

When submitting a sealed bid, please be sure to put the **bid title and bid number** on the **outside envelope** being mailed.  
Please attach a completed **W9** to your bid response.

Vendor: _____	Ordering Contact: _____
Bid Contact: _____	Ordering Address: _____
Address: _____	_____
_____	_____
Phone #: _____	Ordering Phone #: _____
Fax #: _____	Ordering Fax #: _____
E-Mail: _____	Ordering E-Mail: _____
Tax ID #: _____	Web-Site: _____

**Center for Instruction, Technology & Innovation (CiTi)**  
**Oswego County Board of Cooperative Educational Services**  
179 County Route 64  
Mexico, NY 13114  
(315) 963-4414 phone

[www.CiTiboces.org](http://www.CiTiboces.org)  
[www.CiTiboces.org/cooperativepurchasing](http://www.CiTiboces.org/cooperativepurchasing)

Specification and Instructions for the Supply of

***Transportation Fuels***

Bid Number: **B25-2000**

Bid Contract Dates: **July 1, 2025 to June 30, 2026**

Date of Bid Opening: **April 22, 2025 @ 12:30 p.m.**

*BID PARTICIPANTS:*

Altmar-Parish-Williamstown Central School District  
Center for Instruction, Technology & Innovation (CiTi)  
Central Square Central School District  
Hannibal Central School District  
Mexico Academy & Central School District  
Oswego City School District  
Phoenix Central School District  
Sandy Creek Central School District  
Town of New Haven (New York)  
Town of Parish (New York)  
Town of Scriba (New York)  
Village of Parish (New York)

*Cooperative CiTi Bid*

*Do not separate these sheets*


*Please submit all questions on the Question form of the packet and email to the attention of:*

***Holly Cheeley, Bid Specialist***  
[Cooperativebids@CiTiboces.org](mailto:Cooperativebids@CiTiboces.org)  
179 County Route 64  
Mexico, NY 13114  
315-963-4414 phone

***All public bid openings hosted by The Center for Instruction, Technology & Innovation (CiTi) are made available virtually via the Zoom platform. Bidders and members of the public can join the live bid opening virtually by sending an email request in advance of the opening date and time to: [purchasing@citiboces.org](mailto:purchasing@citiboces.org). Bidders and members of the public who wish to join the bid opening in-person must follow all visitor policy guidelines when present on CiTi property.***

This is a cooperative bid for the purchase of fuel commodities for the following school districts and municipalities: Altmar-Parish-Williamstown Central School District, Center for Instruction, Technology & Innovation (CiTi), Central Square Central School District, Hannibal Central School District, Mexico Academy & Central School District, Oswego City School District, Phoenix Central School District, Sandy Creek Central School District, the Town of New Haven (NY), the Town of Parish (NY), the Town of Scriba (NY) and the Village of Parish (NY).

### Bidding Instructions & Special Conditions for the Submission of Vendor Responses

- 1) Sealed bids for the furnishing and delivery of items as required and as set forth in these specifications prepared by CiTi Purchasing Office are sought at this time.
- 2) Copies of the specifications may be obtained by contacting Holly Cheeley, Bid Specialist at the Business Office of the CiTi, 179 County Route 64, Mexico, New York 13114, by calling (315) 963-4414 or emailing [Cooperativebids@CiTiboces.org](mailto:Cooperativebids@CiTiboces.org). Bid opportunities and current bids are available electronically at [www.CiTiboces.org/cooperativepurchasing](http://www.CiTiboces.org/cooperativepurchasing). Bid specifications can also be found online at BidNet Direct:  

- 3) ALL questions with regard to this bid MUST be submitted in writing. Please email the bid questionnaire form that is attached as part of this bid proposal to the attention of the Bid Specialist at: [Cooperativebids@CiTiboces.org](mailto:Cooperativebids@CiTiboces.org)
- 4) No questions will be entertained by any other means. All questions must be submitted at least ten (10) business days prior to the official bid opening. Questions received after this time may not be addressed.
- 8) In the event that CiTi Business Office is closed due to unforeseen circumstances, the bid deadline will be extended to the next business day that CiTi is open for business. The time of day will remain 12:30 p.m.
- 9) **A public bid opening will take place on April 22, 2025, at 12:30 p.m.**
- 10) All public bid openings hosted by CiTi are made available virtually via the Zoom platform. Bidders and members of the public can join the live bid opening virtually by sending an email request in advance of the opening date and time to: [Cooperativebids@CiTiboces.org](mailto:Cooperativebids@CiTiboces.org). Bidders and members of the public who wish to join the bid opening in-person must follow all visitor policy guidelines when present on CiTi property.
- 11) **For Sealed Bid Submissions:** Bidders must supply signed hard copies of their completed bids in a sealed envelope marked with the name of the bidder and the bid number on the front of the envelope to the address listed in the manner specified within the Bid Documents.
- 12) All express envelopes must be clearly marked with the words "Sealed Bid Enclosed" on the front of the outside envelope. This is important in assuring that the bid is delivered properly. The sealed bid envelope must be included in the express envelope.
- 13) **For Electronic Bid Submissions:** Bidders must supply a signed photocopy of the bid forms and a completed vendor response sheet (in excel format) via BidNet Direct.
- 14) The proposal as presented shall remain valid for a minimum period of forty-five days (45) from the date of bid opening.
- 15) The bidder shall not change or provide the bid sheets in a different format than the one provided.
- 16) The following three (3) forms are included herein and form a part of this bid proposal: 1. Bid Proposal Certifications (Non-Collusion Bidding Certification and Conflict of Interest Certification). 2. Exceptions or Limitations/Acknowledgement of Terms and Conditions. 3. Iran Divestment Act Certificate of Compliance. Failure to fully execute these three (3) statements will constitute grounds for rejection of a bid submission.

### Accepting Sealed OR Electronic Bid Submissions:

- 5) **SEALED BIDS** must be received via mail, postal or shipping carrier at: CiTi, 179 County Route 64, Mexico, NY 13114 until, but not later than **12:30 p.m. April 22, 2025**. Sealed bid envelopes can also be hand-delivered to CiTi's Receiving Department (Green Steel Building across the street from main CiTi campus in Mexico). CiTi's Receiving Department is open Monday – Friday 7:00 a.m. to 3:00 p.m.
- 6) **ELECTRONIC BIDS** must be submitted via BidNet Direct no later than **12:30 p.m. April 22, 2025**. This is the ONLY manner in which electronic submissions will be accepted.
- 7) **Emailed or faxed bid responses are not acceptable.**
- 17) The bidder shall state the discount that will be allowed to the bid participants for prompt payment. In the absence of such a discount, payment will be made approximately thirty days (30) after receipt of materials and invoice.
- 18) **All bids are to be on the basis of delivery prepaid to destination.**
- 19) CiTi reserves the right to waive any informalities on bids received.
- 20) CiTi reserves the right to reject any or all bids and to re-advertise.
- 21) All costs incurred by the bidders in preparation, estimating and submission of a bid are the responsibility of the bidder.

## Orders and Billing

- 22) Quantities listed on the bid are from the school districts and municipalities listed as active bid participants. Each bid participant will prepare its own individual Purchase Order for its respective share of the bid. CiTi will in no way be held responsible for any financial obligations incurred by any bid participant.
- 23) Each bid participant will be required to give vendors a minimum of 48 hours notice that they require a delivery. In the event of an emergency, only 24-hour notice may be given. ***Exception to this is the Central Square School District that requires next day delivery to their identified fuel and diesel tanks. This is noted on the district's defined gallonage worksheet.***
- 24) Unless otherwise specified on a bid participant's declared estimated gallonage worksheet (contained within), vendors will make delivery within 48 hours after receipt of order (ARO). After 48 hours, the bid participants will be free to invoke the Buy Against Clause.
- 25) Invoices shall be presented to each bid participant for the quantities ordered as per the Purchase Order.
- 26) Because they are governmental agencies, purchases made by the bid participants are not subject to sales tax. The bid participants will furnish proof of tax exemption upon request.

## Delivery

- 27) Delivery is to be made to locations in each school district or municipality, as per the Delivery Schedule included in the bid. The Purchase Order shall designate the place of delivery and whether it will be on an automatic replenishment basis or as called basis.
- 28) The ability to make prompt deliveries in accordance with each bid participant's requirements is of the essence in the performance of this contract and shall be a factor in the awarding thereof.
- 29) Delivery of fuel will be in trucks used exclusively for the transporting and delivery of fuel. **All deliveries must be metered. Deliveries must be accompanied by a delivery ticket showing date of delivery, fuel type, fuel grade, and number of gallons delivered.**

**30) Bill of Lading will not be accepted in lieu of a Metered Delivery ticket.**

- 31) Bidder agrees to maintain a sufficient supply of fuel to satisfy the requirements of the bid participants and so that emergency deliveries can be made within a 24-hour period. Bid participants will indicate at the time of the 1st call for a fuel delivery whether service will be on an "automatic replenishment basis" or "Call as required basis." If automatic replenishment is selected by a district/municipality, a minimum tank level must be agreed to. If the fuel level falls below the minimum, the school

district/municipality shall have the right to purchase sufficient fuel on the open market to fill such tank and will charge any increase in price paid over the current contract price to the account of the awarded contractor.

- 32) Due to weather conditions, emergency deliveries must be able to be made upon demand.
- 33) All deliveries are to be F.O.B. Destination. Deliveries are to be made as specified by the purchasing contact.
- 34) Bid participants are to be notified immediately of any delivery problems. Emergency contact information for each bid participant is included herein.
- 35) Material Data Safety Sheets (MSDS) or Safety Data Sheets (SDS) must accompany every shipment for all items having an established MSDS, as set forth by the New York State Right to Know Law enacted in 1970, and the Federal Hazard Communication Standard enacted in 1983.
- 36) During the scheduled delivery times, the vendor agrees to remove all products which do not meet specifications.
- 37) In any of the situations mentioned, the vendor is required to pick up damaged goods at the time of delivery, and immediately issue credit. Additionally, if the discrepancies are not noted until after receipt of the goods, the vendor agrees to pick up the items on the next delivery.
- 38) For the purposes of the bid, deliveries under 5,499 gallons will be considered Tank Wagon Deliveries (TW) and deliveries at and over 5,500 gallons will be considered Motor Transport Deliveries (MT).

## Pricing

- 39) The bidder shall insert the price for each item being bid upon in the area provided on the bid forms. **The price inserted must be net and fixed for Propane; net and fixed for Ethanol-Free 90 Octane; and a net variable rate (escalator rate) for all other fuel commodities.** Included in all bid pricing should be charges and/or fee for delivery, freight and transport, ancillary fees, fuel additives, and overhead where applicable. Please do not include gross receipt tax. No charges will be allowed for federal, state, or municipal sales and excise taxes as all participating school districts and municipalities are tax exempt. The bid participants will furnish proof of tax exemption upon request.

**Fixed Pricing** shall be firm for the contract period of one (1) year, beginning July 1, 2025, and ending June 30, 2026.

**Escalator Rates** shall be firm for the contract period of one (1) year, beginning July 1, 2025, and ending June 30, 2026.

- 40) Pricing adjustments for fuel commodities bid with a net variable rate (escalator rate) will be based on published posting date prices in the Oil Price Information Service (OPIS) Oil Price Daily report. For all fuels awarded as an escalator rate: SYRACUSE, NY will be the pricing location used for this bid. Pricing will fluctuate based on the Friday posted pricing and will hold firm

for one week. The pricing will change Friday morning, based on the Friday OPIS Oil Price Daily posted price, and will be held until the following Thursday night. If there is no OPIS Oil Price Daily posting due to a Friday holiday, the pricing will remain the same until the Monday or the next published OPIS Oil Price Daily posting date.

### Propane

- 41) Propane will be bid in a Fixed Net Pricing manner that shall be firm and fixed for the contract period of one (1) year, beginning July 1, 2025 and ending June 30, 2026.

**Please include a copy of your standard tank rental/lease agreement with the bid packet, including any tank rental/lease fees.**

### Ethanol-Free 90 Octane

- 42) Ethanol-Free 90 Octane will be bid in a Fixed Net Pricing manner that shall be firm and fixed for the contract period of one (1) year, beginning July 1, 2025 and ending June 30, 2026.

### Remaining Fuel Commodities

- 43) Kerosene, Diesel, #2 Fuel Oil, 87 Unleaded and 89 Unleaded will be bid with an escalator rate. The escalator rate for each fuel shall remain constant throughout the contract period of July 1, 2025 to June 30, 2026, while the posted fuel market price will fluctuate. The escalator price will reflect the amount of the weekly fuel market price as posted on the OPIS Oil Price Daily report (New York Harbor Barge Reseller rack for **SYRACUSE, NEW YORK**) on **February 28, 2025**. The awarded vendor must agree to substantiate price increases by providing the School District, a copy of the New York Harbor Barge Reseller rack for SYRACUSE, NEW YORK for the dates in question.

