

REQUEST FOR BIDS FOR GC-2601 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 1st 2025 and ending June 30th 2026. 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 11th, 2025 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-2601 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 11th, 2025. 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 1st 2025. 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 FY26

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, 2025, 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 FY26.

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>FY25 Estimated</u> | <u>FY26 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 | 2,000 | 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>FY25 Estimated</u> | <u>FY26 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 | 300 | 250 gal | 1 | Owned |
| DPU Chestnut Ridge Pump | 1,250 | 500 | 500 gal | 1 | Owned |
| DPU Gravely Run Water Treatment | 150 | 150 | 120 gal | 1 | Owned |
| DPU Thayerville Water Treatment | 250 | 350 | 250 gal | 1 | Owned |
| DPU Puzzley Run Water Treatment | 500 | 1000 | 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-2601 PURCHASE OF PROPANE & DELIVERY
BID FORM

Firm-fixed price for delivery of approximately 190,000 gallons of propane during the Fiscal Year 26 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, 2026. 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: _____