

April 18, 2017

BID: PETROLEUM PRODUCTS

DUE: THURSDAY, MAY 4 2017
9:00 A.M., Public Opening
E.H. Mellon Administrative Center
703 South New Street
Champaign, Illinois 61820

Dear Bidder:

The Board of Education of Champaign Community Unit School District #4 is inviting the submission of sealed bids for diesel fuel, unleaded gasoline, and propane fuel for our Transportation Department for the period July 1, 2017 through June 30, 2018. Specifications and proposal forms are available at www.champaignschools.org. All proposals must be submitted on the proposal form and all prices must be typed or written in ink. Proposals shall remain open and valid and subject to acceptance for 60 days after opening. All bids are to be submitted on the bid form provided and all prices must be typed or written in ink.

Specifications are prepared with the intent of offering equal opportunity to all bidders. No oral interpretations will be given to any bidder as to the meaning of the specifications. Requests for clarification must be submitted in writing to the address above, faxed to the undersigned at 217/351-3871, or emailed to tammenbr@u4sd.org. Clarification requests received less than five (5) working days (Thursday, April 27, 2017) of the bid due date will not be considered. All questions and responses will be posted at: <http://www.champaignschools.org/finance.html>. All proposals must be signed by an authorized official and notarized.

All bids are to be sealed and in the hands of the undersigned by the due date and time stated above, at which time bids will be publicly opened. There will be no bids accepted after said date and time. Bids must be provided on the bid form. The envelope containing your bid is to be sealed and marked in the lower left-hand corner: **"Bid: PETROLEUM PRODUCTS."** Bids will not be accepted by FAX or email. Your representative is welcome to review bid results in our Business Office.

The Board of Education reserves the right to reject any or all bids, to accept the bids, or to waive any irregularities should it deem to be in the best interest of the Champaign School District to do so. Bids will be awarded to the lowest responsible bidder meeting specifications as determined by the Board of Education.

The schedule for payment of invoices is the second (2nd) and fourth (4th) Friday of each month. The deadline for receipt of invoices to be included in either of these cycles is the Friday prior to the second and fourth Friday.

Sincerely,

Brittany Tammen
Business Office