the successful proposer.

6.0 EXISTING FUEL SUPPLY

The successful proposer shall credit the account of CPSB for any existing fuel supply at the time of installation of the control terminals on CPSB pumps.

7.0 MANAGEMENT REPORTS

At its sole expense, the vendor shall provide weekly reports and monthly summary reports to CPSB to substantiate fuel invoices. All reports shall be provided through web-based access. The vendor shall identify those transactions that could be potential problems in the form of exceptions reporting. If requested, the vendor shall provide programming assistance for integration with CPSB's internal fleet management program.

Proposers shall include in their response typical samples of a weekly, monthly and exception report. Responses should also include a typical sample of the Oil Price Information Service (OPIS) report. Samples shall clearly identify and illustrate the information contained therein. Readability, specific application, and overall ease of use are primary requirements to be considered in evaluation of the proposals.

7.1 WEEKLY REPORTS

Weekly reporting shall include but is not limited to the following information:

- A. Name of Account (Department/Sub. Department)
- B. Vehicle number and description
- C. Fueling date and time
- D. Name of driver fueling
- E. Fueling location
- F. Vehicle Mileage
- G. Gallons dispensed into vehicle
- H. Type of fuel
- I. Price and extended total of fueling
- J. Miles per gallon of vehicle

7.2 MONTHLY REPORTS

Monthly summary shall include but is not limited to the following:

- A. Monthly recap of weekly report information
- B. Beginning and ending mileage
- C. Provision for maintenance service description and amounts
- D. Cost per mile for fuels used

7.3 EXCEPTION REPORTING

Exception reporting shall include but is not limited to the following:

- A. Identify incorrect odometer readings, which can distinguish improper and unauthorized purchases
- B. Identify unauthorized fuel types purchased
- C. Identify suspicious MPG fluctuations
- D. Identify purchases that exceed the tank capacity on the vehicle.

8.0 TWELVE-MONTH FUEL USAGE ESTIMATES

For the purpose of this RFP, estimated usage quantities are specified in the table below. The Caddo Parish School Board does not agree to purchase any maximum or minimum amount with the award of this RFP, quantities listed are estimates only.

Agency	Unleaded*		%**	Diesel*		%**
	***On-site	Off-site		On-site	Off-site	
CPSB	112,734	30,400	7	194,499	312,215	20
	CPSB Combined Total			143,134	506,714	
City of Shreveport	1,051,872		51	626,839		25
Caddo Parish Commission	125,801		6	133,987		5
Caddo Sheriff's Department	299,062		15	3,307		1
Bossier Parish School Board	125,000		6	950,000		38
Desoto Parish School Board	289,850		14	138,900		6
St. Martin Parish School Board	26,111		1	132,305		5
Total 12-month usage (all agencies)	2,060,830		100	2,492,052		100

*In gallons

**Percentages have been rounded

***On-site/Off-site estimates not available for external agencies

9.0 FORMAT AND CONTENTS OF THE PROPOSAL

The information set forth in this section should be included with the proposal. Proposals should be concise.

9.1 Section 1: Cover Letter

A one-page letter expressing the proposer's interest including the name and address of the organization submitting the proposal; the type of firm (ex. individual, partnership, etc.); and the name, mailing/e-mail addresses, and telephone/fax numbers of the individual authorized to represent the organization.

Cover Letters should be addressed as follows:

Caddo Parish School Board
 Attn: Director of Purchasing
 1961 Midway Avenue
 Shreveport, LA 71108

9.2 Section 2: Table of Contents

An outline of the proposal contents, identified by sequential page number, and section title as referenced herein.

9.3 Section 3: Request for Proposal Form and Required Attachments

- A. Completed and signed Request for Proposal Form as provided on page 39.
- B. Executed copy of Attachments A, B and C.

9.4 Section 4: Scope of Services to Be Provided

A synopsis of the Proposer's full understanding of the Scope of Work and the effort needed to perform the work. Describe the extent to which Fuel and Fuel Management services are available from the proposer and the proposer's plan to service the Caddo Parish School Board. The Proposer should disclose any potential challenges and/or issues that may need to be resolved. This section should clearly identify the equipment to be furnished and maintained by the proposer and the equipment CPSB needs to furnish and maintain during the initial contract period and any subsequent renewals. Provide a listing of off-site fueling locations in Caddo Parish, Shreveport-Bossier and the State of Louisiana. Explain any security and reporting tools available.

9.5 Section 5: Statement of Qualifications and Experience

- A. Include the qualifications, education/certifications, and experience of any employee assigned to the CPSB contract.
 - 1. Copies of applicable occupational and professional licenses and/or certificates should be included for the company and any employee(s) assigned to the CPSB contract.
- B. Describe the proposer's ability to provide Fuel and Fuel Management services while providing a detailed summary of the processes that will be taken to complete the scope of work.
- C. Provide background information about the company.
 - 1. How long has the company been in business?
 - 2. Has the company experienced any organizational/ownership changes within the past two (2) years?
 - 3. Does the company foresee any organizational/ownership changes within the next two (2) years?
 - 4. Briefly describe the history, size and structure of the company.
- D. Describe how your organization distinguishes itself from industry competitors and describe your organizations area of expertise as it relates to Fuel and Fuel Management services. Please describe any environmentally sustainable business practices that your company utilizes, whether in the office or in the field.
- E. Explain your organizations approach to customer service.
- F. How does your organization stay up to date and comply with local, state and federal regulations?

9.6 Section 6: References

Please include contact name, phone number and email address for at least five (5) organizations that have previously engaged the contractor to perform Fuel and Fuel Management services. References should be similar in size and complexity to the Caddo Parish School Board.

9.7 Section 7: Cost Summary

The proposed cost summary should be detailed and inclusive of any and all fees associated with performing the proposed service(s). Proposal cost summaries should clearly identify the price per gallon associated with performing the services associated with this RFP. Cost summaries must include the pricing proposal form(s) provided in the RFP. If offered, proposers should include a separate section detailing the pricing methodology for alternative fuels and the basis for computing price per gallon (cost) or purchase discount(s).

9.8 Section 8: Conflicts of Interest

Statement documenting any known conflicts of interest or no conflicts of interest.

9.9 Section 9: Disadvantaged or Minority Business Status

One-page document listing certification status as a disadvantaged or minority business in accordance with local, federal, and state law. Please use this section to document if this is applicable or not applicable to a particular vendor.

9.10 Section 10: Litigation history

List any litigation filed against the proposer or firm's employees while performing any of the services detailed in this RFP within the last five years. Please include beginning and end date of each lawsuit or proceeding and the judgment or resolution.

9.11 Section 11: Additional Information

"Additional Information" shall include any other data the proposer deems essential to the evaluation of the proposal. This information should be no more than one page.

10.0 QUESTIONS

All questions regarding this RFP should be directed to Shavonda Scott, Director of Purchasing, via email (smcscott@caddoschools.org) and received no later than **3:00pm on Tuesday, May 13, 2025**. The subject line should be listed as **RFP 01-26 Fuel and Fuel Management Services-Questions**. Responses to questions will be posted as an addendum on Friday, May 16, 2025. The posting date of the addendum is approximately eight (8) business days prior to the scheduled RFP opening. **All questions must be submitted in writing. Verbal and/or telephone inquiries will not be accepted. Questions received after the 3:00pm deadline will not be accepted.**

INSTRUCTIONS TO VENDORS

11.0 PREPARING AND SUBMITTING OF PROPOSALS

- 11.1 INSTRUCTIONS. These instructions define the conditions of the proposal solicitation and the specifications of the services desired. The words "Proposer, Consultant, Service Provider, Vendor, Contractor, Sub-Contractor" and their derivatives may be used interchangeably in this document depending on the capabilities of any one or multiple respondents to this RFP.
- 11.2 The PROPOSAL FORMS define the requirements of the work to be done. In the space provided, the vendor must sign the PROPOSAL FORMS. The authority of the person signing the PROPOSAL FORMS shall be in accordance with LRS 38:2212.0.
- 11.2.1 ALTERNATES. Innovative alternative proposals are permitted, provided however that they are clearly identified as such and all deviations from the primary proposal are listed. Any deviation from the specifications contained herein must be in writing, noted in detail and included in proposal submission. The absence of any specification deviation will hold the proposer strictly accountable to the specifications as written.
- 11.3 PROPOSAL ENVELOPE. The proposal shall be submitted in a sealed envelope with the attached envelope cover provided by Caddo Parish School Board (CPSB) attached on the outside or submitted electronically on the approved electronic bid site www.bidexpress.com.
- 11.4 COST. The proposer shall quote a price for the product(s) and service(s) specified in this RFP.
- A. Issuance of this RFP does not commit the Caddo Parish School Board (CPSB) to award an agreement or to pay any costs incurred in preparation of a Proposal or any response to this RFP. CPSB will not reimburse any cost incurred by a prospective contractor for the preparation of a response to this Request for Proposal.
- B. If applicable, a payment schedule shall be decided on with the awarded contractor. Said schedule shall become part of the contract between the contractor and district, subject to the terms of this RFP.
- C. There shall be no hidden costs associated with this proposal. If the respondent foresees any additional or unexpected costs or charges to be made, those charges need to be explained in the proposal cost summary section. CPSB reserves the right to reject any additional cost.
- 11.5 VENDOR QUALIFICATION FORMS. This appears on the Request For Proposal signature page and is required. Failure to complete this form in its entirety may be cause for rejection.
- 11.5.1 VENDOR'S FORM OF BUSINESS ORGANIZATION. This is required for preparation of any contract documents for successful vendors. The vendor shall show the form of organization, e.g., Corporation, Partnership, An Individual, or Other.
- 11.5.2 VENDOR CERTIFICATION AND IDENTIFICATION. Failure to indicate the vendor's exact legal name may rule proposal irregular. An unsigned proposal will not be considered.

