

**SOUTHERN COLUMBIA AREA SCHOOL DISTRICT  
800 SOUTHERN DRIVE  
CATAWISSA PA 17820**

**INVITATION TO BID**

Sealed bids for One Hundred Sixteen Thousand (116,000) Gallons of liquid propane or the Southern Columbia Area School District's requirements for liquid propane for the period from December 1, 2016, to June 30, 2017 will be received by the Southern Columbia Area School District at the District Office in the G.C. Hartman Elementary Center, 800 Southern Drive, Catawissa, Pennsylvania, up to 1:00pm, prevailing time, Friday, November 11, 2016, at which time all bids will be publicly opened and read aloud. Any interested parties and the public may attend the bid opening. Bids should be directed to the attention of Denise Kreisher, Business Office Supervisor. All bidders must familiarize themselves with the Instructions to Bidders and the Specifications which are available at the District Office between the hours of 8:00am and 3:30pm, Monday through Friday or on the district website: [www.scasd.us](http://www.scasd.us). The District reserves the right, in its discretion, to reject any or all bids and to waive irregularities in any bid.

Tresa J. Britch, Board Secretary

Please Run: Oct 28, 31 and Nov 7, 2016

# **SOUTHERN COLUMBIA AREA SCHOOL DISTRICT**

## **BID SPECIFICATIONS FOR:**

- **One Hundred Sixteen Thousand Gallons of Liquid Propane or Southern Columbia Area School District's Requirements for Liquid Propane for the Period from December 1, 2016 to June 30, 2017, Whichever is Greater.**

The successful bidder will be awarded a contract for one hundred sixteen thousand gallons of liquid propane or the Southern Columbia Area School District's requirements for liquid propane for the period from December 1, 2016, to June 30, 2017, whichever is greater. It is specifically understood and agreed that if the District has not received delivery of one hundred sixteen thousand gallons of liquid propane as of June 30, 2017, the successful bidder will provide additional gallonage up to said amount after this date at its firm bid price, with no penalties.

Bids will be accepted until 1:00 P.M., Friday, November 11, 2016, and will be opened at that time. Bids are expected to be awarded at the regularly scheduled Board Meeting on November 14, 2016, at 7:30p.m.

District is requesting a firm price for the entire amount.

District must be allowed to split deliveries between multiple tanks at same location.

If District awards the bid at the firm price and the total quantity has not been delivered as of the June 30<sup>th</sup>, 2017, the remaining gallons will be carried beyond this date until entirely consumed at the bid firm price with no penalties.

In the event the District consumes all the contracted gallons before the end of the contract, additional deliveries will be priced at the escalating rate.

All gallons quoted are estimated and may be more or less based on District needs.

Prices quoted must be exclusive of all taxes. District will provide tax exemption certificates to the successful bidder.

It is agreed that payment will be made no more than 45 days after delivery due to required Board Approval.

If successful bidder defaults on the contract and District is required to purchase liquid propane products from an alternate vendor, successful bidder will be liable for the cost difference between contract price and price District is charged by alternate vendor.

Non-compliance with the bid specifications may result in cancellation of the contract by the District.

The District reserves the right to reject any or all bids and to waive any irregularities.

Any questions related to these bid specifications should be directed to:

Denise J. Kreisher, Business Office Supervisor  
Southern Columbia Area School District  
800 Southern Drive  
Catawissa, PA 17820  
or by calling (570) 356-3502

***Delivery sites are as follows:***

**District Owned Liquid Propane Tank Farm Locations:**

**Location and Tank Information – Southern Columbia Area High School**

- Address: 812 Southern Drive Drive, Catawissa, PA 17820
- Tank Size: Four (4) one thousand (1,000) gallon above ground storage tank.

**Location and Tank Information – G. C. Hartman Elementary School**

- Address: 800 Southern Drive, Catawissa, PA 17820
- Tank Size: Four (4) one thousand (1,000) gallon above ground storage tank.

Below lists **estimated consumption** which could swing by as much as 30%-40% (up or down) depending on weather in the winter months.

| Month        | High School   | Elementary School | Total Gallons  |
|--------------|---------------|-------------------|----------------|
|              | LP Gal.       | LP Gal.           |                |
| December     | 23,000        | 7,960             | <b>30,960</b>  |
| January      | 27,000        | 10,300            | <b>37,300</b>  |
| February     | 15,300        | 6,950             | <b>22,250</b>  |
| March        | 9,400         | 3,500             | <b>12,900</b>  |
| April        | 4,500         | 1,500             | <b>6,000</b>   |
| May          | 2,800         | 1,300             | <b>4,100</b>   |
| June         | 1,500         | 990               | <b>2,490</b>   |
|              |               |                   |                |
| <b>Total</b> | <b>83,500</b> | <b>32,500</b>     | <b>116,000</b> |

Invoices are to be sent to the Southern Columbia Area School District, Attn: Accounts Payable, 800 Southern Drive, Catawissa, PA 17820.

Successful bidder must provide a performance bond to the district in the amount of 100% of its total bid price (Total gallons times price per gallon.)

**Bids must be remitted on this form provided in an envelope clearly marked "BID FOR LIQUID PROPANE," and must be returned to:**

Southern Columbia Area School District  
Business Office Attention: Denise J. Kreisher  
800 Southern Drive  
Catawissa, PA 17820

Liquid Propane (LP)

(A) **Firm** Price per Gallon                       \$ \_\_\_\_\_  
(District would have until noon on November 14, 2016  
to lock-in at this rate)

Plus: Markup & Freight                               \$ \_\_\_\_\_

Total Firm Price per gallon for  
contracted 116,000 Gallons                         \$ \_\_\_\_\_

By signing below, I acknowledge I have fully read and understand the terms and conditions contained within the bid specifications.

Company: \_\_\_\_\_

Phone No: \_\_\_\_\_

Address: \_\_\_\_\_

Name (Please print): \_\_\_\_\_

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

Date: \_\_\_\_\_