

Beaufort County Schools

**REQUEST FOR PROPOSAL (RFP)**

**REQUESTER INFORMATION Date of the RFP RFP Closing Date**

Department: Plant Operations June 5, 2025 June 26, 2025

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Beaufort County Schools (BCS) is seeking bids for Propane Gas (LPG) service for the school district. This contract will be for three (3) years with two (2) possible renewals of one (1) year each subject to budgetary approval on a yearly basis.

Price per gallon before taxes shall be based on rack price at the Raleigh/Apex terminal. Bids must include all charges for propane such as taxes, fees, shipping, and markup above Raleigh/Apex terminal price.

**Taxes/Fees**

Service providers shall include a listing of all taxes or fees to be added. These items shall be shown as separate line items for each invoice.

**Summary**

The Beaufort County School district is exploring options for a three- year contract for the purchase of LP gas for use in its schools and facilities. The school district may negotiate pricing with local vendors willing to provide services at a lower cost. The school district will meet informal bid requirements by solicitation of quotes from prospective vendors. Bids must be on the vendor’s letterhead and must include an authorized signature. **All bids must be received by 12:00 p.m. on Thursday, June 26, 2025.** Please mail or hand deliver bids to 1010 Pennsylvania Ave, Washington, NC 27889 or email to Angela McKeel at [amckeel@beaufort.k12.nc.us](mailto:amckeel@beaufort.k12.nc.us).

Beaufort County Schools owns two (2) 18,000-gallon tanks. Beaufort County Schools has twenty-six (26) vendor supplied LP tanks within the district. Tank capacities range from 1000 gallons to 123 gallons. All tanks are property of the current supplier, except for the two (2) 18,000-gallon tanks. Tank location and capacity information is provided below. Beaufort County Schools last 3-year average propane use is 150,000 gallons.

**Tank Location and Capacity Information**

Beaufort County Schools currently utilizes twenty-six (26) Liquefied Petroleum (LP) tanks to operate comfort heating boilers and kitchen equipment within the district. The tank capacities include:

· Bath Elementary – (4) 1000-gallon tanks

· Plant Operations – (2) 1000-gallon tanks

· Chocowinity Middle – (1) 1000-gallon and (3) 500-gallon tanks

· Chocowinity Primary - (2) 123-gallon tanks

· John Cotton Tayloe – (2) 1000-gallon tanks

· Northeast Elementary – (1) 18,000-gallon tank

· Northside High – (5) 1000 gallon and (2) 123-gallon tank

· Southside High – (1) 18,000 gallon and (1) 123-gallon tank

· S W Snowden Elementary – (2) 770-gallon tanks

**RFP Terms and Conditions**

1. Supplier’s response to this RFP should be sent to Beaufort County Schools’ Plant Operations by postal delivery or electronic e-mail to the attention of the Requester, listed above. The supplier may attach a quote to this form or may enter pricing directly to this form.

2. The terms of this request include the purchase and delivery of Liquefied Petroleum gas, (LPG) commonly referred to as propane.

3. The scope of this quote is intended to cover all requirements for propane use by all schools and facilities within the Beaufort County School district.

4. A minimum order of **100 gallons** shall be set for any single order. If Beaufort County Schools elects to place an order for less than the minimum order value, then transportation charges will be added to the invoice.

5. Tanks will be maintained on a “Keep Filled” basis by the contractor for all locations. In the event a school or facility runs out of fuel, the school district may procure the services from other sources and hold the contractor responsible for excess cost incurred thereby.

6. All deliveries shall be made in accordance with the requirements of General Statute 81A Weights and Measures Act.

7. A delivery ticket shall accompany each delivery. Each delivery ticket must be received and signed by an office staff member, principal or assistant principal, or a member of the custodial staff.

8. Volume delivered and invoiced will be based on net gallons, temperature corrected to 60 °F, in accordance with ASTM Petroleum measurement table applicable to this commodity.

9. The Beaufort County School district reserves the right to request any additional information that it deems necessary in order to make a decision on any quote.

10. The Beaufort County School district reserves the right to reject any or all quotes after evaluation.

11. The Supplier’s quote must be valid for Sixty (60) days after submission.

12. As a courtesy, Beaufort County Schools will notify via mail, vendors who are not selected within a reasonable period following the selection of the vendor.

13. All propane tanks and equipment supplied by the vendor are to meet all NCDA and NFPA 58 requirements.

*In accordance with applicable laws, all qualified proposals will be evaluated by the contracting agency to ascertain the best value offered for the purpose intended, not necessarily low bid. Evaluation will be based on the Contractor’s qualifications, experience, performance, financial standing, labor supply, supervisory experience, equipment, and price. Beaufort County Schools reserves the right to reject any or all proposals for any contract when such rejection is deemed to be in the best interest of the Beaufort County School System.*