- 11.6 ASSIGNMENT. The submission of a proposal under the terms of these specifications constitutes agreement to the following antitrust provision: For good cause and as consideration for executing this contract, I/We hereby convey, sell, assign and transfer to the State of Louisiana all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular services acquired by the State of Louisiana pursuant to this purchase made by its agency, The Caddo Parish School Board.
- 11.6.1 PLACE, DATE AND HOUR. All proposals shall be submitted to the PURCHASING OFFICE, CADDO PARISH SCHOOL BOARD, 1961 MIDWAY AVENUE, SHREVEPORT, LA 71108 in person, by mail, or submitted electronically at www.bidexpress.com no later than 10:30 A.M., CST ON **THURSDAY, MAY 29, 2025**.
- 11.6.2 The first page of the proposal invitation and the PROPOSAL FORMS designate the name of the proposal and the date and hour of the proposal receipt. Proposals will be received until the stated date and time. Irrespective of the reason, proposals arriving after the stated date and time will not be accepted.
- 11.6.3 All proposals shall be either hand delivered by the vendor or his agent in which instance the deliverer shall be handed a written receipt. Proposals may also be sent by registered mail or by certified mail with a return receipt requested or by regular mail or submitted via the official electronic website.
- 11.6.4 INDEMNIFICATION. The successful proposer (Contractor) shall indemnify and hold harmless CPSB and all agents and employees from all suits or claims of any character brought by reason of infringing on any patent trademark or copyright.

Contractor shall defend, indemnify and hold harmless the Caddo Parish School Board and its employees from and against any and all costs arising in any way as a result of the performance or failure to perform on the part of Contractor, or any approved subcontractor, under this contract.

12.0 PROPOSAL PRESENTATION

- 12.1 Proposers may be required to explain proposal and answer questions.
- 12.2 Invitations to proposers to make presentations are at the sole discretion of CPSB and in no way implies intent for contract offer.
- 12.3 Proposers must provide written scope of experience with providing services for organizations similar to the Caddo Parish School Board in size and scope.
- 12.4 If submitting a hard-copy proposal, there should be one (1) original and four (4) copies for committee distribution.
- 12.5 If submitting a hard-copy proposal, **an electronic copy of the proposal** should also be included with the submission. The copy should be formatted in either Adobe PDF or Microsoft Word on a flash-drive.
- 12.6 Faxed or emailed responses will not be considered. By submitting a response, the responder certifies to the best of his/her knowledge that all information is true and correct. All responses must be received prior to the established deadline. Responses must be plainly marked on the outside of the envelope.
- 12.7 **IMPORTANT**. The responsibility for timely presentation (delivery) of a proposal rests solely with the vendor. A proposal delayed beyond the stated time and date through the mail, Federal Express, UPS, or other cannot and will not be accepted.

13.0 CHANGE OR WITHDRAWAL OF PROPOSALS

- 13.1 CHANGE OR WITHDRAWAL **PRIOR** TO PROPOSAL OPENING. Should any vendor desire to change or withdraw a proposal prior to the scheduled opening, the vendor may do so by making such request in writing to

the Purchasing Office. This communication shall be received prior to the date and hour of the proposal opening.

13.2 **CHANGE AFTER PROPOSAL OPENING BUT PRIOR TO PROPOSAL AWARD.** After proposals are opened, they may not be changed except to correct patently obvious mathematical errors or clerical mistakes. Verification of the correct proposal actually intended shall be submitted by the vendor to the Purchasing Office prior to the final award by the Board.

13.3 **WITHDRAWAL AFTER PROPOSAL OPENING BUT PRIOR TO PROPOSAL AWARD.** After proposals are opened, a vendor may request that their proposal be withdrawn for good cause. Such request must be submitted in writing to the Purchasing Office prior to the final award by the Board. If the Purchasing Office agrees that the request is valid, the proposal may be withdrawn. It shall be understood that no proposal can be withdrawn after Board approval without consideration of penalties.

14.0 **REJECTION OF PROPOSALS**

CPSB reserves the right to reject any or all proposals and to waive any informalities.

15.0 **EVALUATIONS**

15.1 Each proposal will be evaluated by a committee comprised of various CPSB representatives.

15.2 The evaluation committee will be comprised of no less than three (3) persons.

15.3 No proposal will be considered if deemed non-responsive. It is the respondent's responsibility to comply with all instructions and to submit all requested information in the manner and order in which it has been requested. Incomplete Proposals or inaccurate information may be cause for disqualification.

15.4 The Caddo Parish School Board reserves the right to require additional information before the final acceptance of a proposal.

15.5 Proposals will be graded on a scale of 0-30, with 0 being the lowest rating within an ascribed category.

15.6 Each category will be graded separately, and a cumulative score will help dictate the awarding of the contract. Categories may include but are not limited to: Statement of Qualifications and Experience, Scope of Services to be Provided, References, Ability to Integrate with CPSB Platforms and Cost of fuel and services. A sample proposal scoring is as follows:

Statement of Qualifications and Experience	0-25
Scope of Services to be Provided	0-25
References	0-10
Ability to Integrate with CPSB Platforms	0-10
<u>Cost of fuel and other services related to the scope of the RFP</u>	<u>0-30</u>
Maximum Points	100

15.7 The fuel management service fee, freight fee, and non-exempt taxes should be applied to the OPIS average rack price(s) listed in the 5-Day Average OPIS Report(s) **published Thursday, May 15, 2025** to come up with a total price per gallon bid for each proposer. For evaluation purposes, the twelve-month fuel usage estimates provided for only the Caddo Parish School Board in section 8.0 should be multiplied by the total price per gallon to compute an Annual Estimate Total.

The price quoted shall include all costs and fees involved for off-site fueling at any available fueling location and on-consigned fueling at designated district locations. Each proposer is to be responsible for the accuracy of their bid, and CPSB will assume that the TOTAL PRICE PER GALLON BID is a correct and legitimate quotation.

Annual estimate totals will be used as a basis for cost comparison among proposals and does not guarantee any purchase quantity or volume.

16.0 PROPOSAL AWARDS

16.1 **BASIS FOR AWARDS.** An award resulting from this request shall be awarded to the most responsive and responsible Contractor whose proposal is determined to be the most advantageous to CPSB, taking into consideration price and the evaluation criteria set forth herein; however, the right is reserved to reject any and all proposals received; to waive any informalities, and in all cases CPSB will be the sole judge as to whether a proposer's proposal has or has not satisfactorily met the requirements of the RFP.

CPSB reserves the right to waive any defect or omission in any proposal which does not materially affect the terms of the response to this Request for Proposals.

CPSB reserves the right to contact bidders for the purpose of obtaining additional information and/or clarification that will assure full understanding of, and responsiveness to, solicitation requirements. Such information shall be provided within three (3) business days. This may include but is not limited to brochures, specification sheets, detail drawings, or samples.

16.2 **AVAILABILITY OF PROPOSAL INFORMATION.** Request for Proposals will be received only on or before the due date in the CPSB office at the time and date noted. The recommendation for proposal award will be presented to CPSB for approval. Proposers may be required to attend the Board meeting. Each proposal response to the extent it contains confidential and proprietary information will be considered confidential and not made available for public review in accordance with State law.

16.3 **OFFICIAL AWARD DATE.** Awards become official at the time a proposal is accepted by CPSB during their regular session.

16.4 **FILING OF OBJECTION TO PROPOSAL AWARD.** Any objection to an award by CPSB must be filed in writing and must be received by the Purchasing Office no later than 9:00 A. M. on the first Monday following the official award.

16.5 **FILING OF OBJECTION TO SPECIFICATIONS OR PROPOSAL CONDITIONS.** Objections to either the proposal specifications or proposal conditions must be filed in writing and must be received by the Purchasing Office at least seven (7) business days prior to the hour and date of the proposal opening.

