

# **BID PROPOSAL PROPANE: 2025-28**

**Name of Bidder:**

*(Bidder Shall Insert Name)*

**Furnishing: PROPANE HEATING FUEL**

**to the**

**Lake County Office of Education  
1152 South Main Street  
Lakeport, California 95453**

***Important:***

Read conditions and instructions carefully. This bid will be opened by the Lake COE staff at **2:30 p.m. on Wednesday, May 14, 2025** at the Lake County Office of Education, 1152 South Main Street, Lakeport, CA 95453.

## GENERAL CONDITIONS

1. In order to preserve uniformity and to facilitate the award of item or items, no bids shall be entertained or considered unless made upon forms furnished by the Office of the Lake County Superintendent of Schools.
2. Specifications and Bid Forms can be secured from the Office of the Lake County Superintendent of Schools, 1152 South Main Street, Lakeport, CA 95453.
3. One copy of bidding form, signed by an authorized person shall be submitted in a sealed envelope, to the **Office of the Lake County Superintendent of Schools, 1152 South Main Street, Lakeport, CA 95453, before 2:30 p.m. on May 14, 2025** and will be opened and read publicly at said time and place by the Lake County Superintendent of Schools or his designee. Please address bids: **ATTENTION: SCHOOL PROPANE BID – 2025-28**
4. Unit prices shall be shown for each item selected for bids with extensions computed.
5. All prices and notations shall be typed or written in ink. Alterations to vendors' prices shall be initialed in ink by the person signing the bid.
6. Bidder should verify all quotations before submission, as they cannot be corrected after the time for opening bids.
7. When the amount resulting from the multiplications of the unit price bid by the bidder on any item by the total number of units called for in the item does not equal the total price bid, then the unit price shall govern for all purposes.
8. Statements or communications which serve to qualify the bid will void such bid as to the items qualified.
9. No charge for containers, packing, drayage or other purpose will be allowed over and above the prices bid. California Sales Tax is applicable, but do not include in bid price or extension.
10. Bidders are hereby notified that all articles contracted to be furnished under this proposal shall comply in all particulars with the specifications therefore on file with the Office of the Lake County Superintendent of Schools.
11. The Office of the Lake County Superintendent of Schools reserves the right to reject any and all bids, or any or all items on any bid.
12. If any article in this schedule which does not conform to the specifications, the Superintendent may, at his option, annul and set aside the contract entered into with said contractor, either in whole or in part, and make and enter into a new contract in accordance with law for furnishing such article or articles so agreed to be furnished.
13. Any additional cost or expense incurred by the said district in the making of such contract or any additional cost of supplying any article or articles by reason of the failure of the contractor, as above stated, shall be paid by such contractor.
14. Make no delivery before receipt of a signed purchase order.
15. Quantities are to be true at time of bidding, but orders may vary within reason.
16. All items bid will be delivered to the address as noted in the appendix.

## **SPECIAL CONDITIONS**

### **DELIVERY LOCATIONS:**

The vendor shall deliver the propane purchased to the locations listed in the Appendix.

### **TANKS:**

All tanks, except those listed as district owned, shall be provided by the vendor. No additional charge shall be assessed for providing the tanks needed. *(See Appendix)*

### **DELIVERY PERIOD:**

All items shall be delivered between July 1, 2025 and June 30, 2026 for fiscal year 25/26. Suppliers should contact the place of destination before making the first delivery.

All purchase orders will be issued to vendors by June 30, 2025.

### **BILLING:**

Invoices shall be submitted to the school district or agency receiving delivery. Payment shall be the responsibility of that district or agency. Invoices shall include copies of meter tickets indicating gallons delivered, location and date of each delivery.

### **PRICE:**

The Prices quoted shall be effective May 1, 2025, and shall reflect refinery Rack Prices for that date. A copy of the Rack Price Charge Form for that date shall be included with all bids submitted. Confirmation of Rack Price charges shall be submitted to reflect daily refinery charges on the date of a billing.

### **SCHOOL EMPLOYEE DISCOUNT:**

The awarded vendor agrees to provide a discount on propane purchases for current employees of the districts participating in this bid contract. The discount will be a fixed margin-based pricing over the cost or a straight percentage off the standard residential propane rate (e.g.- 20% discount).

#### Terms and Conditions:

- Discounts are available to school employees of the districts listed in the appendix of this bid package.
- Employees will provide valid employment verification (e.g., recent pay stub or employee ID).
- Discounts apply to residential propane purchases and cannot be combined with other promotional offers.
- Employees must establish an account with the vendor and comply with the vendor's standard credit and eligibility requirements.
- The discount is non-transferrable and limited to one account per household.
- The vendor reserves the right to periodically verify employment status to ensure eligibility.

**LAKE COUNTY SUPERINTENDENT OF SCHOOLS**

**BID FORM: PROPANE – 25/28 FY**

I have read the bid conditions and herewith submit the following bid:

Propane (LP Gas) 335,000 gal

Rack Price OPIS Index Plus or Minus Total Price per Gallon + (Mark-up cost: cents per gallon)  
= (Rack Price + Mark-up)

\$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_

I Submit This Bid For:

Name of Firm:

By: \_\_\_\_\_  
*(Signature) (Print Name)*

Title or Position:

Address:

Zip Code: Telephone:

Bid must be signed by a responsible officer or employee. Please type or print name adjacent to signature.  
**Unsigned bids shall be rejected.**

