

CADDO LEVEE DISTRICT  
P. O. BOX 78282  
SHREVEPORT, LOUISIANA 71137-8282

SPECIFICATIONS  
SUPPLY OF GASOLINE AND DIESEL FUEL

Sealed bids will be received by the Caddo Levee District until the hour of 9:00 a.m.(CST), Thursday, January 11, 2024, for a one-year (with two one-year options) supply of gasoline and diesel fuel. Bids will be opened at 10:00 a.m. on January 11, 2024, and read in the Caddo Levee District office at 1320 Grimmert Drive, Shreveport, Louisiana.

**Bidders are to bid mark-up only, based on average Oil Price Information Service (OPIS) Index at the nearest terminal plus freight per gallon. The mark-up price shall remain firm throughout the entire term of this contract. Bidders are to provide a copy of the supporting Oil Price Information Service (OPIS) Index with each invoice. Bid includes delivery of fuels to Caddo Levee District at 1340 Grimmert Drive, Shreveport, Louisiana 71107.**

During the term of the contract, the Caddo Levee District shall have the right to have the products analyzed at any time to determine the quality of the product.

Bids are to be submitted on the attached bid form and returned to Caddo Levee District in an envelope to be marked accordingly on the outside to indicate bid item: “GASOLINE AND DIESEL FUEL BID”. Bids may also be submitted electronically pursuant to R.S. 9:2601-2619 to BidSync.com.

Failure to comply with all instructions and specifications will cause your bid to be disqualified. The Caddo Levee District reserves the right to reject any or all bids for just cause in keeping with LA R. S. 38:2214B.

No taxes shall be included in the bid, only the mark-up from the average Oil Price Information Service (OPIS) Index at the nearest terminal, freight per gallon and any defined miscellaneous costs (other than taxes) shall be submitted as the bid. Any necessary state or federal tax exemption certificates will be executed by Caddo Levee District.

**SPECIAL NOTE: Bids to be valid for a one-year period to begin on January 11, 2024.**

Preference shall be given for material manufactured in the State of Louisiana, in accordance with state law.

Gasoline and diesel fuel excess may be required on an emergency basis, the bidder must have a delivery facility located within 50 miles of Caddo Levee District.

CADDO LEVEE DISTRICT  
JANUARY 11, 2024 – JANUARY 11, 2025  
(Option to renew for two additional one-year terms  
at Caddo Levee Board's sole option)

FUEL

PRICE PER GALLON ABOVE THE OPIS DAILY INDEX, PLUS FREIGHT AND  
ANY DEFINED MISCELLANEOUS COSTS (NO TAXES)  
EXAMPLE: \$.05 ABOVE DAILY INDEX, PLUS FREIGHT, PLUS ANY DEFINED  
MISCELLANEOUS COSTS (NO TAXES) AND DELIVERY TO CADDO LEVEE  
DISTRICT AT 1340 GRIMMETT DRIVE, SHREVEPORT, LOUISIANA 71107

\$\_\_\_\_\_ Unleaded 93 Octane Gasoline

\$\_\_\_\_\_ Ultra Low Sulphur Diesel Fuel Dyed (Off Road Use)

DELIVERIES WILL BE MADE WITHIN \_\_\_\_\_ DAYS OF RECEIPT OF ORDER.

DATE:\_\_\_\_\_

NAME OF BIDDER:\_\_\_\_\_

CONTACT NAME:\_\_\_\_\_

ADDRESS OF BIDDER:\_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER:\_\_\_\_\_

EMAIL ADDRESS:\_\_\_\_\_

SIGNATURE:\_\_\_\_\_

TITLE:\_\_\_\_\_