16.6 **NOTIFICATION OF AWARD.** Proposers will be notified of the award recommendation only. Award recommendations will be posted to the CPSB Board Docs website on the date indicated for submission of board recommendation as referenced in the Tentative Schedule of Proposal Activities or any subsequent addenda. The public Board Docs website is accessible from the following link: <https://www.boarddocs.com/la/caddo/Board.nsf>.

The contract mailed or delivered to the Contractor is the official notification to perform the services described therein. The time allowed for delivery or performance begins with the date of proposal acceptance and approval by CPSB whether or not a contract has been issued.

16.7 Discussion may be held with proposers submitting proposals acceptable or potentially acceptable. The purpose of the discussion is to:

A. Promote understanding of CPSB's requirements and the contractor's proposal.

B. Facilitate arriving at a contract most advantageous to CPSB taking into consideration price and other evaluation factors set forth in the RFP.

16.8 Any contract resulting from the acceptance of a proposal shall contain, at a minimum, all applicable provisions of this Request for Proposal. At its option, CPSB may take either of the following actions to form an agreement between CPSB and the selected contractor:

- A. Accept a proposal by issuing a written "Notice of Award" to the selected contractor, which incorporates the proposal documents by reference and accepts all or selected portions of the contractor's proposal. This "Notice of Award" will represent a contractual agreement and will be signed by a CPSB designee and the awardee representative.
- B. Enter into negotiations in an effort to reach a mutually satisfactory agreement, which represents a contractual obligation and will be executed by both CPSB and the selected contractor. This agreement will be based on proposal documents, the submitted proposal, and the associated negotiations.

17.0 **CONTRACT AND PERFORMANCE TERMS**

17.1 CONTRACT(S). When applicable, contract(s) shall be fully executed by the Contractor (successful proposer) within twenty (20) days after the award date.

17.1.1 **FAILURE BY PROPOSER TO ENTER INTO CONTRACT**. In the event the Contractor (successful proposer) fails to enter into the contract, CPSB then has the option of excusing the Contractor if it determines good cause exists or it may require a penalty as liquidated damages. In the event a penalty is directed, it shall be CPSB's option to invoke the following:

- A. Payment to CPSB in the amount equal to five percent (5%) of the total cost per gallon of each fuel type based on fueling location (diesel/unleaded and off-site/on-site) times the previous CPSB twelve-month usage estimate provided on the Pricing Proposal Form, and/or
- B. Forfeiture of the Contractor's right to transact business with CPSB for a period of one year following the date the penalty is invoked.

17.1.2 **FAILURE TO PERFORM**

In the event CPSB comes to believe the quality of either the services or products are less than required by these specifications or the vendor fails to fulfill the agreed upon obligations in an effective and timely manner, CPSB will notify the vendor to make appropriate changes that will comply with the terms and conditions of the contract. After notification, should the vendor continue to not meet the contract specifications and requirements, CPSB shall declare the successful vendor in default. CPSB will notify the contractor in writing of its intent to cancel the agreement and discontinue its purchases.

If a successful vendor defaults, CPSB will be authorized to take one or all of the following recourses:

- A. CPSB shall contract for awarded services from such party or parties in such a manner as it shall select in conformance with the RFP terms and conditions contained herein or made a part of the RFP by submission or attachment.
- B. CPSB may elect to cancel the contract, reserving to itself nevertheless all rights for damages which may be incurred by the School District.

CPSB may cancel this agreement with thirty (30) days written notice due to vendor's lack of performance and/or failure to satisfactorily comply with the terms and conditions hereof. If CPSB cancels the contract due to the vendor's failure to perform, the Contractor will be excluded from any future bid and/or RFP invitations.

17.2 **CONTRACT TERMS**

TERM OF AGREEMENT. The contract period shall exist for a term of three (3) years commencing **JULY 01, 2025** and continuing through **JUNE 30, 2028** unless otherwise terminated or extended. The awarded contractor

shall guarantee their proposed per gallon management fee for the duration of the initial term plus any extension of the agreement.

- 17.3 **RENEWAL OF AGREEMENT.** At the option of either party, the contract may be renewed under the same terms and conditions for two (2) additional three-year (3-year) periods. Renewal shall occur with written notification by CPSB to the vendor ninety (90) days prior to the expiration of the term. The vendor shall acknowledge acceptance of renewal in writing within fifteen (15) calendar days of renewal notice. Renewal requires mutual agreement in writing by both parties.

Unless otherwise stated in the specifications herein, prices must remain firm for the initial term of the contract. The contracted vendor may request an adjustment of the freight fee at the time of contract renewal by submitting a request in written form to the Director of Purchasing. Basis for price escalation must be based on the Consumer Price Index or other appropriate nationally recognized index for the most recent twelve-month period for the specific commodity code. If CPSB does not agree to requested contract price increase, Contractor has the right to cancel contract with a sixty (60) day written notice.

17.4 **TERMINATION OF AGREEMENT**

CPSB may cancel this agreement upon failure of the successful proposer to satisfactorily comply with any requirement stated herein or as appearing on the PROPOSAL FORMS or in the general proposal conditions or in any attachment thereto which becomes a part of the proposal.

The evaluation of the Contractor's quality of services provided and the quality of motor fuel products purchased will be continuous. Particular emphasis will be given to the effectiveness of the automated fuel management program, the number of off-site fueling locations and their availability and accessibility to the district's fleet vehicles in addition to the consistency and quality of the gasoline and diesel fuel products.

Proposers and/or their authorized representatives are expected to fully inform themselves as to conditions and requirements necessary to complete the scope of work described herein before submitting proposals. Failure to do so will be at the contractor's own risk and the proposer cannot secure relief on a plea of error. The contractor may withdraw a proposal prior to the proposal submission closing date and time by requesting to do so in writing.

The contract may be terminated by either party with sixty (60) days prior notice for reasons other than failure to perform. Notice of Termination must be in writing.

- 17.5 All materials submitted to the Caddo Parish School Board will become the property of CPSB and will not be returned. The contents of all proposals will be valid for a minimum of 90 calendar days after the proposal acceptance date referenced on the Request for Proposal Form.
- 17.6 It is understood that the Contractor is an independent contractor and not an officer, agent, or employee of the School District while complying with the terms and conditions of the Contract.
- 17.7 CPSB shall have unrestricted authority to reproduce, distribute, and use any submitted report, data, or material, and any software or modifications and any associated documentation created in the performance of the contract.
- 17.8 All contracts shall be construed in accordance with and governed by federal laws and by the laws of the State of Louisiana.
- 17.9 The selected Contractor shall maintain all records in relation to the contract for a period of at least the minimum retention period required by applicable State law or five (5) years following the termination of the contract, whichever is greater.
- 17.10 The language of this RFP shall rule over any other Fuel or Fuel Management Services contractual language that was implemented at the implementation of this RFP unless stated in an addendum to this RFP. Should any part of

this RFP and related contracts be found to be unenforceable, the remaining RFP and related contracts shall remain in full force. Contract amendments must be in writing and agreed upon by both parties.

17.11 In the event of an emergency or failure by the Contractor to be able to adequately provide fuel and fuel management services, the Contractor shall immediately contact the Director of Transportation.

17.12 **FORCE MAJEURE**

Force Majeure Standard: In the event either party's performance is delayed due to causes which are outside the control of both parties and their subcontractors, consultants and employees, and could not be avoided by the exercise of due care, which may include, but is not limited to, delays by regulating agencies, wars, floods, adverse weather conditions, labor disputes, epidemics abroad, earthquakes, fires, terrorism, incidence of disease or other illness that reaches outbreak, epidemic and/or pandemic proportions, riots, civil commotion or other unavoidable casualties, and other acts of God, both parties will be entitled to an extension in their time for performance equivalent to the length of delay in accordance with the contract term(s) and Louisiana law. Neither party will be entitled to compensation from the other for force majeure events.

Response to Force Majeure: The party claiming its performance is delayed must demonstrate to the reasonable satisfaction of the other party that a force majeure event is causing the delay; the mere occurrence of a force majeure event is insufficient to extend the time for performance.

18.0 **RESERVATIONS BY BOARD**

18.1 Limited funds are budgeted for this type of service. Should the proposal price be more than anticipated, CPSB reserves the right to reduce as appropriate to remain within the budgeted allocation for the purchase.

18.2 The Caddo Parish School Board may reject any proposal for failure by the proposer to comply with any requirement stated herein or as appearing on the PROPOSAL FORMS or in the general proposal conditions or in any attachment thereto which becomes a part of the proposal.

19.0 **INVOICES**

Unless other arrangements are made with the Purchasing Office, invoices must be those of the successful vendor and must reference the CPSB account number, billing location, the unit price and total at a minimum. Invoices shall be submitted to the attention of the ACCOUNTS PAYABLE DEPARTMENT, CADDO PARISH SCHOOL BOARD, 1961 MIDWAY AVENUE, SHREVEPORT, LA 71108 via mail or electronically at ACCOUNTSPAYABLE@CADDOSCHOOLS.ORG.

