



Request for Proposal for LP Gas Services

Notice is hereby given the County of Grayson VA, will be accepting competitive sealed proposals from qualified companies to supply and deliver LP gas services to properties owned and/operated by Grayson County. Proposals should include **tank rental and tank purchase pricing**. Proposals will be received until **December 7, 2016 at 1:00 P.M.**, at the Grayson County Administration Office, located at 217 Davis Street, Independence, VA 24348 and shall be opened after that time. Proposals received after 1:00 P.M. will not be considered. Submittal information can be obtained online at the Grayson County Government website or in the Grayson County Administration Office.

**Grayson County Administration Office
P.O. Box 217
129 Davis Street
Independence, VA 24348**

**Attn: Finance Department
Re: LP Gas Services**

Scope of Work

Scope of work includes providing uninterrupted supply of LP gas to locations listed in the Request for Proposal (RFP) LP Gas Supply specifications, exhibit "A".

Preservations of Rights: It is the intent of Grayson County to award this contract based upon the lowest and/best proposal that is in the best interest of Grayson County. The County the right the reject and and/or all proposals and waive all minor technicalities, informalities and irregularities. The County reserves the right to accept the proposal, which in the judgment of the County, is in its best interest.

If you have any questions concerning this request of the submission of this proposal, you may contact James Moss at (276) 773-2322.

Objective

Grayson County currently has five (5) locations (listed in Exhibit "A" of this RFP) which require the use of LP gas to provide heat to these facilities in some cases.

General Information

Your company's proposal should include the price for renting and/or purchasing tanks, terms and conditions under which you are willing to provide an uninterrupted supply of LP gas to the locations listed in Exhibit "A" of this RFP. Grayson County anticipates that, based on its review and evaluation of proposals received pursuant to this RFP, it will select a proposer and execute a Contract pursuant to which proposer will render the services to Grayson County, in accordance with the terms and conditions set forth in the Contract and the RFP.

Codes & Regulations

Proposer must comply with all applicable State and Federal Laws. The proposer must have a current legal license for the State of Virginia and is expected to perform all work and provide service with competent personnel. All work is to be performed per current code, law, regulation, manufacture, and trade standards. Proposer shall comply with all the required codes for safety, state and local building codes. In the case of conflicting codes, the more stringent shall be the rule to follow.

Termination of Contract

Grayson County, at any time they deem necessary, terminate this agreement with thirty (30) days written notice for any justifiable reason, such as discontinued use of gas service to buildings, negotiation of better price with another vendor, breach of contractual obligations, without incurring penalties or additional fees. **Grayson County has the right to cancel or discontinue service at any time without incurring penalties or additional fees.**

Proposal Format

Cover Letter- Must include the name, address, and telephone number of the company, and be signed by the person or persons authorized to represent the Vendor. Proposal shall be submitted in the following format and include the following information.

Fee proposal for locations listed in Exhibit "A".

Proposed duration/term

Prior to the final selection, proposers may be required to submit additional information that Grayson County deems necessary to further evaluate the proposer's qualifications.

Copies

An original proposal and supporting documents must be submitted in response to the RFP.

Basis of Award

Proposals will be evaluated according to the following criteria:

Proposer's qualifications/experience

Proposer's customer and industry references/County past experience with proposers

Proposer's ability to provide services

Proposed cost/fee(s)

Term/Duration of proposed cost/fee(s)

Right to Reject Lowest Fee Proposal

Grayson County is under no obligation to award this project to the proposer offering the lowest fee. Evaluation criteria included in this document shall be used in evaluating the proposals.

Right of Negotiation

Grayson County reserves the right to negotiate with the lowest and/or best proposer after proposal opening and establishment of the lowest and/or best proposal, before the contract is awarded and/or after contract award. Grayson County reserves the right to negotiate the exact terms and conditions of the contract with the selected proposer. Negotiations will not be made to increase the initial contract price.

Annual Right to Negotiation

Grayson County reserves the right to negotiate with the current and other vendors annually to ensure the Grayson County is receiving the most cost effective gas service.

Rights to Submitted Materials

All responses, inquires and correspondence in reference to this RFP submitted by proposers shall become property of Grayson County when received.

