

**REQUEST FOR BIDS
FOR
GC-2101 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 185,850 gallons of propane for one year beginning July 1st 2020 and ending June 30th 2021. Interested parties may submit sealed bids in accordance with the following criteria:

Date, Time & Place:

Bids are due and must be received before 1:00 PM on Thursday June 4, 2020. Bids received after 1:00PM **will not** be accepted. Bids must be in a sealed envelope, clearly marked on the outside “GC-2101 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.

Bids will be received on June 4, 2020 between noon and 1:00 PM at the **Garrett Information Enterprise Center (GIEC) entrance**. You can also mail bids to the following address, but the bid must be received prior to 1:00 PM on June 4, 2020:

Garrett College
687 Mosser Road
McHenry, MD
Attention: Chris Jones
GC-2101 PROPANE BID

The bids will be opened and read aloud in the Garrett College Board Room at approximately 1:15 PM on June 4, 2020. The bid opening will be streamed live via Zoom. If you wish to view the opening, please email: chris.jones@garrettcollege.edu prior to 11:00 AM on June 4, 2020. An invitation will be sent with a link for viewing the bid opening.

In the event that the campus has been reopened to visitors at that time, participants can choose to attend the opening which will be in the **Garrett Information Enterprise Center (GIEC) / Building 100** on the Garrett College campus, Room #102

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 1st 2020. Accordingly, bidders are being asked to submit bids at this time for the following scope:

- Fixed pricing for approximately 185,850 gallons of propane for delivery during FY21

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

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

Questions:

Questions concerning the bid will be received until **Monday, June 1, 2020, 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. 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 FY21.

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>FY20 Estimated</u>	<u>FY21 Estimated</u>	<u>Tank Size</u>	<u>Qty.</u>	<u>Status</u>
CARC	McHenry	115,000	115,000	2,000 gal U/G	3	Owned
Kiln	McHenry	500	500	1,000 gal U/G	1	Owned
Café	McHenry	2,000	2,100	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	1,000	1,200	1,000 gal	1	Owned
Aqua	McHenry	1,500	2,000	1,000 gal	1	Owned
CAOS	McHenry	4,000	3,500	1,000 gal	1	Owned
CTTC	Accident	15,000	15,000	1,000 gal	3	Owned
MTDI	Grantsville	3,500	3,300	1,000 gal	1	Owned
	Totals	167,500	167,600			

Garrett County Government

<u>Location</u>	<u>FY19 Estimated</u>	<u>FY21 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
Animal Shelter	N/A	2,000	1000 gal	1	Owned
DPU Kitzmiller Treatment	N/A	500	250 gal	1	Owned
DPU Chestnut Ridge Pump	N/A	1,350	500 gal	1	Owned
DPU Gravely Run Water Treatment	N/A	150	120 gal	1	Owned
DPU Thayerville Water Treatment	N/A	250	250 gal	1	Owned
DPU Puzzley Run Water Treatment	N/A	500	500 gal	1	Owned
Totals	13,500	18,250			

**GC-2101 PURCHASE OF PROPANE & DELIVERY
BID FORM**

Firm-fixed price for delivery of approximately 185,850 gallons of propane during the Fiscal Year 21 is \$_____ per gallon.

By signing and submitting this Bid Form, vendor acknowledges that the volume of propane cited in this bid (185,850 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 185,850 gallons will be purchased before expiration of the anticipated contract on June 30, 2021. 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 tax-exempt entities.

Signed: _____

Title: _____

Date: _____

Company: _____

Address: _____

Phone: _____

Email Address: _____