The successful proposer shall invoice CPSB on a weekly basis for only the motor fuels dispensed into authorized vehicles.

20.0 **PAYMENT, TAX EXEMPTION AND DISCOUNTS**

20.1 **PAYMENT.** Unless otherwise specified, payment will be made within thirty (30) days after delivery, authorized inspection and acceptance. Payment will be made only to the successful proposer.

20.2 **TAX EXEMPTION.** If applicable to this purchase, Federal tax exemption certificates will be signed by the Caddo Parish School Board. Applicable federal motor fuel excise taxes shall not be included in the management fee, freight cost per gallon or otherwise billed to the Caddo Parish School Board; the Caddo Parish School Board has and will furnish to the awarded contractor a federal excise tax exemption certificate; contractor must file the certificate as required so that this tax will not be billed to the Caddo Parish School Board.

State and local sales and use taxes shall not be included in the management fee, freight cost per gallon or otherwise billed to the Caddo Parish School Board; the Caddo Parish School Board is exempt from such taxes. The Hazardous Substance Superfund tax, Oil Spill Liability Trust Fund tax, and motor fuel delivery fees under R.S. 30:2195.3 (LUST) will be calculated and documented as part of the tax portion of each report and will not be

calculated as part of the contractor's margin. These taxes and fees are variable (they are subject to change due to state and federal laws during the initial term and any renewal term(s) of this contract).

20.3 DISCOUNTS. Discounts offered for prompt payment will be accepted, but these discounts will not be considered in evaluating proposals unless all other factors are equal.

21.0 ERRORS AND OMISSIONS

21.1 The specifications may contain errors or omissions that if undetected would seriously affect the finished job. It shall be the responsibility of the proposer to detect such errors or omissions and to notify CPSB sufficiently in at least seven (7) business days in advance of the proposal due date to enable CPSB to make any corrections or modifications to the specifications deemed appropriate.

22.0 SUBCONTRACTING AND ASSIGNMENT

Proposers proposing to subcontract any portion of the proposal shall submit as part of the proposal the name and qualifications of each potential Subcontractor along with a summary statement of the work which that Subcontractor is to perform.

The Contractor shall be fully responsible for all work and actions of its Subcontractors and their employees and agents. The Contractor shall be the Prime Contractor and solely responsible for the completion of all work and services under this agreement in accordance with the terms and conditions of the RFP and the contract resulting from, notwithstanding the Contractor's use of Subcontractors.

22.1 The selected Contractor shall include all Subcontractors as insureds under its policies or shall furnish separate certificates for each Subcontractor. All coverages for Subcontractors shall be subject to all of the requirements stated herein for the contractor.

22.2 Assignment of any contract, or any payment under a contract, requires the advanced written approval of the Caddo Parish School Board, by Board resolution.

22.3 The contract shall not be assignable or transferable by the Contractor, nor shall any service be performed by a subcontractor for the Contractor without prior written consent of the Caddo Parish School Board.

23.0 OPPORTUNITY CADDO

If applicable, the Caddo Parish School Board has approved Opportunity Caddo, which is a plan to increase business opportunities for small and economically disadvantaged businesses. An aspirational goal of 25% has been established. In keeping with this plan, CPSB desires that vendors make a good faith effort to subcontract to small and economically disadvantaged businesses.

24.0 REFERENCES

Interested vendors shall include with their proposal not less than five (5) customers who are presently being served by the proposer with off-site and with on-consigned fueling. Any reference supplied should have been an existing customer for at least one year. It is preferred that the references be public school systems or government agencies located in Louisiana with an approximate volume of fuel usage similar to the estimated fuel projected for this contract. Vendors should list names, addresses, telephone numbers, and e-mail addresses of each reference. Failure to include this information with the proposal will result in disqualification.

25.0 ELIGIBILITY

To be eligible to respond to this RFP, the proposing Contractor must demonstrate that they, or the principals assigned to the project, have successfully furnished products and services, similar to those specified in this RFP, to institutions similar in size and complexity to the Caddo Parish School Board. Proposers should have a

minimum of five (5) years' experience providing fuel and fuel management services to commercial or government entities.

26.0 PERSONNEL AND BACKGROUND CHECKS

Contractors must conduct and possess current background checks on all full-time and part-time employees working with CPSB during the contract period. This information must be provided to CPSB upon request. The inability of a contractor to produce current background checks for an employee can be grounds for termination of the contract. The contractor must notify District personnel as soon as possible if an employee does not pass a background check and said employee may not be permitted on CPSB property.

27.0 INSURANCE REQUIREMENTS

Contractor shall obtain and maintain insurance as follows, unless waived in writing by the district:

All insurance shall be placed with a company acceptable to the Caddo Parish School Board.

CERTIFICATE OF INSURANCE. It shall be the responsibility of the successful contractor to provide evidence of compliance with these insurance requirements either with the proposal or within twenty (20) days following award of the RFP. The CPSB shall be furnished with certificates evidencing the coverage as required below including naming CPSB as an additional insured with a waiver of subrogation on all required insurance coverage.

NOTE: If any company indicated on the certificate of insurance is not rated by A.M. Best and/or is not admitted to do business in the State of Louisiana, the proposed insurer shall furnish with the certificate of insurance sufficient financial information to permit an evaluation of the insurer's strength and ability to meet claims that may be filed against the policy coverage.

COPIES OF THE CERTIFICATE OF LIABILITY SHOULD BE FORWARDED TO THE CPSB PURCHASING DEPARTMENT.

27.1 Liability Insurance:

General Liability Limits:	
Bodily Injury	\$1,000,000.00 per occurrence, \$2,000,000.00 aggregate
Products Liability	\$1,000,000.00 per occurrence, \$2,000,000.00 aggregate
Property Damage	\$1,000,000.00 per occurrence, \$2,000,000.00 aggregate
Additional Insured	Policy shall name Caddo Parish School Board as an additional insured and include a waiver of subrogation in favor of CPSB.

27.2 Automobile Liability: Automobile Liability insurance covering all owned, hired, and non-owned vehicles in the amount of \$1,000,000.00 per occurrence. Policy shall include third-party bodily injury and property damage.

27.3 Worker's Compensation: As required by the State of Louisiana

27.4 Excess (Umbrella) Liability: \$1,000,000

27.5 Certificates of the above listed policies shall be filed with the Caddo Parish School Board and CPSB shall be given a ten (10) day written notice prior to cancellation, material revision, or intention not to renew. If Contractor fails to carry any insurance required by this Section, Contractor shall protect, indemnify, and hold CPSB harmless in the same manner as if Contractor had in full force and effect coverage in accordance with this Section.

28.0 COOPERATIVE PURCHASING

It is anticipated that several local and state agencies may choose to piggyback on this contract upon approval. The successful proposer must allow other agencies and school systems within the state of Louisiana the

opportunity to use this contract to procure their fuel and automated fuel management system at the same price as CPSB.

To the extent provided by Louisiana law, the successful vendor may elect to make this contract available to other public agencies that participate in purchasing cooperatives or cooperative purchasing agreements with the Caddo Parish School Board.

The vendor may be required to execute a separate contract with the purchasing cooperative or individual participating public agency.

The bidder/proposer agrees to indemnify and hold harmless the Caddo Parish School Board from any disputes arising from contract participation by other agencies participating in purchasing cooperatives or cooperative purchasing agreements. Disputes between a participating public agency and any bidder/proposer that may be awarded any agreement resulting from this solicitation are not the responsibility of the Caddo Parish School Board. The exercise of any rights or remedies by the participating public agency or awarded bidder/proposer shall be the exclusive obligation of such party.

The Caddo Parish School Board shall not be construed as a dealer, re-marketer, representative, partner, or agent of any bidder/proposer that may be awarded any agreement resulting from this solicitation.

Participating public agencies shall be responsible for the ordering of products under any agreement resulting from this solicitation. Payment for products or services and inspections and acceptance of products or services ordered by a participating public agency shall be the exclusive obligation of such procuring party. The Caddo Parish School Board shall not be obligated, liable or responsible for any order made by any participating public agency or any employee thereof, nor for any payment required to be made with respect to such order. The Caddo Parish School Board makes no representation or guaranty with respect to any minimum purchases by the Caddo Parish School Board or any participating public agency or any employee thereof under any agreement resulting from this solicitation.

Should the vendor elect to make this contract available to participating public agencies, additional delivery charges beyond the immediate Shreveport-Bossier City area may be negotiated with the using agency. All other terms and conditions remain in effect throughout the term of this contract.

