

OFFICE OF THE SULLIVAN COUNTY TN PURCHASING AGENT

3411 HIGHWAY 126-SUITE 201, BLOUNTVILLE, TN 37617-0569

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INVITATION TO BID FOR TERM CONTRACT **ITB #PROP2021(AM)**

**CONTRACT PERIOD EFFECTIVE: JULY 1<sup>ST</sup> 2021 THROUGH JUNE 30<sup>TH</sup> 2024**

COMMODITY/SERVICE DESCRIPTION: **PROPANE FUEL/THREE (3) YEAR CONTRACT WITH A TWO (2) YEAR RENEWABLE OPTION**

**OPENING DAY: JUNE 22, 2021 (2:00 PM)**

SULLIVAN COUNTY USER DEPARTMENT(S): SCHOOL DEPARTMENT AND OB KNOB PARK

EACH ITB / TERM CONTRACT RESPONSE MUST BE RETURNED IN A **SEALED ENVELOPE** VIA MAIL, COURIER OR IN PERSON. PHONE, FAX OR ELECTRONIC RESPONSES ARE NOT ACCEPTABLE! RESPONSES WILL BE ACCEPTED BY THE PURCHASING AGENT ONLY UNTIL THE DAY/TIME DESIGNATED ABOVE, AT WHICH TIME THEY WILL BE PUBLICLY OPENED. RESPONSES MUST CLEARLY IDENTIFY THE ITB / TERM CONTRACT NUMBER ON THE OUTSIDE OF THE ENVELOPE, BE PRESENTED IN ORIGINAL FORMAT, BE COMPLETED IN TOTALITY AND BEAR THE HANDWRITTEN SIGNATURE OF A DULY AUTHORIZED COMPANY REPRESENTATIVE. FAILURE TO COMPLY WITH THE ITB PREREQUISITE WILL BE CAUSE TO DISQUALIFY SAME. LATE RESPONSES WILL ARE NOT ACCEPTABLE!

SUBMISSION OF THIS TERM CONTRACT RESPONSE VERIFIES VENDOR'S ACCEPTANCE OF THE ITBs LANGUAGE, REQUIREMENTS AND THE GENERAL PROCUREMENT TERMS AND CONDITIONS **FORM #GPTC1004-14**.

*NOTE: IF FORM #GPTC1004-14 IS OMITTED IN THIS ITB REQUEST, WE HAVE THE APPROPRIATE SIGNED DOCUMENTS FROM YOUR COMPANY (A DUPLICATE IS NOT NECESSARY UNLESS INFORMAITON HAS CHANGED SINCE LAST SUBMITTAL). IF FORM #GPTC1004-14 IS ENCLOSED WITH THIS ITB SOLICITATION, PLEASE SIGN AND RETURN THE APPROPRIATE PAGES WITH YOUR ITBREPNSE.*

IT WILL BE THE SUCCESSFUL VENDOR'S RESPONSIBILITY TO FILL AND MAINTAIN ADEQUATE PROPANE FUEL LEVELS IN THE TANKS, AS NEEDED, THROUGHOUT THE DURATION OF THE CONTRACT PERIOD.

SULLIVAN COUNTY CURRENTLY HAS SIXTEEN (16) PROPANE TANKS TO BE FILLED (REFER TO ATTACHED LIST). OTHER TANKS MAY BE ADDED AS PROJECTS SUCH AS GREENHOUSES ARE COMPLETED DURING THE FISCAL YEAR.

SULLIVAN COUNTY OWNS SIX (6) OF THOSE TANKS, THE REMAINING TEN (10) TANKS MUST BE PROVIDED AND MAINTAINED BY THE SUCCESSFUL VENDOR, AT NO ADDITONAL COST TO SULLIVAN COUNTY.

