



**Whitfield County Schools**

1306 South Thornton Avenue, Dalton, Georgia 30721

wcsga.net • (706) 217-6780

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# **Request for Proposal**

**For**

## **Propane**

**For The**

**Whitfield County Schools**

**Purchasing Department**

**1030 Hill Road**

**Dalton, GA 30721**

**RFP # WCS-FA-2021-005**

**March 26, 2021**

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**SECTION 1.0**  
**NOTICE TO INTERESTED COMPANIES**

- 1.1 Product / Service:                   **Propane**
- 1.2 Owner:                                   **Whitfield County Board of Education**  
  **1306 South Thornton Ave.**  
  **Dalton, Georgia 30720**
- 1.3 Representative of Owner:           **Jim Fugate**  
  **Procurement Officer**

1.4 Anticipated Time Frames:

Issue RFP to market	March 26, 2021
Pre-Proposal meeting	N/A
Questions on RFP due	April 7, 2021
Response to questions posted	April 9, 2021
RFP responses due in Procurement Office by 2:00pm	April 15, 2021
Proposal Evaluations	TBD
(Optional) Vendor Presentation/Interview	TBD
Recommendation to Whitfield County Board	May 5, 2021

**Note: This is a standardized document, which contains basic contract requirements, however depending on the requested product or service; some language may not be applicable. If the vendor is in doubt or has questions regarding the language, its meaning or intent, it is the responsibility of the bidder to seek clarification prior to submission of their response.**

**END OF SECTION**

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**SECTION 2.0**  
**GENERAL INSTRUCTIONS**

2.1 **QUESTIONS**

**All questions are to be submitted on Vendor Registry at:**

<https://wcsга.net/purchasing> -> Open Solicitations

2.2 **MANDATORY PRE-PROPOSAL MEETING**

A mandatory Pre-Proposal meeting will be held on:

N/A

2.3 **SUBMISSION**

All proposal submissions must contain both **2 Bound Hard Copies with tabs as described in Section 5.0 and a PDF version on a USB drive**, be clearly marked **“PROPOSAL – RFP WCS-FA-2021-005 Propane”** and submitted to:

Jim Fugate  
Procurement Officer  
1030 Hill Road  
Dalton, Georgia 30721

**OR**

You may submit electronic version on Vendor Registry to meet deadline. However, hard copies must be received within 2 business days for proposal to be considered.

<https://wcsга.net/purchasing> -> Open Solicitations

**EMAILED OR FAXED RESPONSES ARE NOT ACCEPTABLE  
AND WILL NOT BE CONSIDERED SEALED BIDS.**

2.4 **SUBMISSION DEADLINE**

Proposals must arrive no later than **2:00 pm (EST) on April 15, 2021.**

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**SECTION 2.0**  
**GENERAL INSTRUCTIONS (Continued)**

2.5 **EVALUATION**

Proposed products or services will be evaluated by a team representing the different departments involved within Whitfield County Schools and a decision will be reached by consensus of all parties involved as to the suitability and appropriateness of the products or services. All companies who submit a proposal will be notified of the final award. While cost is the primary factor, it is not the final deciding factor.

2.6 **FUNDING**

This proposal is based on available funding; therefore, no work or transactions can commence until Whitfield County Schools has issued a Purchase Order.

2.7 **COSTS**

Full cost of preparation of Proposal response is to be borne by the quoting company.

2.8 **SIGNATURE**

Proposals must be signed in ink by a company official with authorization to commit company resources.

2.9 **SELECTION**

The Whitfield County Board of Education reserves the right to 1) reject any or all proposals; 2) waive informalities and irregularities in proposals received; 3) select one that Whitfield County School District considers the most advantageous for the Board; 4) award purchases on an individual item or combined item basis, whichever is in its best interest.

2.10 **SITE INSPECTION**

The sites should be thoroughly examined in relation to conditions that might directly or indirectly affect the work required in this Proposal. The Proposal sum shall reflect all such affecting conditions. Proposers shall be responsible for verifying all dimensions/specifications/environmental conditions that may affect the work.