29.0 FEDERAL AND STATE COMPLIANCE FORMS

The following attachments and/or forms are a part of this solicitation and are herein incorporated by this reference. **Failure to return a required form with the proposal submission may result in the proposal being rejected as non-responsive.**

1. Attachment A: EDGAR and Non-Federal Entity Compliance Form
2. Attachment B: Firearm Entity Non-discrimination Certification Form
3. Attachment C: Telecommunications Affidavit

DEBARMENT CLAUSE: Before completing the Invitation for Bid Form or Request for Proposal Form, please read the following information:

1. The prospective lower tier participant certifies, by submission of his proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Department or agency.
2. Where the prospective participant is unable to certify any of the statements in this document, such prospective participant shall attach an explanation to this proposal response.

STATEMENT OF PROPOSAL EXPECTATION

It is understood and should be assumed that any party submitting a proposal in response to this solicitation should and will have a better understanding of the complexity and intricacies associated with the provision and management of large-scale fuel and fuel service accounts.

It is also understood and should be assumed that any specification contrary to common or best practice will be duly noted and any submission should reflect those common or best practices.



**FUEL AND FUEL MANAGEMENT
PRICING PROPOSAL FORM**

In accordance with the specifications and Request for Proposal for FUEL AND FUEL MANAGEMENT SERVICES and after having examined the specifications and conditions of the RFP solicitation. I/we hereby propose to provide, furnish and install Off-site and On-consigned fueling services within the time constraints specified for the amount(s) shown herein:

<u>Off-site Diesel Fueling</u>	<u>Price Per Gallon</u>	<u>**Annual Estimate (Total price per gallon x 12-month usage estimate)</u>	
<u>Management Fee</u>	<u>\$</u>	<u>Previous 12-month usage estimate (in gallons)</u>	<u>312,215</u>
<u>Freight Fee (freight to be charged as a flat fee per gallon billed)</u>	<u>\$</u>	<u>Annual Estimate Total</u>	<u>\$</u>
<u>Non-Exempt fuel taxes (per state or federal law)</u>	<u>\$</u>		
<u>Total Fees & Taxes</u>	<u>\$</u>		
<u>*Cost (based upon OPIS) per gallon (variable)</u>	<u>\$</u>		
<u>Total Price Per Gallon (Total Fees & Taxes x Cost)</u>	<u>\$</u>		

For off-site branded and unbranded stations, I/we will supply Ultra Low Sulfur diesel fuel per specifications at the reported Oil Price Information Service (OPIS) average refinery wholesale rack price (cost), using the appropriate Rack City determined by where the retail station receives its fuel, plus freight, applicable taxes and the stated management fee.

*Price should be in accordance with specifications and based upon the latest available variable cost as indicated in the 5-Day Average OPIS Report(s) published Thursday, May 15, 2025. It is understood that this is a variable cost subject to change weekly. Responses must include a copy of the OPIS report(s) with cost summary. Proposals that do not include a copy of the OPIS Report(s) will be deemed nonresponsive.

**Annual estimate totals used as a basis for cost comparison among proposals and does not guarantee any purchase quantity or volume.

Off-site Unleaded Gasoline Fueling	Price Per Gallon	**Annual Estimate (Total price per gallon x 12-month usage estimate)	
Management Fee	\$	Previous 12-month usage estimate (in gallons)	30,400
Freight Fee (freight to be charged as a flat fee per gallon billed)	\$	Annual Estimate Total	\$
Non-Exempt fuel taxes (per state or federal law)	\$		
Total Fees & Taxes	\$		
*Cost (based upon OPIS) per gallon (variable)	\$		
Total Price Per Gallon (Total Fees & Taxes x Cost)	\$		

For off-site branded and unbranded stations, I/we will supply unleaded (CBOB with 10% Ethanol) gasoline per specifications at the reported Oil Price Information Service (OPIS) average refinery wholesale rack price (cost), using the appropriate Rack City determined by where the retail station receives its fuel, plus freight, applicable taxes, and the stated management fee.

On-site Diesel Fueling	Price Per Gallon	**Annual Estimate (Total price per gallon x 12-month usage estimate)	
Management Fee	\$	Previous 12-month usage estimate (in gallons)	194,499
***Freight Fee (freight to be charged as a flat fee per gallon billed)	\$	Annual Estimate Total	\$
Non-Exempt fuel taxes (per state or federal law)	\$		
Total Fees & Taxes	\$		
*Cost (based upon OPIS) per gallon (variable)	\$		
Total Price Per Gallon	\$		

For on-site, on-consigned services, I/we will supply diesel fuel per specifications at the reported Oil Price Information Service (OPIS) Arcadia, LA refinery wholesale rack price (cost) plus local freight, applicable taxes, and the stated management fee.

*** Shall include the cost of providing red flame dsl treat 2000 ulsd fuel additive or approved equal at the ratio specified.

On-site <u>Unleaded Gasoline</u> Fueling	Price Per Gallon	**Annual Estimate (Total price per gallon x 12-month usage estimate)
Management Fee	\$	Previous 12-month usage estimate (in gallons) 112,734
Non-Exempt fuel taxes (per state or federal law)	\$	Annual Estimate Total
Freight Fee (freight to be charged as a flat fee per gallon billed)	\$	
Total Fees & Taxes	\$	
*Cost (based upon OPIS) per gallon (variable)	\$	
Total Price Per Gallon	\$	

For on-site, on-consigned services, I/we will supply unleaded gasoline per specifications at the reported Oil Price Information Service (OPIS) Arcadia, LA refinery wholesale rack price (cost) plus local freight, applicable taxes, and the stated management fee.



EDGAR and Non-Federal Entity COMPLIANCE

The following provisions are required and applicable when federal funds are expended by the Caddo Parish School Board for any contract awarded using the procurement process. The Caddo Parish School Board is the subgrantee, subrecipient, or non-federal entity by definition.

In addition to other provisions required by the federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

- (A) Contracts for more than the simplified acquisition threshold currently set at \$250,000 which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide such sanctions and penalties as appropriate.**

Pursuant to Federal Rules (A) above, when federal funds are expended, the Caddo Parish School Board reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor

- (B) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be affected and the basis for settlement. (All contracts in excess of \$10,000)**

Pursuant to Federal Rules (B) above, when federal funds are expended, the Caddo Parish School Board reserves all rights and to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Vendor, in the event vendors fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. The Caddo Parish School Board also reserves the right to terminate the contract immediately, with written notice to vendor, for convenience, if the Caddo Parish School Board believes, in its sole discretion that it is in the best interest of Caddo Parish School Board to do so. The vendor will be compensated for work performed and accepted in addition to goods accepted by the Caddo Parish School Board as of the termination date if the contract is terminated for convenience by the Caddo Parish School Board. Any award under this procurement process is not exclusive and the Caddo Parish School Board reserves the right to purchase goods and services from other vendors when it is in the best interest of the Caddo Parish School Board.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor

- (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246,**

“Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

Pursuant to Federal Rules (C) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (C) above. Vendor agrees that he/she will not discriminate in the rendering of services to and/or employment of individuals because of race, religion, sex, age, national origin, handicap or disability. Vendors shall stay informed of and comply with all Federal, State and Local laws, ordinances and regulations which affect their employees or prospective employees.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rules (D) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (D) above. Vendors will be required to pay wages to laborers and mechanics at a rate not less than the prevailing wage specified in a wage determination made by the Secretary of Labor. In addition, vendors will be required to pay wages not less than once a week. The decision to award a contract or subcontract will be conditioned upon the acceptance of the wage determination.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in

excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rules (E) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (E) above.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor

(F) Rights to Inventions Made Under a Contract Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement, “; the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (F) above.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended – Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (G) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor

(H) Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the system for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p.235), “Debarment and Suspension”. SAM exclusions contain the names of parties debarred, suspended or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (H) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor

- (I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) – Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certified to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that take place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.**

Pursuant to Federal Rule (I) above, when federal funds are expended by the Caddo Parish School Board, the vendor certifies that during the term and after the awarded term of an award for all contracts by the Caddo Parish School Board resulting from this procurement process, the vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

- (1) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Stand Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds to all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor

RECORD RETENTION REQUIREMENTS FOR CONTRACTS PAID FOR WITH FEDERAL FUNDS – 2 CFR § 200.333

When federal funds are expended by the Caddo Parish School Board for any contract resulting from this procurement process, the vendor certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The vendor further certifies that vendor will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor

CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT

When federal funds are expended by the Caddo Parish School Board for any contract resulting from this procurement process, the vendor certifies that it will be in compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321, et seq.; 49 C.F.R. Part 18; Pub. L. 94-163, 89 Stat. 871).

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor

CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS

Vendor certifies that vendor is in compliance with all applicable provisions of the Buy America Act. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor

CERTIFICATION OF NON-COLLUSION STATEMENT

Vendor certifies under penalty of perjury that its response to this procurement solicitation is in all respects bona fide, fair, and made without collusion or fraud with any person, joint venture, partnership, corporation or other business or legal entity.

