



To: Potential Bidders
From: Debora Keller, Executive Director
Date: May 13, 2016
RE: Request for Competitive Proposal to Supply Propane

Bath Housing is currently seeking proposals to provide propane and 24 hour burner service beginning June 1, 2016. Contractor will supply propane using an Automatic Delivery System to five (5) 1,000 gallon underground tanks, one (1) one thousand gallon above ground tank, two (2) 500 gallon underground tanks, one (1) 500 gallon above-ground tank, and eight (8) 120 gallon above-ground tanks all located in Bath, Maine. The successful bidder will be responsible for the purchase of all underground propane tanks (manufacturer dates between 1990 and 2000), regulators and anode bags that go with said tanks from MW Sewall for a total cost of \$7,194.78. All above ground tanks will need to be swapped out and the timing will need to be arranged with the current supplier to avoid interruption of service.

Proposal Requirements:

Please submit a proposal that includes the following:

1. A fixed price per gallon quote for supplying up to 83,400 gallons of propane for approximately 23 months (from June 6, 2016 – April 30, 2018). Identify pricing structure per gallon for excess use. Identify any applicable penalties non-use. (50 points)
2. Provide proof of contractor’s ability to supply propane for complete duration of contract and ensure an adequate, steady supply available throughout term. Please include narrative that speaks, at a minimum, to storage capacity and number of delivery trucks. (35 points)
3. Identify a labor rate for 24 hour service and provide qualifications of service team. (15 points)

Selection Process:

Please submit proposals to Bath Housing, 80 Congress Avenue, Bath, ME 04530 no later than June 6, 2016 at 3:00 pm. If you have any questions, please contact Debora Keller at 207-443-3116.

Proposals will remain sealed until opened in the presence of at least one witness; public attendance is authorized. Contract will be awarded to the lowest responsible and responsive bidder that provides best value to Bath Housing. Bath Housing reserves the right to reject any and all bids that do not meet the requirements.

