

**COUNTY OF TANEY,  
MISSOURI**



**REQUEST FOR BID**

**For**

**PROPANE**

**Taney County, Missouri**

**RFB #201109-150 – Propane**

**Release Date:**

September 3, 2011

**Submittal Deadline:**

October 6, 2011

**Not later than 9:00 AM, Central Time**

Taney County Purchasing  
132 David Street  
P.O. Box 1630  
Forsyth, Missouri 65653

Ron Erickson, Director of Purchasing  
Phone: 417-546-7281 Fax: 417-546-3931  
E-mail: [rone@co.taney.mo.us](mailto:rone@co.taney.mo.us)

**Request for Bid RFB #201109-150 Propane  
Taney County, Missouri**

**INSTRUCTIONS AND GENERAL CONDITIONS**

- 1) **Delivery of Bids:** Sealed bids, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Taney County Purchasing Office until the bid closing date and time indicated herein for furnishing the County with products and services as detailed in the following request for bid.
- 2) **Bids Closing:** All bids shall be **delivered before** 9:00 AM, Central Time, Thursday October 6, 2011 to:

Taney County Purchasing Department  
Ron Erickson, Director of Purchasing  
132 David Street / PO Box 1630  
Forsyth, Missouri 65653
- 3) The County will not accept any bid received after 9:00 AM and will return such late bids to the Offeror.
- 4) Bids will be opened publicly at 9:00 AM on October 6, 2011 and read aloud. All bid responses will be considered public information and following contract execution or rejection of all bids, all responses will become a part of public record and will be released to any person or firm that requests it.
- 5) Bids may be withdrawn on written request from the Offeror at the address shown in the RFB prior to the time of acceptance of the Bid.
- 6) Bids must be submitted in a sealed envelope identified with the bid number and date of closing. List the bid number on the outside of the box or envelope and note "Response to Request for Bid enclosed".
- 7) If you do not wish to submit a bid, please return the *No Bid Response Page* and note your reason. No fax or electronic transmitted bids will be accepted.
- 8) If you have obtained this bid request document from our Web Page or from another source than the Taney County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.
- 9) This County is not responsible for any expenses which proposers may incur in estimating, inspecting, nor preparing and submitting bids called for in this Request for Bid.
- 10) The County reserves the right to conduct personal interviews or require presentations of any or all proposers prior to selection. The County will not be liable for any costs incurred by the proposer in connection with such interviews/presentations (i.e. travel, accommodations, etc.)
- 11) All bids submitted shall be binding for ninety (90) calendar days following the opening.
- 12) Taney County Commission reserves the right to reject any or all bids, when such rejection is in the best interest of the County.
- 13) Bids may be awarded to one company or multiple companies; when such award is deemed in the best interest of the County

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**INTRODUCTION AND GENERAL INFORMATION**

**Introduction:**

- 1) This document constitutes a request for sealed bids for **Propane** as set forth herein.
  
- 2) Organization – This document, referred to as Request for Bid (RFB), is divided into the following parts:
  - Instructions and General Conditions
  - Introduction and General Information
  - Specifications / Requirements / Location Information / Bid Form
  - No Bid Response Form

**Guidelines / Written Questions:**

- 1) All questions regarding this Request for Bid shall be submitted in writing, **prior to the bid opening** and no later than **9:00 AM., on September 29, 2011**. All questions must be mailed, faxed or emailed to; **Ron Erickson, Director of Purchasing**. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Bid packet by the County by posting the addendum on the County Web site at [www.taneycounty.org](http://www.taneycounty.org) (select Current Bid Notices).
  
- 2) In the event that it becomes necessary to revise any part of this RFB, written addenda will be issued. Any addendum to this RFB is valid only if in writing and issued by the Taney County Purchasing Department.
  
- 3) **Timeline:** The County anticipates a contract award following the evaluation of the bid responses within **45 days from the RFB opening date and completion**. These dates are provided for informational purposes and may change as requirements dictate.
  
- 4) **Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents, the County's bid file becomes part of public record at the time of contract execution or when all bids are rejected.
  
- 5) **Contract.** This bid is good for 1 year from the date to be indicated in award letter.
  
- 6) **All prices and notations** must be in ink or typewritten. No erasure permitted. Mistakes may be crossed out and corrections typed adjacent and must be initialed and dated in ink by person signing bid. All bids must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled

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**SPECIFICATIONS / REQUIREMENTS / LOCATION INFORMATION / BID FORM**

The Taney County Purchasing Department is seeking bids for propane, propane tanks and delivery of propane to various locations including, but not limited to Taney County Road & Bridge West, Taney County Road & Bridge East, Taney County Sign Shop and the Taney County Extension Office. Estimated usage of propane at these various locations is approximately, but not limited to, 7,327 gallons in a one year period. Current contract is set to expire on October 27, 2011.

Delivery:

Delivery will be provided to each county owned facility as listed below. (And others if needed.)

NAME	LOCATION	ADDRESS	CITY	STATE	ZIP
Taney County Road & Bridge	West	274 Buchanan Rd.	Branson	Mo.	65616
Taney County Road & Bridge	East	195 Gilbert Lane	Hilda	Mo.	65680
Taney County Sign Shop	F Hwy.	3739 St. Hwy. F	Branson	Mo.	65616
Taney County Extension Office	Downtown	122 Felkins Ave.	Forsyth	Mo.	65653

Payments:

Invoices will be submitted to each county office. Payment will be made within 30 days from receipt of accurate invoice.

Billing:

Taney County reserves the right to make payment for goods and/or services with a County credit card without incurring any additional fees from the vendor.

**Propane Bid:** (All prices and notations must be in ink or typewritten. No erasure permitted. Mistakes may be crossed out and corrections typed adjacent and must be initialed and dated in ink by person signing bid. All bids must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.)

Price per Gallon: \_\_\_\_\_

Additional price (if any) for tanks: \_\_\_\_\_

Additional price (if any) for deliver: \_\_\_\_\_

Total Cost per Gallon to the County: \_\_\_\_\_

TOTAL COST TO THE COUNTY: \_\_\_\_\_

BIDDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood, and all of which are made part of this order.

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

Printed Name and Title: \_\_\_\_\_

Today's Date: \_\_\_\_\_

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**NO BID RESPONSE FORM**

NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO  
SUBMIT A BID

**If you do not wish to respond to this bid request, please fill this form out and return it to  
The Purchasing Department by mail or fax.**

**If you would like to FAX this "NO BID" Response Form to our office, the FAX number is  
(417) 546-3931.**

**RFB #201109-150 PROPANE**

**Business Name:** \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

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

**Reason(s) for not bidding:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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