



District Office
501 West Sickles Street
St. Johns, MI 48879
Telephone: 989.227.4050
Fax: 989.227.4099
www.sjredwings.org

January 13, 2026

Attention Bid Department:

Enclosed is a request for quotation for . Sealed bids clearly marked "Propane Bid" will be accepted at the St. Johns Public Schools, Business Office, 501 W Sickles, St. Johns, MI, 48879, until Friday, January 30th, 2026 at 9:30 AM, at which time and place they will be publicly opened.

This Invitation to Bid and all its pages, documents and attachments, including those added subsequently by written notice, submitted and properly executed, shall constitute the contract between the St. Johns Public Schools and the successful vendor when approved and accepted by the Board of Education.

Sincerely,

Robbie Gleeson
Director of Operations
517-388-4036
St. Johns Public Schools

St. Johns Public Schools
Standard Instructions to Bidders

1. **Read, Review and Comply**: It shall be the bidder's responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements specified within.
2. **Receipt and Opening of Bids**: Sealed bids will be accepted upon receipt in the Business Office, St. Johns Public Schools, 501 W. Sickles, St. Johns, MI, 48879, until the time indicated on the attached Invitation to Bid for the goods or services listed in the specifications and will be publicly opened and read aloud.
3. **Form of Bid**: Bids shall be submitted in an easy to read form with any exceptions, deviations or modifications to the published requirements clearly noted and explained.
4. **Submission of Bids**:
 - A) Envelopes containing bids shall be sealed and clearly marked on the outside of the envelope with the name and address of the bidder, the title of the project, and the date and time of the scheduled bid opening.
 - B) Any bid received after the scheduled opening time will not be accepted.
 - C) Any bidder may withdraw their bid response by written request at any time prior to the scheduled bid opening.
 - D) Telephonic or faxed bids will not be accepted and telephonic, telegraphic, or faxed amendments to bids or withdrawals will not be accepted under any circumstances.
 - E) Unless otherwise specified, no bid may be withdrawn, changed, or modified in any way for a period of ninety (60) calendar days from the date of the bid opening.
 - F) Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.
 - G) Bids received prior to the time of bid opening will be securely kept unopened. No responsibility will attach to any officer or employee of the School District for the premature opening of a bid not properly addressed or identified.
5. **Brand Names**: Wherever in the specifications or proposal form brand names, trade names, manufacturer, or catalog numbers are used, it is for establishing a grade or quality level only and the phrase "or equal" is deemed to follow unless a prequalified list or the term "only", "no exceptions", or similar phrase is included.
6. **Taxes**: The St. Johns Public Schools are exempt from State and Federal taxes. Property purchased by a contractor to be used in the construction, alteration, repair, or improvement of fixed property owned by the School District is taxable to the contractor. Therefore, the price bid for contracts other than construction contracts must be exclusive of taxes and will be so construed. Construction contracts will be construed to include all applicable taxes unless the contract specifies otherwise.

7. **Acceptance of Bids:** The St. Johns Public Schools will award to the lowest, responsive, responsible vendor that meets the functional requirements and needs expressed by the specifications. Receipt of a purchase order or properly executed contract covering the materials or services as described in the bid will indicate the award of bid and contract of purchase.

8. **St Johns Public Schools' Rights:** The St. Johns Public Schools reserves the right to accept or reject any or all bids, to waive irregularities or defects, to award on a split-order or lump-sum basis, and accept other than the low bid when deemed to be in the School District best interests. The School District reserves the right to increase or decrease quantities or modify conditions and specifications by mutual agreement with the selected supplier, both at the time of acceptance of this bid as so modified and subsequent thereto.

9. **Laws:** The laws of the State of Michigan shall govern the rights, obligations, and remedies of the Parties under this bid and any agreement reached through this process.

10. **Disclosure:** All of the information included in your bid response is subject to the "Freedom of Information Act" and may be disclosed in its entirety after the formal, public bid opening has been completed.

11. **Independent Price Determination:** By submission of this proposal, the bidder certifies that the pricing structure offered has been arrived at independently without consultation, communication, or agreement of such prices for the purpose of restricting competition with any other bidder or competitor.

12. **References:** References may be requested as a part of the solicitation or after the opening of bids. When requested they are to be furnished as called for. Failure to honor this request will cause the bidder to be subject to rejection.

