The School District of Haverford Township

Request For Proposals

Liquid Propane Gas (LPG) Commodity & Delivery Services

The School District of Haverford Township
Administration Offices
50 East Eagle Rd.
Havertown, PA 19083

Contact the Business Office at 610-853-5900 x7103 for copies of the RFP

SUBMISSION OF PROPOSALS

The Vendor shall submit two (2) signed copies (1 original and 1 photocopy) of the complete proposal in a sealed envelope clearly marked **"LPG COMMODITY & DELIVERY SERVICES RFP"**.

ALL INTERESTED PROVIDERS MUST ATTEND A PRE-BID MEETING,
Held at The M&T Building 50 Hilltop Rd. Havertown PA, 19083 on
Monday, May 20, 2024, at 10:00 am

Contact Kevin DiPoalo, Director of Transportation at 610-853-5929,
with any questions.

Proposals are due by 1:00 pm
Friday, May 31, 2024

Mail or deliver the **Proposal** to the following address:

Anthony Testa, Business Manager

The School District of Haverford Township
Administration Offices
50 East Eagle Rd.
Havertown, PA 19083

TENTATIVE RFP SCHEDULE

Submission of Proposals - May 31, 2024
Reviewed by Facilities Committee - June 20, 2024
Board Award Contract - June 27, 2024

The School District of Haverford Township Board of School Directors issues this Request For Proposals (RFP) seeking sealed proposals for Liquid Propane Gas (LPG) Commodity & Delivery Services in accordance with the following conditions and specifications:

1. Sealed Proposals for furnishing The School District of Haverford Township with Liquid Propane Gas (LPG) Commodity & Delivery Services shall be in the hands of Mr. Anthony Testa, Business Manager, Administration Offices, 50 East Eagle Rd. Havertown, PA 19083 on or before 1:00 p.m., Friday, May 31, 2024, and clearly marked on the envelope **"LPG COMMODITY & DELIVERY SERVICES RFP".**

2. The purpose of this RFP is to provide interested Vendors with sufficient information to enable them to prepare and to submit proposals (i.e. quotations) for consideration by The School District of Haverford Township for LPG Commodity & Delivery Services for the school district's fiscal year of 2024-2025. The contract term will run from August 1, 2024-July 31, 2025.

3. Requests for clarification regarding the RFP should be directed to Kevin DiPoalo, Director of Transportation at _____. Clarifications will be issued to all vendors receiving the RFP.

4. The School District of Haverford Township School Board reserves the right to waive any or all technicalities in the Proposal.

5. Vendors will guarantee their Proposal prices will remain firm for 60 days from the date of the Proposal due date.

6. Proposals must be submitted for the various types of pricing options specified by The School District of Haverford Township.

7. Required information:

    a. List of current or previous contracts of similar size as specified in this proposal.

    b. Location of the Vendor to the M&T Building, 50 Hilltop Rd. Havertown, PA 19083.

c. Response time of the Vendor to the M&T Building (bus terminal) in the event of an emergency or a required repair that could disrupt service.

d. The ability of a Vendor to assist the District with emergency refueling of vehicles directly from a fuel truck or through other available means in the event of a breakdown or loss of power at the bus terminal.

e. Costs quoted by the Vendor to perform the specified LPG (Commodity and Delivery) services.

f. Any type of penalty per gallon to be charged to the District by the Vendor for purchasing less than 100,000 gallons of LPG per year.

8. The School District of Haverford Township expressly reserves the right to reject any or all proposals, to waive any informalities or irregularities in the Proposals, and to accept the Vendor Proposal that the District determines is in the best interest of The School District of Haverford Township. All pricing must be held for 60 days. The School District of Haverford Township reserves the right to negotiate and finalize any terms and conditions with the selected Vendor for the requested LPG Commodity & Delivery Services.

9. Failure to complete and return the enclosed Non-Collusion Affidavit with your Proposal will result in disqualification.

10. The School District of Haverford Township is not liable for any cost incurred by any Vendors prior to the selection and issuance of an agreement or contract.

11. Vendor agrees to adhere to the Anti-Discrimination Clause included within the contents of this RFP.

12. Bid Security: Bid bond should be based on the total amount quoted on the Services of the Propane Station and delivery in your sealed bid.

13. If there are any questions concerning the Liquid Propane Gas (LPG) Commodity & Delivery Services specifications, please email Kevin DiPoalo, Director of Transportation at kdipoalo@haverfordsd.net prior to the proposal due date.