The fluctuating market price is calculated by finding the SYRACUSE pricing for the fuel in question and averaging the two figures. The escalator rate is the amount charged by the bidder for overhead, delivery, profit, etc, and is added to the current market price at the time of purchase.

*Example of how Unleaded Gasoline 87 Octane was calculated on the CiTi Transportation Fuels Bid (this bid used the Albany pricing): The Albany pricing for February 26, 2010 was - [2.1255 – 2.1434] add 2.1255+ 2.1434 = 2.13445 [calculated to reach an average price]. The bidder applies an escalator price of .025 for Motor Transport delivery to the averaged price calculated to attain the actual cost; in this case, the district cost is \$2.1594 per gallon.*

- 44) The date of delivery to the school district/municipality will determine the price (NOT the order date).

### Quantities

- 45) Bidders are advised that quantities are estimates and the bid participants reserve the right to increase or decrease the quantities specified within this bid. It is further understood that all

quantities whether increased or decreased are to be furnished at the contracted price. The Bidder hereby waives claim for any damage due to any change in the estimated quantities.

### Insurance

- 46) For all of the services set forth herein and as hereinafter amended, Vendor shall maintain or cause to be maintained, in full force and effect during the term of this Agreement, at its expense, a Workers' Compensation insurance, liability insurance covering personal injury and property damage, and other insurance with stated minimum coverages, all as listed below. Such policies are to be in the broadest form available on usual commercial terms and shall be written by insurers of recognized financial standing satisfactory to the CiTi who have been fully informed as to the nature of the Services to be performed. Except for Worker's Compensation and professional liability, the CiTi, School Districts, and municipalities shall be an additional insured on all such policies with the understanding that any obligations imposed upon the insured (including, without limitation, the liability to pay premiums) shall be the sole obligation of Vendor and not those of the CiTi, School Districts, and municipalities. Notwithstanding anything to the contrary in this Agreement, Vendor irrevocably waives all claims against the CiTi, School Districts and municipalities for all losses, damages, claims, or expenses resulting from risks commercially insurable under this insurance described in this Article 13. The provisions of insurance by Vendor shall not in any way limit Vendor's liability under this Agreement.

### Worker's Compensation

- 47) Pursuant to General Municipal Law §108, the parties hereto agree that this Agreement contract **SHALL BE VOID** and of no effect unless the Vendor shall secure Worker's Compensation for the benefit of, and keep insured during the life of the contract, such employees, in compliance and as may be necessary with the provisions of the Worker's Compensation Law.

### Insurance Requirements

- 48) Notwithstanding any terms, conditions, or provisions, in any other writing between the parties, the Vendor hereby agrees to effectuate the naming of CiTi, School Districts, and municipalities as an unrestricted, additional insured on the contractor's insurance policy, with the exception of workers' compensation. If the contractor is self-insured, evidence of its status as a self-insured entity shall be provided to the CiTi Business Office. If requested, the contractor must describe its financial condition and the self-insured funding mechanism(s).

The policy naming the bid participants as additional insured shall, without exception:

- Be an insurance policy from an A.M. Best rated "secured" New York State licensed insurer.

- Contain a 30-day notice of cancellation.
- State that the insurer's coverage shall be primary coverage for CiTi and the municipalities and school districts listed as bid participants, its officers, and employees.
- The bid participants shall be listed as additional insured by using endorsement CG 2010 10 85 or broader. The certificate must state that this endorsement is being used. If another endorsement is used, a copy shall be included with the certificate of insurance.

The contractor agrees to indemnify the bid participants for any applicable deductibles.

### **Required Insurance Minimums**

#### **Commercial General Liability Insurance**

\$1,000,000 per occurrence, \$2,000,000 aggregate General Aggregate to apply on a per project basis

#### **Automobile Liability**

\$1,000,000 CSL for owned, hired and borrowed and non-owned motor vehicles

#### **Excess/Umbrella Insurance**

\$1,000,000; \$3,000,000; \$5,000,000 each Occurrence and Aggregate  
(Per the type and size of the project)

#### **Workers' Compensation and N.Y.S. Disability**

Statutory Workers' Compensation, Employer's Liability and NYS Disability Benefits Insurance for all its employees

#### **Pollution Liability Insurance**

\$1,000,000.00 for Fuel Spill/ Environmental Response

### **Statutory Compliance**

- 49) In acceptance of this Agreement, the Vendor(s) covenants and certifies that it will comply, in all respects, with all federal, state and county laws which regarding work for municipal corporations including, but not limited to, Workers Compensation and Employers Liability Insurance, hours of employment, wages and Human Rights, and the provisions of General Municipal Law §§103(a) and 103(b) and State Finance Law §§139-A and 139-B.

### **Protection of Property**

- 50) Vendor assumes the risk of and shall be responsible for, any loss or damage to CiTi and participating municipalities and school districts, including property and equipment leased by the participants, used in the performance of this Agreement and caused, either directly or indirectly by the acts, conduct,

omissions or lack of good faith of Vendor, its officers, directors, members, partners, employees, representatives or assignees, or any person, firm, company, agent or others engaged by Vendor as an expert consultant specialist or subcontractor hereunder.

In the event that any such property is lost or damaged, except for normal wear and tear, then the political subdivision shall have the right to withhold further payments hereunder for the purposes of set-off in sufficient sums to cover such loss or damage.

Vendor agrees to defend, indemnify and hold the all bid participants listed on the cover page harmless from any and all liability or claim for loss, cost, damage or expense (including, without limitation, reasonable attorney fees and costs of litigation and/or settlement) due to any such loss or damage.

The rights and remedies of the bid participants provided herein shall not be exclusive and are in addition to any other rights and remedies provided by law or by this Agreement.

### **Additional Terms and Conditions**

- 51) The bidder will guarantee to meet all standards set forth in the specification sheet. Bidders will guarantee the fulfillment of this contract for a period of one (1) year from July 1, 2025 through June 30, 2026.
- 52) The bidder agrees to save, defend, keep harmless and indemnify CiTi and participating municipalities and school districts, and all their agents from any and all claims, however caused, resulting from or in any way connected with the awarded bidder's performance of the contract or arising out of each and any product defect or failure.
- 53) Fuels are subject to random samplings at the discretion of each bid participant. Such samplings shall be submitted to an impartial qualitative and quantitative commercial laboratory for analysis. Should such analysis fail to conform to the petroleum industry standards, the participating districts and municipalities reserve the right to terminate this contract.
- 54) The submission of a bid will be construed as an indication that the contractor is fully informed as to the extent and character of the fuels and can furnish the fuels fully of the bid.
- 55) The bidder agrees to comply with the provisions of the Workmen's Compensation Act and the bidder agrees to indemnify and save harmless the boards, districts, and other employees from claims of the Workmen's Compensation Act.

Fuels shall conform to the Clean Air Act of 1993.

### **Diesel Fuel Requirements**

- 56) It is understood that bid participants will require their deliveries of diesel fuel to be Ultra Low Sulfur Diesel. The bid participants' fuel summaries listed within this bid reflects the approximate total amount of "Diesel" fuel to be consumed during the contract



period. This total requirement represents both Ultra Low Sulfur Diesel (ULSD) and ULSD Winter Blended fuels. As part of the fuel total, it is understood that during the winter months, beginning October 1, 2025, additives to the fuel for cold weather operability (per direction from bid participants) and performance will be provided, where no additional cost will be allowed for the maintenance of the fuel quality during that time. At a minimum, the recommendations set forth per the Low Temperature Operability/Performance Characteristics table on the New York State Contract/s for Diesel Fuel (On-Road Use Only) will be followed. In addition to these additives, ULSD may be blended with Ultra Low Sulfur Kerosene (ULSK) where the blend ratio of ULSD to ULSK will be determined by purchase order. Invoicing will be based on day of delivery and in accordance with the week's up-to-date pricing for the fuel quantities as prescribed by the purchase order. The turnover date for ULSD to ULSD Winter Blend will begin on October 1, 2025. Vendors are to include in their bid pricing all charges for additives during the winter months. No additional charges will be allowed for anti-gel additives or other lubricants necessary to maintain the quality of the fuel product.

### **Purchases by other Local Governments and School Districts**

- 57) Each bid participant will issue purchase orders directly to vendors within the specified contract period referencing the bid contract and shall be liable for any payments due on such purchase orders; and shall accept sole responsibility for any payment due.
- 58) All purchases shall be subject to audit and inspection by the other political subdivisions for which the purchase was made.
- 59) At no time shall any change to this contract including price and product specification be permitted, except where an item has been replaced by another item due to obsolescence. In this instance, CiTi must approve a change of product in WRITING in order for it to be valid. In the event a product substitution is approved, no change in price will be permitted except when the price will be lower than the awarded price.

### **Force Majeure**

- 60) The successful bidder shall not be held responsible for any losses resulting if the fulfillment of the terms of the contract shall be delayed or prevented by wars, acts of public enemies, strikes, fires, acts of God, or for any other acts not within control of the successful bidder and which by the exercise of reasonable diligence he/she is unable to prevent.
- 61) Products and quantities listed on the bid for school districts are the participants' best estimate based on the projected instructional plan. If the school districts' instructional plans change due to unforeseen and/or a force majeure event, the actual quantities purchased might also change.

### **Wage Rates**

- 62) Labor cost should reflect the current prevailing wage rates for the transportation and delivery of Fossil Fuel as outlined in Article 9 of the New York State Labor Law. The Prevailing Wage shall be imposed only for **actual time** used for the transportation and delivery of fuel to the School Districts/Municipalities. Prevailing wage under Article 9 are described as follows:

"Wage" includes: (a) basic hourly cash rate of pay; and (b) supplements.

The term "supplements" means fringe benefits..." (Article 9, Section 230.5).

Therefore, the fringe benefits would be included in the prevailing wage amounts required. The prevailing wage PRC# 2025900213 and is available at the following website:

<https://apps.labor.ny.gov/wpp/publicViewProject.do?method=show&id=1584872>

Prevailing wage schedules for this bid are listed at the top of the webpage, and are downloadable by clicking on Original Wage Schedules, which appears under the title bar. The bidder shall have no claim to any additional costs should the installation take longer than the bidder calculated.

- A. Contractor shall employ and compensate its own employees and shall agree to comply with the provisions of the Worker's Compensation Act and the Contractor agrees to indemnify and save harmless the school board, district and other employees from claims of the Worker's Compensation Act.
- B. Contractor shall not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal or laying off of any individual due to race, creed, color, national origin, age, sex, marital status, sexual orientation or which is in violation of applicable laws concerning the employment of individuals with disabilities.

### **Assignment and Subletting**

- 63) The Contractor shall not assign or transfer any interest or claim under this contract except as authorized in writing by CiTi and, except as set forth in the Contractor's proposal, no contract shall be made by the Contractor with any other parties for furnishing any of the work or services under this contract without the approval of CiTi.
- 64) The contractor shall not assign, transfer, sub-lease, surrender, or otherwise encumber or dispose of this contract or any estate created by this contract or any interest in any portion of the same, or permit any other person or persons, company or corporation to perform, without the written consent of CiTi first being obtained.

## **Contract Modification**

- 65) Either party may at any time during the term of this contract request amendments or modifications. Requests for amendment or modification of this contract shall be in writing, specifying the changes sought and the reasons.

## **Award**

- 66) The CiTi Board of Education will, based on the final comparison of all bids, award the bid to the lowest, responsive, responsible bidder as will best promote the public interest. The CiTi Board of Education reserves the right to reject any or all bids in whole or in part.

The bid may be awarded on a line-by-line, lot by lot or total bid basis.\* CiTi reserves the right to reject all or part of any bid submitted and may, if in the best interest of CiTi change the award basis. Bids will be considered only from bidders whose financial resources, technical ability, and experience are commensurate with the services to be performed.

*\*Please note: Ultra Low Sulfur Kerosene (ULSK) is not a commodity that bid participants purchase by itself. Kerosene is only purchased as part of a winter blend. The award for Kerosene will be made in conjunction with USLD Diesel and #2 Fuel Oil. The lowest, responsive, responsible bidder will dictate the award.*

- 67) Notice of Award shall be made to the successful bidder within forty-five (45) from the date of bid opening. The award for this bid will take place at the **June 18, 2025**, CiTi Board Meeting.
- 68) The bid participant(s) and the vendor will submit all complaints in writing to the appropriate party(s) within four (4) days of occurrence of any incident. Complaint should be sent to Holly Cheeley, Bid Specialist, at [Cooperativebids@CiTiboces.org](mailto:Cooperativebids@CiTiboces.org). The Bid Specialist will maintain a file of all complaints that are submitted from both the participants and the vendor.
- 69) This will be an annual bid. The bid period will be from 07/01/2025 to 06/30/2026 for all bid participants.

## **Term of Contract**

- 70) Any contract resulting from the award of this bid shall be for a term of twelve (12) months from the date of award. CiTi reserves the right to renew all or any part of this contract for up to a maximum of two additional, (12) twelve-month periods but not less than (1) one-month if agreeable by awardee(s) and by resolution of the CiTi Board of Education.

