

**REQUEST FOR BIDS
FOR
PROPANE PURCHASE AND DELIVERY**

The Lewis County Public School District will receive sealed bid proposals from qualified propane suppliers for purchase and delivery of propane to Garrison Elementary School and The Lewis County School District Bus Garage for the period of 07/01/2018 – 06/30/2019. A scope of services and bid form are available under News & Announcements on the district web site at www.lewis.kyschools.us .

Sealed bids must be labeled “PROPANE BID” and must be received in the Lewis County Public School District Superintendent’s Office before 1:00 p.m. on Wednesday, May 30, 2018. Bids must be in a sealed envelope and clearly marked on the outside of the envelope. 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 Lewis County Public School District Superintendent’s Office at 1:30 p.m. on Wednesday, May 30, 2018. Bids must be delivered to: Lewis County Public School District, Superintendent’s Office, P.O. Box 159, 65 Central Elementary, Vanceburg, Kentucky 41179.

REQUEST FOR BIDS

The Lewis County Public School District is requesting bids from propane suppliers for purchase and delivery of propane to Garrison Elementary School and The Lewis County Public School District Bus Garage. The bid is for a firm and fixed price per gallon including delivery of approximately 15,000 gallons of propane for the period beginning July 1st 2018 and ending June 30th 2019. 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 Wednesday, May 30, 2018 at the Lewis County Public School District Superintendent's Office. Bids received after 1:00 PM will not be accepted. Bids must be in a sealed envelope, clearly marked on the outside "PROPANE BID". 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 Lewis County Public School District Superintendent's Office at approximately 1:30 PM on Wednesday May 30, 2018.

Bids must be delivered to:

Lewis County Public School District
Superintendent's Office
P.O. Box 159
65 Central Elementary
Vanceburg, KY 41179

Purpose & Scope:

The purpose of this bid is for procuring an adequate supply of propane for Garrison Elementary School's and The Lewis County Public School District Bus Garage's use at the best competitive firm and fixed price for the period beginning July 1st 2018 and ending June 30th 2019. Accordingly, bidders are being asked to submit bids at this time for the following scope:

- Fixed pricing for approximately 15,000 gallons of propane for delivery during the period beginning July 1st 2018 and ending June 30th 2019.

All tanks are currently owned by The Lewis County Public School District and consist of:

- Seven (7) – 1,000 gallon above ground tanks at Garrison Elementary School; 79 Garrison Elementary; Garrison, KY 41141.
- One (1) – 1,000 gallon above ground tank at LCPSD bus garage; 55 Old Lock 32 Spur; Vanceburg, KY 41179.

General Conditions:

The Lewis County Public School District 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 district to pay any costs incurred by respondents in the preparation and submission of their bid.

BID FORM

Firm-fixed price for delivery of approximately 15,000 gallons of propane during the period 07/01/2018 – 6/30/2019 is \$_____ per gallon.

By signing and submitting this Bid Form, vendor acknowledges that the volume of propane cited in this bid (15,000 gallons) is merely an estimate derived from historical usage at Garrison Elementary School and the Lewis County Public School District Bus Garage. While the district believes this estimate to be fundamentally accurate, it does not guarantee that the full 15,000 gallons will be purchased before expiration of the contract on June 30, 2019. 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 agreement. The Lewis County Public School District is a tax-exempt entity.

Signed: _____
Title: _____
Date: _____
Company: _____
Address: _____

Phone: _____
Email address: _____