

CEDAR RAPIDS COMMUNITY SCHOOL DISTRICT
Purchasing Department
2500 Edgewood Road NW
Cedar Rapids, IA 52405
319-558-2321
319-558-2327 fax

Specifications Specific to Cedar Rapids Community Schools

All prices are to be FOB each designated delivery location in Cedar Rapids, Iowa: two (2) locations total. Do not include Federal or State Tax in prices submitted.

The Purchasing Office and/or Board of Directors reserve the right to reject any and all bids or any part thereof, and to waive informalities and to enter into such contract or contracts as shall be deemed in the best interest of the Cedar Rapids Community School District, in the County of Linn, State of Iowa.

General Information

- Fleet size: approximately 117 school buses – average 60 gallons per tank
- Fleet also includes various cars, vans and other district vehicles
- Some vehicles fill daily
- Delivery to locations which are listed under Location & Tank Information
- Delivery hours are between 6 am and 10 pm. Summer hours vary, approximately June 1 through August 15, from 5 am to 4 pm.
- Fuel from Williams Pipeline in Iowa City to Cedar Rapids

Delivery Requirements

Delivery service is needed soon after order is placed. Current service is within four (4) hours from time of call. (Alarms sound when eight (8) inches or less is in the tanks at our main site). Delivery requirements are:

- Call by 8 am, delivery by 2 pm same day
- Call by 2 pm, delivery by 10 pm that day or 8 am next day

Fuel is delivered to the tanks as specified on each request.

Fuel Specifications

The types of fuel requested are as follows:

- Premium Diesel Red Dye (Cenex D additive, Red Dye).
- 50/50 blend: 50% Premium Dyed Diesel and 50% No. 1 Dyed Diesel Fuel Oil, as requested (good to zero degrees Fahrenheit).
- 40/60 blend: 40% Premium Dyed Diesel and 60% No. 1 Dyed Diesel Fuel Oil, as requested (when temperatures are below zero degrees Fahrenheit).
- Governmental Gasohol. Orders will be placed to fill the tank at 90% capacity.
- Unleaded Gasoline, no blend (no ethanol). Orders will be placed for 500 gallons at a time.

Estimated Annual Usage

Fuel usage from March, 2015 through March, 2016.

- 186,000 gallons of Premium Dyed Diesel and 50/50 blend combined
- 33,000 gallons of Governmental Gasohol
- 2,100 gallons of Unleaded Gasoline, no blend (no ethanol)

Location & Tank Information

Cedar Rapids Community School District
Transportation Department
2500 Edgewood Road NW
Cedar Rapids, Iowa 52405

All tanks at this location are above ground.

Tanks #1 & #2 and overfill Tank #3 – Premium Diesel, 50/50 blend or 40/60 blend. Orders will be placed for 7500 gallons for these tanks.

Tank #4 – Governmental Gasohol. This is a 750 gallon tank.

4 to 6 times a year: Cedar Rapids Community School District
Kingston Stadium
707 – 15th Street SW
Cedar Rapids, IA 52404

Delivery hours are between 7 am and 3:30 pm year round.

This is a 500-gallon above ground tank. Tank uses Unleaded Gasoline, no blend (no ethanol).

Contract for Successful Vendor

The Cedar Rapids Community School District will notify the successful vendor to proceed via a Purchase Order. This Purchase Order, along with the bid request and its addenda and the bid response, will be considered a written contract with all particulars per the successful bid. The Purchase Order will also give further information on invoicing that is specific to Cedar Rapids Community School District.

Insurance Requirements

The Cedar Rapids Community School District will have specific needs on their Certificate of Insurance that differ from the City of Cedar Rapids – see below.

**STANDARD RULES FOR CONTRACTORS
WORKING FOR CEDAR RAPIDS COMMUNITY SCHOOL DISTRICT**

These rules shall apply to all Contractors. A contractor shall be defined as companies or persons (not employees of the Cedar Rapids Community School District) doing work on any property owned by the Cedar Rapids Community School District. These rules are not all inclusive.

PROTECTION OF THE BUILDINGS AND MATERIALS

The Contractor shall protect all parts of the project and site affected by construction operations and is to arrange his work so that the Owner is not needlessly inconvenienced. Contractor is to repair all damages caused by his work, keep premises clean and upon completion remove all rubbish and surplus material and leave the site clean and in good repair so far as his work is concerned.

NOISE AND DISRUPTION OF CLASSES

At no time shall any Contractor disrupt classes by either noise or by entering rooms where class is in session, unless permission has been granted by the school principal.

OWNERS RIGHTS TO MATERIALS

The Owner reserves the right to retain ownership of any materials or equipment that are part of the existing facility. If materials or equipment are to be removed from the site, Contractor shall detach such items and before removing items from site, obtain permission from the Manager of Buildings and Grounds or his designee to do so. All items not retained by Owner shall be removed in a proper manner by the Contractor.