**Failure to adhere to these instructions will constitute grounds for rejection of the bid.**

**Center for Instruction,  
Technology & Innovation**  
*A Board of Cooperative Educational Services*  
179 County Route 64  
Mexico, NY 13114

**GENERAL CONDITIONS**

(For the Purchase of Materials, Supplies,  
Equipment, and Services)

All invitations to bid issued by the above named Board of Cooperative Educational Services will bind bidders and successful bidders to the conditions and requirements set forth in these general conditions, and such conditions shall form an integral part of each purchase contract awarded by the Center for Instruction, Technology & Innovation (CiTi).

**DEFINITIONS**

**“CiTi”** Shall be the legal designation of the Oswego County Board of Cooperative Educational Services/ Center for Instruction, Technology & Innovation.

**“School District”** Shall be the legal designation of the district.

**“Notice to Bidders”** A formal statement, which, when issued by the CiTi, constitutes an invitation to bid on the materials, supplies and equipment described by the specifications

**“Board”** The Board of Cooperative Education Services Board of Education.

**“Bid”** An offer to furnish materials, supplies, and/or equipment in accordance with the invitation to bid, the general conditions, special instructions, and the specifications.

**“Bid Offer”** The form on which the vendor/bidder submits his bid.

**“Bidder”** A company, corporation or individual submitting a bid.

**“Contract”** A notice to the successful bidder by the issuance of a purchase order, all documents relating to the transaction, including but not limited to, the bid offer of the successful bidder, notice to bidders, general information, general conditions, specifications, notice of award, bid proposal certifications; a formal document signed by the successful bidder and the CiTi representative.

**“Successful Bidder”** Any bidder to whom an award is made by the CiTi.

**“Contractor”** Any bidder to whom a contract award is made by the Board of Cooperative Education Services.

**“Specifications”** defined as the description of materials, supplies, equipment, and/or services, including the conditions for its purchase.

**BIDS**

1. The date, time, and place of bid opening will be given in the Notice to Bidders.
2. All bids must be submitted on bid forms, if provided, and in accordance with instructions provided.
3. All bids received after the time stated in the Notice to Bidders may not be considered and will be returned unopened to the bidder. The bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of the CiTi. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having his/her bid deposited on time at the place specified.
4. In the event that the CiTi Business Office is closed due to unforeseen circumstances, the bid deadline will be extended to the next business day that CiTi is open for business. The location and time of day for the bid opening will remain the same.
5. All information required by Notice to Bidders, General Conditions, Specifications, and Bid Offer, in connection with each item against which a bid is submitted, must be given to constitute a regular bid.
6. The Non-Collusive Bidding Certification must be included with each bid as required by General Municipal Law, Section 103-d.
7. The submission of a bid will be construed to mean that the bidder is fully informed as to the extent and character of the supplies, materials, or equipment required and a representation that the bidder can furnish the supplies, materials, or equipment satisfactorily in complete compliance with the specifications.
8. No alteration, erasure, or addition is to be made in the typewritten, printed, or electronic matter. Deviations from the specifications must be set forth in space provided in bid for this purpose.
9. Prices and information required should be typewritten for legibility. Illegible or vague bids may be rejected. All signatures must be written. Facsimile, printed, or typewritten signatures are not acceptable.
10. Sales to school districts are not affected by any fair trade agreements. (General Business Law, Sec. 369-a, Sub. 3)
11. No charge will be allowed for Federal, State or municipal sales and excise taxes since the school districts, municipalities and the CiTi are exempt from such taxes.
12. **The price bid shall be net** and shall not include the amount of any tax or any ancillary fees.
13. **Prices shall be net;** including transportation and delivery charges fully prepaid by the successful bidder to destinations indicated in the instructions to bidders.
14. All bids must be in sealed, plain, opaque envelopes may be used, clearly marked “BID.” Also, the date and time of the bid opening as indicated on the Notice to Bidders must appear on the envelope. Bids must not be attached to or enclosed in packages containing bid samples. Telephoned quotations or amendments will not be accepted at any time.
15. No interpretation of the meaning of the specifications or other contract document will be made to any bidder orally. Every request for such interpretation should be in writing, addressed to the CiTi, no later than five days (5) prior to the date fixed for the opening of bids. Notice of any and all such interpretations and any supplemental instructions will be sent to all bidders of record by the CiTi in the form of addenda so issued shall become a part of the contract documents.



16. If the supplies, materials, or equipment are to be delivered over an extended period of time, or if the specifications so state, then the successful bidder may be required to execute an agreement in relation to the performance of his contract, such agreement to be executed by the bidder within 15 days after notification to execute such contract. If the specifications so state, the successful bidder also may be required to furnish a performance bond equal to the full amount of the contract to guarantee the faithful performance of such contract. Such performance bond shall be maintained in full force and effect until the contract shall have been fully performed. The surety company furnishing such performance bond shall be authorized to do business in the State of New York and must be satisfactory to the school district. The successful bidder shall execute the performance bond at the time of the execution of the contract by the successful bidder and the Board.
17. The proposal as presented shall remain valid for a period of forty-five (45) from the date of bid opening.

#### **AWARD**

18. Awards will be made to the lowest responsible bidder, as will best promote the public interest, taking into consideration the reliability of the bidder, the quality of the materials, equipment, or supplies to be furnished, their conformity with the specifications, the purposes for which required, and the terms of delivery.
19. The CiTi reserves the right to reject all bids. Also reserved is the right to reject, for cause, any bid in whole or in part; to waive technical defects; qualifications; irregularities; and omissions if in its judgment the best interests of the district will be served. Also reserved is the right to reject bids and to purchase items on State or County contracts if such items can be obtained on the same terms, conditions, specifications, and at a lower price.
20. The CiTi reserves the right to make awards within forty-five (45) days after the date of the bid opening during which period bids may not be withdrawn unless the bidder distinctly states in his bid that acceptance thereof must be made within a shorter specified time.

21. If two or more bidders submit identical bids as to price, the decision of the board to award a contract to one of such identical bidders shall be final. (General Municipal Law, Sec. 103, Sub. 1)

#### **CONTRACT**

22. Each bid will be received with the understanding that the acceptance thereof in writing by the board, to furnish any or all of the items described therein shall constitute a contract between the successful bidder and the school district. Contract shall bind the successful bidder on his part to furnish and deliver at the prices and in accordance with the conditions of this bid.
23. The placing in the mail of a notice of award or purchase order to a successful bidder, to the address given in his bid, will be considered sufficient notice of acceptance of contract.
24. If the successful bidder fails to deliver as ordered, or within the time specified, or within reasonable time as interpreted by the CiTi, or fails to make replacement of rejected articles, when so requested immediately or as directed by the school district, the CiTi or school district may purchase from other sources to take the place of the item rejected or not delivered. the CiTi or school district reserves the right to authorize immediate purchase from other sources against rejections on any contract when necessary. On all such purchases, the successful bidder agrees to reimburse the CiTi or school district promptly for excess costs occasioned by such purchases. Should the cost be less, the successful bidder shall have no claim to the difference. Such purchases will be deducted from contract quantity.
25. A contract may be canceled at the successful bidder's expense upon nonperformance of contract.
26. Cancellation of contract for any reason may result in removal of the successful bidder's name from mailing list for future proposals for an indeterminate period.
27. Damaged Products – During the scheduled delivery times, the vendor agrees to remove all damaged cases that are visible and all products that are

found damaged upon opening, or products, which do not meet specifications.

When materials, equipment, or supplies are rejected, they must be removed by the successful bidder from the premises of the school district within ten (10) days of notification. Rejected items left longer than ten (10) days will be regarded as abandoned, and the school district shall have the right to dispose of them as its own property.

Pertinent information: Damaged goods not removed by the vendor, as stated, will be regarded as abandoned and the CiTi shall have the right to dispose of them as its own property. This condition addresses the following concerns:

- a. Damaged cases discovered during and after delivery
- b. Products that do not meet specifications
- c. Storage of such items
- d. Ownership of such items

28. In any of the situations mentioned, the vendor is required to pick up damaged goods at the time of delivery, and immediately issue credit. Additionally, if the discrepancies are not noted until after receipt of the goods, the vendor agrees to pick up the items on the next delivery. In either event, if the vendor does not adhere to these terms, the CiTi gains title to the property and needs only to maintain a record of the delivery date and the item codes to be entitled to credit.
29. No items are to be shipped or delivered until receipt of an official purchase order from the school district. Each delivery must show a purchase order number on the outside of the package, unless otherwise directed by the Purchasing Agent.
30. It is mutually understood and agreed that the successful bidder shall not assign, transfer, convey, sublet, or otherwise dispose of the contract or his right, title, or interest therein, or his power to execute such contract, to any other person, company, or corporation, without the previous written consent of the school district.

31. Each bid will be received with the understanding that the acceptance thereof in writing by the board, to furnish any or all of the items described therein shall constitute a contract between the successful bidder and the school district. However, the CiTi or the School District(s) shall be under no obligation to purchase items until such time that a properly executed Purchase Order has been issued.
32. Contract shall bind the successful bidder on his part to furnish and deliver at the prices and in accordance with the conditions of his bid. Contract shall bind the school district on its part to order from such successful bidder and to pay for at the contract prices, all items ordered and delivered, within twenty (20) percent over or under the award quantity, unless otherwise specified, or impacted by funding conditions.

#### **GUARANTEES BY THE SUCCESSFUL BIDDER**

33. The successful bidder guarantees:
  - a. The product against defective material or workmanship and to repair or replace any damages or marring occasioned in transit.
  - b. To furnish adequate protection from damage for all work and to repair damages of any kind for which he or his workers are responsible, to the building or equipment, to his own work, or to the work of other successful bidders.
  - c. Carry adequate insurance to protect the bid participants from loss in case of accident, fire, theft, etc.
  - d. That all deliveries will be equal to the accepted bid sample.

#### **DELIVERY**

34. Delivery must be made in accordance with the instructions to bidders and specifications. If delivery instructions do not appear on order, it will be interpreted to mean prompt delivery. The decision of the CiTi or school district as to reasonable compliance with delivery terms shall be final. If a vendor is bidding a special order item that will extend the delivery time

outside of the specified time frame, this must be noted in the bid for consideration during the award process.

35. The CiTi or school district will not accept any deliveries on Saturdays, Sundays or legal holidays, except commodities required for daily consumption or where the delivery is for an emergency.
36. Items shall be packaged securely and properly for shipment, storage and stocking in shipping containers and according to accepted commercial practice, without extra charge for packing cases, bailing or sacks.
37. All deliveries shall be accompanied by delivery tickets or packing slips. Ticket shall contain the following information for each item delivered:
  - a. Contract number and/or purchase order number
  - b. Name of article
  - c. Item number (if applicable)
  - d. Quantity
  - e. Name of the successful bidder
  - f. Carton shall be labeled with purchase order and contract number, successful bidder's name and general statement of contents. Failure to comply with this condition shall be considered sufficient reason for refusal to accept the goods.
38. Each item on the Bid containing a Chemical Substance must be accompanied by a MATERIAL SAFETY DATA SHEET when delivered. Failure to include these requisite data sheets will prohibit the processing of payment.

#### **PAYMENTS**

39. Payment for the used portion of an inferior delivery will be made by the CiTi or school district on an adjusted price basis.
40. Payment will be made only after correct presentation of claim forms or invoices as may be required.
41. Payments of any claim shall not preclude the CiTi or school district from making claim for adjustment on any item found not to have been in accordance with the contract specifications.

42. The bidder shall state the amount of the discount that will be allowed for payment terms less than 30 days. In the absence of such stated discount, payment will be made approximately thirty days (30) after receipt of materials and invoice.

#### **SAVING CLAUSE**

43. The successful bidder shall not be held responsible for any losses resulting if the fulfillment of the terms of the contract shall be delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God or for any other acts not within the control of the successful bidder and which by the exercise of reasonable diligence he is unable to prevent.

#### **CONTRACT TERMINATION**

44. The CiTi, municipalities and/or School Districts shall have the right to terminate or reduce individual orders without further obligation as of the end of the then current fiscal year in the event that the CiTi, municipalities or School District is on a contingent budget, fails to get a budgetary appropriation or experiences approval of funding at a reduced amount for the continuation of individual orders for any subsequent fiscal year. The CiTi, municipalities or School District shall give bidder written notice of termination or the reduction of orders within thirty days (30) of the failure to appropriate the necessary funding. This contract shall be deemed executory only to the extent of the monies appropriated and available for the purpose of the contract, and no liability on account thereof shall be incurred by the purchaser beyond the amount of such monies. It is understood that neither this contract nor any representation by any public employee or officer creates any legal or moral obligation to request, appropriate or make available monies for the purpose of the contract.

45. CiTi shall have the option, in its sole discretion, to terminate an award agreement, at any time during the term hereof, for convenience and without cause. CiTi shall exercise this option by giving Contractor and/or Awarded Vendor written notice of termination. The notice shall specify the date on which termination shall become effective.

