

**Form of Proposal**

Purchasing Department  
Des Moines Independent Community School District  
1915 Prospect Road Suite 1200, Des Moines, IA 50310  
**FAX # (515) 242-7550**  
Acct# DWBUSMNTYM0627

**No: Q7471**  
**Issued: 05/24/2016**  
**Due: 05/25/2016**  
**Time: 9:00 a.m.**

**INVITATION FOR BIDS** - Bids will be received via Facsimile at the above number by the Purchasing Department up to 9:00 a.m. on the business day shown above. Orders will be placed before 9:30 a.m. The undersigned bidder certifies, by responding to this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State or Local department or agency.

**PRICE QUOTATIONS** - Prices bid are to include all delivery, handling and demurrage charges for delivery to our Transportation Facility tanks, no post award charges will be accepted by the District. *The School District qualifies to use the "RED-DYED" product, so we are exempt from all State and Federal taxes.*

**DELIVERY** - We will plan our purchases to enable us to take a full tanker at a time (7000 gallons). Delivery shall be to our above ground tanks at 1915 Prospect Road, Des Moines, IA 50310 **between 11:00 a.m. – 12:00 p.m.** on the day the quotation was due. Vendor will provide a copy of the Bill of Lading from the pipeline with each invoice.

**BILLING** – Billing address is Attn: Accounts Payable, 2323 Grand Ave, Des Moines, IA 50312.

**NOTE: ALL DELIVERIES MUST BE SIGNED FOR BY DISTRICT PERSONNEL, UNSIGNED DELIVERY TICKETS WILL DELAY PAYMENT. THE DISTRICT WILL NOT BE RESPONSIBLE FOR ANY FINANCE CHARGES DUE TO DELAYED PAYMENT, STANDARD TERMS NET 45 DAYS. THE DISTRICT WOULD PREFER TO PAY THE AWARDEE BY VIRTUAL / PROCUREMENT CARD OR ELECTRONIC TRANSFER. VENDORS ARE ENCOURAGED TO ACCEPT ONE OF THESE FORMS OF PAYMENT.**

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
Approx.7000 (Tanker load)	Gallons	Diesel Fuel for buses (price to include price of "RED-DYE" for tax-exempt entities) Mixture to be as follows: 100 % #2 (ULTRA low sulfur)	\$_____	\$_____

**(Prices to include all cost of product and delivery, but no taxes)**

**Delivery Date: 05/25/2016 between 11:00 a.m. – 12:00 p.m.**

*The undersigned bidder certifies, by responding to this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State or Local department or agency. The undersigned has read, understands and will comply with the attached Acknowledgement & Certification below.*

Bidder: \_\_\_\_\_ By: \_\_\_\_\_

Address (City/ St. /zip): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

*It is the policy of the Des Moines Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you believe you have been discriminated against or treated unjustly, please contact the Equity Coordinator, Isaiah McGee at 2323 Grand Avenue, Des Moines, IA 50312, 515-242-7662 [Isaiah.mcgee@dmschools.org](mailto:Isaiah.mcgee@dmschools.org) Section 504 34 CFR 104.8, Title IX 34 CFR 106.9, OCR Guidelines IV.O and V.C*



## Acknowledgment & Certification

\_\_\_\_\_ ("Company") is providing services to the Des Moines Independent Community School District ("District") as a contractor, vendor, supplier, provider or sub-provider and/or is operating or managing the operations of a contractor, vendor, supplier or provider. The services provided by the Company may involve the presence of the Company's employees upon the real property of the District.

The Company acknowledges that Iowa law prohibits a sex offender who has been convicted of a sex offense against a minor from being present upon the real property of the District. The Company further acknowledges that, pursuant to Iowa law, a sex offender who has been convicted of a sex offense against a minor shall not operate, manage, be employed by, or act as a contractor or volunteer at the District.

The Company hereby certifies that no one who is an owner, operator or manager of the Company has been convicted of a sex offense against a minor. The Company further certifies and agrees that it shall not permit any person who is a sex offender convicted of a sex offense against a minor to provide any services to the District in accordance with the prohibitions set forth above.

The Company further certifies that the Company has completed a satisfactory background check on the Company's employees. The Company hereby agrees to provide the District with the Company's background screening procedures including specific context and infractions that are reviewed by the Company. The District reserves the right to, but does not have the obligation to, conduct a District background check on Company employees as determined by the District in its sole discretion. The District reserves the right to restrict access of any Company employee upon the real property of the District if such employee does not clear the District's background check.

The District reserves the right, but does not have the obligation to, to audit the Company's background screening program at any time, whether announced or unannounced. The Company hereby agrees that the Company shall, upon request, permit an authorized District representative to review background screening records, including those of individual Company employees, in order to conduct a compliance review, audit or investigation, to the fullest extent permitted by law.

The Company shall ensure that the provisions of this Acknowledgement and Certification are extended to any and all subcontractors, consultants, or others the Company may engage if such engagement involves their presence upon the real property of the District.

The Company understands and agrees that violation of any of the provisions of this Acknowledgement and Certification shall constitute sufficient grounds for termination of any contract or subcontract without damages or penalty to the District.

This Acknowledgment and Certification is to be construed under the laws of the State of Iowa. If any portion hereof is held invalid, the balance of the document shall, notwithstanding, continue in full legal force and effect.

In signing this Acknowledgment and Certification, the person signing on behalf of the Company hereby acknowledges that he/she has read this entire document that he/she understands its terms, and that he/she not only has the authority to sign the document on behalf of the Company, but has signed it knowingly and voluntarily.