

**REQUEST FOR BIDS
FOR
GC-1602 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 151,000 gallons of propane for one year beginning July 1st 2017 and ending June 30th 2018. 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 21st, 2017 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-1602 PROPANE BID – ATTN: TRICIA KIPP”. 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 1:30PM on June 21st, 2017. Bids must be delivered to:

Ms. Tricia Kipp
Garrett College
Facilities Dept.
687 Mosser Road
McHenry, Maryland 21550

Purpose & Scope:

The purpose of this bid is for procuring an adequate supply of propane for Garrett College and the Garrett County government’s use at the best competitive firm and fixed price for the 2018 fiscal year beginning July 1st 2017. Accordingly, bidders are being asked to submit bids at this time for the following scope:

- Fixed pricing for approximately 151,000 gallons of propane for delivery during fiscal year 2018

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

- Two (2) –1,000 gallon tank (above ground) in Accident, MD

- Two (2) – 1,000 gallon tank (above ground) in Grantsville, MD
- One (1) – 1,000 gallon tank (above ground) in McHenry, MD

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

Questions:

Questions concerning the bid will be received until Monday, June 19th, 2017, 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. Tricia Kipp at tricia.kipp@garrettcollege.edu. All questions 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 the fiscal year 2018.

Propane Usage Estimates:

Estimates of propane usage have been derived based on the projected data in the following table:

Garrett College

<u>Bldg.</u>	<u>Location</u>	<u>FY17 Estimated</u>	<u>FY18 Estimated</u>	<u>Tank Size</u>	<u>Qty.</u>	<u>Status</u>
CARC	McHenry	105,000	110,000	2,000 gal U/G	3	Owned
Kiln	McHenry	500	500	1,000 gal U/G	1	Owned
Café	McHenry	3,000	2,000	500 gal U/G	1	Owned
Base Ball	McHenry	1,000	1,000	1,000 gal	1	Owned
Shop	McHenry	1,400	1,000	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	14,000	14,000	1,000 gal	3	Owned
MTDI	Grantsville	3,500	3,500	1,000 gal	1	Owned
Totals		133,900	137,500			

Garrett County Government

<u>Location</u>	<u>FY17 Estimated</u>	<u>FY18 Estimated</u>	<u>Tank Size</u>	<u>Qty.</u>	<u>Status</u>
Accident, Garage	5,500	5,500	1,000 gal	2	Owned
Grantsville, Garage	7,000	7,000	1,000 gal	2	Owned
Accident, Airport	1,000	1,000	1,000 gal	1	Owned
Totals	13,500	13,500			

GC-1505 PURCHASE OF PROPANE & DELIVERY

BID FORM

Firm-fixed price for delivery of approximately 151,000 gallons of propane during the Fiscal Year 2018 is \$_____ per gallon.

By signing and submitting this Bid Form, vendor acknowledges that the volume of propane cited in this bid (151,000 gallons for one fiscal year) is merely an estimate derived from historical usage at the College. While the College and County Government believes this estimate to be fundamentally accurate, it does not guarantee that the full 151,000 gallons will be purchased before expiration of the anticipated contract on June 30, 2018. Vendor acknowledges that they have the capacity to deliver the volume of propane specified at the rate of usage estimated in the Bid Scope. 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 a tax-exempt entities.

Signed: _____

Title: _____

Date: _____

Company: _____

Address: _____

Phone: _____

Email address: _____