2.11 **E-VERIFY AFFIDAVIT**

Proposer shall complete and include with Proposal response an E-Verify affidavit that may be downloaded from our web site at:

[www.wcsga.net/purchasing](http://www.wcsga.net/purchasing)

**SECTION 2.0**  
**GENERAL INSTRUCTIONS (Continued)**

2.12 **AWARD**

The Whitfield County School District may elect to make an award offer without conducting interviews or negotiations. However, after the proposals have been reviewed, the Evaluation Committee may elect to interview selected proposers. The committee may then enter into additional negotiations.

2.13 **CONTRACT**

If applicable, it is the full intent, assuming that satisfactory proposals are received, to award a contract in whole or in part. Said contract will be completed as a separate document referring to this RFP for specifications of the product or services offered. Whitfield County School District reserves the right to award the contract in whole, or in part to one or more vendors.

One time procurements will be executed by Purchase Order.

For procurement agreements that would potentially involve multiple years there will be a separate controlling contract written. This contract will be for a period beginning on the date the contract is signed by both parties and ending December 31 of that year at a fixed price, with the ability of Whitfield County School District to renew the contract for four (4) additional one year terms. A termination for convenience provision will be included. The Contract shall terminate immediately and absolutely at such time as appropriate and otherwise unobligated funds are no longer available to satisfy District's obligations under this Contract.

The contract must comply with O.C.G.A. § 20-2-506. Renewals will be made based upon the recommendations of the authorized representatives of Whitfield County School District and the proposer. In case of extensions, the cost, which was submitted in the proposer's proposal, may be increased or decreased based on documented market forces. Price changes must be approved by Whitfield County School District in writing before the beginning of the renewal.

2.14 **TERMS AND CONDITIONS**

Offeror agrees to abide by Whitfield County School District General Terms and Conditions at [www.wcsga.net/TermsAndConditions](http://www.wcsga.net/TermsAndConditions)

**END OF SECTION**

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**SECTION 3.0**  
**PROPOSAL FORM**

**For The General Proposal for the Product or Service: Propane**

**ADDRESSED TO:** Jim Fugate  
Whitfield County Schools  
1030 Hill Road  
Dalton, Georgia 30721

Dear Jim Fugate,  
Having carefully examined the WCS Terms and Conditions and the Request for Proposal

**Titled: Propane**  
**Dated: March 26, 2021**

Having also examined/understood the site of the work, existing conditions, and all other conditions affecting the work on the above-named project, the Undersigned hereby proposes to furnish all materials, labor, equipment, tools, transportation, services, licenses, fees, permits, etc., required by said document to complete all divisions of the Work stipulated above for the sum included in this proposal.

**Respectfully submitted:**

---

**Contractor/Vendor (Company Name)**

---

**Representative (Name and title)**

---

**Signature**

---

**Contact person email address / phone number**

---

**Business Address**

---

**Federal I.D. Number**

**END OF SECTION**

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**SECTION 3.0**  
**PROPOSAL FORM (Continued)**

**Price Proposal**

\_\_\_\_\_ (Company) agrees to each specification listed in the RFP **Propane** and submits the proposal of:

\_\_\_\_\_ (Margin in Dollars/Gallon) for all bulk tanks. These will be Bobtail fills.

\_\_\_\_\_ (Margin in Dollars/Gallon) for the 2 ea. 18,000 gallon tanks. These will be transport loads.

It is understood that Whitfield County Schools will be billed for the full amount of the contract when the project is completed and signed off on by **Facilities Director**.

**Additional Cost Items**

\_\_\_\_\_ Hourly rate for labor (man hours) for items not covered by this agreement. Include any minimum hours per incident.

