

**Washington County Department of Education
405 West College Street
Jonesborough, TN 37659**

May 13, 2019

**INVITATION TO BID
*Propane Fuel***

Sealed bids are being secured toward purchase/supply of propane fuel for Daniel Boone High, Sulphur Springs, and Lamar schools during the 2019-20 school year by the Washington County Department of Education as further detailed below. Proposals will be accepted until 2:00 PM EST, Tuesday, May 28, 2019, at which time bids will be publicly opened and read aloud at the above Central Office address. Bidders/Representatives are welcome to attend opening. Any bid received later will be returned to sending bidder unopened.

Price quoted must be full and complete to include, lease or loan of storage tanks, regulators and all necessary devices including installation to make complete and operable units along with delivery and maintaining the supply of propane fuel for the Daniel Boone High School athletic house, water heater, greenhouse, Sulphur Springs School furnace, and Lamar Schools. Underground supply lines are property of the Washington County Department of Education and available to awarded bidding firm. All complete bids will receive consideration toward award.

The Washington County Board of Education reserves the right to reject any or all bids, award on what it determines as best dollar value for intended educational use which may not be that of low bid and the right to terminate the contract on thirty days written notice should the awarded product or service be determined unsatisfactory. The decision reached and any action taken by the Board will remain conclusive.

No brand or dealership is favored or intended as these specifications, descriptions and any referenced herein are given solely to express the standard of quality being sought.

The successful bidding firm, if any, will be notified by our issue of a Washington County Board of Education purchase order following Board action of award.

Should the need for further information or questions pertinent to this bid arise; you may call Phillip Patrick, Maintenance Supervisor, at (423) 753-1129/1100. However, any changes in specifications will be made by addendum directed to all prospective bidders and posted on our website, www.wcde.org

SPECIFICATIONS: *Propane Fuel*

FUEL

The fuel shall be propane HD-5.

CONTRACT PERIOD

The contract period will run July 1, 2019 through June 30, 2020.

STORAGE TANKS and EQUIPMENT

The successful bidding firm shall furnish and maintain all top of ground equipment (tanks, regulators, connections, etc.) of equal and similar quality and capacities to those now furnished by current awarded bidder and in strict accordance with N.F.P.A. 58. Underground propane supply lines, to which connections will be made, are available to awarded bidding firm.

DELIVERY

Fuel shall be delivered, so to maintain supply as needed, in the presence of an authorized representative of the Washington County Department of Education who will sign appropriate delivery receipt. Should the awarded bidding firm fail to secure delivery receipt signatures, at times of deliveries so to include with invoices, such may be interpreted as a breach of contract.

PAYMENT

Payment for propane fuel will be made in full within thirty (30) days of delivery, receipt of invoice and signed delivery receipts. WCDE is tax exempt and form can be provided.

BID I: DEALER COST PLUS FIXED MARKUP

BIDDER'S SOURCE OF BULK SUPPLY

The bidder's cost source cannot be changed during the contract period unless written notice is given to the Director of Finance, Washington County Department of Education. The bidder's cost source is to be identified by attaching a copy of the bulk supplier's/jobber's invoice to the local bidder's quotation in order to receive bid consideration. If bidder has access to more than one supplier, he should purchase from the lowest price source meeting our fuel standards so savings may be realized by the School System.

PRICE QUOTATION

The dealer cost per gallon quoted on the Bid Quotation Sheet is to be for propane fuel only and guaranteed firm for a period of 90 days into the contract period. Unit price will then be subject to escalation and de-escalation if bidder's cost changes at his source of supply (industry wide price change).

Any increase or decrease in price during the contract, if such should occur, shall apply only to fuel cost as passed on from the bidder's source of supply since no additional allowance can be given for overhead or profit beyond that quoted and awarded as fixed markup.

Bidder's fixed mark-up is to be shown in cents per gallon which will be added to the cost from his jobber/bulk supplier. Such markup is to include all profit, trucking, delivery and additions that are not included in the base product. The figure (fixed mark-up) shall remain firm during the contract period.

Award will be based on the Board's determination of best total dollar value bid with consideration given to yearly equipment lease cost, contractor's cost and contractor's mark-up.