#### **LABOR LAW/PREVAILING WAGES**

46. By bidding on this contract, the contractor is agreeing to comply with all applicable requirements of NYS Labor Law. The contractor shall conform to the schedule of wages applicable to the performance of the said contract and the statutory requirements and rules of the State of New York.
- Where delivery and installation of material is required, the contractor agrees to comply with Article 8- Public Work, of the NYS Labor Law and its current prevailing wage schedule.
  - Where delivery in place is required, the contractor agrees to comply with Article 9, Prevailing Wages for Building Service Employees, of the NYS Labor Law and its current prevailing wage schedule.
47. Each contractor who works on a public work project must maintain certified payrolls and provide such payrolls, with original certifications, to the contracting agency at least once every 30 days. The filing of these certified payrolls shall be a condition of payment.

#### **TERM OF CONTRACT**

48. Any contract resulting from the award of this bid shall be for a maximum term of twelve months from the start date of the resulting contract. CiTi reserves the right to renew all or any part of this contract for up to a maximum of two (2) twelve-month periods but not less than one (1) one-month, if agreeable by all parties and by resolution by the CiTi Board of Directors.

#### **EXTENSION OF CONTRACT**

49. Pursuant to (as directed by) General Municipal Law subsection 103, subdivision 16, there is an approved exception to competitive bidding. Contracts let by the United States or any agency thereof, any state or any other political subdivision or district therein may be made available for use by other government entities. It is up to the government agency to determine if this exception to competitive bidding can apply.
50. Any resulting contract from this bid may be made available for use by other eligible entities with the same terms and conditions provided all original parties to this contract (including awardees, CiTi and bid participants) are in agreement with the extension of this contract's terms and conditions to another eligible entity. All requests for extensions to another entity not listed in the bid document must be submitted formally, in writing, to CiTi.

#### **NEW YORK STATE SEXUAL HARASSMENT LAWS:**

51. By submission of this Bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies

as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the NYS labor law. A model policy and training has been created by the NYS Department of Labor and can be found here:

<https://www.ny.gov/programs/combating-sexual-harassment-workplace>

#### **NON-DISCRIMINATION REQUIREMENTS**

52. In accordance with Article 5 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional, nondiscrimination provisions, the bidder agrees that neither it nor its subcontractors shall be reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any person who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under the Agreement. CiTi does not discriminate on the basis of sex in the educational program or activities which it operates, and it is required by Title IX of the Educational Amendments of 1972 not to discriminate in such a manner. This policy of nondiscrimination includes the following areas; recruitment and appointment of employees; employment pay and benefits; counseling services for students; access by students to educational program; course offering and student activities.

## BID PROPOSAL CERTIFICATIONS

### I. General Bid or Proposal Certification

The proposer certifies that it will furnish, the prices herein quoted, the materials, equipment and/or services as proposed on this bid.

### II. Non-Collusive Proposal Certification

By submission of this proposal, the proposer certifies that it is complying with Section 103-d of the General Municipal Law as follows:

*Every bid or proposal hereafter made to a political subdivision of the State or any public department, agency or official thereof where competitive bidding is required by statute, rule regulation or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury:*

#### **Non-Collusion Bidding Certification**

A. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

B. A bid shall not be considered for award nor shall any award be made where (A), (1), (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (A), (1), (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning subparagraph A(1).

C. Any bid hereafter made to any political subdivision of the State or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or good sold or to be sold, where competitive bidding is required by stature, rule, regulation or local law, and where such bid contains the certification referred to in subdivision A of the section, shall be deemed to have been authorized by the Board of Directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

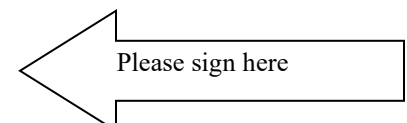
### III. Conflict of Interest Certification

A. Each bidder must state, by signing below, that no officer of any participating school district, or any member of any related Board of Education, including CiTi, or the specific governing body, is, as defined within the General Municipal Law provisions relating to conflicts of interest, directly or indirectly financially involved in this bid proposal.

Authorized Signature \_\_\_\_\_

Company \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_



## EXCEPTIONS OR LIMITATIONS TO BID SPECIFICATIONS AND CONDITIONS

This page must be completed and signed by the vendor in order for your bid to be considered by the Center of Instruction, Technology & Innovation.

- A. If any exceptions or limitations to the bid conditions and specifications are part of your bid, you must check box 1 (below) and indicate the limitation on this page.
- B. If no exceptions or limitations are part of your bid, you must check box 2 (below).

☐

1. The following limitations or qualifications are included in this bid:

- a. Delivery:
- b. Freight or Delivery Charges:
- c. Pricing:
- d. Other (please specify, ex: factory min order quantity or price):

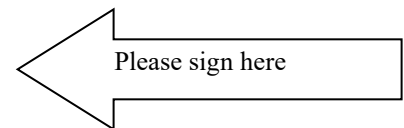
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2. No Limitations or Exceptions Apply

Authorized Signature \_\_\_\_\_

Company \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_



## BIDDERS ACKNOWLEDGEMENT OF TERMS AND CONDITIONS

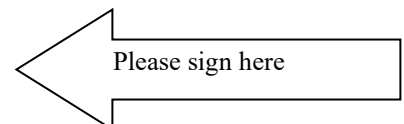
CiTl reserves the right to award bids by total (aggregate), group (subcategory) or individual (line-by-line), whichever is in the best interest of the Cooperative School Districts or CiTi.

By signing below and submitting this bid for consideration by CiTi, the bidder acknowledges that he/she has read, understood and agrees to all aspects of the General Conditions, Bidding Instructions and Special Conditions, and all appendices and the Bidder Response Form as presented without reservation or alteration. The Bidder, Bidder affiliates and any other agency that intercedes on the Bidder's behalf also agrees to hold CiTi harmless and not responsible for any hardship that can or potentially could be caused and subsequently impacts the bidder as a result of this bid.

Authorized Signature \_\_\_\_\_

Company \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_





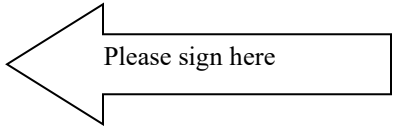
## CERTIFICATION OF COMPLIANCE IRAN DIVESTMENT ACT OF 2012

The Bidder/Contractor named below certifies compliance with The State of New York Iran Divestment Act of 2012 (Act), Chapter 1 of 2012 Laws of New York, State Finance Law subsection 165-a including the following:

1. By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that it is not on the "Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012" list ("Prohibited Entities List") posted on the OGS website at:  
<http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf>.
2. Bidder/Contractor certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List.
3. Bidder/Contractor is advised that should it seek to renew or extend a Contract awarded in response to the solicitation, it must provide the same certification at the time the Contract is renewed or extended.
4. During the term of the Contract, should CiTi or a Component District receive information that Bidder/Contractor (as defined in CiTi's General Conditions) is in violation of the above-referenced certifications, CiTi will review such information and offer the Bidder/Contractor (or any assignee) an opportunity to respond. If the Bidder/Contractor (or any assignee) fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then CiTi shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the Contractor in default.
5. CiTi reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

If the Bidder/Contractor is unable to certify that his/her name and the name of the Bidder/Contractor does not appear on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law, a signed statement setting forth in detail why it cannot be certified will be attached to this form.

\_\_\_\_\_  
Signature & Company Position

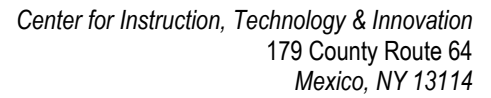


Please sign here

\_\_\_\_\_  
Print Name and Company Position

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date



## QUESTIONS

**No questions will be entertained by any other means.** All questions must be submitted at least **10 business days** prior to the official bid opening. Questions received after this time may not be addressed.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, typical of notebook paper. There are no margins, text, or other markings on the page.

Telephone number	Email Address
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**Center for Instruction, Technology & Innovation (CiTi)**  
**Cooperative Purchasing Bid:**

**Transportation Fuels Bid B25-2000**

**NON-BIDDER'S RESPONSE FORM**

For the purpose of facilitating your firm's response to our invitation to bid, the Center for Instruction, Technology & Innovation (CiTi) is interested in ascertaining reasons for prospective bidder's failure to respond to bidding opportunities. If your firm is **not** responding to this bid, please indicate the reason(s) by checking any appropriate item(s) below and email the form to: [Cooperativebids@CiTiboces.org](mailto:Cooperativebids@CiTiboces.org).

We are **not** responding to this bidding opportunity for the following reason(s):

- \_\_\_\_\_ We are unable to bid at this time, but please keep our name on this vendor list
- \_\_\_\_\_ Items or materials requested not manufactured by us or not available to our company.
- \_\_\_\_\_ The products and/or services we provide do not meet the specifications provided.
- \_\_\_\_\_ Specifications not clearly understood or applicable (too vague, too rigid, etc.).
- \_\_\_\_\_ Bid quantities too small or too large (Please specify).
- \_\_\_\_\_ The time provided was insufficient for preparation of bid.
- \_\_\_\_\_ An incorrect address was used. Our correct mailing address is: \_\_\_\_\_
- \_\_\_\_\_ Another branch or division handles this type of bid. We have forwarded this bid on to them but for the future the correct name and mailing address is: \_\_\_\_\_
- \_\_\_\_\_ Other: \_\_\_\_\_

Business Name:	
Contact Person:	
Email Address:	
Phone:	



Center for Instruction,  
Technology & Innovation

*A Board of Cooperative Educational Services*

## **Bidder's Agreement Transportation Fuels Bid B25-2000**

By submitting a bid, the vendor agrees to all conditions and stipulations contained herein and on the enclosed General Conditions, Special Conditions, Instructions, and Specifications.

Signed		Date	
Printed Name		Phone	
Company Name			
Address			

This form must be signed and returned with the following completed and signed documents:

Bid Proposal Certification  
Exceptions or Limitations to Bid Specifications and Conditions  
Certification of Compliance - Iran Divestment Act of 2012  
Bidder's Agreement  
Insurance Information Request  
Completed Bid Form (Pricing Sheet)

To:

Holly Cheeley, Bid Specialist  
Center for Instruction, Technology & Innovation (CiTi)  
179 County Route 64  
Mexico, NY 13114

***No later than 12:30 p.m., April 22, 2025***



## **Insurance Information Request Transportation Fuels Bid B25-2000**

Liability Coverage	Insurance Carrier	Coverage Limits
General		
Automobile		
Workman's Compensation		

I \_\_\_\_\_ hereby certify that I understand the Insurance Requirements set  
(Print Name)  
forth in the Bid Instruction and Special Conditions and that \_\_\_\_\_  
(Company name)  
has purchased the above-noted policies to conform to the bid requirements.

Signature	
Title	
Date	





## **Fuel Specifications Transportation Fuels Bid B25-2000**

### **ULSK (#1 Diesel – Ultra Low Sulfur Kerosene)**

Is a light distillate diesel fuel with a sulfur content of less than 15ppm and is suitable for use in diesel engines. Used as a blending agent to cut ULSD (#2 Diesel 15ppm sulfur max.) fuel for winter use enhancing the cold flow, operability, and performance characteristics of the fuel. Used as a blending agent to cut Fuel Oil for winter use.

### **ULSD (#2 Diesel – Ultra Low Sulfur Diesel)**

Is a medium distillate diesel fuel with a sulfur content of less than 15ppm and is used in all on-road diesel fueled vehicles.

As mandated by the Environmental Protection Agency all highway diesel fuel was transitioned to ultra-low sulfur diesel (ULSD #2 Diesel) complying with the 15ppm sulfur maximum standard. Since 2006, the December 1, 2010 deadline resulted in a ninety-seven percent (97%) reduction in the sulfur content of diesel fuel.

Seasonal Requirements: Winterized fuel reflects ULSD (#2 Diesel 15ppm) and the addition of chemical additives providing the cold flow required during the winter months. This winterized fuel may also be cut with ULSK *only* (#1 Diesel 15ppm) enhancing the operability and performance of the fuel during those months of low temperatures.

### **ULSD Winter Blend 60/40**

*Reflects a fuel blend which enables better operability and performance during the winter season. The blend ratio specified reflects 60% ULSD (#2 Diesel 15ppm) and 40% ULSK (#1 Diesel 15ppm).*

### **ULSD Winter Blend 80/20**

*Reflects a fuel blend which enables better operability and performance during the winter season. The blend ratio specified reflects 80% ULSD (#2 Diesel 15ppm) and 20% ULSK (#1 Diesel 15ppm).*



### **ULSD Premium (#2 Diesel PREM – Ultra Low Sulfur Diesel)**

Is a medium distillate diesel fuel with a sulfur content of less than 15ppm and a higher Cetane index than that of ULSD.

