



Inc. 1910

101 Years

---

60 S Main St | PO Box 48 - Driggs, ID 83422 | Ph: 208-354-2362 | Fax: 208-354-8522 | [www.driggs.govoffice.com](http://www.driggs.govoffice.com)

---

## INVITATION TO BID: PROPANE

### 1) Purpose of Request:

The City of Driggs in the State of Idaho (“City”) is soliciting responses to this invitation to bids (ITB) for the supply of propane to its various facilities.

### 2) Time Schedule:

The City will follow the following general timetable:

- a. Issue ITB 11/17/16. Notification of the availability of the ITB will be published in the *Teton Valley News* on 11/24/16. The full ITB will be available from the City Office at 60 S Main, Driggs, or by download from the City’s website, [www.driggs.govoffice.com](http://www.driggs.govoffice.com).
- b. Deadline for Submittal of Responses to ITB (opening);
  - i) The deadline for submitting the responses is 12/05/16 at 1:00 pm local time.
  - ii) The ITB submittal opening will occur in the City Conference Room on 12/05/16 at 1:15 pm local time. A recommendation will be made to, and selection by, the Driggs City Council on 12/06/16 at 6:30 pm.

### 3) Instructions to Proposers:

Responses may be mailed to:

Carol Lenz, Finance Officer  
City of Driggs  
PO Box 48  
Driggs, ID 83422  
208-354-2362

**OR** hand delivered to the City Clerk’s office at 60 S. Main Street, Driggs, Idaho.

- a. Please place three (3) copies of your bid in a sealed envelope and clearly label the envelope “Bid for City of Driggs Propane Services 2016” and the name of the respondent.
- b. Bids should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request.
- c. An authorized representative of the firm must complete and sign at least one (1) original of its bid. This can be addressed in the cover letter.
- d. The City welcomes potential Providers to visit our facilities. Such visits are by appointment only.
- e. To set up a site visit contact Jared Gunderson, Public Works at (208)-354-2362 x 8 or by email [jgunderson@driggsidaho.org](mailto:jgunderson@driggsidaho.org).

**4) Terms and Conditions:**

- a. The City reserves the right to reject any and all bids, and to waive minor irregularities in any ITB response.
- b. The City reserves the right to request clarification of the information submitted, and to request additional information from any respondent.
- c. Any ITB response may be withdrawn up until the date and time set above for opening of the ITB responses.
- d. The Contract awarded shall be for two years.

**5) Background Information:**

The City is requesting bids for the following facilities:

- Community Center 2-1000 Gallon tanks, owned by the City
- Industrial Building 1-500 Gallon tank, owned by the City
- Public Works Building 1-1000 Gallon tank, leased from Suburban Propane
- High School Well Building 1-124 Gallon tank, leased from Suburban Propane
- Alta Spring 1-305 gallon tank, leased from Suburban Propane
- Reed Memorial Airport 1-1000 Gallon tank, owned by the City
- Waste Water Treatment Plant 1-1000 Gallon tank, owned by the City

With the exception of the Alta Spring, the other facilities are all located in the City of Driggs, within 1 mile of the Community Center. The Alta Spring is located at 680 Ski Hill Road, Alta Wyoming, approximately 6 miles east of Driggs. The estimated total annual propane usage by the City is 20,000 gallons.

**6) Scope of Services:**

As per the Bidder Response Form below, the City seeks the following:

- a. Cost to deliver propane based on the Belvieu rack price on the date of delivery to the tanks used by the City.
- b. Cost to annually inspect all tanks owned by the City of Driggs.
- c. The cost to swap out any tanks belonging to another company and install, according to code, new tanks to be leased from respondent.
- d. The cost to lease tanks on an annual basis.
- e. The cost of deliver and/or fuel surcharges.

The propane delivered shall be HD5 or better, and propane will be delivered on a keep full basis, with tanks monitored on a weekly basis at a minimum, except for the Airport tank which will be filled on a notification basis.

**7) Qualifications:**

Delivery drivers shall be NPGA CETEP trained with Basic Principles and Practices of Propane Delivery Operations or equivalent.

All personnel responding to any propane service or delivery outside the building must have a Liquefied Petroleum Gas Dealers license in accordance with Idaho Law.

**8) Selection Criteria:**

Each bid shall be evaluated based on the following criteria:

- a. Total cost above rack price for the estimated annual usage of the City, including all other lease and service costs.
- b. Contractor's qualifications including company compliance history with OSHA, DOT and applicable Federal and State environmental regulations.

All responsive submittals shall be reviewed. The City will rank all bids based on the selection criteria.

The City will attempt to reach a final contract with the first ranked Provider. If negotiations with the first ranked Provider fail, the City will proceed with the next highest ranked Provider.

The City anticipates execution of contract within 10 days of ITB award.

**CITY OF DRIGGS**  
**Propane ITB**  
**Bidder Response Form**

Bidder's Corporation/Partnership Name: \_\_\_\_\_

Bidder's Business Address: \_\_\_\_\_

Bidder's Phone Number: \_\_\_\_\_ Bidder's Fax: \_\_\_\_\_

Bidder's Email: \_\_\_\_\_

By (Signature): \_\_\_\_\_

Name (typed or printed): \_\_\_\_\_

SUBMITTED ON: \_\_\_\_\_

SUMMARY OF QUALIFICATIONS:

# City of Driggs Propane ITB

December 2016 - November 2018

Respondent: \_\_\_\_\_

	Per gallon	Est. gallons	Subtotal Cost
Cost Above Belvieu Rack	\$	30,000	\$

	Install	Annual Lease	Annual Inspection	Subtotal Cost
1000 gallon leased tank	\$	\$	\$	\$

	Install	Annual Lease	Annual Inspection	Subtotal Cost
300 gallon leased tank	\$	\$	\$	\$

	Install	Annual Lease	Annual Inspection	Subtotal Cost
125 gallon leased tank	\$	\$	\$	\$

Total Cost	\$	\$	\$	\$
------------	----	----	----	----

	Delivery	Fuel
Surcharge per Fill	\$	\$