**\*Please address bid envelope with: SCHOOL PROPANE BID 2025-28**  
**\*\*Bid Opening on May 14, 2025 at 2:30 p.m.**

# **APPENDIX**

**LAKE COUNTY**

**SCHOOLS**

**PROPANE PRODUCTS  
DELIVERY ESTIMATES  
FOR 2025 – 2028**

**LAKE COUNTY SCHOOLS**  
**Propane Information**

**District: KELSEYVILLE UNIFIED SCHOOL DISTRICT**

Estimated Gallons of Propane to be Used 7/1/2025 - 6/30/2028 30,000 Gallons/yearly EST.  
**ANNUAL TOTAL**

Tank Owner Drop Site Tank Sizes (District/Vendor)

- Gard Street 1 @ 499 Vendor Owned
- Kelseyville High School 7 @ 499 / 2 @ 1,999 Vendor Owned
- Kelseyville Elem School 3 @ 499 Vendor Owned
- Mt. Vista Middle School 4 @ 499 Vendor Owned
- Maintenance Yard 1 @ 499 Vendor Owned
- Ed Donaldson High School 1 @ 499 Vendor Owned
- Riviera Elementary School 1 @ 3,900 District Owned

Please sign & print your name: \_\_\_\_\_

Approval of participation in 2025/2028 Fiscal Years

**LAKE COUNTY SCHOOLS**  
**Propane Information**

**District: LAKEPORT UNIFIED SCHOOL DISTRICT**

Estimated Gallons of Propane to be Used 7/1/2025 - 6/30/2028 80,000 Gallons/yearly EST.  
**ANNUAL TOTAL**

Tank Owner

Drop Site Tank Sizes (District/Vendor)

- Lakeport Elementary 1 @ 500 Vendor Owned
- Lakeport Bus Barn 1 @ 499 Vendor Owned
- Terrace School 1 @ 575 Vendor Owned
- Clear Lake High – Weight Farm 6 @ 1,000 \_District Owned

Please sign & print your name: \_\_\_\_\_

Approval of participation in 2025/2028 Fiscal Years

**LAKE COUNTY SCHOOLS**  
**Propane Information**

**District: LAKE COUNTY OFFICE OF EDUCATION**

Estimated Gallons of Propane to be Used 7/1/2025 - 6/30/2028 7,000 Gallons/yearly EST.  
**ANNUAL TOTAL**

Tank Owner

Drop Site Tank Sizes (District/Vendor)

- Hance @ 1510 Argonaut Rd, Lakeport 1 @ 1000 Vendor Owned
- Lake County Office of Education 2 @ 1000 Vendor Owned
- Clearlake Creativity School 2 @ 275 Vendor Owned

Please sign & print your name: \_\_\_\_\_

Approval of participation in 2025/2028 Fiscal Years

**LAKE COUNTY SCHOOLS**  
**Propane Information**

**District: UPPER LAKE UNIFIED SCHOOL DISTRICT**

Estimated Gallons of Propane to be Used 7/1/2025 - 6/30/2028 18,000 Gallons/yearly EST.  
**ANNUAL TOTAL**

Tank Owner

Drop Site Tank Sizes (District/Vendor)

- Upper Lake Middle School 2 @ 500 Vendor Owned
- Upper Lake Elementary 2 @ 500 Vendor Owned Upper Lake High Maintenance Yard 1 @ 1,150 District Owned
- Upper Lake High Maintenance Yard 1 @ 575 Vendor Owned
- Room 13 & 14 area 2 @ 1000 Vendor Owned

Please sign & print your name: \_\_\_\_\_

Approval of participation in 2025/2028 Fiscal Years

**LAKE COUNTY SCHOOLS**  
**Propane Information**

**District: KONOCTI UNIFIED SCHOOL DISTRICT**

Estimated Gallons of Propane to be Used 7/1/2025 - 6/30/2028 170,000 Gallons/yearly EST.  
**ANNUAL TOTAL**

Tank Owner

Drop Site Tank Sizes (District/Vendor)

- East Lake Elementary area 1 @ 1,000 / 2 @ 499 Vendor Owned
- Pomo Elementary area 2 @ 499 / 1 @ 575 Vendor Owned
- Burns Valley Elementary area 1 @ 575 / 2 @ 499 Vendor Owned
- Bus Yard area 2 @ 499 Vendor Owned
- Lower Lake Elementary area 1 @ 499 Vendor Owned
- Obsidian Middle 1 @ 575/ 2 @ 1,150 Vendor Owned
- Lower Lake High School area 1 @ 9,510 / 5 @ 499 / 1 @ 120/ 3 @ 1,150 Vendor Owned
- Carle area 1 @ 575 Vendor Owned
- Grounds – Maintenance area 1 @ 575 Vendor Owned

Please sign & print your name: \_\_\_\_\_

Approval of participation in 2025/2028 Fiscal Years

**LAKE COUNTY SCHOOLS**  
**Propane Information**

**District: MIDDLETOWN UNIFIED SCHOOL DISTRICT**

Estimated Gallons of Propane to be Used 7/1/2025 - 6/30/2028 30,000 Gallons/yearly EST.  
**ANNUAL TOTAL**

Tank Owner

Drop Site Tank Sizes (District/Vendor)

- Minnie Cannon wing 3 @ 1,000 Vendor Owned
- Middletown High 2 @ 1,000 Vendor Owned
- Maintenance shop 1 @ 500 Vendor Owned
- High School Greenhouse 1 @ 500 Vendor Owned
- Cobb Mtn Elementary 2 @ 1,000 Vendor Owned
- Coyote Valley Elem 2 @ 1,000 Vendor Owned
- MHS Ag Wind Machine 1 @ 250 Vendor Owned

Please sign & print your name: \_\_\_\_\_

Approval of participation in 2025/2028 Fiscal Years