

Tate County School District

574 Parkway Street
Coldwater, MS 38618

Phone: (662) 562-5861



Fax: (662) 622-7402

April 9, 2018

Gentlemen:

Bid proposals for **“PROPANE GAS”**, as listed on the attached sheet will be received in the Business Office of the Central Building of the Tate County School District located at 574 Parkway Street, Coldwater, Mississippi on **Wednesday, April 25, 2018, until 10:00 a.m..**

For mailed bids, the following address should be used:

Tate County School District
Attn: Sandy Patton, Business Administrator
574 Parkway Street
Coldwater, MS 38618

Bid envelopes should be sealed and clearly marked **“BID FOR PROPANE GAS-2018-2019”**.

Sincerely,

Sandy Patton
School Business Administrator

PROPOSAL

Board of Trustees
Tate County School District
574 Parkway Street
Coldwater, MS 38618

Gentlemen:

Having examined the specifications outlined on the attached sheets, my firm agrees to furnish and deliver items and provide services according to your specifications and instructions at the indicated prices. We/I, the undersigned understand and accept the instructions and conditions under which this bid is being submitted.

This bid consists of a Proposal, Conditions/Specifications and Bid Summary Sheets. We/I understand that a company officer's signature is required on each form and unless this has been done, our bids may be considered incomplete and therefore rejected. Also, included is a list of references.

FIRM: _____

BY: _____

ADDRESS: _____

TITLE: _____

STATE: _____

TELEPHONE: _____

DATE: _____

CONDITIONS/SPECIFICATION

The Board of Trustees of the Tate County School District, Coldwater, Mississippi, will receive sealed bids in the Business Office of the Central Office Building on **Wednesday, April 25, 2018, until 10:00 a.m.** The Board of Trustees reserves the following rights.

1. To appoint or authorize a person or persons to evaluate bids, act, and make decisions on matters pertaining to bids.
2. To reject any and/or all bids of any group thereof and waive any informalities.
3. To adjust quantities of supplies involved under any item in accordance with the unit price submitted as part of the proposal.

The above bids will be opened in the Business Office, 574 Parkway Street, Coldwater, Mississippi, on **Wednesday, April 25, 2018, until 10:00 a.m.** All bids shall be submitted to this address on or before the above time and date. Envelopes containing bids shall be plainly marked **“BID ON PROPANE GAS -2018 - 2019.”** Any notations appearing on the outside of envelopes containing the sealed bids that are intended to amend the bids in any manner will not be considered.

No bids may be withdrawn for a period of thirty (30) days following the scheduled opening date.

Suppliers must be licensed to do business in the State of Mississippi. Non-resident and resident bidders shall attach written notice to this bid when preference statutes apply in the letter of public contract. A non-resident bidder domiciled in a state having laws granting preference to local contractors shall be awarded Mississippi contracts only on the same basis as the non-resident bidder's state awards contracts to Mississippi contractors. If non-resident bidders state grants preference where the bidder is domiciled, the non-resident bidders shall cite the statute and attach the following: (1) the address written by the bidder on the form furnished by the school district is the domicile of the bidder, (2) the absence of an attached written notice of preference verifies the bidder has no preference statutes, and (3) an attached notice to bid must be assessed by the school district prior to awarding a public contract.

PRICES

Bid prices, unless otherwise specified, shall be **NET** including transportation and handling charges fully prepaid by vendor to Tate County School District, Coldwater, Mississippi. Cash discounts will be considered and time will be counted from date of acceptance. Prices must be shown on the attached Bid Summary Sheet supplied for this purpose. All bids must be **FIRM PRICES**, free of any escalator clauses. Prices must include all taxes. Tate County School District will furnish tax-exemption certificates for State and Federal taxes where applicable.

Warranties and guarantees normally supplied with this type service shall be included in the prices and explained on the bid form along with a complete description of quantity discounts and limitations or conditions that may apply. If sufficient space is not provided on the bid form, a separate sheet should be attached.

BILLING

Invoices are to be furnished in triplicate for each month serviced. The cut off on the invoice must be made to include the week ending closest to the end of the month. Records must be maintained and subject to the review of the Tate County School District.

The successful bidder shall report and cancel in writing with 30 day notice if services provided in this bid cannot be delivered.

ROYALTIES AND PATENTS

The contractor shall pay all royalties and license fees. The contractor shall defend all suits or claims for infringement of any patent rights and shall hold the Tate County School District harmless from such loss on account thereof.

INSURANCE REQUIREMENTS

The following insurance requirements must be met or the bid will be considered incomplete and therefore rejected.

- (a) Commercial General Liability – Combined Single Limit in an amount of \$1,000,000.00 per occurrence with \$2,000,000.00 aggregate;
- (b) Commercial Auto Liability – Combined Single Limit in an amount of \$1,000,000.00:
Workers' Compensation and Employer's Liability Insurance:
- (c) Workers' Compensation Limits: Statutory-State of Mississippi. Policy Shall include a waiver of subrogation in favor of Tate County School District. Employers' Liability: \$100,000.00 Each Accident; 500,000.00 Disease Policy Limit; \$100,000.00 Disease Each Employee;
- (d) The Tate County School District shall be named as an additional insured On the General Liability Policy and Automobile Policy;
- (e) Fidelity bonds shall be secured on all of Contractor's employees in amounts not less than \$5,000.00 per individual and \$25,000.00 per occurrence; and,
- (f) Proof of coverage must be placed on file with the school district by the Contractor and kept current throughout the term of this Contract.

Current insurance certificates should be attached to the proposal.

DAMAGE CAUSED BY SUCCESSFUL BIDDER

The Tate County School District will hold the successful bidder responsible for damage caused to the buildings, fences, and other structures or assets of the Tate County School District under all conditions.

SUBSTITUTIONS

If an alternate item is offered, this must be noted on the Bid Summary Sheet and detailed information must be furnished on the item on which the bid is submitted. A complete description of the substitute must be provided and pre-approved by the Business Administrator of the Tate County School District.

Unless the detailed information is furnished, your bid will be considered incomplete and therefore rejected.

By submitting this bid, I hereby agree that my company can meet all specifications and conditions included in this packet and the amounts included are firm prices.

FIRM _____

BY _____

TITLE _____

PHONE # _____

Bid Specification for Propane Gas

Bids will be accepted until **Wednesday, April 25, 2018, until 10:00 a.m.** and will be opened at that time.

To provide propane gas for the following locations

Strayhorn Elementary School
Strayhorn High School
East Tate Elementary School
Independence High School

Bid period is from July 01, 2018 to June 30, 2019.

Bid will include firm price for period (not priced above laid in price). Only one bid price per bid.

Successful bidder will do any repair or service work on tanks owned by said bidder. Tate County Schools owns 15 tanks the bidder will be required to do repair and service on if needed. Cost proposal will be submitted to include parts and labor, and a purchase order will be issued for work to be done.

Successful bidder will provide a copy of their liability insurance to Alicia Busby.
Successful bidder will also have all delivery tickets signed at each location.

Tate County Schools reserves the right to reject any and all bids.

For any questions contact Jerome Martin at (662)209-7005.