14. **Please be advised The School District of Haverford Township School Board will not be required to make an award entirely on the basis of the lowest Proposal in dollars and reserves the right to reject any and all Proposals and/or to modify the terms of the RFP to protect the interests of The School District of Haverford Township. In the event such modifications are unacceptable to the selected Vendor, such Vendor shall be released from any obligation to The School District of Haverford Township.**

Liquid Propane Gas (LPG) Fuel Bid Specifications

The School District of Haverford Township is seeking a qualified fuel supplier/vendor/contractor for the District's Liquid Propane Gas (LPG) fuel of **approximately 58** LPG-powered vehicles. The vehicles will be fueled at the M&T Building, 50 Hilltop Rd. Havertown PA, 19083 in Delaware County. The District's total annual LPG consumption for these vehicles is estimated to be 130,000 gallons. The District is also seeking to have its 1,000-gallon propane Tank fueled, which is used for heating the Bus Mechanic Garage.

Fuel supply is a critical element to the District making this "green" alternative fuel program a success and seeks to contract with a qualified LPG fuel supplier to cost-effectively deliver and to manage the LPG fuel supply. The LPG fuel supplier shall recommend and provide vehicle refueling options as determined to be best suited for the specific operating location and the conditions.

The District is looking for prospective LPG fuel suppliers to provide innovative pricing options for the LPG fuel at the bus terminal location.

The qualified LPG fuel contractor's proposal should include the LPG fuel supply.
It is the District's desire to possibly lock in the price of the LPG fuel for the 2024-2025 school year. **The qualified LPG fuel contractor should propose a fixed price per gallon for the LPG fuel for the year.**

The qualified LPG fuel contractor should also propose a Rack Price Option (Mt. Belvieu previous day close) in the event the district exceeds 150,000 gallons annually. TIhe Rack Price Option should include any markup inclusive of delivery.

Training & Safety

- The qualified LPG fuel contractor shall supply safety training on the proper handling of the LPG fuel and the refueling of vehicles for drivers and mechanics at the terminal facility as requested by the District.

- The qualified LPG fuel contractor must provide comprehensive driver and fleet team safety and operational education, which must include the following:

- Extensive LPG fueling training.
- Extensive safety training on vehicles.
- Presentation of Safety training certificate to fleet operators and technicians.
- Provide detailed instructions for safe LPG fueling of a motor vehicle.
- Provide detailed explanation of your organization's standard Emergency procedures for:
  - LPG GAS LEAK PROCEDURES
  - LPG FIRE / EXPLOSION PROCEDURES

Other Requirements

- The qualified LPG fuel contractor will be responsible for ongoing supply management, including:

- Monitoring of LPG fuel levels and providing auto-replenish order and delivery.
- Provide supply disruption plan and alternative fueling capability in the event of site outages or natural disaster.
- Provide customer billing/invoicing and bulk tank inventory reconciliation reports. System must support vehicle-level transaction summary.
- The ability to provide emergency service for the fueling equipment within **2 hours** of notice.
- The ability to provide temporary remote filling of fuel should dispensing equipment be down for more than **4 hours**.

Experience & Financial Strength

- The qualified LPG fuel contractor shall provide documentation of at least THREE (3) years of experience maintaining LPG fueling equipment with a reliable LPG fuel supply.

- The qualified LPG fuel contractor shall provide a list of clients with at least 50 vehicles currently running on LPG.

- The qualified LPG fuel contractor will provide the District with sufficient documentation to satisfy the District that the qualified LPG fuel contractor has the financial strength to satisfy the requirements of the District.

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(Return this page as Page 1 of your LPG Commodity and Delivery Services Bid)

Name of Vendor _____.

Address _____.

Contact Person _____.

Telephone Number _____.

FIRST, the undersigned have carefully examined the Bid for LPG Commodity and Delivery Services, and in accordance with the specifications of the proposal, submit this proposal and agree to furnish and perform the specified LPG Commodity and Delivery Services for The School District of Haverford Township for the amounts indicated below.

SECOND, the undersigned agrees to enter into a written contract to furnish such materials and services as required in the proposal specifications.

THIRD, the following quotation prices are listed as firm for a period of sixty (60) days after the due date of this request for proposal.

Propane Bus Bid:

LPG Commodity and Delivery Cost per Gallon for 2024-2025 $ _____ Fixed per gallon for 100,000 to 150,000 gallons.