#### **ULSD Premium Winter Blend 60/40 (#2 Diesel PREM – Ultra Low Sulfur Diesel)**

*Reflects a fuel blend which enables better operability and performance during the winter season. The blend ratio specified reflects 60% ULSD (#2 Diesel less than 15ppm) and 40% ULSK (#1 Diesel less than 15ppm) and a cetane number of at least 45.5.*

#### **ULSD Premium Winter Blend 80/20 (#2 Diesel PREM – Ultra Low Sulfur Diesel)**

*Reflects a fuel blend which enables better operability and performance during the winter season. The blend ratio specified reflects 80% ULSD (#2 Diesel less than 15ppm) and 20% ULSK (#1 Diesel less than 15ppm) and a cetane number of at least 45.5.*

### **Gasoline**

Scope - Commercial quality grade gasoline, as normally available to the trade.

Requirements - Volatile hydrocarbon fuels, free from water and suspended matter, and conforming to ASTM Emergency Standards, dated 1979, ASTM Standard D-4814-89 or latest revisions thereof. Unleaded fuels shall contain sufficient detergents or additives to prevent clogging of fuel injection nozzles.

Gasoline shall conform to the Clean Air Act of October 1993, specifically for Reid Vapor Pressure and volatility classification as defined under ASTM-D4814 at seasonal time of delivery.

Antiknock Index (Octane Rating)	2 - Regular Grade Unleaded Gasoline - 87 Octane
	4 - Regular Grade Unleaded Gasoline - 89 Octane

### **Ethanol-Free 90 Octane**

Is an unleaded ethanol-free gasoline blend that is often used in recreational and/or small engine machines.

### **#2 Fuel Oil**

Is a distillate home heating oil.

#### **#2 Fuel Oil Winter Blend 70/30**

*Reflects a fuel blend which enables better performance during the winter season. The blend ratio specified reflects 70% #2 Fuel Oil and 30% ULSK (#1 Diesel 15ppm).*

### **Propane**

Is colorless, odorless liquid that is stored under pressure. As pressure gets released, the liquid vaporizes and turns into gas. Propane is often used for heating, water heating, and cooking.

## Bid B25-2000 Transportation Fuels - Vendor Bid Form



*A Board of Cooperative Educational Services*

Fuel Type	Annual Gallons	Variable Pricing			Fixed Net Pricing	
		SYRACUSE Reseller Tank Car Average Posting Date Price As per OPIS on 2/28/2025	TW Delivery Escalator Rate/gal. ( < 5,499 Gallons)	MT Delivery Escalator Rate/gal. (Min. Delivery 5,500 Gallons)	TW Delivered Price/gal. ( < 5,499 Gallons)	MT Delivered Price/gal. (Min. Delivery 5,500 Gallons)
ULSK Kerosene - #1 Diesel	87,230	\$3.3339			N/A	N/A
#2 FUEL OIL	318,050	\$2.5782			N/A	N/A
ULSD #2 Diesel	533,920	\$2.7364			N/A	N/A
87 UNLEADED Ethanol Gasoline	254,900	\$2.2680			N/A	N/A
89 UNLEADED Ethanol Gasoline	75,000	\$2.4264			N/A	N/A
Propane	3,200	N/A	N/A	N/A		N/A
Non-Ethanol 90-Octane	900	N/A	N/A	N/A		N/A

Use the OPIS Oil Price Daily Petroleum Price location of SYRACUSE, NY for fuels listed.

Total annual gallons for ULSD #2 Diesel includes the amount requested for winter blends.

Total annual gallons for Fuel Oil includes the amount requested for the winter blend.

Total annual gallons for ULSK #1 Kerosene is the amount requested for winter blends. This is not a commodity the bid participants purchase as a standalone item.

Winter Blends will include additives for cold weather operability & performance without additional cost and will follow as a minimum the New York State Diesel.

Fuel Contract schedules regarding low temperature operability and performance characteristics in accordance with ASTM D975.

Bid Participants	ULSD #2 Diesel Ultra low Sulfur Diesel Min. Cetane Index 42	ULSD Winter Blend 60/40 *meets NYS Contract Minimum Specifications	ULSD Winter Blend 80/20 *meets NYS Contract Minimum Specifications	ULSD Premium #2 Diesel Prem. Ultra Low Sulfur Diesel Prem. Min. Cetane Index 45.5	ULSD Premium Winter Blend 60/40 #2 Diesel Prem. Ultra Low Sulfur Diesel Prem. Min. Cetane Index 45.5	ULSD Premium Winter Blend 80/20 #2 Diesel Prem. Ultra Low Sulfur Diesel Prem. Min. Cetane Index 45.5	87 Unleaded Gasoline	89 Unleaded Gasoline	#2 Fuel Oil	Fuel Oil Winter Blend 70/30	Propane	Non-Ethanol 90 Octane
APW CSD - Maintenance									185,000	9,000	2,000	
APW CSD - Transportation	50,000	28,000					20,000					
Central Square CSD - Food Service											800	
Central Square CSD - Maintenance Center	2,300							8,600	80,000			
Central Square CSD - Transportation	78,000	62,500	30,500					48,800				
Center for Instruction, Technology & Innovation (CITi)	800	2,200						600				
Hannibal CSD	6,000	2,000					70,000					
Mexico Academy & CSD	71,000	50,000					79,000		40,000			
Oswego City SD	75,000		25,000				50,000					
Phoenix CSD	40,000		30,000				20,000					
Sandy Creek CSD	16,000		18,500				15,900					900
Town of New Haven	4,000		5,500									
Town of Parish									5,000			
Town of Scriba			20,000					17,000				
Village of Parish	400									2,500	400	
<b>TOTAL ESTIMATED QUANTITIES</b>	<b>343,500</b>	<b>144,700</b>	<b>129,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>254,900</b>	<b>75,000</b>	<b>310,000</b>	<b>11,500</b>	<b>3,200</b>	<b>900</b>

ULSD Premium products not needed by the bid participants  
and, therefore, not being solicited

Diesel Winter Blend Breakdowns

	60/40 Blend	80/20 Blend	TOTALS (in gallons)	
TOTAL REQUESTED GALLONS	144,700	129,500		
Equals ULSD (Diesel) - in gallons	86,820	103,600	190,420	ULSD
Equals ULSK (Kerosene) - in gallons	57,880	25,900	83,780	ULSK

Fuel Oil Winter Blend Breakdown

	70/30 Blend	TOTALS (in gallons)
TOTAL REQUESTED GALLONS	11,500	
Equals Fuel Oil - in gallons	8,050	Fuel Oil
Equals ULSK (Kerosene) - in gallons	3,450	ULSK

Premium Diesel Winter Blend Breakdowns

	60/40 Blend	80/20 Blend	TOTALS (in gallons)	
TOTAL REQUESTED GALLONS	None Solicited	None Solicited		
Equals ULSD (Diesel) - in gallons	0	0	0	ULSD
Equals ULSK (Kerosene) - in gallons	0	0	0	ULSK

~ CONTINUED ON NEXT PAGE ~

Note:

- \* 2007 and newer highway vehicles requiring diesel fuel must use ULSD (Ultra Low Sulfur Diesel) with a sulfur content that is less than 15ppm.
- \* Winterization of Diesel Fuels includes the use of chemical cold operability additives, no additional charges will apply. Use of additive to be determined by customer.
- \* The winterization of diesel fuel may also be accomplished by blending the diesel (ULSD #2 Diesel) with kerosene, however, the kerosene must be ULSK (#1 Diesel) which complies with the same specification as that of ULSD where the sulfur content is less than 15ppm. Invoices for blends should include the current contract pricing by ratio for each grade, see example:

**EXAMPLE: Delivery of 2000 Gallons of a 60/40 Winter Blend (60% ULSD and 40% ULSK) using the Oil Price Information Service (OPIS) Oil Price Daily report for February, 28 2025 (Syracuse, NY) and the currently awarded escalator rates**

<b>Total Cost ULSD (#2 Diesel)</b>			
Step 1 Determine Percentage of ULSD (Gallons x 60%):	2000	0.60	1200 Gallons of Diesel needed for a 2000 Gallon Delivery of Winter Blend
Step 2 Determine OPIS ULSD Average for 2/28/2025 + escalator rate	\$2.7364	\$0.0970	<b>\$2.8334</b> Total Price of Diesel Per Gallon
Step 3 Determine Cost of ULSD (Gallons needed x Price per Gallon):	<sup>^</sup> OPIS Rate	<sup>^</sup> Escalator rate from B24-2000 bid award	<b>\$3,400.08</b> <i>Total Cost of Diesel portion (Gallons Needed x Price per Gallon)</i>
<b>Total Cost ULSK (Kerosene)</b>			
Step 1 Determine Percentage of ULSK:	2000	0.40	800 Gallons of Kerosene needed for a 2000 Gallon Delivery of Winter Blend
Step 2 Determine OPIS ULSD Average for 2/28/2025 + escalator rate	\$3.3339	\$0.0595	<b>\$3.3934</b> Total Price of Kerosene Per Gallon
Step 3 Determine Cost of ULSK (Gallons needed x Price per Gallon):	<sup>^</sup> OPIS Rate	<sup>^</sup> Escalator rate from B24-2000 bid award	<b>\$2,714.72</b> <i>Total Cost of Kerosene portion (Gallons Needed x Price per Gallon)</i>
<b>Total Cost of 2000 gallons of 60/40 Winter Blend</b>			
Total Cost ULSD (#2 Diesel) + Total Cost ULSK (Kerosene):	<b>ULSD</b> <b>\$3,400.08</b>	<b>USLK</b> <b>\$2,714.72</b>	<b>\$6,114.80</b> Total Cost of a Delivery of 2000 gallons of a 60/40 Winter Blend

Winter mixed fuels will follow the New York State Contract schedule as a minimum regarding low temperature operability and performance characteristics in accordance with ASTM D975.  
As of 2/28/2025, based on published posting date prices in the Oil Price Information Service (OPIS) Oil Price Daily report.





Center for Instruction,  
Technology & Innovation

# CiTi Cooperative Bid - Transportation Fuels, B25-2000 for 7/1/20254 - 6/30/2026

Oswego County Board of Cooperative Educational Services

Holly Cheeley, Bid Specialist, 315.963.4414

School District / Municipality Name: **Altmar Parish Williamstown CSD (Transportation)**

**Purchasing Contact:** James Radley

Mailing P.O. Box 97

Address: Parish NY 13131

Phone Number: 315-625-5243

Fax Number: 315-625-7974

E-Mail: jradley@apw.cnyric.org

**A/P Contact:** Michelle Jennings

Mailing P.O. Box 97

Address: Parish NY 13131

Phone Number: 315-625-5253

Fax Number: 315-625-7952

E-Mail: mjennings@apw.cnyric.org

**Emergency Contact:**

Name: Cindy Pierce

Phone 315-625-5242

Numbers: 315-625-5241

Fuel Storage Location (Address)	Fuel Type	Tank Size <i>in gallons</i>	Delivery Type <i>in gallons</i>	Service Method	Tank Information <i>inside/outside; above/below ground</i>
641 County Route 22 Parish, NY 1313	Diesel	9000	<input type="checkbox"/> less than 5,499 <input checked="" type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input checked="" type="checkbox"/> Call as Required	Outside/Above Ground
641 County Route 22 Parish, NY 13131	Gasoline	4000	<input checked="" type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input checked="" type="checkbox"/> Call as Required	Outside/Above Ground
			<input type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	
			<input type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	

## **Total Estimated Annual Usage**

60/40 Winter Blend (60 % ULSD : 40% ULSK)	<u>28,000</u>	<i>Gallons per year</i>
80/20 Winter Blend (80 % ULSD : 20% ULSK)	<u>          </u>	<i>Gallons per year</i>
60/40 Premium Winter Blend (60% ULSD : 40%ULSK)	<u>          </u>	<i>Gallons per year</i>
80/20 Premium Winter Blend (80% ULSD : 20%ULSK)	<u>          </u>	<i>Gallons per year</i>
Ultra-Low Sulfur Diesel Fuel	<u>50,000</u>	<i>Gallons per year</i>
Premium ULSD	<u>          </u>	<i>Gallons per year</i>
Unleaded Gasoline ==> 87 Octane	<u>20,000</u>	<i>Gallons per year</i>
Unleaded Gasoline ==> 89 Octane	<u>          </u>	<i>Gallons per year</i>
#2 Fuel Oil	<u>          </u>	<i>Gallons per year</i>
Fuel Oil 70/30 Winter Blend (70% Fuel Oil : 30% USLK)	<u>          </u>	<i>Gallons per year</i>
Propane	<u>          </u>	<i>Gallons per year</i>

## **Special Instructions and Important Information**

Veeded Root is located in Supervisor's office



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## CiTi Cooperative Bid - Transportation Fuels, B25-2000 for 7/1/2025 - 6/30/2026

Oswego County Board of Cooperative Educational Services

Holly Cheeley, School Bid Specialist, 315.963.4414

Altmar-Parish Williamstown CSD (Maintenance)

**Purchasing Contact:** John Emmi

Mailing PO Box 97

Address: Parish, NY 1313

Phone Number: 315-625-5272

Fax Number: 315-625-7974

E-Mail: [jemmi@apwcsd.org](mailto:jemmi@apwcsd.org)

