



Midway R-1 School District Request for Propane Supplier Bids



The Midway R-1 School District, located in Cleveland, Missouri, is seeking qualified vendors to submit bids for the supply and delivery of propane, including the provision of propane storage tanks. This bid proposal outlines the requirements and expectations for the propane delivery and tank services.

Scope of Work

1. Propane Supply and Delivery

- Provide a reliable supply of propane for the Midway R-1 School District's heating and operational needs. (Estimated Annual Usage is 35,000-40,000 gallons)
- Ensure timely delivery of propane to the designated storage tanks at the school facilities on a keep-full
- Maintain a sufficient inventory of propane to avoid any disruptions in service.

2. Propane Storage Tanks

- Supply and install propane storage tanks for 8000 gallons of capacity at the school facilities.
- Ensure that all tanks meet safety and regulatory standards.
- Provide regular maintenance and inspection services for the storage tanks.

3. Safety and Compliance

- Ensure compliance with all local, state, and federal regulations regarding the storage and handling of propane.
- Provide safety training for school district personnel on the proper handling and usage of propane.
- Conduct regular safety audits and inspections to ensure compliance with safety standards.

4. Service and Support

- Provide 24/7 customer support for emergency situations.
- Offer regular maintenance services for both the delivery system and storage tanks.
- Ensure prompt response to any service-related issues or concerns.

Bid Requirements

Company is to provide a document or set of documents which contain all of the following criteria

1. Company Information

- Provide basic information about the company, including experience, address, contact information, and the name of the primary sales and operations contacts
- Include references (upon request) from at least three similar clients.

2. Pricing

- Detailed pricing for the supply of propane, including any volume discounts. Prices can be a set price, a discount price under retail, or as a set price or percentage over wholesale.
- Installation and rental costs for propane storage tanks.
- Maintenance and inspection fees.
- Any additional costs or fees that may apply.

3. Safety and Compliance

- Documentation of safety protocols and procedures.
- Evidence of compliance with relevant safety and regulatory standards.
- Copies of safety audit reports and certifications, if applicable.

4. Service and Support

- Details of customer support services, including emergency response times.
- Proposed Maintenance and inspection schedules.
- Training programs for school district personnel.

5. Insurance and Liability

- Proof of insurance, including general liability of up to \$5 million
- Details of any additional insurance coverage related to propane delivery and storage.

Submission Guidelines

- Deadline: All bid proposals must be submitted by August 20, 2024
- Format: Proposals should be submitted in either electronic and/or hard copy formats.
- Contact Information: Proposals should be sent to:

Midway R-1 School District

Attn: Heath Oates

5801 E State Rte 2

Cleveland, MO 64734

Email: hoates@midwayk12.net

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Compliance with bid requirements
- Pricing and cost-effectiveness
- Quality of service and support
- Overall value to the school district

Terms and Conditions

- The Midway R-1 School District reserves the right to accept or reject any or all bids.
- The contract will be awarded to the vendor that best meets the needs of the district, as determined by the evaluation criteria.
- The successful bidder will be required to enter into a formal contract with the Midway R-1 School District, which may be renewed by mutual extension of both parties for up to 3 years from the date of issuance.

The Midway R-1 School District looks forward to receiving your bid proposal and working with a reliable vendor to meet our propane delivery and tank needs. Should you have any questions or require additional information, please do not hesitate to contact us.

Thank you for your interest in partnering with the Midway R-1 School District.

Sincerely,

Heath Oates
Superintendent
Midway R-1 School District
hoates@midwayk12.net
816-250-2994 ext 201