BID II: FIXED COST PER GALLON

The listed propane usages shown are estimates only. Deliveries shall be on an 'as needed' basis to prevent disruption of service. WCDE shall be invoiced at bid price for only the amount delivered.

LOCATION OF TANKS, CAPACITIES AND ANTICIPATED PROPANE FUEL NEEDS

Daniel Boone High School, 1440 Suncrest Drive, Gray, Tennessee

1. Greenhouse

-A 1,000 gallon tank has supplied the DBHS greenhouse need

-Use history has run 5,600 gallons annually

GIVE TANK SIZE you will furnish: _____

QUOTE ANNUAL LEASE PRICE for tank & regulator: \$ _____

2. Athletic House and Water Heater

-A 1,000 and a 500 gallon tank have jointly supplied the DBHS athletic house and water heater needs

-Combined use history has run 3,000 gallons annually

GIVE TANK SIZE (S) you will furnish: _____ & _____

QUOTE ANNUAL LEASE PRICE for these tanks & regulators: \$ _____

Sulphur Springs School, 1518 Gray Station/Sulphur Springs Road, Jonesborough, Tennessee

1. Propane Furnace

-Two (2) 1,000 gallon tanks have supplied the Sulphur Springs School need

-Use history has run 6,000 gallons annually

GIVE TANK SIZE (S) you will furnish: _____ & _____

QUOTE ANNUAL LEASE PRICE for these tanks & regulators: \$ _____

Lamar School, 3261 Highway 81S, Jonesborough, Tennessee

1. Propane Furnace

-Three (3) 1,000 gallon tanks to supply the Lamar School need

-Estimated use is 6,000 gallons

GIVE TANK SIZE (S) you will furnish: _____ & _____

QUOTE ANNUAL LEASE PRICE for these tanks & regulators: \$ _____

_____ end of specifications

Continue to Bid Quotation Sheet, complete all blanks in ink or by type, without alterations and return BID QUOTATION SHEET, invoice from bulk supplier's/jobber's invoice and any pertinent items in a SEALED envelope by mail or bring to Dr. Susan M. Kiernan, Washington County Department of Education, 405 West College Street, Jonesborough, Tennessee, 37659, so to arrive no later than the date and time given of the scheduled public opening.

For Bid Identity, clearly mark 'PROPANE FUEL' on outside of envelope.

BID QUOTATION SHEET

Propane Fuel

To be publicly opened 2:00 PM EST, May 28, 2019

Bidder has read Invitation to Bid with Specifications, understands and by submitting this proposal, hereby agrees, upon receiving notice of award, to contract with the

Washington County Department of Education

405 West College Street

Jonesborough, Tennessee 37659

to sell propane fuel, deliver and maintain supply on a regular schedule and as needed to Daniel Boone High, Sulphur Springs, and Lamar schools and lease or furnish, install and maintain all necessary above ground tanks and equipment. All to be in full accordance with N.F.P.A. 58 and as specified for the period July 1, 2018 through June 30, 2019 per following detail of BID:

BID I: DEALER COST PLUS FIXED MARKUP

	DEALER COST per gallon*	FIXED MARK-UP per gallon**	TOTAL BID per gallon delivered
PROPANE FUEL BID	\$ _____	\$ _____	\$ _____
TOTAL tank lease and hookup cost, if any	\$ _____		
BULK SUPPLIER'S INVOICE attached?***	yes _____	no _____	

*The Board reserves the right to request valid copies of suppliers cost invoices at any specified date.

**Mark-up is to be firm throughout the term of contract.

***One current bulk supplier's invoice shall accompany this bid in order for quotation to be considered.

EXCEPTIONS to specifications:

BID II: FIXED COST PER GALLON

	TOTAL BID per gallon delivered
PROPANE FUEL BID	\$ _____
TOTAL tank lease and hookup cost, if any	\$ _____

EXCEPTIONS to specifications:

SUBMITTED BY:

printed name of bidder

company name

bidder's signature

mailing address

telephone # / cell # / fax #

city/state/zip code

email address

date