

## MEMORANDUM

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**TO:** NWABSD Board of Education

**DATE:** April 29, 2025

**NUMBER:** 25-123

**FR:** Office of the Superintendent

**SUBJECT:** FY26 Heating Fuel

**ABSTRACT:**

Board approval is required for expenditures that exceed \$50,000.

**ISSUE:**

At issue is board approval to award the Northwest Arctic Borough School District's FY26 heating fuel order to the lowest bidder by site.

**BACKGROUND AND/OR PERTINENT INFORMATION:**

On April 16, 2025, the Property Services department issued an RFP to fuel vendors for the purchase and delivery of approximately 333,000 gallons of #1 heating fuel and 4000 gallons of unleaded gasoline, to ten (10) NWABSD school sites in summer 2025. The RFP was sent to the two vendors that deliver fuel within the Northwest Arctic Borough, Crowley Petroleum Distribution and Vitus Fuel Services. The deadline for submitting bids is Friday, May 2, 2025, at 4:00 p.m. The lowest bidder by site will be awarded the fuel bid(s).

The administration is recommending the approval of this proposal.

**ALTERNATIVES:**

1. Approve the administration's request to award the NWABSD FY26 heating fuel order to the lowest bidder by site.
2. Disapprove the administration's request to award the NWABSD FY26 heating fuel order to the lowest bidder by site.
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The Administration recommends Board approval to award the NWABSD FY26 heating fuel order to the lowest bidder by site.

## RFP MEMORANDUM

**TO:** Crowley Petroleum Distribution  
Vitus Terminals

**FR:** Mark A. Moore: Director, NWABSD Property Services

**DATE:** April 16, 2025

**RE:** Summer 2025 Fuel Bid

The Northwest Arctic Borough School District is soliciting bids for the purchase and delivery of approximately 333,000 gallons of #1 heating fuel during the 2025 summer barge season as well as approximately 4,000 gallons of unleaded gasoline to Kivalina. The fuel should be delivered to the attached ten (10) sites in the corresponding estimated quantities. Kivalina schools fuel should be delivered to the new site located 7 miles inland. Bidders should bid on the ten (10) fuel orders/sites separately. Bids should include all non-exempt taxes and will be awarded to the lowest bidder by site. Interested bidders should email or fax bids to Mark A. Moore at the NWABSD Property Services department by 4:00 p.m., Friday May2, 2025.

Mark A. Moore  
Northwest Arctic Borough School District  
Property Services Department  
P.O. Box 51  
Kotzebue, Alaska 99752  
Phone: (907) 442-1871  
Fax: (907) 442-2391  
Email: [mmoore@nwarctic.org](mailto:mmoore@nwarctic.org)

## SUMMER 2025 ESTIMATED HEATING FUEL ORDER

	<u>NWABSD Order</u>	<u>ANTHC Order</u>
<b>Ambler</b>	15,000	6,000
<b>Buckland</b>	22,000	11,000
<b>Deering</b>	10,000	14,000
<b>Kiana</b>	25,000	7,000
<b>Kivalina</b>	38,000	5,000
<b>Kobuk</b>	17,000	1,000
<b>Kotzebue</b>	110,000	0
<b>Noorvik</b>	44,000	24,000
<b>Selawik</b>	35,000	22,400
<b>Shungnak</b>	17,000	1,000
<b>Total</b>	333,000	91,400

**Kivalina unleaded gasoline 4000 gallons**