



## **REQUESTS FOR PROPOSALS RFP 2023-1019-002 Propane Fuel**

The Board of County Commissioners will receive sealed proposals for LP Gas, until 12:00 p.m. MST p.m. MST, Wednesday, October 18, 2023 at the office of the County Commissioners, 218 West Kiowa Ave, Fort Morgan, Colorado. All responses will be publicly opened and read aloud 9:00 MST, Thursday, October 19, 2023. Location of proposal openings will be at 218 West Kiowa Ave, Fort Morgan, Colorado. Vendors and/or public will be able to view RFP opening via a Zoom meeting. Details will be posted on the county website at: <https://morgancounty.colorado.gov/bids-and-proposals>.

The RFP is on file in the office of Administrative Services Department at 218 West Kiowa Avenue, Fort Morgan, CO and also on the Morgan County Website at <https://morgancounty.colorado.gov>

All Proposals can be submitted as follows:

- Email – Proposals may be emailed to: [bccadmin@co.morgan.co.us](mailto:bccadmin@co.morgan.co.us). Emailed proposals must include the following statement on the email: **“I hereby waive my right to a sealed proposal”**. An email confirmation will be sent when the County receives the proposal within 24 hours of normal business hours.
- Hand delivery - Two (2) copies of the proposal may be hand delivered to the Office of the Board of County Commissioners, 218 W. Kiowa Ave. Fort Morgan, CO 80701.
- Mail - All proposals must be clearly marked on the envelope **RFP 2023-1019-002**.

Please address as follows:

Morgan County  
Attn: Dusty Corliss, Accounting Specialist  
218 W Kiowa Ave  
Fort Morgan, CO 80701

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Dusty Corliss  
Accounting Specialist  
Morgan County, Colorado

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Complete response packet contains 6 pages of documents

## GENERAL INSTRUCTIONS TO RESPONDERS

1. A “proposal” is a responsive, conforming, unconditional, complete, legible, and properly executed offer by a responder to provide the product specified in the Request for Proposal (RFP) for the compensation specified.
2. Responses shall be clearly marked with the **RFP 2023-1019-002**, Company Name, contact person, mailing address, telephone number of the responder, and contact email address.
3. It shall be the responsibility of the responder to ensure that the response is in proper form and in the County’s possession by or before the time and date designated in the RFP. Responses will not be accepted after the designated time and date. Any response received late will be returned to the responder unopened, if possible.
4. If a mistake is made or discovered during or after the County’s review of responses, the County reserves the right to determine which party made the mistake and whether the mistake is material and, after these determinations, the County, in its sole reasonable discretion, shall decide whether to accept or reject the proposal. No advantage shall be taken by any party of manifest clerical errors or omissions in any proposal. Responders shall notify the County immediately of any errors or omissions that are encountered.
5. Any item which does not meet all of the terms, conditions, or specifications of this package must be clearly indicated on the exceptions section of the Proposal Reply Form or on a separate sheet of paper and returned with the proposal.
6. The County shall not reimburse any responder for any cost incurred in preparing a proposal or attending equipment demonstrations, inspections, pre-proposal conferences, or interviews.
7. Any amplification, clarification, explanation, interpretation, or correction of a response shall be made only by written addendum, and a copy of the addendum shall be mailed or delivered to each person receiving a RFP. The County is not responsible for any amplification, clarification, explanation, or interpretation or correction of a proposal not contained in written addenda.
8. The County reserves the right to determine, in its sole reasonable discretion, whether any proposal meets the needs or purposes intended and is within the approved budget. The County does not base its award on prices alone. Also to be considered are: quality of product; past experience with the responder or any subcontractors, consultants, products or suppliers; qualifications of the responder and/or subcontractors or suppliers; services offered; warranties; maintenance considerations; long-range costs; delivery; and similar conditions.
9. The final award shall be made by the Board of County Commissioners in the best interests of Morgan County. **Morgan County may grant a 5% preference to local businesses. A local business shall be a business which maintains a physical place of business in Morgan County.**