Does vendor agree? YES _____ Initials of Authorized Representative of Vendor

Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax #: _____

Email Address: _____

Printed Name of Authorized Representative: _____

Signature of Authorized Representative: _____ Date: _____



FIREARM ENTITY NON-DISCRIMINATION CERTIFICATION

For Public Contracts at or exceeding \$100,000.00

In accordance with La. R.S. 38:2216.1 and R.S. 39:1602.2, public entities are prohibited from entering into a contract for the purchase of materials, supplies, or services paid for primarily with public funds valued at or exceeding \$100,000.00 with a company having fifty (50) or more full-time employees, unless the contract contains written verification from the company that:

1. The company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association; and
2. The company will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association.

Does your company have at least fifty (50) full-time employees?

Yes _____ No _____

If you answered "Yes", please sign below certifying that your company does not, and will not during the term of this contract discriminate against firearm entities and firearm trade associations as stated above.

If you answered "No", please sign below certifying the number of full-time employees is true to the best of your knowledge.

Please note: failure to return an executed copy of this certification form may render your bid, proposal or quote non-responsive.

Signature of Authorized Representative

Attachment C

STATE OF _____

PARISH OR COUNTY OF _____

AFFIDAVIT

BEFORE ME, the undersigned authority, personally came and appeared,
_____, a resident of _____ Parish,
(Representative Name)

State of _____, who as _____ is a legal representative of
(Title)

_____, after being duly sworn, deposed and said:
(Company/ Vendor Name)

The equipment and services to be provided by _____,
(Company/Vendor Name)

under the accompanying (bid/invoice) fully comply with Louisiana Revised Statutes
38:2237.1 and 39:1753.1.

None of the equipment or services to be provided by
_____ are “prohibited telecommunications or video
(Company/Vendor Name)

surveillance equipment or services” as defined therein, and do not include any equipment
or components from any of the following:

- Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, or any subsidiary or affiliate of such entities, as described in Section 889(f)(3)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019.
- Video surveillance equipment or telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company, or any subsidiary or affiliate of such entities, as described in Section 889(f)(3)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019.
- Telecommunications or video surveillance equipment or services produced or provided by an entity found to be owned, controlled, or otherwise connected to

Attachment C

the government of the People's Republic of China, as described in Section 889(f)(3)(D) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019.

- Any product or equipment, regardless of manufacturer, containing as a component any equipment identified above. This may include but is not limited to the following:
 - Computers or other equipment containing a component which enables any form of network connectivity or telecommunications regardless of whether the equipment is regularly connected to a network.
 - Building automation, environmental controls, access controls, or facility management and monitoring systems.
- Any voting machines, peripherals, and election systems that are a product, or a component thereof, that is identified as being produced by those entities listed above.

In addition, none of the services to be provided by

_____ utilize any equipment or components as described
(Company/Vendor Name)

above.

(Name)
(Title)

Authorized Representative of:

(Company)

SWORN to and subscribed before me, Notary, this _____ day of

_____, in my office in _____, _____.
(City) (State)

(Notary Name) (Notary/Bar#)

Notary Public

My Commission expires on _____ or

is for Life.

(Please enter expiration date in blank or if applicable, circle alternative option)

Fuel Invoice Sample

A [REDACTED] R1 - ACCOUNT# [REDACTED]

Fuelman

PO BOX 1239
COVINGTON, LA 70434

Jeff Roberts

4/1/2025

Local Office: Shreveport
For billing questions call: (800) 877-0800

TRANSPORTATION

DESCRIPTION

3/24/25-3/30/25

Jeff Howard

4/1/2025

CPSB-TRANSP CARS TRUCKS 960

ATTN: A/P

1961 MIDWAY AVE

SHREVEPORT LA 71108

ROBERT E LEWIS

4/1/2025

Account Number:

Please reference account # on all payments

[REDACTED]
NP68143502

Statement #	NP68143502
Statement Date	03/31/2025
Current Balance	\$4,686.64
Amount Due on 04/14/2025	\$4,686.64
Credit/Spend Limit	\$11,300.00

Customer Statement Activity: 3/24/2025 - 3/30/2025

Previous Statement Balance	Payment Activity	Purchases & Adjustments	New Balance Due
\$12,734.77	(\$12,759.77)	\$4,711.64	\$4,686.64

Current Activity

Date	Description	Gallons	Amount Due
03/21/2025	PAYMENT: Wire Receipt - Thank You		(\$3,528.11)
03/21/2025	PAYMENT: Wire Receipt - Thank You		(\$3,865.98)
03/21/2025	PAYMENT: Wire Receipt - Thank You		(\$271.16)
03/28/2025	PAYMENT: Wire Receipt - Thank You		(\$5,094.52)
03/31/2025	Fleet # [REDACTED] Name: CPSB-TRANSP CARS TRUCKS 960	1,809.845	\$4,711.64

PLEASE INCLUDE ONLY CHECK AND REMITTANCE COPY BELOW IN THE ENVELOPE PROVIDED. REMITTANCES ARE TRANSMITTED TO FLEETCOR TREASURY, COVINGTON, LA. ANY ADDITIONAL CORRESPONDENCE SHOULD BE DIRECTED TO THE ADDRESS IN THE TOP LEFT AREA OF THIS STATEMENT.

REMITTANCE COPY - RETURN THIS STUB WITH PAYMENT

Fuelman

Amount Due on 04/14/2025 \$4,686.64

PAYMENT AMOUNT \$4,711.64

Account # [REDACTED]

CPSB-TRANSP CARS TRUCKS 960
ATTN: A/P
1961 MIDWAY AVE
SHREVEPORT LA 71108

REMIT TO:

FUELMAN
PO BOX 740285
ATLANTA GA 30374-0285

00000000000000000000103408100004686641



PO BOX 1239
COVINGTON, LA 70434

Provided By:
Shreveport
(800) 877-0800

CPSB-TRANSP CARS TRUCKS 960
ATTN: A/P
1961 MIDWAY AVE
SHREVEPORT LA 71108

FLEET MANAGEMENT REPORT

Account # [REDACTED]
FLEET # [REDACTED]
Name: CPSB-TRANSP CARS TRUCKS 960
MATCHING STATEMENT # NP68143502
Page: 1 of 6

FLEET MANAGEMENT REPORT FOR 3/24/2025 – 3/30/2025

SUMMARY OF TRANSACTIONS THIS REPORTING PERIOD FOR ALL VEHICLES IN YOUR FLEET

PRODUCT	QUANTITY	BASE PRICE	FED TAX	ST TAX	OTH TAX	OTH CHARGES	TOTAL
UE10	722.930	\$1,599.78	\$5.14	\$150.38	\$0.00		\$1,755.30
UDSL*	1,086.915	\$2,722.53	\$7.75	\$226.06	\$0.00		\$2,956.34
Total	1,809.845	\$4,322.31	\$12.89	\$376.44	\$0.00		\$4,711.64

This report is for information only.
Please see remittance copy on the statement for the total payment amount.

TOTAL MILES: 6,698

*This diesel fuel does not contain visible evidence of dye.

DEPARTMENTAL SUMMARIES

DEPARTMENT NAME	DEPT NUM	QTY	BASE PRICE	FED TAXES	STATE TAXES	LOCAL TAXES	MAINT/OTH (Non-Fuel)	EXTENDED TOTAL	EXCEPT COUNT
No Department	0	481.234	1,121.95	3.42	100.11	0.00	0.00	1,225.48	0
TRANSPORTATION	138704	1,328.611	3,200.36	9.47	276.33	0.00	0.00	3,486.16	21

EXCEPTION CODES:

11 Odometer entry is out of sequence



PO BOX 1239
COVINGTON, LA 70434

FLEET MANAGEMENT REPORT

Account # [REDACTED]

FLEET # [REDACTED]

Name: CPSB-TRANSP CARS TRUCKS 960

MATCHING STATEMENT # NP68143502

Page: 2 of 6

Transaction Detail for Customer NO. 100925 – CPSB-TRANSP CARS TRUCKS 960; 3/24/2025 – 3/30/2025

