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Buildings & Grounds Supervisor

200 North Main Street • Blanding, UT 84511 • phone: (435) 678-1211 • fax: (435) 678-1272 • www.sjsd.org

March 8, 2019

Dear Vendor:

San Juan School District is now soliciting Proposals for the supply and install of a bulk propane tank at the following locations; Montezuma Creek Elementary School in Montezuma Creek, Utah and The new Bluff Elementary School in Bluff, Utah.

Vendor Proposals must be submitted on or before 4:00 P.M. on **March 26th, 2019**. All proposals shall be emailed to:

Kyle Hosler
200 North Main Street
Blanding Utah, 84511

Sincerely,

A handwritten signature in black ink, appearing to read "Kyle S. Hosler".

Kyle S. Hosler
Business Administrator

INTENT OF REQUEST FOR PROPOSALS

The intent of this request for proposal is to solicit competitive proposals to supply and install bulk propane tanks at Montezuma Creek Elementary School in Montezuma Creek, Utah and The new Bluff Elementary School site in Bluff, Utah.

SUBMISSION LOCATION AND DATE

Proposals must be submitted by 4:00 p.m. on March 26th, 2019. Proposal must be delivered to the San Juan School District Buildings & Grounds Department at 36 West 200 North, Blanding, Utah 84511. Proposal must be clearly marked on the outside of the envelope "SEALED PROPOSAL." Emailed Proposals will be accepted with "Propane Tanks" in the subject line to reldredge@sjsd.org.

VENDOR INQUIRIES

All inquiries, including requests for site inspection, should be submitted in person, in writing, by telephone, or email to:

Roxanne Eldredge
200 North Main Street
Blanding, Utah 84511
Phone: (435) 678-1340
reldredge@sjsd.org

REQUEST FOR PROPOSAL ADDENDA

In the event that modifications, clarifications or additions to the request for proposal become necessary, all vendors will be notified and receive written addenda.

ACCEPTANCE OF PROPOSALS

San Juan School District reserves the right to accept or reject any or all proposals or any portion of any proposal and to waive any formalities.

VENDOR SELECTION

San Juan School District reserves the right to make an award based solely on the proposal or to negotiate further with one or more vendors. The vendor selected will be chosen on the basis of meeting the requirements of this RFP, at the lowest cost.

NOTIFICATION OF VENDOR SELECTION

Vendors will not be notified of vendor selection results. Proposals will remain on file at the Buildings and Grounds Office for review by interested parties for seven days after award of contract.

PROPOSAL PREPARATION COSTS

All costs incurred in the preparation and presentation of the proposal shall be wholly absorbed by the vendor. All supporting documentation and manuals submitted with this proposal will become the property of San Juan School District unless requested otherwise by the vendor at the time of submission.

SITE VISIT

All vendors are encouraged to visit the job site before the Proposal opening date in order to determine the scope of the work.

SPECIFICATIONS DOCUMENT

Specifications to supply all materials and labor to install bulk propane tanks with all needed apparatuses for both location described herein this RFP.

General

Summary

- a. Section Includes
 - I. Materials
 - II. Locations

Insurance/Liability/Safety/Security

- a. The contractor must secure and maintain liability insurance (General and Auto) of an adequate amount, against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder. Insurance must be maintained for the duration of the project. Contractor must provide proof of insurance upon demand by SJSD (endorsement or policy) and agrees to, at all times, protect, indemnify, defend and hold harmless SJSD and SJSD employees from any and all claims.
- b. SJSD will assume no liabilities for the contractor including any of the contractor's representatives, employees or properties.
- c. Contractor shall, at all times, keep the work area in a neat, clean, safe and secure condition to avoid the risk of loss, theft, vandalism or sabotage.
- d. Any damages occurring during the completion of this project, incidental or otherwise, to SJSD or adjacent properties must be repaired at the contractor's expense and to the owner's satisfaction.

Notice to Proceed

- a. Notice to proceed will be in the form of a Purchase Order from the SJSD Buildings and Grounds Department. Do not proceed without a Purchase Order, or Letter of Acceptance.

Payment

- a. Payments will be made as work is completed, and after SJSD representative approves of the work.

Regulatory Requirements

- a. All work shall be performed in a safe, professional manner, conforming to all federal, state and local codes. The vendor must work with the Utah State Fire Marshal's office for all required reviews and inspections of the completed work.

Schedule

- a. Start date as early as **May 1, 2019**
- b. Date of completion: **July 1, 2019**
- c. Vendor will guarantee and shall be liable for and shall pay the Owner the sums hereinafter stipulated as liquidated damages for each calendar day of delay until the Work is complete, including all punch list items: Two Hundred and Fifty dollars (\$250.00) per day.


Specific Request


1. District will be responsible for supplying propane fuel for final fueling after all testing and inspections has been completed.
2. School District will bring service line to tank and connect to vendors tank supply line at ground level.
3. School District will provide needed fencing and bollards around the tank once all other work has been completed and accepted.
4. Vendor will provide needed fuel, air and equipment for pressure and leak testing and retesting where required. Leak tests will be performed in presence of owner's representative for tank and all piping and fittings.
5. Provide a tank of approximately 20,000 water gallon capacity.
6. Provide necessary concrete tank piers, fueling bulkhead, high pressure regulator, valving, emergency shut offs, new paint, signage/placards. Include all new fuel level, pressure and temperature gauges.
7. Vendor must supply and install a tank New or Refurbished, tested, painted and ready for use to provide propane to school building. Paint color to be Tan approved by owner.
8. Vendor must provide information and details of the tank(s) proposed.
9. Location of tanks at each site still under review by owner. Location of tank site will be flat and easily accessible for equipment once finalized. See additional attached documents.

Untitled Map

Write a description for your map.

Legend

 tank location Bluff

 tank location Bluff

Google Earth

© 2018 Google


700 ft




Untitled Map

Write a description for your map.

Legend

 tank location Bluff

 Tank location Montezuma Creek

Google Earth

400 ft