10. The County reserves the right to conduct such investigations as it deems necessary to assist in the evaluation of any proposal to establish the experience, responsibility, reliability, references, reputation, qualifications, or financial ability of any responder, manufacturer or supplier. The purpose of such investigation is to satisfy the County that the responder has the ability to supply the specified product and to perform the necessary warranty and product support in accordance with the RFP in the prescribed manner and time.
11. The County reserves the right, if it deems such action to be in its best interests, to reject any and all responses or to waive any irregularities or informalities therein. Any incomplete, false, or misleading information provided by any responder shall be grounds for rejection of the proposal. If proposals are rejected, the County further reserves the right to investigate and accept the next best proposal in order of ranking, or to reject all proposals and re-solicit for additional proposals.
12. No proposal shall include federal excise taxes or state or local sales or use taxes.
13. Each proposal shall include a statement of standard warranty of the manufacturer.
14. Any response received as a result of this request is prepared at the responder's expense and becomes County property and is therefore a public record upon opening by the County.
15. If responder considers any of the information being submitted to be trade secrets, privileged information, or confidential commercial, financial, geological, or geophysical data, it is responder's responsibility to label the information as such. Otherwise, all information submitted shall be available as a public record for public inspection.
16. By submitting a proposal, the responder acknowledges that (a) the preparation of the proposal, and other quotations herein contained, does not obligate the County in any way; (b) the County assumes no obligation to enter into an agreement for the product; (c) all responsive documents are understood; and (d) the responder has the ability to deliver the product/equipment as specified herein in accordance with the RFP.
17. No proposal may be withdrawn for a period of sixty (60) days after the deadline for proposals

## PROPOSAL REQUIREMENTS

1. Pricing shall be to furnish and delivery propane fuel to all Morgan County sites listed below.
2. It is acceptable and preferred that each tank location be filled to the appropriate capacity at a minimum of once per month from November through March as part of a company's route truck delivery.
3. Prices shall be for a period of one year beginning November 1, 2023 through October 31, 2024
4. A bill of lading or delivery ticket shall accompany each delivery and shall show product quantity delivered.
5. Proposals pricing shall be F.O.B. to the delivery points specified below.
6. Product delivered shall meet the generally accepted industry quality standards.
7. Quantities listed at the locations are approximations. The County reserves the right to increase or decrease the quantities without adjustment to the bid price.
8. Award shall be based on the total annual cost to furnish and deliver the estimated quantities of propane fuel to all Morgan County locations listed.
9. All proposals must be submitted on the "Proposal Reply Form".
10. Two (2) copies of all proposals must be submitted.

## LOCATIONS AND STORAGE

Location	Tank Size	Estimated Usage
Weldona Maintenance Shop 7555 Highway 144, Weldona, CO 80653	500 Gallons	1,500 Gallons
Wiggins Maintenance Shop 5530 County Road L, Wiggins, CO 80654	500 Gallons	1,500 Gallons
F & 20 Maintenance Shop 5166 County Road 20, Fort Morgan, CO 80701	500 Gallons	1,500 Gallons
Landfill Main Site 21448 County Road 22, Fort Morgan, CO 80701	1000 Gallons	1,500 Gallons



**PROPOSAL REPLY FORM**  
**RFP 2023-1019-002 Propane Fuel**  
**Proposal Reply Form**

**Name and Address of Responder:**

Name of Company\_\_\_\_\_

Address of Company\_\_\_\_\_

Phone Number\_\_\_\_\_ Fax Number\_\_\_\_\_

E-Mail Address\_\_\_\_\_

Representative\_\_\_\_\_ Title\_\_\_\_\_

Signature\_\_\_\_\_

**Proposal**

<b>Location</b>	<b>Maximum Delivered Price</b>
Weldona Maintenance Shop 7555 Highway 144, Weldona, CO 80653	\$_____ per Gallon
Wiggins Maintenance Shop 5530 County Road L, Wiggins, CO 80654	\$_____ per Gallon
F & 20 Maintenance Shop 5166 County Road 20, Fort Morgan, CO 80701	\$_____ per Gallon
Landfill Main Site 21448 County Road 22, Fort Morgan, CO 80701	\$_____ per Gallon

**Exceptions to Proposal**

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