

April 1, 2019

TO WHOM IT MAY CONCERN:

The USD 378, Riley County, Board of Education requests price quotes for propane to be delivered to our school buildings and district office. We propose two different types of contracts for vendors to submit bids. See attached bid form.

Please use the following guidelines in submitting your bid:

- 1) All bids must be submitted in a sealed envelope by **9:00 am on Friday, April 26th, 2019.**
- 2) Bids should be submitted to the Superintendent's office to:

Cliff Williams, Superintendent
USD 378, Riley County
204 W. Kansas
P.O. Box 326
Riley, KS 66531

The bids will be presented to the USD 378, Riley County Board of Education for consideration at their regularly scheduled meeting on Monday, May 13, 2019 at 7:00 pm for possible action

The Board of Education reserves the right to reject any and/or all bids. If you have any questions, please call.

Sincerely,

Cliff Williams, Superintendent

USD 378 Riley Schools Propane Delivery Contract

TO VENDORS: You may choose to bid on one or both options.

The contract for propane delivery will end June 30, 2019.

- 1) Approximately 29% in the tank at Riley County Grade School (est.11, 000 capacity)
- 2) Approximately 21% in the tank at Riley County High School (est. 10,500 capacity)
- 3) Approximately 60% in the tank at the Riley County High School Concessions (est. 250 gallons capacity)
- 4) Approximately 42% (estimated 500 gallon capacity) at the District Office.
- 5) We average approximately 60,000 gallons per year.

Option I – Purchase Quantities of Propane, Delivered as Needed

Quantity	20,000 gal.	30,000 gal.	40,000 gal.	50,000 gal.	70,000 gal.
Price Per Gallon					
Total Cost					

Option II – Purchase Price per Gallon, Delivered as Needed

Start of Contract Year	September 1, 2019	Note: Our fiscal Year begins on July 1 and ends on June 30.
Price Per Gallon		
End of Contract Year	June 30, 2020	

Name of Company			
Address			Phone
City	ST	Zip	FAX
Contact Person			

Signature _____

Date _____

It will be the responsibility of the successful bidder to guarantee delivery and maintain the tanks at the schools listed above to insure sufficient supplies of propane at all times.

The USD 378 Riley County Board of Education reserves the right to reject any and/or all bids.

Thank you for your time and effort in submitting a sealed bid.

Cliff Williams, Superintendent of Schools
 USD 378, Riley County
 P.O. Box 326
 Riley KS 66531
 785-485-4000

Please return this form by Friday, April 26, 2019 by 9:00 am to District Office.