**For pricing guidelines, Whitfield County Schools is a member of the following Purchasing Cooperatives. Your response should reflect pricing that is at or below the best price listed on any of these contracts.**

**BuyBoard**  
**E&I Cooperative Services**  
**OMNIA Partners**  
**NCPA – National Cooperative Purchasing Alliance**  
**Sourcewell**  
**TIPS – The Interlocal Purchasing System**

**Include this form with your complete proposal as detailed in:**

**SECTION 5.0 PROPOSAL REQUIREMENTS**

**TAB 5 Cost**

**END OF SECTION**

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## **SECTION 4.0**

### **SELECTION CRITERIA**

Selection of the company and system will be based on the following standards. Four metrics will be used to assist with the selection of the company. The evaluation will center around 1. Cost, 2. Response, 3. Suitability, 4. References and 5. Management.

**PRICE ALONE WILL NOT BE THE SOLE DETERMINING CRITERIA IN THE SELECTION PROCESS.**

#### **4.1 COST**

4.1.1 Determination based on price proposal.

#### **4.2 MET RFP RESPONSE REQUIREMENTS**

4.2.1 Proposal submitted on time.

4.2.2 Requirements met as included in Section 2.0 General Instructions.

4.2.3 Requirements met as included in Section 5.0 Proposal Requirements.

4.2.4 Requirements met as included in Section 6.0 Product/Service Requirements.

4.2.5 WCBOE is not obligated to consider responses from offerors who are deemed non-responsive due to not unequivocally agreeing to perform the exact work / provide products as reflected in the RFP, or have material omissions or unapproved substitutions.

4.2.6 WCBOE is not obligated to consider responses from offerors who are deemed to be not responsible. Offerors will be considered responsible if they possess the judgement, skill, experience, financial resources, personnel, facilities, equipment and integrity necessary to perform the contract.

#### **4.3 SUITABILITY FOR PURPOSE**

4.3.1 Determination based on specifications included in Section 6.0 and Section 8.0

4.3.2 Performance Requirements.

4.3.3 Appropriateness for the tasks required.

4.3.4 Equipment / Services proposed.

#### **4.4 REFERENCES / EXPERIENCE WITH COMPANY**

4.4.1 Information received from contacting references.

4.4.2 WCBOE past experience with the offeror.

#### **4.5 MANAGEMENT EXPERTISE**

4.5.1 Management experience and education sufficient for success

**Whitfield County Board of Education reserves the right to make its selection of an approved vendor based on what it deems to be in the best interest of Whitfield County School District. The Request for Proposal does not in any way obligate Whitfield County Board of Education to award a contract, nor to pay any cost which might be incurred by anyone in responding to this request.**

**END OF SECTION**

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## **SECTION 5.0**

### **PROPOSAL REQUIREMENTS**

#### **5.1 Proposal Requirements:**

**The proposal must include the following items in a tabbed and bound document in the order specified here to be considered a complete proposal:**

#### **TAB 1 Company and contact information**

1. Cover letter of introduction of company.
2. Vendor Company Name
3. Street Address
4. City, State, Zip
5. Contact person
6. Telephone number
7. Email address

#### **TAB 2 Understanding and Ability to meet all RFP Requirements**

1. Section 3.0 Proposal Form signed by a representative authorized to legally bind the company.
2. Acknowledge receipt of any amendments.
3. Completed copy of E-Verify form.
4. How long in business (submit date organized).
5. Submit number of employees currently on payroll.
6. Submit a summary of understanding of the requirements and the management capabilities to fulfill the requirements.

#### **TAB 3 Satisfactory Record of Performance**

1. Submit experience in school facilities of similar size.
2. Provide minimum of three (3) references for clients of similar size who have received the exact or substantially identical product or service. The client list should include: Company name, mailing address, contact name, telephone number, project scope and dates of service.

#### **TAB 4 Training, Qualifications and Experience of key personnel who will be assigned to this project.**

1. Submit name, experience, training, certifications and qualifications of key personnel to be assigned to this contract.

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**TAB 5 Cost**

1. Submit price proposal expressed as Laid-In Cost + Margin (In Dollars and Cents) for all bulk tanks (Bobtail).
2. Submit price proposal expressed as Rack (Terminal) Cost + Margin (In Dollars and Cents) for the 2 ea. 18,000 gallon tanks (Transport loads).