Invoicing /Payment

The amount due shall be paid within thirty (30) days of receipt of a correct invoice including summary spreadsheet. Monthly invoices should include the monthly cost per meter and a total

monthly cost along with other information in the preferred format the County desires. Vendor will not assess late fees or service charges unless the County has approved in writing.

Invoices should be submitted to:

Grayson County Administration
P.O. Box 217
Independence, VA 24348

Attn: Accounts Payable

Insurance Coverage

Vendor must have insurance in accordance with State, Federal and Local Laws. Prior to commencing work or services under this contract, the Vendor must furnish Grayson County with Certificates of Insurance as evidence that polices provide the required coverage.

Governing Law

The laws of the State of Virginia shall govern the contractual agreement with the proposer awarded the contract.

Hold Harmless

Grayson County will be held harmless of any liability resulting in the use of this service which is located on private property.

Non-Discrimination Policy

It is the policy of Grayson County government not to discriminate based on race, gender, age, or national origin. Grayson County government encourages the consideration of DBE's (Disadvantaged Business Enterprises).

Assignment

No right or interest in the contract shall be assigned by the vendor without the written permission of Grayson County. No delegation of any obligation owed or of the performance of any obligation vendor shall be made without the written permission of Grayson County. Any attempted assignment or delegation shall wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.

All proposals submitted become property of Grayson County, VA.

Proposal for LP Gas Service

All blanks on the Proposal Form must be filled in. The completed form shall be without interlineations, alteration or erasure. Failure to submit a bid in the form requested may render the proposal irregular and shall be considered sufficient cause for rejection.

Having carefully examined the specifications for supplying LP gas services to locations listed in Exhibit "A" of this RFP, the undersigned proposes to furnish all services, equipment, materials and labor called for by them for the sum as indicated below:

Contract Price per Gallon: _____

Term: _____ (calendar year(s) **One (1) year contract, renewable up to three years, with service start date of January 1, 2016**)

Additional Costs not included above: _____

Award of the contract shall be made by Grayson County or other authorized representative and the Supplier will be notified in writing by letter, fax, or email.

Sign below in ink in the space provided. Unsigned proposals will be considered incomplete and will be subject to rejection. It is agreed by the undersigned proposer that the signing and delivery of this proposal represents the proposer's acceptance of the terms and conditions of the specifications and provisions, and if awarded this bid, will perform in accordance with this agreement.

PROPOSAL SUBMITTED BY:

Acknowledgement of Addenda: _____

Company Name: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Phone: _____

Fax: _____

Email: _____

Authorized Signature: _____

Printed Signature: _____

Title of Signer: _____

Date of Signature: _____

Grayson County Contract Agreement

Sign, date and return this page with the bid documents. This page will be signed, dated and notarized by the County after approval of the bid.

Signing this document thereby binds the contractor to all items included in the bid package. The bid documents, amendments, attachments and specifications are a part of the contract and the Contractor agrees to be bound and to perform in accordance with all the content therein.

Approved by Authorized Representative of Contractor

Company Name: _____
Address: _____
City, State, Zip Code: _____
Authorized Signature: _____
Printed Signature: _____
Printed Title of Signer: _____
Date of Signature: _____

Approved by Authorized Representative of Grayson County

Grayson County
P.O. Box 217
Independence, VA 24348

Printed Title of Signer: _____
Authorized Signature: _____

Printed Name of Signature: _____
Date of Signature: _____

Notary Printed Name & Signature, Date of Expiration, Seal

EXHIBIT A

- 1- Grayson County Maintenance Shop Building, 129 Davis Street, Independence, VA 24348 ■ 500-gallon tank * 1549.68 gallons
- 1- Grayson County Sheriff Office/Grubb Public Safety Building, 304 Davis, Street, Independence, VA 24348 ■ 250-gallon tank * Unknown
- 1- Grayson County Sheriff Office, Radio Tower & Equipment, 4139 Point Lookout Lane, Independence, VA 24348 ■ 500-gallon tank *1,229.8 gallons
- 1- Grayson County Public Library, 147 S. Independence Ave. Independence, VA 24348 ■ 500-gallon tank *608.6 gallons
- 1- GATE Center, 122 Davis Street, Independence, VA 24348 ■ 1000-gallon tank * Unknown

**Estimated total consumption used for one year*