

RFP: Propane

Emanuel County Schools

Propane Supply Bid Specifications

July 1, 2026- June 30, 2027

Bid Due Date: May 28, 2026 at 2:00 PM

Issue Date: May 1, 2026

Contact Person: Jansen Ware, Assistant Superintendent

Purpose

Emanuel County Schools is soliciting sealed bids from qualified vendors for the supply and delivery of propane gas for district facilities.

Swainsboro High School Field House

Swainsboro High School Greenhouse

Swainsboro Middle School Greenhouse

Emanuel County Institute Greenhouse

Scope of Services

The awarded vendor shall provide:

- Bulk propane fuel supply
- Scheduled and emergency delivery services
- Tank refills for district-owned and/or vendor-owned tanks
- Monitoring of tank levels
- Compliance with all state, federal, and local safety regulations
- Maintenance/service support for leased tanks

Estimated Usage

Estimated annual propane consumption may include, but is not guaranteed:

- Agricultural or maintenance equipment (Greenhouses)
- Athletic Facility Equipment (commercial dryer)

Pricing Requirements

Bidders shall provide:

A. Fixed Price Option:

- Price per gallon for propane
- Delivery fees (if any)
- Tank rental fees (if applicable)
- Emergency delivery fees

B. Variable Price Option:

- Cost structure based on OPIS or market index
- Markup percentage or flat fee
- Delivery fees
- Tank rental/service fees

C. Additional Charges:

Clearly identify all:

Hazmat fees

- Environmental fees
- Fuel surcharges
- Administrative fees

Delivery Requirements

- Deliveries must be made during normal business hours unless otherwise approved
- Emergency deliveries must be available within 24 hours
- Vendor must ensure uninterrupted supply
- Delivery tickets must include:
 - Date
 - Location
 - Gallons delivered
 - Price per gallon
 - Total cost

Equipment Specifications (If Vendor-Owned Tanks)

Vendor shall specify:

- Tank sizes available
- Installation costs

- Maintenance responsibilities
- Monitoring capabilities
- Leak detection compliance
- Removal terms upon contract termination

Safety and Compliance

Vendor must:

- Be licensed and insured
- Meet all Georgia and federal propane regulations
- Provide proof of:
 - Liability insurance
 - Workers compensation
 - Relevant certifications
- Maintain OSHA and NFPA compliance
- Provide emergency response procedures

Bid Submission Requirements

Bidders must include:

- Company profile
- References from similar school/government clients
- Pricing sheet
- Service area confirmation
- Proof of insurance
- Licensing documentation
- Completed non-collusion affidavit
- W-9

Evaluation Criteria

Bids may be evaluated based on:

- Cost
- Reliability
- Service capabilities
- Emergency response
- Vendor experience
- References
- Compliance with specifications

Lowest bid may not automatically guarantee award.

Contract Terms

- District reserves right to reject any/all bids
- Contract may be renewed annually upon mutual agreement with a one year roll-over option
- Vendor performance may be reviewed periodically
- Pricing adjustments must be clearly defined
- Termination clauses must be included

Submission Instructions

Sealed bids should be clearly marked:

“Propane Fuel Bid”

Submit to:
Emanuel County Schools
201 North Main St.
Swainsboro, GA 30401

Deadline: May 28, 2026 at 2:00 PM

Late submissions will not be accepted.

Special Conditions

- Quantities are estimates only
- District may add or remove delivery sites
- District reserves right to purchase from alternate sources during emergencies
- Vendor must coordinate with district maintenance department