

Bedford County Department of Finance

200 Dover Street, Suite 102
Shelbyville, TN 37160
(931) 685-2024 FAX (931) 680-1029

Request for Proposal

Propane
Bid No. 17-12

The Bedford County Department of Finance is requesting proposals on **Propane**. Sealed bids will be received until **2:00 p.m., Friday, October 7, 2016**, in the office of the Bedford County Department of Finance and will be opened publicly at that time. The Department of Finance reserves the right to reject any and all bids and waive any irregularities for the purpose of ensuring that the award given is in the best interest of Bedford County. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

GENERAL BID TERMS AND CONDITIONS

Proposals from all responsible bidders will be considered. To qualify as a responsible bidder, the proposal submitted must:

1. **Meet or exceed the minimum requirements specified.**
2. **Furnish all documents requested by the representative of the Bedford County Department of Finance prior to and following the bid opening.**
3. **Submit their completed bid prior to the bid opening date and time.**
4. **Have bid name and bid number placed on the outside lower left corner of the sealed envelope containing the bid form. (Facsimile bids will not be considered.)**

Award

A purchase order from the Bedford County Department of Finance will be issued to the successful bidder acknowledging the award. A copy of these terms and conditions, specifications and the vendor's proposal form will become a part of the purchase order.

Prospective bidders may contact the School Maintenance Department at (931) 684-6961 for any questions as to the specifications of the bid.

Lowest and/or best bid will be awarded. Also, Bid may be awarded separately for larger and smaller tanks.

Bid prices shall be for the entire fiscal year ending June 30, 2017.

Tanks shall not be filled to more than 80% capacity at the start. Notification of starting delivery date will be from the School Maintenance Department. Tanks are not to be topped off at the end of the heating season. **Auxiliary power plant tanks are to be filled only by request.**

Bidder must quote bid price as per gallon. The bid price established and accepted may fluctuate with the market, but should not exceed \$.15 above the bid price for the contract period for the smaller tanks. Transport gas is subject to market fluctuation based on the Mt. Belveau index as published in the "Wall Street Journal". Propane grade shall be HD5.

Propane must be delivered to small tanks within 36 hours of notification.

Propane must be delivered to large tanks within 48 hours of notification that tank has reached 30% or less and at no time will large tanks be allowed to drop to less than 20% unless scheduled and approved by the Facilities Director.

Driver upon delivery shall contact the Building Engineer and furnish that individual **with receipt of the delivered amount and obtain signature to verify delivery** of the invoice

amount. **Deliveries must be made during regular working hours, 7:00 a.m. to 3:30 p.m. of the School Maintenance Department.**

Other Considerations

Bedford County Department of Finance reserves the right to purchase only those bid items and quantities that conform to overall budgetary, functional, and performance constraints.

The terms of this bid will be extended to other local government agencies, other municipalities, and Boards of Education. Bedford County is responsible only for purchases made and received by Bedford County.

INSTRUCTIONS TO BIDDERS

All Proposals are to be made on the Proposal Form provided. **Bids must be delivered in hand or by a mail service in a sealed envelope marked on the outside lower left corner, Bid No. 17-12 Propane. Bids will be received and opened at **2:00 p.m., Friday, October 7, 2016**. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.**

Proposal shall be made upon Proposal Forms prepared by the Department of Finance. All Proposals are to be made complete in every detail as required and called for by said Proposal Form. Proposals that are incomplete, conditional contain irregularities of any kind, or which are not in accord with the Instructions to Bidders and Proposal Form furnished by the Department of Finance may be rejected as informal.

The submission of a proposal will signify that the Bidder has thoroughly familiarized himself with all conditions and that he fully understands what will be expected of the successful bidder.

The Department of Finance reserves the right to accept or reject in whole or in part any or all proposals submitted, without liability whatsoever, and waive informalities therein, or deemed by the Department of Finance in their best interest to do so.

Bid Specs for Propane at Bedford County Schools 2016/2017

We have the following tanks to be filled as needed throughout the 2016/17 school year.

- 1) Small Tanks (500 to 1,000 gallon)
 - a. Bus Garage 2 tanks
 - b. Liberty Greenhouse

- 2) Large Tanks (18,000 gallon)
 - a. Cascade Elementary
 - b. Cascade High School
 - c. Community Middle
 - d. Community High School

Propane Grade HD5

Propane must be delivered to small tanks within 36 hrs of notification.

Propane must be delivered to large tanks within 48 hrs of notification that tank has reached 30% or less and at no time will large tanks be allowed to drop to less than 20% unless scheduled and approved by the Facilities Director.

PROPOSAL FORM

**TO: Bedford County Department of Finance
200 Dover Street, Suite 102
Shelbyville, Tennessee 37160**

Re: Bid No. 17-12

Gentlemen:

Having examined the specifications for **Propane**, we (I) submit the following proposal:

1. Small Tanks (500 to 1,000 gallons):

**Bus Garage – 2 tanks
Liberty Greenhouse
EMS Station- Unionville**

The undersigned agrees to furnish propane gas for the Bedford County, Tennessee (small tanks) at a cost of \$ _____ per gallon. The above price will be the seller's established price at the time and place of delivery. The initial price may fluctuate with the market, but will not exceed \$ _____ above the bid price.

Bid prices shall be for the entire fiscal year ending June 30, 2017.

2. Large Tanks (18,000 gallons):

**Cascade Elementary
Cascade High School
Community Middle School
Community High School**

The undersigned agrees to furnish **transport propane** gas for the Bedford County, Tennessee (large tanks) at a cost of \$ _____ per gallon. The above price will be the seller's established price **on October 3, 2016**. The above price is subject to market fluctuation (escalation and de-escalation) based on the Mt. Belveau index as published in the "Wall Street Journal" **on October 3, 2016**. Grade of propane _____

Company Name: _____

Mailing Address: _____

Signature and title of bidder: _____

Date: _____

Telephone Number: _____