13. **Indemnification:** The contractor agrees to hold and save the school system, its officers, agents, and employees harmless from liability of any kind, including costs and expenses, with respect to any claim, action, cost or judgment for patent, copyright or trademark infringement arising out of the purchase or use of equipment or use of equipment, materials, supplies, or services covered by this contract.

St. Johns Public Schools
501 W. Sickles, St Johns, MI, 48879

INVITATION TO BID: Fleet & Heating Propane

St. Johns Public Schools is requesting sealed bids for Fleet Fuel - Heating Propane. **Vendors may bid on just 2026-2027 fiscal year or provide a three year bid covering 2026-2029 fiscal years.** Please send sealed bids marked "Fleet Fuel/Heating Bid" to St. Johns Public Schools, Business Office, 501 W. Sickles, St. Johns, MI, 48879. Facsimile bids will not be accepted.

Bids must be presented in the format requested, using the enclosed Bid Submittal sheet. Bids not submitted in the prescribed form may be rejected at the discretion of St. Johns Public Schools. Questions on bidding procedures and bid specifications may be directed to either Robbie Gleeson, Director of Operations at 989-227-4057.

St. Johns Public Schools reserves the right to accept or reject any and/or all bids in whole or in part, and waive any and/or all irregularities therein. St. Johns Public Schools will award bids as may appear to be in the best interests of St. Johns Public Schools.

Product Specifications:

1. Bids shall list the price per gallon for 135,000 gallons per school fiscal year. This is an estimate of propane needed based on history. If the district does not use the entire 135,000 gallons the district shall not be held responsible to pay for the unused gallons. The bid shall be awarded on the basis of price and supplier ability to fill the 2,000 gallon tank weekly at the Transportation Center and for keeping Riley Elementary School and East Olive Community Center propane storage containers used for heating filled as needed.
2. Complete product information and MIOSHA Material Safety Data Sheets (MSDS) must be provided for all products.
3. The vendor will be held responsible for all cost associated with any propane storage container that has run completely empty, including filling the tank to full capacity.
4. Bid shall include a phone number of direct contact with the vendor in the event any issues arise.

Documentation and Invoicing:

Complete fueling records showing the date, time and gallons dispensed shall be required and shall accompany each invoice, together with supporting documentation.

Vendor billings shall reflect the St. Johns Public Schools pricing.

Vendors may choose to provide invoicing on a monthly or twice-per-month invoicing cycle. Invoices will be paid promptly by St. Johns Public Schools; however, it is understood that payment may be withheld for individual disputed tickets while they are investigated (e.g., lack of signature). Original dispensing tickets are required with all invoices.

Geographic Locations:

<u>Area</u>	<u>Fuel Tank Capacity</u>
807 W. State St., St. Johns, MI 48879	2,000 Gallons
5935 W. Pratt Rd., DeWitt, MI 48820	5,000 Gallons
2583 Green Rd., St. Johns, MI 48879	1,000 Gallons

BID SUBMITTAL SHEET: Propane Fuel 2026-2027 or 2026-2029

Company name: _____

Contact person: _____

Title: _____

Address: _____

Telephone number: _____

Fax number: _____

E-mail address: _____

Signature: _____

Hours of Operation:**From:****To:**

Mo. _____	_____
Tu. _____	_____
We. _____	_____
Th. _____	_____
Fr. _____	_____
Sa. _____	_____
Su. _____	_____

Please attach all supporting documentation, include a description of geographic areas contemplated by this bid, and any other assumptions made in determining this bid.

Together, we succeed.

BID SUBMITTAL SHEET: Propane Fuel 2026-2027 or 2026-2029

Pricing:

Check one: **Bidding only on 2026-2027** **Bidding on all three years**

Total Cost per Gallon: 7/1/2026 thru 6/31/2027 : \$ _____ per gal.
Please display to five (5) decimal places

Total Cost per Gallon: 7/1/2027 thru 6/31/2028: \$ _____ per gal.
Please display to five (5) decimal places

Total Cost per Gallon: 7/1/2028 thru 6/31/2029: \$ _____ per gal.
Please display to five (5) decimal places

Authorized Signature:

"I confirm that all bids are in accordance with the specifications outlined above and I will accept all or any portion of the above fueling volume, unless noted herein."

(Please check) YES NO

Authorized Signature: _____

Company Name: _____

Title: _____

Date: _____

St. Johns Public Schools reserves the right to accept or reject any and/or all bids in whole or in part, and waive any and/or all irregularities therein. St. Johns Public Schools will award bids as may appear to be in the best interests of St. Johns Public Schools.