**TAB 6** Additional information not requested.

**END OF SECTION**

**SECTION 6.0**  
**PRODUCT / SERVICE REQUIREMENTS**

**6.1 GENERAL REQUIREMENTS**

- 6.1.1 Provide tanks, propane and maintenance for tanks and equipment as listed below.
- 6.1.2 The 2ea. 18,000 gallon tanks are owned by Whitfield County Schools. We will retain ownership of these tanks. All other tanks are owned by Judd & Sims Propane. Successful respondent will be required to provide equivalent tanks, including installation, at no additional charge.

**6.2 SERVICE LEVEL AGREEMENT**

- 6.2.1 Provide propane for Whitfield County Schools even in emergency situations or times of gas shortages so long as propane is available by or from any supplier in the Whitfield County or surrounding area.
- 6.2.2 Fill the “will call tanks” within 48 hours of initial call.
- 6.2.3 Provide electronic metering on all high volume tanks (currently 8 locations) at no additional cost to the district.
- 6.2.4 Monitored tanks are to be on a “keep full basis” throughout the term of this agreement.

**6.3 THE WORK/PRODUCT**

- 6.3.1 Regularly fill all propane tanks and provide maintenance and repairs for tanks and equipment as listed below.
- 6.3.2 Routine maintenance of equipment will be provided at no additional cost to the district.
- 6.3.2 For required repairs, Whitfield County Schools will purchase the parts and successful respondent will provide labor at no additional cost to the district.

**6.4 FACILITIES / TANKS WHERE PROPANE AND SERVICE IS TO BE SUPPLIED**

**Bobtail Loads**

<b>Location and Address</b>	<b>On site location</b>	<b>Gallons</b>	<b>Monitor?</b>
Beaverdale Elementary 9196 Highway 2 Dalton, GA 30721	Green House	330	
Cohutta Elementary 254 Wolfe Street Cohutta, GA 30710	Cafeteria	4ea. 1,000 gal tanks connected	Yes
	Gym	1,000	
Northwest High 1651 Tunnel Hill-Varnell Rd. Tunnel Hill, GA 30755	Science	120	
	Grn House	1,000	Yes
	Field House	1,000	Yes
	Wrestling	2ea. 1,000 gal tanks connected	Yes
Southeast High 1954 Riverbend Road Dalton, GA 30721	Science	120	
	Green House	1,000	Yes
	Field House	1,000	Yes
Westside Elementary 1815 Utility Road Rocky Face, GA 30740	Main Bldg	1,000	Yes
	Treatment	250	
Westside Middle 580 LaFayette Road, SW Rocky Face, GA 30740	Main Bldg	10,000	Yes

**Transport Loads (9,000 gal)**

<b>Location and Address</b>	<b>Gallons</b>
Beaverdale Elementary 9196 Highway 2 Dalton, GA 30721	18,000
Dawnville Elementary 1380 Dawnville Road Dalton, GA 30721	18,000

**END OF SECTION**

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**SECTION 7.0**  
**ADDITIONAL INFORMATION**

Please include under this section any additional information that you feel we need to know to make the best decision. This would include any information you feel would differentiate you, your company, your services and / or your proposed solution from the competition.

**END OF SECTION**

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**SECTION 8.0**  
**ADDITIVE / ALTERNATE**

**END OF SECTION**

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## SECTION 9.0 EVALUATION MATRIX / COMMITTEE

### RFP Respondent Selection Matrix As Described in Section 4.0 of RFP

Categories

Respondents	Ranking	Weighted	Ranking	Weighted
Price	30%	0		0
Met RFP Response Requirements	25%	0		0
Suitability For Purpose	20%	0		0
Experience with Company	15%	0		0
Management Expertise	10%	0		0
Total Points		0		0

Note: All RFP requirement must include Certificate of Insurance that meets RFP stated requirements.

Signed

Date

Jim Fugate - Procurement Officer

Eric Patterson - Facilities Director

Ronnie Shepherd - Maint. Supervisor