Department: No Department

SubDepartment: No Sub-Department

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
T-001 – 2011 CHEVY											
03/26	09:12	926475	[REDACTED]	124626	10.4	UE10	31.000	2.17760	0.21510	\$74.18	
				Miles: 323	10.4		31.000			\$74.18	
T-252 – T-252 TANK											
03/25	14:08	926475	[REDACTED]	100	0.0	UDSL*	32.300	2.46000	0.21510	\$86.41	11
				Miles: -----			32.300			\$86.41	
T-263 – T-263											
03/27	07:58	926475	[REDACTED]	92896	8.8	UE10	13.100	2.17760	0.21510	\$31.34	
				Miles: 115	8.8		13.100			\$31.34	
T-270 – 2006 Chevrolet 1500											
03/25	13:06	926475	[REDACTED]	254359	0.0	UE10	14.900	2.17760	0.21510	\$35.65	11
				Miles: -----			14.900			\$35.65	
T-283 – 2006 DODGE RAM											
03/25	10:03	926475	[REDACTED]	73883	8.4	UE10	24.700	2.17760	0.21510	\$59.10	
03/29	16:23	554573	[REDACTED]	74151	10.2	UE10	26.156	2.28000	0.21510	\$65.26	
				Miles: 476	9.3		50.856			\$124.36	
T-323 – 20022 Intl Wrecker											
03/27	10:43	926475	[REDACTED]	16902	0.0	UDSL*	29.800	2.46000	0.21510	\$79.72	
03/27	10:44	926475	[REDACTED]	16902	12.3	UDSL*	25.000	2.46000	0.21510	\$66.88	
				Miles: 307	12.3		54.800			\$146.60	
T-99 – T-99											
03/27	01:56	926475	[REDACTED]	180050	10.5	UE10	10.800	2.17760	0.21510	\$25.84	
03/30	15:23	926475	[REDACTED]	180183	9.5	UE10	14.000	2.17760	0.21510	\$33.50	
				Miles: 246	10.0		24.800			\$59.34	
TL 6 – TL 6 TANK											
03/25	19:41	926475	[REDACTED]	250	0.0	UDSL*	50.000	2.46000	0.21510	\$133.76	11
				Miles: -----			50.000			\$133.76	
TL-1 – 2020 F-150											
03/28	05:24	926475	[REDACTED]	6430	13.0	UE10	17.600	2.17760	0.21510	\$42.12	
				Miles: 229	13.0		17.600			\$42.12	
TL-5 – TL-5 TANK											
03/24	05:25	926475	[REDACTED]	364	9.4	UDSL*	31.800	2.46000	0.21510	\$85.07	
				Miles: 298	9.4		31.800			\$85.07	
TL-7 – 2020 F-150											
03/25	14:58	328501	[REDACTED]	24775	13.9	UE10	14.379	2.30950	0.21510	\$36.31	
03/28	09:35	926475	[REDACTED]	24981	13.0	UE10	15.900	2.17760	0.21510	\$38.04	
				Miles: 406	13.5		30.279			\$74.35	
TL-8 – 2020 F-150											
03/24	09:00	606673	[REDACTED]	17820	17.8	UE10	17.819	2.29520	0.21510	\$44.73	
03/26	08:24	606673	[REDACTED]	18145	19.4	UE10	16.776	2.29520	0.21510	\$42.12	
03/27	13:10	926475	[REDACTED]	18445	17.6	UE10	17.000	2.17760	0.21510	\$40.69	
				Miles: 942	18.3		51.595			\$127.54	
TL-9 – 2020 F-150											
03/24	08:22	926475	[REDACTED]	15894	11.1	UE10	18.800	2.17760	0.21510	\$44.99	
03/28	07:38	543764	[REDACTED]	16133	11.5	UE10	20.700	2.30980	0.21510	\$52.26	
				Miles: 447	11.3		39.500			\$97.25	
VIVIAN SER – VIVIAN SER											
03/27	08:03	885331	GAYE D	588122	0.0	UDSL*	38.704	2.56270	0.21510	\$107.51	
				Miles: -----			38.704			\$107.51	
Department:						UE10	273.630			\$666.13	
						UDSL*	207.604			\$559.35	



PO BOX 1239
COVINGTON, LA 70434

FLEET MANAGEMENT REPORT

Account # [REDACTED]
 FLEET # [REDACTED]
 Name: CPSB-TRANSP CARS TRUCKS 960
 MATCHING STATEMENT # NP68143502
 Page: 3 of 6

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
Department Totals -							481.234			\$1,225.48	

SITE LEGEND

SITE #	SITE NAME	ADDRESS	CITY	STATE
328501	Circle K #7752	9428 Mansfield Rd	Shreveport	LA
543764	8185 Corner Store	5454 W 70th St	Shreveport	LA
554573	Raceway #6731	1920 N Market Street	Shreveport	LA
606673	Jalou Vivian	14347 Highway 1	Vivian	LA
885331	Jalou Vivian-dsl	14347 Highway 1	Vivian	LA
926475	Cpsb-shv Garage 1	3928 Joplin Ave	Shreveport	LA



PO BOX 1239
COVINGTON, LA 70434

FLEET MANAGEMENT REPORT

Account # [REDACTED]

FLEET # [REDACTED]

Name: CPSB-TRANSP CARS TRUCKS 960

MATCHING STATEMENT # NP68143502

Page: 4 of 6

Transaction Detail for Customer NO. 100925 – CPSB-TRANSP CARS TRUCKS 960; 3/24/2025 – 3/30/2025

Department: TRANSPORTATION

SubDepartment: No Sub-Department

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
Garage – Garage Spare Card											
03/24	06:17	926475	[REDACTED]	50608	0.0	UDSL*	19.000	2.46000	0.21510	\$50.83	11
03/24	06:24	926475	[REDACTED]	15969	0.0	UDSL*	30.100	2.46000	0.21510	\$80.52	11
03/24	06:53	926475	[REDACTED]	192402	0.0	UDSL*	52.100	2.46000	0.21510	\$139.38	
03/24	13:16	926475	[REDACTED]	50367	0.0	UDSL*	27.000	2.46000	0.21510	\$72.24	11
03/24	14:45	926475	[REDACTED]	4003	0.0	UDSL*	14.000	2.46000	0.21510	\$37.45	11
03/25	06:02	926475	[REDACTED]	50680	0.0	UDSL*	16.300	2.46000	0.21510	\$43.61	
03/25	06:28	926475	[REDACTED]	704	0.0	UDSL*	50.300	2.46000	0.21510	\$134.56	11
03/25	07:53	926475	[REDACTED]	489568	0.0	UDSL*	30.300	2.46000	0.21510	\$81.05	
03/25	08:20	926475	[REDACTED]	81295	0.0	UDSL*	41.200	2.46000	0.21510	\$110.21	11
03/25	09:00	926475	[REDACTED]	101902	0.0	UE10	24.100	2.17760	0.21510	\$57.66	
03/25	09:26	926475	[REDACTED]	26826	0.0	UE10	14.100	2.17760	0.21510	\$33.73	11
03/25	09:44	926475	[REDACTED]	6401	0.0	UDSL*	7.800	2.46000	0.21510	\$20.87	11
03/25	14:58	926475	[REDACTED]	1254	0.0	UDSL*	7.400	2.46000	0.21510	\$19.80	11
03/26	06:06	926475	[REDACTED]	50758	0.0	UDSL*	18.900	2.46000	0.21510	\$50.56	
03/26	06:07	926475	[REDACTED]	200701	0.0	UDSL*	26.800	2.46000	0.21510	\$71.70	
03/26	06:11	926475	[REDACTED]	15969	0.0	UDSL*	30.000	2.46000	0.21510	\$80.25	11
03/26	07:28	926475	[REDACTED]	360000	0.0	UDSL*	45.400	2.46000	0.21510	\$121.45	
03/26	10:56	926475	[REDACTED]	170782	0.0	UDSL*	3.800	2.46000	0.21510	\$10.17	11
03/26	11:01	926475	[REDACTED]	170782	0.0	UDSL*	3.200	2.46000	0.21510	\$8.56	
03/26	14:27	926475	[REDACTED]	86975	0.0	UDSL*	35.900	2.46000	0.21510	\$96.04	11
03/27	08:07	926475	[REDACTED]	50576	0.0	UDSL*	30.700	2.46000	0.21510	\$82.12	11
03/27	12:02	926475	[REDACTED]	777777	0.0	UDSL*	8.500	2.46000	0.21510	\$22.74	
03/27	14:01	926475	[REDACTED]	76009	0.0	UDSL*	67.300	2.46000	0.21510	\$180.04	11
03/27	14:13	926475	[REDACTED]	50865	0.0	UDSL*	14.800	2.46000	0.21510	\$39.59	11
03/27	16:07	926475	[REDACTED]	192088	0.0	UDSL*	40.400	2.46000	0.21510	\$108.06	
03/28	06:18	926475	[REDACTED]	15969	0.0	UDSL*	26.200	2.46000	0.21510	\$70.09	11
03/28	06:27	926475	[REDACTED]	192763	0.0	UDSL*	48.100	2.46000	0.21510	\$128.67	
03/28	10:39	926475	[REDACTED]	58034	0.0	UDSL*	44.200	2.46000	0.21510	\$118.23	11
03/28	13:12	926475	[REDACTED]	81577	0.0	UDSL*	26.800	2.46000	0.21510	\$71.70	
03/28	13:37	926475	[REDACTED]	897	0.0	UDSL*	62.500	2.46000	0.21510	\$167.19	11
03/28	13:49	926475	[REDACTED]	50937	0.0	UDSL*	16.600	2.46000	0.21510	\$44.41	
				Miles:	----		883.800			\$2353.48	
T-002 – 2006 CHEVROLET											
03/26	11:04	926475	[REDACTED]	164590	0.0	UE10	22.400	2.17760	0.21510	\$53.60	
				Miles:	----		22.400			\$53.60	
T-123 – 2008 FORD											
03/24	17:20	283894	[REDACTED]	177815	11.9	UE10	28.175	2.30000	0.21510	\$70.87	
				Miles:	335	11.9	28.175			\$70.87	
T-241 – Ford											
03/24	13:45	926475	[REDACTED]	255508	9.5	UE10	19.300	2.17760	0.21510	\$46.18	
03/26	09:53	926475	[REDACTED]	255667	10.3	UE10	15.400	2.17760	0.21510	\$36.85	
03/28	12:34	606673	[REDACTED]	255832	10.9	UE10	15.121	2.29520	0.21510	\$37.96	
				Miles:	508	10.2	49.821			\$120.99	
T-251 – 2003 FORD											
03/28	07:21	926475	[REDACTED]	236547	0.0	UE10	22.800	2.17760	0.21510	\$54.55	
				Miles:	----		22.800			\$54.55	
T-252 – 2003 FORD											
03/24	12:30	926475	[REDACTED]	204791	9.3	UE10	15.200	2.17760	0.21510	\$36.37	
03/26	11:54	926475	[REDACTED]	204917	8.7	UE10	14.500	2.17760	0.21510	\$34.70	
03/28	13:10	926475	[REDACTED]	205039	9.5	UE10	12.800	2.17760	0.21510	\$30.62	
				Miles:	389	9.2	42.500			\$101.69	
T-274 – 2007 FORD											
03/26	09:57	926475	[REDACTED]	234616	9.9	UE10	22.600	2.17760	0.21510	\$54.07	
				Miles:	224	9.9	22.600			\$54.07	