**A/P Contact:** Michelle Jennings

Mailing PO Box 97

Address: Parish, NY 13131 P

Phone Number: 315-625-5253

Fax Number: 315-625-7952

E-Mail: [mjennings@apwcsd.org](mailto:mjennings@apwcsd.org)

**Emergency Contact:**

Name: David Poore

Phone 315-625-5245

Numbers: Cell 315-436-4699

Fuel Storage Location (Address)	Fuel Type	Tank Size in gallons	Delivery Type in gallons	Service Method	Tank Information inside/outside; above/below ground
639 County Route 22, Parish NY 13131	#2 Fuel Oil	15,000	<input checked="" type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input checked="" type="checkbox"/> Call as Required	Outside below ground fiberglass tank
640 County Route 22, Parish NY 13131	#2 Fuel Oil	15,000	<input checked="" type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input checked="" type="checkbox"/> Call as Required	Outside below ground fiberglass tank
641 County Route 22, Parish NY 13131	#2 Fuel Oil/Kero Winter Blend	3,000	<input checked="" type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input checked="" type="checkbox"/> Call as Required	Outside above ground steel tank
639 & 640 County Route 22, Parish NY 13131	Propane	1000 & 250	<input checked="" type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input checked="" type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	Outside above ground

### Total Estimated Annual Usage

60/40 Winter Blend (60 % ULSD : 40% ULSK)		Gallons per year
80/20 Winter Blend (80 % ULSD : 20% ULSK)		Gallons per year
60/40 Premium Winter Blend (60% ULSD : 40%ULSK)		Gallons per year
80/20 Premium Winter Blend (80% ULSD : 20%ULSK)		Gallons per year
Ultra-Low Sulfur Diesel Fuel		Gallons per year
Premium ULSD		Gallons per year
Unleaded Gasoline ==> 87 Octane		Gallons per year
Unleaded Gasoline ==> 89 Octane		Gallons per year
#2 Fuel Oil	185000	Gallons per year
Fuel Oil 70/30 Winter Blend (70% Fuel Oil : 30% USLK)	9000	Gallons per year
Propane	2000	Gallons per year

### Special Instructions and Important Information



*Oswego County Board of Cooperative Educational Services*

*Holly Cheeley, Bid Specialist, 315.963.4414*

School District / Municipality Name: Central Square CSD - Food Service

**Purchasing Contact:** Amy Catlin

**A/P Contact:** Kathy Bisbo

Mailing 248 RS Rt 11

Mailing 44 School Drive

Address: Central Square, NY 13036

Address: Central Square, NY 13036

Phone Number: 315-668-4220 ext 70356

Phone Number: 315-668-4220 ext 70223

Fax Number: 315-668-4350

Fax Number: 315-668-9678

E-Mail: [acatlin@cssdapps.org](mailto:acatlin@cssdapps.org)

E-Mail: [kbisbo@cssdapps.org](mailto:kbisbo@cssdapps.org)

**Emergency Contact:**

Name: **Paul Bissette**

Phone 315-668-4220 ext 70255

Numbers: 315-440-7063

Fuel Storage Location (Address)	Fuel Type	Tank Size <i>in gallons</i>	Delivery Type <i>in gallons</i>	Service Method	Tank Information <i>inside/outside; above/below ground</i>
AA Cole Elementary School	Propane	2(105g)	<input checked="" type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input checked="" type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	Outside above ground, near kitchen entrance
			<input type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	
			<input type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	
			<input type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	

**Total Estimated Annual Usage****60/40 Winter Blend (60 % ULSD : 40% ULSK)**

Gallons per year

**80/20 Winter Blend (80 % ULSD : 20% ULSK)**

Gallons per year

**60/40 Premium Winter Blend (60% ULSD : 40%ULSK)**

Gallons per year

**80/20 Premium Winter Blend (80% ULSD : 20%ULSK)**

Gallons per year

## Ultra-Low Sulfur Diesel Fuel

Gallons per year

## Premium ULSD

Gallons per year

**Unleaded Gasoline ==> 87 Octane**

Gallons per year

**Unleaded Gasoline ==> 89 Octane**

Gallons per year

## #2 Fuel Oil

Gallons per year

**Fuel Oil 70/30 Winter Blend (70% Fuel Oil : 30% USLK)**

Gallons per year

## Propane

800

Gallons per year

### Special Instructions and Important Information

[illegible]



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# CiTi Cooperative Bid - Transportation Fuels, B25-2000 for 7/1/2025 - 6/30/2026

Oswego County Board of Cooperative Educational Services

Holly Cheeley, Bid Specialist, 315.963.4414

School District / Municipality Name: Central Square Maintenance

**Purchasing Contact:** Paul Brissette

Mailing 44 School Drive

Address: Central Square, NY 13036

Phone Number: 315-668-4255

Fax Number: 315-668-4260

E-Mail: pbrissette@cssdapps.org

**A/P Contact:** Paul Brissette

Mailing 44 School Drive

Address: Central Square, NY 13036

Phone Number: 315-668-4255

Fax Number: 315-668-4260

E-Mail: pbrissette@cssdapps.org

**Emergency Contact:**

Name: Paul Brissette

Phone 315-668-4260

Numbers: 315-668-4255

Fuel Storage Location (Address)	Fuel Type	Tank Size <i>in gallons</i>	Delivery Type <i>in gallons</i>	Service Method	Tank Information <i>inside/outside; above/below ground</i>
AA Cole Elementary School	#2	10,000	<input checked="" type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input checked="" type="checkbox"/> Call as Required	
Maintenance Center	Diesel Winter Blend	1,000	<input checked="" type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input checked="" type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	Auto replenish during winter months
Maintenance Center	89mOctane	1,000	<input checked="" type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input checked="" type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	Auto replenish during winter months
PVM High School	Diesel Winter Blend	1,000	<input checked="" type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input checked="" type="checkbox"/> Call as Required	

## **Total Estimated Annual Usage**

60/40 Winter Blend (60 % ULSD : 40% ULSK)	<u>                    </u>	<i>Gallons per year</i>
80/20 Winter Blend (80 % ULSD : 20% ULSK)	<u>                    </u>	<i>Gallons per year</i>
60/40 Premium Winter Blend (60% ULSD : 40%ULSK)	<u>                    </u>	<i>Gallons per year</i>
80/20 Premium Winter Blend (80% ULSD : 20%ULSK)	<u>                    </u>	<i>Gallons per year</i>
Ultra-Low Sulfur Diesel Fuel	<u>2300</u>	<i>Gallons per year</i>
Premium ULSD	<u>                    </u>	<i>Gallons per year</i>
Unleaded Gasoline ==> 87 Octane	<u>                    </u>	<i>Gallons per year</i>
Unleaded Gasoline ==> 89 Octane	<u>8,600</u>	<i>Gallons per year</i>
#2 Fuel Oil	<u>80000</u>	<i>Gallons per year</i>
Fuel Oil 70/30 Winter Blend (70% Fuel Oil : 30% USLK)	<u>                    </u>	<i>Gallons per year</i>
Propane	<u>zero</u>	<i>Gallons per year</i>

## **Special Instructions and Important Information**





Center for Instruction,  
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# CiTi Cooperative Bid - Transportation Fuels, B25-2000 for 7/1/2025 - 6/30/2026

Oswego County Board of Cooperative Educational Services  
Holly Cheeley, School Bid Specialist, 315.963.4414

School District / Municipality Name:

Central Square CSD Transportation

Purchasing Contact: Harry Farrell

A/P Contact: Barbara Hudon

Mailing 248 US Rt 11

Mailing 248 US Rt 11

Address: Central Square, NY 13036

Address: Central Square, NY 13036

Phone Number: (315) 668-3771

Phone Number: (315) 668-3771

Fax Number: (315) 668-4316

Fax Number: (315) 668-4316

E-Mail: [hfarrell@c SSDapps.org](mailto:hfarrell@c SSDapps.org)

E-Mail: [bhudon@c SSDapps.org](mailto:bhudon@c SSDapps.org)

**Emergency Contact:**

Name: Harry Farrell

Phone (315) 668-3771

Numbers: (315) 402-0036

Fuel Storage Location (Address)	Fuel Type	Tank Size <i>in gallons</i>	Delivery Type <i>in gallons</i>	Service Method	Tank Information <i>inside/outside; above/below ground</i>
248 US Rt 11, Central Square NY 13036	Diesel	10,000	<input type="checkbox"/> less than 5,499 <input checked="" type="checkbox"/> more than 5,500	<input checked="" type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	Outside/Underground
248 US Rt 11, Central Square NY 13036	Unleaded	10,000	<input type="checkbox"/> less than 5,499 <input checked="" type="checkbox"/> more than 5,500	<input checked="" type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	Outside/Underground
			<input type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	
			<input type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	

## Total Estimated Annual Usage

60/40 Winter Blend (60 % ULSD : 40% ULSK)	<u>62,500</u>	Gallons per year
80/20 Winter Blend (80 % ULSD : 20% ULSK)	<u>30,500</u>	Gallons per year
60/40 Premium Winter Blend (60% ULSD : 40%ULSK)		Gallons per year
80/20 Premium Winter Blend (80% ULSD : 20%ULSK)		Gallons per year
Ultra-Low Sulfur Diesel Fuel	<u>78,000</u>	Gallons per year
Premium ULSD		Gallons per year
Unleaded Gasoline ==> 87 Octane		Gallons per year
Unleaded Gasoline ==> 89 Octane	<u>48,800</u>	Gallons per year
#2 Fuel Oil		Gallons per year
Fuel Oil 70/30 Winter Blend (70% Fuel Oil : 30% USLK)		Gallons per year
Propane		Gallons per year

## Special Instructions and Important Information

Next Day Delivery Needed Always





# **CiTi Cooperative Bid - Transportation Fuels, B25-2000 for 7/1/2025 - 6/30/2026**

*Oswego County Board of Cooperative Educational Services  
Holly Cheeley, Bid Specialist 315.963.4414*

School District / Municipality Name: **CiTi (Oswego County BOCES)**

**Purchasing Contact:** Amy Rhinehart

**A/P Contact:** Emma Sushereba-Wilson

Mailing 179 County Route 64

Mailing 179 County Route 64

Address: Mexico, NY 13114

Address: Mexico, NY 13114

**Emergency Contact:**

Name: Terry Stoddard

Phone Number: 315-963-4253

Phone Number: 315-963-4455

Phone 315-963-4368

Fax Number: 315-908-3952

Fax Number: 315-908-3952

Numbers: 315-963-4211

E-Mail: purchasing@citiboces.org

E-Mail: accountspayable@citiboces.org

Fuel Storage Location (Address)	Fuel Type	Tank Size <i>in gallons</i>	Delivery Type <i>in gallons</i>	Service Method	Tank Information <i>inside/outside; above/below ground</i>
179 County Route 64, Mexico, NY	Diesel	1,000	<input checked="" type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input checked="" type="checkbox"/> Call as Required	Outside, Above Ground
179 County Route 64, Mexico, NY	Gasoline	600	<input checked="" type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input checked="" type="checkbox"/> Call as Required	Outside, Above Ground
			<input type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	
			<input type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	

## **Total Estimated Annual Usage**

60/40 Winter Blend (60 % ULSD : 40% ULSK)	2200	Gallons per year
80/20 Winter Blend (80 % ULSD : 20% ULSK)		Gallons per year
60/40 Premium Winter Blend (60% ULSD : 40%ULSK)		Gallons per year
80/20 Premium Winter Blend (80% ULSD : 20%ULSK)		Gallons per year
Ultra-Low Sulfur Diesel Fuel	800	Gallons per year
Premium ULSD		Gallons per year
Unleaded Gasoline ==> 87 Octane		Gallons per year
Unleaded Gasoline ==> 89 Octane	600	Gallons per year
#2 Fuel Oil		Gallons per year
Fuel Oil 70/30 Winter Blend (70% Fuel Oil : 30% USLK)		Gallons per year
Propane		Gallons per year

## **Special Instructions and Important Information**



# **CiTi Cooperative Bid - Transportation Fuels, B25-2000 for 7/1/2025 - 6/30/2026**

*Oswego County Board of Cooperative Educational Services*

*Holly Cheeley, School Bid Specialist, 315.963.4414*

School District / Municipality Name: **Hannibal Central School District**

**Purchasing Contact:** Nancy Henner

Mailing 928 Cayuga Street

Address: Hannibal, NY 13074

Phone Number: 315-564-8100

Fax Number: 315-564-5067

E-Mail: nhenner@hannibalcsd.org

**A/P Contact:** Heather Cerrillo

Mailing 928 Cayuga Street

Address: Hannibal, NY 13074

Phone Number: 315-564-8100

Fax Number: 315-564-5067

E-Mail: hcerrill@hannibalcsd.org

**Emergency Contact:**

Name: Robert Pakish

Phone 315-564-8140

Numbers: rpakish@hannibalcsd.org

Fuel Storage Location (Address)	Fuel Type	Tank Size <i>in gallons</i>	Delivery Type <i>in gallons</i>	Service Method	Tank Information <i>inside/outside; above/below ground</i>
787 Cayuga Street Hannibal, NY 13074	<b>Diesel</b>	2,000/1,800	<input checked="" type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input checked="" type="checkbox"/> Call as Required	Outside/Above Ground
787 Cayuga Street Hannibal, NY 13074	<b>87 Unleaded</b>	8000/7,200	<input checked="" type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input checked="" type="checkbox"/> Call as Required	Outside/Above Ground
			<input type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	
			<input type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	

