

# Custer County Human Resources/Finance

## INVITATION TO BID

### PROPANE GAS SERVICE FOR CUSTER COUNTY BUILDINGS

Custer County is soliciting bids for LP Gas service to the following County Buildings: Courthouse, 205 S. 6<sup>th</sup> St, Westcliffe; Custer County Sheriff's Office, Jail and Search & Rescue Building, 702 Rosita Ave, Westcliffe; Custer County Resource Center Annex, 615 Rosita Ave, Westcliffe; Road and Bridge Shops, 213 N.4<sup>th</sup> St, Westcliffe; Landfill Buildings, 2250 County Road 328, Westcliffe; Custer County Airport, 360 County Road 310, Westcliffe; and the Wetmore Community Building/Library, 95 County Road 393, Wetmore, Colorado. The County owns some of the existing LP tanks and leases some. The bid should include the annual lease costs for necessary tanks.

During the period September 2017 through May 2018, the County facilities used approximately 12000 gallons of LP Gas. The requested bids should cover the period of September 2018 through May 2019. The County requests two bids, if possible from each bidder. One bid should be a "flat rate per gallon bid" for the entire period. The other bid should be a "percentage or amount above cost per gallon bid" for the period. The "percentage bid" must include bidder's supplier contact information so the County may confirm the base cost price at anytime. All bids MUST include proof that each bidder is current in their payment of County and municipal sales taxes for commercial propane sales for the most recent reporting period. Each bid should also include contact information for the bidder's emergency service technician and their response time with ample fuel replacement located in Westcliffe.

Custer County is an equal opportunity employer. Custer County reserves the right to reject any or all bids. All bids must be in accordance with the Custer County Policy & Procedures Manual for Purchasing & Contracting adopted 6-30-17.

Bids must be received by the Custer County HR/Finance Office by the close of business October 5, 2018. Bids should be addressed to: Custer County HR/Finance, Attn: Propane Bid and may be mailed to P.O. Box 150, Westcliffe, Colorado 81252 or may be hand delivered to Dawna Hobby at the Courthouse, 205 South Sixth Street, Westcliffe, Colorado 81252.

Inquiries should be made to the Custer County HR/Finance Director, Custer County Courthouse or by phone 719-783-9067.