

REQUEST FOR BIDS

The Lennox School District is requesting bids from propane suppliers for purchase and/or delivery of propane to the Lennox School District Bus Garage. The bid is for a firm and fixed price per gallon for purchase and/or delivery of approximately 12,000 gallons of propane for the period beginning 7/1/2019 through 6/30/2020. Interested parties may submit sealed bids in accordance with the following criteria:

Date, Time & Place:

Bids are due and must be received before 1:00 PM on Thursday, May 30, 2019 at the Lennox School District Business Office. Bids received after 1:00 PM will not be accepted. Bids must be in a sealed envelope, clearly marked on the outside "PROPANE BID". Unsealed bids, or bids delivered by fax or email **will not** be accepted. One copy of the bid form signed by an officer of the vendor company is required. The bids will be publically opened and read aloud in the Lennox School District Business Office at approximately 1:00 PM on Thursday, May 30, 2019.

Bids must be delivered to:

Lennox School District Business Office
P.O. Box 38
305 W. 5th Ave.
Lennox SD 57039

Purpose & Scope:

The purpose of this bid is for procuring an adequate supply of propane for Lennox School District Bus Garage's use at the best competitive firm and fixed price for the period beginning 7/1/2019 through 6/30/2020. Accordingly, bidders are being asked to submit bids at this time for the following scope:

- Fixed pricing for approximately 12,000 gallons of propane for purchase and/or delivery during the period beginning 7/1/2019 and ending 6/30/2020.
- Vendor location must be within ½ mile of the Lennox city limits.

General Conditions:

The Lennox School District reserves the right to reject any and all bids and to waive irregularities and informalities in the process. This bid request does not obligate the district to pay any costs incurred by respondents in the preparation and submission of their bid.

Angela Arlt
Lennox School District Business Manager

BID FORM

Firm-fixed price for purchase and/or delivery of approximately 12,000 gallons of propane during the period 7/1/2019 through 6/30/2020 is \$_____ per gallon.

By signing and submitting this Bid Form, vendor acknowledges that the volume of propane cited in this bid (12,000 gallons) is merely an estimate derived from historical usage at the Lennox School District. While the district believes this estimate to be fundamentally accurate, it does not guarantee that the full 12,000 gallons will be purchased before expiration of the contract on June 30, 2020. Vendor acknowledges that they have the capacity to deliver the volume of propane specified at the rate of usage estimated in the Bid Scope. The Vendor further acknowledges that the inability to deliver the required volume at the appropriate time may result in a discontinuation of this agreement.

Signed: _____

Date: _____

Company: _____

Title: _____

Address: _____

Phone: _____

Email: _____