EQUAL OPPORTUNITY POLICY

Because it is the desire of the Cedar Rapids Community School District to encourage equal employment policies, all Contractors, including suppliers supplying goods or services to the School District, are expected to comply with the spirit of equal opportunity employment, as well as with the letter of all applicable statues and regulations. Compliance shall require Contractors not to discriminate and, in addition, to take reasonable affirmative action to insure that members of minority groups are effectively accorded equal employment opportunities.

ASBESTOS

All buildings in the School District contain asbestos.

It is the Contractor's responsibility to become familiar with the locations of asbestos in any building that he/she is working on and be responsible for any disturbance of the asbestos that he/she intentionally or accidentally causes.

It is also the responsibility of the contractor to utilize the AHERA Management Plan which is located in the main office of each building and inform his/her employees/subcontractors of the locations where asbestos materials have been identified. The AHERA Management Plan is not to leave the buildings. If the Contractor desires a copy of the information showing the asbestos locations, he/she may request it from the Manager of Buildings and Grounds and will be charged the cost of reproduction.

Contractors shall not remove or disturb any asbestos unless licensed to do so by the State of Iowa. If asbestos must be removed to carry out the work, contact the Manager of Buildings and Grounds who will contract for its removal in a proper manner.

At no time shall any product be sold to the Cedar Rapids Community School District that contains asbestos.

HAZARDOUS SUBSTANCES

The contractor shall submit to the Construction Projects Supervisor before construction begins, two copies of material safety data sheets of hazardous substances to be stored on the Owner's premises or incorporated in the performance of this contract. The Contractor shall also keep material safety data sheets posted at the work site for all substances while these substances are on the Owner's premises, hazardous substances shall be any substance which is covered by Iowa law (Right to Know Rules).

It is the Contractor's responsibility to obtain copies of the material safety data sheets and the Hazardous Communication Program which lists and describes hazardous substances stored on the school's premises, and inform their employees of the potential exposure. This information is available in the administrative office of each building. Further details may be obtained from the Manager of Buildings and Grounds or the Construction Projects Supervisor.

INSURANCE

All Contractors shall supply a certificate of insurance with the minimum coverage shown as follows, with the District named as an additional insured which includes Completed Operations.

No construction work shall be started under this contract until the insurance requirements have been satisfied.

Workers' Compensation shall be carried by the contractor in accordance with the Iowa Workers' Compensations statutes.

Commercial General Liability limits of \$1,000,000 each occurrence and \$2,000,000 aggregate.

The Comprehensive General Liability insurance shall include coverage for underground, explosion and collapse hazards.

Commercial Automobile Liability coverage, including hired and non-owned liability, with Bodily Injury limits of \$500,000 each person and \$1,000,000 aggregate and Property Damage limits of \$250,000 each occurrence, or a combined single limit of \$1,000,000.

Excess or Umbrella Liability coverage shall be provided with a limit of \$1,000,000 each occurrence and \$1,000,000 aggregate.

The Contractor shall name the Cedar Rapids Community School District and their agents and employees as an Additional Insured on all policies listed above for the contract involved and a certificate, or a policy if requested, should be filed with the School District evidencing this coverage. Iowa Governmental Immunities endorsement is to be included pursuant to Iowa Code 670.

All certificates and/or policies of insurance furnished by the contractor are to be filed with the Owner and shall include the name and address of the agency issuing the same. All certificates and/or policies shall be signed.

The Owner shall purchase property insurance upon the entire Work at the site to the full insurable value thereof. This insurance shall exclude the Contractor's and subcontractor's equipment, tools, and machinery that are not incorporated into the work. The Property Insurance shall be written under a "Special Cause of Loss Form" to include perils of fire, lightning, windstorm, vandalism, and theft, as well as other perils normally covered by standard Insurance Service Office Special Cause of Loss Form.

The Contractor shall provide insurance coverage for portions of the work stored off the site, and also for the portions of work in transit.

CONTRACTOR REGISTRATION

All Contractors and their subcontractors shall be registered with the labor commissioner as per chapter 91C of the Iowa Code.

SMOKING

Smoking is not allowed on the Owner's premises. The word "premises" for purposes of this section shall include inside personal or Company trucks or automobiles parked on school property.

SEX OFFENDER ACKNOWLEDGMENT AND CERTIFICATION

Iowa law prohibits a sex offender who has been convicted of a sex offense against a minor from being present upon the real property of the schools of the District. The Contractor and all subcontractors acknowledge and certify that, pursuant to law, a sex offender who has been convicted of a sex offense against a minor may not operate, manage, be employed by, or act as a contractor or sub-contractor at the schools of the District.

The Contractor and all subcontractors shall provide a signed original of an Acknowledgment and Certification letter (provided at the end of this section). No worker of the Contractor or any subcontractor will be allowed to work on site until this letter is received by the District.

It shall be responsibility of the Contractor to provide the Acknowledgment and Certification letter to all subcontractors. An initial list of sub-contractors shall be provided to the Architect with the signed contract. Updates to the subcontractor list shall be provided to the Architect within three (3) days after any additional subcontractors are contracted by the Contractor.