## **Total Estimated Annual Usage**

60/40 Winter Blend (60 % ULSD : 40% ULSK)	<u>2,000</u>	<i>Gallons per year</i>
80/20 Winter Blend (80 % ULSD : 20% ULSK)	<u>          </u>	<i>Gallons per year</i>
60/40 Premium Winter Blend (60% ULSD : 40%ULSK)	<u>          </u>	<i>Gallons per year</i>
80/20 Premium Winter Blend (80% ULSD : 20%ULSK)	<u>          </u>	<i>Gallons per year</i>
Ultra-Low Sulfur Diesel Fuel	<u>6,000</u>	<i>Gallons per year</i>
Premium ULSD	<u>          </u>	<i>Gallons per year</i>
Unleaded Gasoline ==> 87 Octane	<u>70,000</u>	<i>Gallons per year</i>
Unleaded Gasoline ==> 89 Octane	<u>          </u>	<i>Gallons per year</i>
#2 Fuel Oil	<u>          </u>	<i>Gallons per year</i>
Fuel Oil 70/30 Winter Blend (70% Fuel Oil : 30% USLK)	<u>          </u>	<i>Gallons per year</i>
Propane	<u>          </u>	<i>Gallons per year</i>

## **Special Instructions and Important Information**

Available for delivery:

Monday - Friday 7:00 AM - 4:00 PM

ULSD 60/40 Blend from Dec 1st - Mar 1st



# **CiTi Cooperative Bid - Transportation Fuels, B25-2000 for 7/1/2025 - 6/30/2026**

*Oswego County Board of Cooperative Educational Services  
Holly Cheeley, School Bid Specialist, 315.963.4414*

School District / Municipality Name: Mexico Academy & Central School District

**Purchasing Contact:** Jolean Bliss  
Mailing 16 Fravor Rd., Suite A  
Address: Mexico, NY 13114  
Phone Number: 315-963-8400 ext. 5407  
Fax Number: 315-963-5801  
E-Mail: [Jbliss@mexicocsd.org](mailto:Jbliss@mexicocsd.org)

**A/P Contact:** Suzanne Nellis  
Mailing 16 Fravor Rd., Suite A  
Address: Mexico, NY 13114  
Phone Number: 315-963-8400 ext. 5410  
Fax Number: 315-963-5801  
E-Mail: [Snellis@mexicocsd.org](mailto:Snellis@mexicocsd.org)

**Emergency Contact:**  
Name: Melissa Clark/Mike Wood  
Phone Melissa: 315-341-4371  
Numbers: Mike: 315-530-8366

Fuel Storage Location (Address)	Fuel Type	Tank Size <i>in gallons</i>	Delivery Type <i>in gallons</i>	Service Method	Tank Information <i>inside/outside; above/below ground</i>
3432 Main Street., Mexico	ULSD	4,000	<input type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input checked="" type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	outside, above
3432 Main Street., Mexico	87 Octane	2,000	<input type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input checked="" type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	outside above
1638 CO RT 45, Fulton(Palermo Elem.)	#2 Fuel Oil	10,000	<input checked="" type="checkbox"/> less than 5,499 <input checked="" type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input checked="" type="checkbox"/> Call as Required	outside, below
			<input type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	

## **Total Estimated Annual Usage**

60/40 Winter Blend (60 % ULSD : 40% ULSK)	<u>50000</u>	<i>Gallons per year</i>
80/20 Winter Blend (80 % ULSD : 20% ULSK)	<u></u>	<i>Gallons per year</i>
60/40 Premium Winter Blend (60% ULSD : 40%ULSK)	<u></u>	<i>Gallons per year</i>
80/20 Premium Winter Blend (80% ULSD : 20%ULSK)	<u></u>	<i>Gallons per year</i>
Ultra-Low Sulfur Diesel Fuel	<u>71000</u>	<i>Gallons per year</i>
Premium ULSD	<u></u>	<i>Gallons per year</i>
Unleaded Gasoline ==> 87 Octane	<u>79000</u>	<i>Gallons per year</i>
Unleaded Gasoline ==> 89 Octane	<u></u>	<i>Gallons per year</i>
#2 Fuel Oil	<u>40000</u>	<i>Gallons per year</i>
Fuel Oil 70/30 Winter Blend (70% Fuel Oil : 30% USLK)	<u></u>	<i>Gallons per year</i>
Propane	<u></u>	<i>Gallons per year</i>

## **Special Instructions and Important Information**

***Emergecy Contacts:***  
***Melissa Clark - Diesel & Unleaded***  
***Mike Wood - Fuel Oil***



Center for Instruction,  
Technology & Innovation

# CiTi Cooperative Bid - Transportation Fuels, B25-2000 for 7/1/2025 - 6/30/2026

Oswego County Board of Cooperative Educational Services

Holly Cheeley, Bid Specialist, 315.963.4414

School District / Municipality Name: Oswego City School District

**Purchasing Contact:** Peter Colucci

Mailing 1 Bucaneer Blvd.

Address: Oswego, NY 13126

Phone Number: 315-341-2006

Fax Number: 315-341-2912

E-Mail: pcolucc2@oswego.org

**A/P Contact:** Thomas Gunn

Mailing 22 Richard Benjamin Blvd.

Address: Oswego, NY 13126

Phone Number: 315-341-2900

Fax Number: 315-341-2918

E-Mail: tgunn@oswego.org

**Emergency Contact:**

Name: Ian Rowberry

Phone 315-341-4222

Numbers: 315-341-2906

Fuel Storage Location (Address)	Fuel Type	Tank Size in gallons	Delivery Type in gallons	Service Method	Tank Information inside/outside; above/below ground
Tank1 Bus Garage 22Richard Benjamin Blvd	Ultra Low Sulfur Diesel	9,000	<input type="checkbox"/> less than 5,499 <input checked="" type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input checked="" type="checkbox"/> Call as Required	
Tank1 Bus Garage 22Richard Benjamin Blvd	Unlead Gasoline	9,000	<input type="checkbox"/> less than 5,499 <input checked="" type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input checked="" type="checkbox"/> Call as Required	
Tank3 Bus Garage 22Richard Benjamin Blvd	Ultra Low Sulfur Diesel	9,000	<input type="checkbox"/> less than 5,499 <input checked="" type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input checked="" type="checkbox"/> Call as Required	
			<input type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	

## **Total Estimated Annual Usage**

60/40 Winter Blend (60 % ULSD : 40% ULSK)		Gallons per year
80/20 Winter Blend (80 % ULSD : 20% ULSK)	25,000	Gallons per year
60/40 Premium Winter Blend (60% ULSD : 40%ULSK)		Gallons per year
80/20 Premium Winter Blend (80% ULSD : 20%ULSK)		Gallons per year
Ultra-Low Sulfur Diesel Fuel	75,000	Gallons per year
Premium ULSD		Gallons per year
Unleaded Gasoline ==> 87 Octane	50,000	Gallons per year
Unleaded Gasoline ==> 89 Octane		Gallons per year
#2 Fuel Oil		Gallons per year
Fuel Oil 70/30 Winter Blend (70% Fuel Oil : 30% USLK)		Gallons per year
Propane		Gallons per year

## **Special Instructions and Important Information**





Center for Instruction,  
Technology & Innovation

## CiTi Cooperative Bid - Transportation Fuels, B25-2000 for 7/1/2025 - 6/30/2026

Oswego County Board of Cooperative Educational Services

Holly Cheeley, School Bid Specialist, 315.963.4414

School District / Municipality Name:

Phoenix CSD

**Purchasing Contact:** Karl Seckner

Mailing 116 Volney St

Address: Phoenix, NY 13135

Phone Number: 315-695-1629

Fax Number: 315-695-1201

E-Mail: [kseckner@phoenixcsd.org](mailto:kseckner@phoenixcsd.org)

**A/P Contact:** Deborah Gerace

Mailing 116 Volney St

Address: Phoenix, NY 13135

Phone Number: 315-695-1551

Fax Number: 315-954-1170

E-Mail: [dgerace@phoenixcsd.org](mailto:dgerace@phoenixcsd.org)

**Emergency Contact:**

Name: Deborah Gerace

Phone 315-695-1551

Numbers: 315-416-8282

Fuel Storage Location (Address)	Fuel Type	Tank Size in gallons	Delivery Type in gallons	Service Method	Tank Information inside/outside; above/below ground
116 Volney St	Diesel	10,000	<input type="checkbox"/> less than 5,499 X more than 5,500	<input type="checkbox"/> Automatic Replenish X Call as Required	
116 Volney St	Unleaded	6,000	X less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish X Call as Required	
			<input type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	
			<input type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	

### Total Estimated Annual Usage

60/40 Winter Blend (60 % ULSD : 40% ULSK)

30,000

Gallons per year

80/20 Winter Blend (80 % ULSD : 20% ULSK)

30,000

Gallons per year

60/40 Premium Winter Blend (60% ULSD : 40%ULSK)

30,000

Gallons per year

80/20 Premium Winter Blend (80% ULSD : 20%ULSK)

30,000

Gallons per year

Ultra-Low Sulfur Diesel Fuel

40,000

Gallons per year

Premium ULSD

40,000

Gallons per year

Unleaded Gasoline ==> 87 Octane

20,000

Gallons per year

Unleaded Gasoline ==> 89 Octane

20,000

Gallons per year

#2 Fuel Oil

20,000

Gallons per year

Fuel Oil 70/30 Winter Blend (70% Fuel Oil : 30% USLK)

20,000

Gallons per year

Propane

20,000

Gallons per year

### Special Instructions and Important Information



Center for Instruction,  
Technology & Innovation

# **CiTi Cooperative Bid - Transportation Fuels, B25-2000 for 7/1/2025 - 6/30/2026**

Oswego County Board of Cooperative Educational Services

Holly Cheeley, School Bid Specialist, 315.963.4414

School District / Municipality Name: Sandy Creek Central School District

**Purchasing Contact:** Holly Kelly

Mailing 124 Salisbury Street, PO Box 248

Address: Sandy Creek, NY 13145

Phone Number: 315-387-3445 ext 1515

Fax Number: 315-387-2196

E-Mail: purchasing@sccs.cnyric.org

**A/P Contact:** Holly Kelly

Mailing 124 Salisbury Street, PO Box 248

Address: Sandy Creek, NY 13145

Phone Number: 315-387-3445 ext 1515

Fax Number: 315-387-2196

E-Mail: purchasing@sccs.cnyric.org

**Emergency Contact:**

Name: Cora Harvey

Phone 315-387-3445 ext 1519

Numbers: \_\_\_\_\_

Fuel Storage Location (Address)	Fuel Type	Tank Size <i>in gallons</i>	Delivery Type <i>in gallons</i>	Service Method	Tank Information <i>inside/outside; above/below ground</i>
Bus Maintenance Facility	Diesel	5,000	<input checked="" type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input checked="" type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	Outside, Above Ground
Bus Maintenance Facility	Unleaded	5,000	<input checked="" type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input checked="" type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	Outside, Above Ground
Bus Maintenance Facility	Non Ethanol	1,000	<input checked="" type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input checked="" type="checkbox"/> Call as Required	Outside, Above Ground
			<input type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	

## **Total Estimated Annual Usage**

60/40 Winter Blend (60 % ULSD : 40% ULSK)		<i>Gallons per year</i>
80/20 Winter Blend (80 % ULSD : 20% ULSK)	18,500	<i>Gallons per year</i>
60/40 Premium Winter Blend (60% ULSD : 40%ULSK)		<i>Gallons per year</i>
80/20 Premium Winter Blend (80% ULSD : 20%ULSK)		<i>Gallons per year</i>
Ultra-Low Sulfur Diesel Fuel	16,000	<i>Gallons per year</i>
Premium ULSD		<i>Gallons per year</i>
Unleaded Gasoline ==> 87 Octane	15,900	<i>Gallons per year</i>
Unleaded Gasoline ==> 89 Octane		<i>Gallons per year</i>
Non-Ethanol 90-Octane	900	<i>Gallons per year</i>
#2 Fuel Oil		<i>Gallons per year</i>
Fuel Oil 70/30 Winter Blend (70% Fuel Oil : 30% USLK)		<i>Gallons per year</i>
Propane		<i>Gallons per year</i>

## **Special Instructions and Important Information**

Non Ethanol 90  
Estimated Usage: 900 gallons per year  
Location: Bus Maintenance Facility