PO BOX 1239
COVINGTON, LA 70434

FLEET MANAGEMENT REPORT

Account # [REDACTED]
 FLEET # [REDACTED]
 Name: CPSB-TRANSP CARS TRUCKS 960
 MATCHING STATEMENT # NP68143502
 Page: 5 of 6

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
T276 - 2007 FORD											
03/24	04:34	606673	[REDACTED]	270466	14.9	UE10	18.895	2.29520	0.21510	\$47.44	
03/26	04:52	606673	[REDACTED]	270724	15.2	UE10	16.963	2.29520	0.21510	\$42.59	
03/28	12:50	606673	[REDACTED]	270038	0.0	UE10	21.025	2.29520	0.21510	\$52.78	11
				Miles:	540	15.1		56.883		\$142.81	
TL 2 - TL 2											
03/26	07:42	926475	[REDACTED]	8668	7.3	UE10	27.800	2.17760	0.21510	\$66.52	
				Miles:	204	7.3		27.800		\$66.52	
TL 3 - TL 3											
03/28	06:28	926475	[REDACTED]	4599	4.1	UE10	32.500	2.17760	0.21510	\$77.76	
				Miles:	134	4.1		32.500		\$77.76	
TL 4 - TL 4											
03/25	10:14	926475	[REDACTED]	6741	7.3	UE10	27.000	2.17760	0.21510	\$64.62	
				Miles:	196	7.3		27.000		\$64.62	
TL 5 - TL 5											
03/25	10:56	551335	[REDACTED]	440	8.7	UE10	21.421	2.28000	0.21510	\$53.44	
03/27	10:37	926475	[REDACTED]	633	7.9	UE10	24.400	2.17760	0.21510	\$58.38	
				Miles:	379	8.3		45.821		\$111.82	
TL 6 - 2020 Ford F-250											
03/25	19:36	926475	[REDACTED]	250	0.0	UE10	32.800	2.17760	0.21510	\$78.48	11
				Miles:	-----		32.800			\$78.48	
TL-2 - TL-2 Tank											
03/26	14:38	379372	[REDACTED]	148	0.0	UDSL*	33.711	3.78690	0.21510	\$134.90	11
				Miles:	-----		33.711			\$134.90	
Department: TRANSPORTATION						UE10	449.300			\$1,089.17	
						UDSL*	879.311			\$2,396.99	
						Department Totals -	1328.611			\$3,486.16	

SITE LEGEND

SITE #	SITE NAME	ADDRESS	CITY	STATE
283894	Rocking R Travel Plaza	6411 Hwy 2	Hosston	LA
379372	Pines Road Exxon	6701 Pines Rd	Shreveport	LA
551335	Qt 7220	6901 Burt Kouns Industrial Blv	Shreveport	LA
606673	Jalou Vivian	14347 Highway 1	Vivian	LA
926475	Cpsb-shv Garage 1	3928 Joplin Ave	Shreveport	LA

Site Updates

New Sites

Name	Address	City	State	Description	Fuel	Diesel	Maint.	Pay at Pump	Open 24 Hrs
Now Save 3	1213 Winnsboro Road	Monroe	LA	76	Y	Y		Y	
The U-pak One Stop	1504 Ee Wallace Blvd N	Ferriday	LA	Unbranded	Y			Y	

REQUEST FOR PROPOSAL

April 29, 2025

RFP-01-26

CADDO PARISH SCHOOL BOARD
 1961 MIDWAY AVENUE
 SHREVEPORT, LA 71108

Shavonda Scott, Director of Purchasing
 PH: 318.603.6481
smscott@caddoschools.org

PROPOSAL TITLE: Fuel and Fuel Management Services**SEALED PROPOSALS WILL BE ACCEPTED UNTIL: 10:30 A.M. CST ON THURSDAY, MAY 29, 2025**

IMPORTANT: The Instructions/Provisions (01/31/05) to bidders/proposers are available for download and printing at the CPSB website: www.caddoschools.org (Click on Bids and RFP's) or may be picked up from the CPSB Purchasing Department, 1961 Midway Avenue. If you choose to access from the CPSB website, the Instructions/Provisions will be incorporated by reference with the same force and effect as if set forth in full text.

Dates Advertised: **April 29th and May 6th, 2025**

Shavonda M. Scott, MBA, Director of Purchasing

TO BE COMPLETED BY PROPOSER:

LEGAL NAME OF PROPOSER:

MAILING ADDRESS:

CITY, STATE, ZIP CODE:

TELEPHONE NO: ()

FAX NO: ()

PROPOSER CERTIFICATION AND IDENTIFICATION: I/We certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services, and is in all respects fair and without collusion or fraud. I/We further certify that none of the principals or majority owners of the firm or business submitting this proposal are at the same time connected with or employed by the Caddo Parish School Board.

ASSIGNMENT: The submission of a proposal under the terms of these specifications constitutes agreement to the following antitrust provision: For good cause and as consideration for executing this purchase and/or contract, I/we hereby convey, sell, assign and transfer to the Caddo Parish School Board all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular goods or services purchased or acquired by the Caddo Parish School Board.

We understand that other proposal forms or supplementary statements (unless required by the specifications) dealing with the price quotation will be ignored. Current literature, catalogs, pictures, and a complete identification of each item and/or service proposed have been included and made a part of this proposal. I/We understand this proposal may be rejected for failure to fully describe the products/services proposed herein.

I/WE HAVE CHECKED THIS PROPOSAL FOR MATHEMATICAL AND TYPOGRAPHICAL ERRORS.

AUTHORIZED SIGNATURE:

DATE SIGNED:

NAME (PRINTED/TYPED):

TITLE:

EMAIL:

PROPOSER QUALIFICATION: The form of business organization under which this proposal is submitted is as follows:

A CORPORATION incorporated under the laws of the State of _____ and (is) (is not) authorized to do business in the State of Louisiana.

A PARTNERSHIP. Names of Partners: _____

AN INDIVIDUAL trading and doing business under a name and style other than his own. The Owner's Name is: _____

BID BOND: N/A**PERFORMANCE BOND: N/A****ACKNOWLEDGEMENT OF ADDENDA RECEIVED:**

Addendum No. 1 Dated: _____ Addendum No. 2 Dated: _____

Addendum No. 3 Dated: _____ Addendum No. 4 Dated: _____

FROM: _____

BID NUMBER: _____ RFP 01-26

BID TITLE: _____ FUEL AND FUEL MANAGEMENT SERVICES

OPENING DATE: _____ THURSDAY, MAY 29, 2025

SEND TO:

CADDO PARISH SCHOOL BOARD
Purchasing Department
1961 Midway Avenue
Shreveport, LA 71108

Attn Bidders:
Use this print format on the outside of your envelope when responding to any formal bids, RFP's or RFQ's.

We do not accept faxed or electronic bid responses (EXCEPT THROUGH BID EXPRESS) for any formal bids, RFP's or RFQ's.