

# **REQUEST FOR BIDS FOR GC-2501 PROPANE PURCHASE & DELIVERY**

GARRETT COLLEGE is requesting bids from propane suppliers for purchase and delivery of propane to all Garrett College and Garrett County government sites. The bid is for a firm and fixed price per gallon including delivery of approximately 190,000 gallons of propane for one year beginning July 1<sup>st</sup> 2024 and ending June 30<sup>th</sup> 2025. Interested parties may submit sealed bids in accordance with the following criteria:

## **Date, Time & Place:**

Bids are due and must be received before 1:00PM on Wednesday, June 5<sup>th</sup>, 2024 at the Garrett College Facilities Office. Bids received after 1:00PM **will not** be accepted. Bids must be in a sealed envelope, clearly marked on the outside “GC-2501 PROPANE BID – ATTN: “Chris Jones”. Unsealed bids, or bids delivered by fax or email **will not** be accepted. One copy of the bid form signed by an officer of the vendor company is required. The bids will be publically opened and read aloud in the Maintenance Building Break room at approximately 1:15 PM on June 5<sup>th</sup>, 2024. Bids must be delivered to:

Ms. Chris Jones  
Garrett College  
Facilities Dept.  
687 Mosser Road  
McHenry, Maryland 21541

## **Purpose & Scope:**

The purpose of this bid is for procuring an adequate supply of propane for Garrett College’s and Garrett County government’s use at the best competitive firm and fixed price for the fiscal year beginning July 1<sup>st</sup> 2024. Accordingly, bidders are being asked to submit bids at this time for the following scope:

- Fixed pricing for approximately 190,000 gallons of propane for delivery during FY25

All tanks currently owned by Garrett College and consist of:

- Three (3) – 2,000-gallon U/G tanks in McHenry, MD
- One (1) – 500-gallon U/G tank in McHenry, MD
- One (1) – 1,000-gallon U/G tank in McHenry, MD
- Two (2) – 1,000-gallon U/G tanks in McHenry, MD
- Four (4) – 1,000-gallon tanks in McHenry, MD
- Three (3) – 1,000-gallon tanks in Accident, MD
- One (1) – 1,000-gallon tank in Grantsville, MD

All tanks currently owned by Garrett County Government and consist of:

- Two (2) – 1,000-gallon tank (above ground) in Accident, MD (roads)
- Two (2) – 1,000-gallon tank (above ground) in Grantsville, MD (roads)
- One (1) – 1,000-gallon tank (above ground) in McHenry, MD (airport)
- One (1) – 1,000-gallon tank (above ground) Oakland, MD (animal shelter)

- One (1) 250-gallon tank (above ground) Kitzmiller Waste Water Treatment
- One (1) 500-gallon tank (above ground) Chestnut Ridge Pump Station
- One (1) 120-gallon tank (above ground) Gravely Run Water Treatment
- One (1) 250-gallon tank (above ground) Thayerville Water Treatment Plant
- One (1) 500-gallon tank (above ground) Puzzley Run Water Treatment Plant
- One (1) 1,000-gallon tank (above ground) McHenry Business Park
- Two (2) 500-gallon tanks (above ground) EOC 32 Outfitters Way McHenry
- One (1) 500-gallon tank (above ground) Garrett Co Landfill Oakland Sang Run Rd

- **Delivery will likely be weekly or even more often during the winter months.**

**Questions:**

Questions concerning the bid will be received until Wednesday, May 31, 2024, at 3:00 p.m. After this date questions will not be received. All questions must be in writing and may be directed to Ms. Christina Jones at [chris.jones@garrettcollege.edu](mailto:chris.jones@garrettcollege.edu). All questions, with answers will be published on the Garrett College web-site.

**General Conditions:**

Garrett College and the Garrett County Government reserves the right to reject any and all bids and to waive irregularities and informalities in the process. This bid request does not obligate the college to pay any costs incurred by respondents in the preparation and submission of their bid. Garrett College and the Garrett County Government, may give the winning vendor the opportunity to extend their bid for another fiscal year after FY25.

**Propane Usage Estimates:**

Estimates of propane usage are based on the projected data in the following table:

**Garrett College**

<u>Bldg.</u>	<u>Location</u>	<u>FY24 Estimated</u>	<u>FY25 Estimated</u>	<u>Tank Size</u>	<u>Qty.</u>	<u>Status</u>
CARC	McHenry	115,000		2,000 gal U/G	3	Owned
Kiln	McHenry	500	500	1,000 gal U/G	1	Owned
Café	McHenry	2,000	2,000	500 gal U/G	1	Owned
STEM	McHenry	24,000	24,000	1,000 gal U/G	2	Owned
Base Ball	McHenry	1,000	1,000	1,000 gal	1	Owned
Shop	McHenry	1,500	1,500	1,000 gal	1	Owned
Aqua	McHenry	2,000	2,000	1,000 gal	1	Owned
CAOS	McHenry	3,500	3,500	1,000 gal	1	Owned
CTTC	Accident	17,000	17,000	1,000 gal	3	Owned
MTDI	Grantsville	3,500	3,500	1,000 gal	1	Owned
	Totals	170,000	170,000			

## Garrett County Government

<u>Location</u>	<u>FY24 Estimated</u>	<u>FY25 Estimated</u>	<u>Tank Size</u>	<u>Qty.</u>	<u>Status</u>
Accident, Garage	5,300	5,300	1,000 gal	2	Owned
Grantsville, Garage	6,500	6,800	1,000 gal	2	Owned
Accident, Airport	1,000	1,200	1,000 gal	1	Owned
Animal Shelter	1,800	1,900	1000 gal	1	Owned
DPU Kitzmiller Treatment	500	500	250 gal	1	Owned
DPU Chestnut Ridge Pump	1,250	1,250	500 gal	1	Owned
DPU Gravely Run Water Treatment	150	350	120 gal	1	Owned
DPU Thayerville Water Treatment	250	350	250 gal	1	Owned
DPU Puzzley Run Water Treatment	500	500	500 gal	1	Owned
Facilities McHenry Business Park	750	750	1,000 gal	1	Owned
Garrett Co EOC-32 Outfitters Way	500	500	500 gal	2	Owned
Garrett Co Landfill Oakland Sang Run Road	500	600	500 gal	1	Owned
Totals	19,000	20,000			

**GC-2501 PURCHASE OF PROPANE & DELIVERY  
BID FORM**

**Firm-fixed price for delivery of approximately 190,000 gallons of propane during the Fiscal Year 25 is \$ \_\_\_\_\_ per gallon.**

By signing and submitting this Bid Form, vendor acknowledges that the volume of propane cited in this bid (190,000 gallons for one fiscal year) is merely an estimate derived from historical usage at the College and County. While the College and County Government believes this estimate to be fundamentally accurate, it does not guarantee that the full 190,000 gallons will be purchased before expiration of the anticipated contract on June 30, 2025. Vendor acknowledges that they have the capacity to deliver the volume of propane specified at the rate of usage estimated in the Bid Scope and will provide all delivery tickets to Facilities, otherwise payment may be delayed or halted for that delivery. The Vendor further acknowledges that the inability to deliver the required volume at the appropriate time may result in a discontinuation of this annual agreement. As a component of Garrett County Government, Garrett College and the Garrett County Government are tax-exempt entities.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_