Street Address for Location Listed:  
24 Salisbury Street  
Sandy Creek, NY 13145



Center for Instruction,  
Technology & Innovation

# CiTi Cooperative Bid - Transportation Fuels, B25-2000 for 7/1/2025 - 6/30/2026

Oswego County Board of Cooperative Educational Services

Holly Cheeley, School Bid Specialist, 315.963.4414

School District / Municipality Name:

Town of New Haven

Purchasing Contact: Robert Parkhurst

A/P Contact: Jennifer Woolson

Mailing Address: 4279 St Rt 104

Mailing Address: 4279 St Rt 104

Address: Oswego NY 13126

Address: Oswego NY 13126

Phone Number: 315-963-3900x2

Phone Number: 315-963-3900x4

Fax Number: 315-963-7231

Fax Number: 315-963-7231

E-Mail: Highway@newhavenny.com

E-Mail: Clerk@newhavenny.com

## Emergency Contact:

Name: Robert Parkhurst

Phone: 315-806-0645

Numbers: 315-963-3900x2

Fuel Storage Location (Address)	Fuel Type	Tank Size in gallons	Delivery Type in gallons	Service Method	Tank Information inside/outside; above/below ground
4279 St Rt 104 Oswego NY 13126	Diesel Fuel	2,000	<input type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input checked="" type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	outside above ground
			<input type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	
			<input type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	
			<input type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	

## Total Estimated Annual Usage

60/40 Winter Blend (60 % ULSD : 40% ULSK)

Gallons per year

80/20 Winter Blend (80 % ULSD : 20% ULSK)

Gallons per year

60/40 Premium Winter Blend (60% ULSD : 40%ULSK)

Gallons per year

80/20 Premium Winter Blend (80% ULSD : 20%ULSK)

Gallons per year

Ultra-Low Sulfur Diesel Fuel

Gallons per year

Premium ULSD

Gallons per year

Unleaded Gasoline ==> 87 Octane

Gallons per year

Unleaded Gasoline ==> 89 Octane

Gallons per year

#2 Fuel Oil

Gallons per year

Fuel Oil 70/30 Winter Blend (70% Fuel Oil : 30% USLK)

Gallons per year

Propane

Gallons per year

## Special Instructions and Important Information





# **CiTi Cooperative Bid - Transportation Fuels, B25-2000 for 7/1/2025 - 6/30/2026**

*Oswego County Board of Cooperative Educational Services*

*Holly Cheeley, Bid Specialist, 315.963.4414*

School District / Municipality Name: Town of Parish

**Purchasing Contact:** Kelly Reader-Petit

**A/P Contact:** Kelly Reader-Petit

Mailing PO Box 66

Mailing PO Box 66

Address: Parish, NY 13131

Address: Parish, NY 13131

**Emergency Contact:**

Name: Nathan Metcalf

Phone Number: 315-625-4507

Phone Number: 315-625-4507

Phone 315-706-9392

Fax Number: 315-625-4791

Fax Number: 315-625-4791

Numbers: 315-625-7067

E-Mail: townclerk@parish-ny.us

E-Mail: townclerk@parish-ny.us

Fuel Storage Location (Address)	Fuel Type	Tank Size <i>in gallons</i>	Delivery Type <i>in gallons</i>	Service Method	Tank Information <i>inside/outside; above/below ground</i>
25 Dill Pickle Alley, Parish, NY 13131	#2 Heating Fuel	1,500	<input checked="" type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input checked="" type="checkbox"/> Call as Required	Inside, Above Ground
			<input type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	
			<input type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	
			<input type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	

## **Total Estimated Annual Usage**

60/40 Winter Blend (60 % ULSD : 40% ULSK)

                     Gallons per year

80/20 Winter Blend (80 % ULSD : 20% ULSK)

                     Gallons per year

60/40 Premium Winter Blend (60% ULSD : 40%ULSK)

                     Gallons per year

80/20 Premium Winter Blend (80% ULSD : 20%ULSK)

                     Gallons per year

Ultra-Low Sulfur Diesel Fuel

                     Gallons per year

Premium ULSD

                     Gallons per year

Unleaded Gasoline ==> 87 Octane

                     Gallons per year

Unleaded Gasoline ==> 89 Octane

                     Gallons per year

#2 Fuel Oil

5,000 Gallons per year

Fuel Oil 70/30 Winter Blend (70% Fuel Oil : 30% USLK)

                     Gallons per year

Propane

                     Gallons per year

## **Special Instructions and Important Information**





Center for Instruction,  
Technology & Innovation

**CiTi Cooperative Bid - Transportation Fuels, B25-2000 for 7/1/2025 - 6/30/2026**

Oswego County Board of Cooperative Educational Services

Holly Cheeley, School Bid Specialist, 315.963.4414

School District / Municipality Name:

Town of Scriba

**Purchasing Contact:**

Mailing

Address:

Phone Number:

Fax Number:

E-Mail:

**A/P Contact:**

Mailing

Address:

Phone Number:

Fax Number:

E-Mail:

Michael Barry

42 Creamery rd.

Oswego N.Y. 13126

(315) 343-3036

(315) 343-0772

scriba.hghway@gmail.com

**Emergency Contact:**

Name:

Phone

Numbers:

Michael Barry

(315) 343-3036

Fuel Storage Location (Address)	Fuel Type	Tank Size in gallons	Delivery Type in gallons	Service Method	Tank Information inside/outside; above/below ground
<u>42 Creamery rd.</u>	<u>(89 ochsm) Unleaded</u>	<u>4,000</u>	<u>c less than 5,499</u> <u>c more than 5,500</u>	<u>c Automatic Replenish</u> <u>c Call as Required</u>	<u>Below Ground</u>
<u>Oswego N.Y. 13126</u>	<u>Diesel</u>	<u>8,000</u>	<u>c less than 5,499</u> <u>c more than 5,500</u>	<u>c Automatic Replenish</u> <u>c Call as Required</u>	<u>Below Ground</u>
			<u>c less than 5,499</u> <u>c more than 5,500</u>	<u>c Automatic Replenish</u> <u>c Call as Required</u>	
			<u>c less than 5,499</u> <u>c more than 5,500</u>	<u>c Automatic Replenish</u> <u>c Call as Required</u>	

**Total Estimated Annual Usage**

60/40 Winter Blend (60 % ULSD : 40% ULSK)

80/20 Winter Blend (80 % ULSD : 20% ULSK)

60/40 Premium Winter Blend (60% ULSD : 40%ULSK)

80/20 Premium Winter Blend (80% ULSD : 20%ULSK)

Ultra-Low Sulfur Diesel Fuel

Premium ULSD

Unleaded Gasoline ==> 87 Octane

Unleaded Gasoline ==> 89 Octane

#2 Fuel Oil

Fuel Oil 70/30 Winter Blend (70% Fuel Oil : 30% USLK)

Propane

Gallons per year

20,000

Gallons per year

Gallons per year

Gallons per year

Gallons per year

Gallons per year

Gallons per year

17,000

Gallons per year

Gallons per year

Gallons per year

Gallons per year

**Special Instructions and Important Information**



Center for Instruction,  
Technology & Innovation

# CiTi Cooperative Bid - Transportation Fuels, B25-2000 for 7/1/2025 - 6/30/2026

Oswego County Board of Cooperative Educational Services

Holly Cheeley, School Bid Specialist, 315.963.4414

School District / Municipality Name:

Village of Parish

**Purchasing Contact:** Daniel Ingles/Village of Parish

Mailing 2938 East Main Street

Address: Parish, NY 13131

Phone Number: 315-625-4592

Fax Number: 315-625-4791

E-Mail: [villageclerk@parish-ny.us](mailto:villageclerk@parish-ny.us)

**A/P Contact:** Daniel Ingles/Village of Parish

Mailing 2938 East Main Street

Address: Parish, NY 13131

Phone Number: 315-625-4592

Fax Number: 315-625-4791

E-Mail: [villageclerk@parish-ny.us](mailto:villageclerk@parish-ny.us)

**Emergency Contact:**

Name: Mayor Jackie Murphy

Phone 315-625-4592

Numbers:

Fuel Storage Location (Address)	Fuel Type	Tank Size in gallons	Delivery Type in gallons	Service Method	Tank Information inside/outside; above/below ground
Village office 2938 E Main Street	#2 Fuel	2 Tanks 175-200 gal	<input type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input checked="" type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	Tanks are in the basement filler necks on East side of building towards the front
WWTP Cook Drive Village Of Parish/ North Railroad street and Mill Road	ULSD (15 PPM) Winter Blend	2 Tanks 200 gal	<input type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input checked="" type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	
WWTP Cook Drive Village Of Parish	Propane	200 gal	<input type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input checked="" type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	
			<input type="checkbox"/> less than 5,499 <input type="checkbox"/> more than 5,500	<input type="checkbox"/> Automatic Replenish <input type="checkbox"/> Call as Required	

## Total Estimated Annual Usage

60/40 Winter Blend (60 % ULSD : 40% ULSK)

Gallons per year

80/20 Winter Blend (80 % ULSD : 20% ULSK)

Gallons per year

60/40 Premium Winter Blend (60% ULSD : 40%ULSK)

Gallons per year

80/20 Premium Winter Blend (80% ULSD : 20%ULSK)

Gallons per year

Ultra-Low Sulfur Diesel Fuel

400

Gallons per year

Premium ULSD

Gallons per year

Unleaded Gasoline ==> 87 Octane

Gallons per year

Unleaded Gasoline ==> 89 Octane

Gallons per year

#2 Fuel Oil

Gallons per year

Fuel Oil 70/30 Winter Blend (70% Fuel Oil : 30% USLK)

2500

Gallons per year

Propane

400

Gallons per year

## Special Instructions and Important Information

An official website of New York State.  
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Prevailing Wage

[Home](#) > Prevailing Wage

[Wage Schedule](#) · [Submit Notice Of Award](#) · [Submit Notice Of Project Completion](#)

**PRC#:** 2025900213  
**Type of Contracting Agency:** Local School District

**Acceptance Status:** Accepted Article 9

<b>Contracting Agency</b>	<b>Send Reply To</b>
Oswego County BOCES Holly Cheeley Bid Specialist 179 County Route 64 Mexico NY 13114  (315) 963-4414 hcheeley@citiboces.org	

<b>Project Information</b>	
<b>Project Title</b>	Fuel Delivery (2025-2026)
<b>Description of Work</b>	Delivery of fuel commodities to schools and municipalities in Oswego County for the 2025-2026 school year (7/1/2025 to 6/30/2025)
<b>Contract Id No.</b>	B25-2000
<b>Project Location(s)</b>	Oswego County (County-wide)
<b>Route No / Street Address</b>	179 County Route 64
<b>Village / City</b>	Mexico
<b>Town</b>	Mexico
<b>State / Zip</b>	NY 13114
<b>Nature of Project</b>	Building Service Contract (Article 9 Only)
<b>Approximate Bid Date</b>	04/22/2025
<b>Checked Occupation(s)</b>	Fuel Delivery

<b>Applicable Counties</b>
Oswego

BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
SOLE SUPERVISORY DISTRICT  
OSWEGO COUNTY  
NOTICE TO BIDDERS

The Board of Cooperative Educational Services of Oswego County, known as the Center for Instruction, Technology & Innovation (CiTi), in accordance with Section 103 of Article 5-A of the General Municipal Law, is seeking bids on behalf of itself and the Altmar-Parish-Williamstown Central School District, Central Square Central School District, Hannibal Central School District, Mexico Academy & Central School District, Oswego City School District, Phoenix Central School District, Sandy Creek Central School District, Town of New Haven (New York), Town of Parish (New York), Town of Scriba (New York) and the Village of Parish.

For: **Transportation Fuels Bid, Bid Number B25-2000**

Specifications, general information and bid forms may be obtained at the CiTi Purchasing Department, 179 County Route 64, Mexico, NY 13114 between the hours of 9:00 a.m. and 4:00 p.m. daily, except Saturdays, Sundays or Holidays, by calling 315-963-4414, by emailing [Cooperativebids@CiTiboces.org](mailto:Cooperativebids@CiTiboces.org) or at the website: [www.CiTiboces.org/cooperativepurchasing](http://www.CiTiboces.org/cooperativepurchasing).

Bids must be submitted on the bid forms provided by CiTi in strict adherence to the bid specifications and conditions. Sealed bid submissions and electronic bid submissions via BidNet Direct will be accepted. For sealed bid submissions, the bid number and the bidder's name and address should be indicated on the front of the envelope.

Sealed bids will be received at the CiTi Business Office, 179 County Route 64, Mexico, NY 13114 until, but not later than **12:30 p.m. April 22, 2025. Electronic bid submissions will be accepted via BidNet Direct up to, but no later than 12:30 p.m. April 22, 2025.** Immediately thereafter a bid opening will be conducted to open and publicly read all bid responses.

The Board reserves the right to reject any or all bids. The bid award shall be binding for the period of July 1, 2025, to June 30, 2026.

Melissa Allard  
Clerk of the Board

March 18, 2025  
Date