



Francis Howell School District
801 Corporate Centre Drive
O'Fallon, MO 63368

April 18, 2025

To Whom It May Concern:

Francis Howell School District is accepting bids from qualified vendors for the purchase of Liquid Petroleum Gas for District-wide use with the specifications identified below for five (5) years beginning with the 2025-2026 school year. **Bids must be received by 1:00pm CST on Wednesday April 30, 2025** in order to be considered for selection. Bids must be mailed to the Francis Howell School District Facilities and Operations Office, 828 O'Fallon Road, St. Charles, MO 63304, or hand-carried to this office at the above address. Only bids typed or written in ink will be considered. The bids must be signed and sealed in an envelope, marked clearly with the respondent's name, address, and "Francis Howell School District LP Gas".

Scope of Work:

Bids must include the following:

1. Bidders must quote a fixed price per gallon
2. Bid will cover cylinder exchange
3. Work must be performed when school is not in session

Site Locations:

1. Daniel Boone Elementary, 2101 West Highway D, Wentzville, MO 63385
Eight (8) 1,000 gallon tanks
2. Central School Road Support Center, 4606 Central School Rd, St. Charles, MO 63304
Six (6) 33 pound cylinders, one (1) 20 pound cylinder
3. Transportation Bus Garage, 7001 S Highway 94, St. Charles, MO 63304
One (1) 1,000 gallon tank

This inquiry implies no obligation on the part of the Francis Howell School District.

The Francis Howell School District reserves the right to reject any or all bids and to accept the bids that appear to be in the best interest of the school district. The district reserves the right to waive any informalities or reject any or all bids or any part of any bids. Any bids received after the specified time and date will not be considered.

Respondents are cautioned that the quoted goods and/or services must be provided at the price submitted. No price increase will be permitted pending acceptance or rejection of the bid. All bids shall be deemed final, and no bid shall be subject to correction or amendment for error or miscalculation.

Purchases made by the Francis Howell School District are exempt from state, local, and federal excise taxes. The official state tax exemption letter shall be furnished upon request.

The District reserves the right to award this bid on an item-by-item basis or as a whole to one vendor, whichever is in the best interest of the school district.

Per National Fire Alarm Code, service personnel shall have the requisite training and experience, be factory trained and certified, State certified, NICET certified, etc. (see NFPA 72).

All bidders are encouraged to use workers on the projects that are trained and skilled in their respective fields, evidenced by having completed or being currently enrolled in a training program or apprenticeship program, to provide the district with the most qualified workers to complete projects.

All persons employed by outside vendors/contractors will be required to successfully undergo a criminal record and a clear check of the Child Abuse/Neglect Registry. Such background checks will be performed at the vendors/contractors expense and will, upon request, be shared with the district.

The Contractor shall comply with all applicable state laws, municipal ordinances, and the rules and regulations of governing authorities. The Contractor shall observe all regulations governing the provisions of the State Workers Compensation Law. The Contractor shall save and hold harmless Francis Howell from and against all liability, claims and demands because of personal injuries, property loss, or damage of any kind whatsoever connected with the performance of this contract.

Contractor Insurance: The successful bidder agrees to carry the following insurance coverage during the period of this contract, and will provide the Francis Howell School District with certificates of insurance on all required coverage prior to commencement of the work under this contract.

1. **Workers Compensation:** All Contractors on site must have workmans compensation in compliance with statutory requirements.
2. **Public Liability and Property Damage Insurance:** Limits of not less than \$100,000 per person and \$200,000 per occurrence and \$200,000 property damage per occurrence.
3. **Automotive Liability and Property Damage:** Same coverage as above for all owned and rented automotive equipment used in the performance of this contract.

In the event no funds or insufficient funds are appropriated and budgeted for this service, the district shall, not less than sixty (60) days prior to the end of a fiscal period, in writing, notify the company to terminate the contract.

The anticipated timeline for the project is as follows:

- Friday, April 18, 2025 - RFP released for bids
- Friday, April 30, 2025 - Proposals due by 1:00pm CST and reviewed thereafter
- Monday, May 5, 2025 - Purchase recommendation prepared for Board of Education
- Thursday, May 15, 2025 - Purchase Approval by Board of Education

Questions may be asked via email to matthew.bollwerk@fhdschools.org until noon on Wednesday April 23, 2025. It is the responsibility of the respondent to check the district website, www.fhdschools.org, or contact the Purchasing Department at matthew.bollwerk@fhdschools.org for any addendums or updates before the closing date.