

May 24, 2023

NOTICE TO BIDDERS

The Tate County School District will receive bids for Propane Gas – FY2024 in the following manner:

Tate County School District, in accordance with Section 37-7-13 of the Mississippi Code, annotated, is now soliciting bids for the “Propane and Related Services – 2024” in the following manner:

Bids will be accepted until 10:00 am CST on Friday, June 9, 2023, in sealed envelopes at the Tate County School District Central Office, 574 Parkway Street, Coldwater, MS, or by electronic bid submission. Electronic bids can be submitted at www.centralbidding.com. For any questions relating to the electronic bidding process, please contact Central Bidding at 225-810-4814.

Bid packets are on file at the Central Office. To receive a copy of the bid packet, please contact the Business Manager by email: spatton@tcsdms.org. The bid packet may also be downloaded at www.centralbidding.com, for a fee. All bids must comply with the specifications provided. The Tate County School District reserves the right to amend the specifications, as necessary, and agrees to notify all having requested bid packets.

The contract will be awarded to the lowest responsible bidder.

Tate County School District reserves the right to refuse any and all bids. No bids will be opened if they are received late. No e-mailed bids will be accepted. All bids may be delivered electronically through the link referenced above, mailed or delivered by hand to:

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

To be published: May 24, 2023
May 31, 2023

BID NOTICE

TO: PROSPECTIVE BIDDER

FROM: SANDY PATTON
TATE COUNTY SCHOOL DISTRICT
574 PARKWAY STREET
COLDWATER, MS 38618
662-562-5861

ISSUE DATE: MAY 24, 2023

BID OPENING

DATE: FRIDAY, JUNE 9, 2023
TIME: 10:00 a.m., CST
LOCATION: TATE COUNTY SCHOOL DISTRICT
574 PARWAY STREET
COLDWATER, MS 38618

BID ITEMS

ITEM DESCRIPTION: PROPANE GAS – FY2024

PROCUREMENT SCHEDULE:

Public Notice to Newspaper	May 17, 2023
Newspaper Run Dates	May 24 & 31, 2023
Release of Bid	May 24, 2023
Bid Opening	Friday, June 9, 2023
Approval by Board	Tuesday June 13, 2023

Bids will be received by the Tate County School District, 574 Parkway Street, Coldwater, MS 38618 or electronically at www.centralbidding.com, at the date and time specified on the BID NOTICE. Neither dating of the bid, nor placing it in the mail by this date will meet legal requirements. All bids must be received at the Board of Education or electronically at www.centralbidding.com on or before the date and time specified in the Procurement Schedule. The Tate County School District reserves the right to reject any and/or all bids received and to waive any and all informalities.

1. If submitting a paper bid, any changes that are made must be initialed. No changes shall be allowed after the bids are opened. The Tate County School District shall not be responsible for any errors or omissions. Bids may be hand delivered, mailed or submitted electronically. Paper bids must be submitted in a sealed 8" x 10" or larger envelope. Please label outside envelope or shipping box as follows or the bid may be rejected:

Attn: Sandy Patton

Propane Gas – FY24

Name of company or person submitting bid

2. Any bids received after the opening date or time shall be refused and marked "Late Bid" and returned to the bidder unopened. For this purpose, the official time for the bid opening shall be based upon the time as indicated by the Central Office.
3. Bids may be modified or withdrawn by written notice from the Bidder, if received by the Central Office prior to the date and time set forth in the BID NOTICE. **In order to modify a bid, the bidder must submit a new bid proposal with the words "Modified Bid" shown in the lower left corner of the sealed envelope or shipping box.** The original bid remains the property of the Tate County School District. Telephone modifications or withdrawals will not be accepted. If a bidder withdraws an bid, all documents shall remain the property of Tate County School District.
4. All items contained in this bid are to be per specifications unless otherwise specified.
5. Bids shall be submitted to the Central Office or submitted online at www.centralbidding.com .

ADDITIONAL INSTRUCTIONS:

ACCOUNTING PRACTICES:

The Tate County School District requires that Purchase Orders be issued before any items are ordered or delivered. The Tate County School District shall not be responsible for any products delivered without an approved Purchase Order, and/or without a signed acknowledgement of receipt by a District employee at time of delivery.

The awarded vendor shall provide accurate, readable, and timely reports, such as invoices, credits, and statements as requested by the District.

BUDGETARY CONSTRAINTS:

The District reserves the right to reduce or increase the quantity or retract any item from the bid without any obligations or penalty based upon availability of funds.

GOVERNING LAW:

This agreement shall be governed by and construed in accordance with the laws of the State of Mississippi and venue for the resolution of any dispute shall be Tate County, Mississippi. Bidder expressly agrees that under no circumstances shall the District be obligated to pay attorney fees or the cost of legal action to Bidder.

W-9 Form:

The Tate County School District requires the attached W-9 Form to be completed and included in your bid submission.

INSURANCE REQUIREMENTS:

The Tate County School District requires a current copy of Liability and Workman's Compensation Insurance be included in your bid submission.

- (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.

I/We propose to furnish and deliver the items in the bid packet according to your specifications. I/We further agree not to request permission to withdraw our bid after the bids have been opened.

(Company Name)

(Signature)

(Address)

(Name – typed)

(Federal ID Number)

(Title)

(Telephone)

(Date)

(Email)

(Fax)

Did you include the completed W-9 Form? Yes _____ No _____

_____ proposes a firm bid @ \$_____ per gallon for the 2023-2024 school year.

Required Specifications

Propane Gas – FY2024

Bid will expire June 30, 2024

To provide propane gas for the following locations:

Strayhorn Elementary School

Strayhorn High School

East Tate Elementary School

Independence High School

Bid will include firm price for period, free of any escalator clauses.

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

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. Currently all tanks are in proper working order.

Supplier must be licensed to do business in the State of Mississippi. Nonresident 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.

PROPANE GAS – FY2024 Specification Form

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