

REQUEST FOR PROPOSAL

KIRTLAND COMMUNITY COLLEGE is accepting proposals to provide **propane fuel for heating** for the period of ***November 1, 2018 through September 30, 2020***, for its college facilities located in Roscommon, MI.

The following tanks are to be on "Auto-Fill" status:

ADM – Two (2) 1,990 gallon tanks	ART – One (1) 1,000 gallon tank
CLC – One (1) 850 gallon tank	LIB – One (1) 330 gallon tank
Tower – One (1) 325 gallon tank	

The following tanks will be filled only when requested:

CTC – One (1) 330 gallon tank	House 45 – One (1) 500 gallon tank
KIR – One (1) 1,000 gallon tank	House 30 – One (1) 500 gallon tank

Proposals will be accepted in the Facilities Management Office of Kirtland Community College until ***3:30p.m. on Thursday, October 18, 2018*** at which time they will be opened and publicly read. Bid criteria, submission forms, and instructions are available on the college website at <https://my.kirtland.edu/ics/Community/>

INSTRUCTIONS TO BIDDERS

1. All Proposals are to be marked "**PROPANE FUEL PROPOSAL**". Mailed or hand delivered proposals are to be in a sealed envelope marked "**PROPANE FUEL PROPOSAL**".
2. Proposals shall remain firm for a period of thirty (30) days after the official bid opening.
3. The Contractor will be responsible for permits as well as verifying code requirements before the commencement of work.
4. Contractor must be licensed to do business in the State of Michigan (when applicable) and maintain Worker's Compensation and Employee Liability Insurance. Minimal coverage shall be at least \$1,000,000 combined single limit for Comprehensive General Liability, and statutory limits shall be maintained for Worker's Compensation. Copies of Business License, Worker's Compensation and Liability Insurance policies must be submitted to the Facilities Management Office of Kirtland Community College **prior** to signing of contract.
5. Proposals shall include complete information concerning guarantee and warranty on any materials provided by contractor.
6. The college shall be the sole judge in the selection of the contractor and reserves the right to accept or reject any or all proposals or any parts of a proposal.
7. **All proposals shall be made on the enclosed bid sheet and may be emailed to roberta.eveleth@kirtland.edu, mailed to Kirtland Community College, Facilities Management, 10775 North Saint Helen Road, Roscommon, MI 48653, or faxed to (989) 563-5935. Proposals must be received by 3:30 p.m.**
8. Questions in regard to your bid may be directed to Ron Sharpe at (989) 275-5000, ext. 214.

KIRTLAND COMMUNITY COLLEGE
10775 N. ST. HELEN ROAD
ROSCOMMON, MICHIGAN 48653

BID SHEET FOR PROPANE FUEL DELIVERY

For the period of **November 1, 2018 through September 30, 2020**, for propane fuel delivery at Kirtland Community College's Roscommon campus.

Company Name: _____

Contact Name: _____

Email Address: _____

Address: _____

Daytime Phone: _____

Evening Phone: _____

Federal Tax I.D. No.: _____

License Number: _____

BID CRITERIA

Supply City used: _____

Margin to be added to posted supply rate: \$ _____

Additional fees (if any): _____

Supplier MUST provide posted supply rate information for each delivery date

AUTHORIZED BY: _____
Signature

Please Print Name

Date