

**MEMORANDUM**

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**TO:** NWABSD Board of Education

**DATE:** September 29, 2025

**NUMBER:** 26-031

**FR:** Office of the Superintendent

**SUBJECT:** Revised FY26 Kotzebue Small Tank 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 small tank fuel order to the lowest bidder by fuel type.

**BACKGROUND AND/OR PERTINENT INFORMATION:**

On August 29, 2025 the Property Services department issued an RFP to fuel vendors for the purchase and delivery of approximately 30,000 gallons of #1 heating fuel, 5000 gallons of ULSD, and 6000 gallons of gasoline to the small holding tanks for Kotzebue School District sites. The RFP was sent to the only two vendors that deliver fuel within the Kotzebue area, Crowley Petroleum Distribution and Vitus Fuel Services. The deadline for submitting bids was Tuesday, September 16, 2025 at 4:00 p.m. Crowley Petroleum Distribution was the only vendor to submit a bid for the local fuel deliveries to our small tanks.

The delivered price for:

#1 heating fuel is	\$6.49 per gallon @ 30,000 gallons = \$197,000.00
USDL diesel fuel is	\$6.49 per gallon @ 5,000 gallons = \$ 32,450.00
Gasoline is	\$6.49 per gallon @ 6,000 gallons = \$ 38,940.00
<b>TOTAL</b>	<b>\$6.49 per gallon @ 41,000 gallons = \$268,390.00</b>

**FUNDING SOURCE:**

General Fund, Maintenance Department Fuel Budget

The administration is recommending the approval of this proposal.

**ALTERNATIVES:**

1. Approve the administration's request to award the NWABSD FY26 small tank fuel delivery order to Crowley Petroleum Distribution not to exceed \$268,390.00.
2. Disapprove the administration's request to award the NWABSD FY26 small tank fuel delivery order to Crowley Petroleum Distribution not to exceed \$268,390.00.
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The Administration recommends Board approval to award the NWABSD FY26 small tank fuel delivery order to Crowley Petroleum Distribution not to exceed \$268,390.00.



September 16, 2025

Northwest Arctic Borough School District  
Attn: Mark Moore, Director, Property Services Department  
P.O. Box 51  
Kotzebue, AK 99752

*Delivered electronically to [mmoore@nwarctic.org](mailto:mmoore@nwarctic.org), [kkenworthy@nwarctic.org](mailto:kkenworthy@nwarctic.org)*

**RE: Northwest Arctic Borough School District, 2025-2026 Kotzebue Fuel Bid**

Dear Mark,

In response to the Northwest Arctic Borough School District (NWABSD) RFP –2025-2026 Fuel Bid, Crowley Fuels LLC (Crowley) respectfully submits the attached Proposal for your review and consideration. Crowley's proposal is inclusive of both product and delivery.

Crowley values our continued relationship with the NWABSD and understands the importance of safe, timely and competitively priced fuel. Should Crowley be the successful bidder, a standard Fuel Supply Agreement will be provided for your review and execution.

**Pricing** is exclusive of applicable taxes and fees:

- #1 Heating Fuel: \$6.49 per gallon
- Gasoline: \$6.49 gallon
- ULSD: \$6.49 per gallon

**Option Years**: Crowley proposes an interest in additional one-year term renewals, to be elected upon the mutual agreement of both NWABSD and Crowley.

**NWABSD Employee Discount**: Crowley would also provide NWABSD employees with a discount on heating fuel of \$0.25 per gallon for the term of the fuel agreement.

We are well positioned to continue to seamlessly provide supply and provide safe, reliable, and uninterrupted service should we be awarded the Contract. If you should have questions or need any clarification to our submittal, please me at (907) 545-0948 or via email at [Todd.Tikiun@crowley.com](mailto:Todd.Tikiun@crowley.com).

Respectfully,

Todd Tikiun  
Manager, Sales  
Crowley Fuels LLC

This proposal, including attachments, is confidential, proprietary, and may be subject to attorney-client privilege. This proposal is intended only for the use of Northwest Arctic Borough School District. Any dissemination, distribution or copying of this proposal is strictly prohibited.