VENDOR: \_\_\_\_\_ REPRESENTATIVE: \_\_\_\_\_

PLEASE PRINT

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**PROPANE: ITB #PROP2021(AM)**

THREE (3) YEAR CONTRACT EFFECTIVE: July 1, 2021 – June 30, 2024 with a two (2) year renewal option

DATE TO BE OPENED: JUNE 22, 2021 at 2 pm in the Sullivan County Purchasing Department

1. Bid is for propane service at various locations from July 1, 2021 - June 30, 2024 with a two (2) year renewal option
2. Successful bidder must remove all propane from existing tanks and deposit into replacement tank that vendor will provide, if applicable. All new tanks must be in place by July 23, 2021 for Department of Education and by July 2, 2021 for Observation Knob Park.
3. Successful vendor agrees to the following requirements:
  - a) Check all gas lines for leaks after tank installation.
  - b) Provide all tanks, tank installations, labor, blocks, regulators, valves, gauges, etc. at **NO** cost to Sullivan County.

4. **The format for Propane Service:**

Terminal Cost (per gallon) + Differential Cost (per gallon) = Cost (per gallon)

**EXAMPLE:**

70 cents (vendor cost) + 25 cents (vendor bid price) = 95 cents (Sullivan County cost)

5. Terminal Cost & purchase date must be documented on each individual invoice sent for payment to Sullivan County.
6. Successful vendor not meeting any or all specifications during contract period will result in service termination.
7. Sullivan County reserves the right to discontinue propane service at any location during the three (3) year period - July 1, 2021 - June 30, 2024.
8. The company represents that no owner or officer of the company is an elected official of Sullivan County, the Authority or any related governing body, agency or department thereof.
9. All bidders must sign and date ITB and indicate price in order for bid to be considered.
10. Please indicate the terminal cost your company has paid for Propane over the last twenty-four (24) months averaged (per gallon price)\_\_\_\_\_.

\_\_\_\_\_ (vendor) will meet all specifications above and provide Propane Service to the Sullivan County Department of Education and Observation Knob Park in the amount of \_\_\_\_\_ (per gallon-vendor bid price) over terminal cost.

Vendor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**SULLIVAN COUNTY PROPANE TANK LISTING**  
**REVISED LISTING AS OF 6/7/2021**  
**ATTACHMENT FOR ITB #PROP2021(AM)**

<u>School</u>	<u>Physical Address</u>	<u>Tank Size</u>	<u>SERIAL NO.</u>	<u>County Owned</u>	<u>Vendor Owned</u>
East High School	4180 Weaver Pike, Bluff City, TN 37618	500	717041		X
East High School	4180 Weaver Pike, Bluff City, TN 37618	500	597148		X
East High School	4180 Weaver Pike, Bluff City, TN 37618	500	717042		X
East High School	4180 Weaver Pike, Bluff City, TN 37618	500	171050		X
East High School	4180 Weaver Pike, Bluff City, TN 37618	1,000	2SF026488	X	
Emmett Elementary School	753 Emmett Road, Bristol, TN 37620	500	2SF06595	X	
Central High School	131 Shipley Ferry Road, Blountville, TN 37617	500	217307	X	
Central High School	131 Shipley Ferry Road, Blountville, TN 37617	1,000	2SF026489	X	
Central High School	131 Shipley Ferry Road, Blountville, TN 37617	1,000	784360		X
Central High School	131 Shipley Ferry Road, Blountville, TN 37617	18,000	100334	X	
East Middle	4500 Weaver Pike, Bluff City, TN 37618	29,835	10825-01-4	X	
Sullivan Heights Middle (formerly South High School)	1236 Moreland Drive, Kingsport, TN 37663	120	554963		X
Observation Knob	553 Knob Park Rd, Bristol, TN 37620	320	573933		X
Observation Knob	553 Knob Park Rd, Bristol, TN 37620	320	495336		X
Observation Knob	553 Knob Park Rd, Bristol, TN 37620	320	495363		X
Observation Knob	553 Knob Park Rd, Bristol, TN 37620	320	573949		X