2024-2025 for gallons in excess of 150,000:
Mt. Belvieu (previous day close) + $ _____ per gallon.

Please describe any **penalty** per gallon to be charged to the District by the Vendor for purchasing less than 100,000 gallons of LPG.

2024-2025 penalty per gallon $ _____

(Return this page as Page 2 of your LPG Commodity and Delivery Bid)

Please provide an additional price per visit and per gallon for onsite fill pricing (mobile fueling from the delivery truck) and/or emergency services (if needed).

$ _____ per visit **$ _____ per gallon**

Heating Propane Bid:

LPG Commodity and Delivery Cost per Gallon for 2024-2025 $_____ Fixed per gallon. 2,000 - 3,000 gallons

2024-2025 for gallons in excess of 3,000:
Mt. Belvieu (previous day close) + $ _____ per gallon.

(Return this page as Page 3 of your LPG Commodity and Delivery Services Bid)

Bid Service Contract:

One-year Service Contract $_____

Please attach a list of comparable size current or recent contracts.

	Company:	**Contract Size:**	**Reference:**
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

State location of terminal to be used: _____

NOTE: The School District of Haverford Township will not be liable and will not pay for any applicable costs not included and detailed in the Bid.

The signature below indicates agreement to meet all requirements specific in the bid.

Signature & Title _____ Date _____.

ANTI-DISCRIMINATION CLAUSE
(Section 755, Pennsylvania School Code)

1. In accordance with the provisions of the Pennsylvania School Code, the Vendor agrees:

a. That in the hiring of employees for the performance of work under this contract, or any subcontractor hereunder, no contractor, subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall by reason of race, creed or color, discriminate against any citizen of the Commonwealth of Pennsylvania who is qualified and available to perform work to which the employment relates;

b. That no Contractor, subcontractor, or any person acting on behalf, shall in any manner discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed or color;

c. That there may be deducted from the amount payable to the contractor under this contract, a penalty of five dollars ($5.00) for each person for each calendar day during which such person was discriminated against or intimidated, in violation of the provisions of the contract; and,

d. That this contract may be canceled or terminated by The School District of Haverford Township, and all money due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this portion of the contract.

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this BID. According to the Pennsylvania Anti Bid-Rigging Act. 73 P.S. § 1611, et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids or proposals.

2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the Vendor who makes the final decision on prices and the amounts quoted in the proposal.

3. Bid/BID rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids or proposals are unlawful and may be subject to criminal prosecution. The person who signs the affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the Vendor with responsibilities for the preparation, approval, or submissions of the proposal.

4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an affidavit must be submitted separately on behalf of each party.

5. The term "complementary proposal" as used in the Affidavit has the meaning commonly associated with that term in the RFP process, and includes the knowing submission of proposals higher than the proposal of another Vendor, any intentionally high or noncompetitive proposal, and any other form of proposal submitted for the purpose of giving a false appearance of competition.

6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the proposal.

NON-COLLUSION AFFIDAVIT

BID No. ____LPG Commodity & Delivery Services

State of _____

County of _____

I state that I am _____ of _____
(Title) (Name of Vendor)

and that I am authorized to make this affidavit on behalf of my company, and its owners, directors, and officers. I am the person responsible in my company for the price(s) and the amount of this Request For Bids (RFB).

I state that:

(1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication, or agreement with any other Vendor.

(2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor the approximate amount of this bid, have been disclosed to any other Vendor, and they will not be disclosed before the bid submission to The School District of Haverford Township.

(3) No attempt has been made or will be made to induce any Vendor or person to refrain from submitting a bid to The School District of Haverford Township, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.

(4) The bid of my company is made in good faith and not pursuant to any agreement or discussion with or inducement from, any Vendor or person to submit a complementary or other noncompetitive bid.

(5) _____ (Name of my Company), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to submitting any bid to any public entity, except as follows:

_____

_____

I state that _____ (Name of my Company) understands and acknowledges that the above representations are material and important, and will be relied on by The School District of Haverford Township when recommending for award the agreement for which this bid is submitted. I understand and my company understands that any misstatement in

this affidavit is and shall be treated as fraudulent concealment from The School District of Haverford Township of the true facts relating to the submission of BIDs for this agreement.

_____
Signature of Authorized Person

_____
(Print Name of Authorized Person and Company Position)

Sworn to and subscribed before me this _____ day of _____, 2024.

_____ _____
(Notary Public) (My Commission Expires)