

White Pine County School District
1135 Avenue C
Ely, NV 89301
Phone: (775) 289-4851
Website: www.whitepine.k12.nv.us

REQUEST FOR BID (RFB)
FOR PROPANE SERVICES
RFB Number: WPC-PROPANE-20250701
Issue Date: May 30th, 2025

Timeline:

June 13, 2025 - Bid Advertisement
July 11, 2025 - Bid Due Date (on or before 5:00 PM PDT)
July 14, 2025 - Bid Opening at 2:00 PM PDT
July 15, 2025 - Bid award at the public meeting beginning at 6:00 PM PDT.

1. INTRODUCTION

The White Pine County School District (WPCSD) is soliciting competitive bids from qualified and experienced propane service providers for the supply, delivery, and maintenance of propane and associated equipment to various school district facilities within White Pine County, Nevada. The District seeks a reliable partner who can ensure consistent and safe propane supply to support heating, cooking, and other operational needs.

2. BACKGROUND

The White Pine County School District operates multiple facilities, including schools, administrative buildings, and support structures, that utilize propane for various purposes. A list of these facilities, their addresses, and estimated annual propane consumption will be provided in Appendix A.

3. SCOPE OF WORK

The successful bidder will be responsible for providing all necessary propane services, including but not limited to:

- Propane Supply and Delivery:
 - Reliable and timely delivery of bulk propane to all designated District facilities.
 - Automatic "keep full" service based on tank monitoring (telemetry preferred) to prevent run-outs.
 - Emergency delivery services with a guaranteed response time (e.g., within 24 hours).

- Compliance with all federal, state, and local regulations regarding propane transportation and handling.
- Propane Tank Services:
 - Provision of appropriately sized propane storage tanks, either through rental or a lease-to-own agreement.
 - Installation, inspection, maintenance, and certification of all propane tanks and associated piping (up to the point of connection with District-owned equipment) in accordance with NFPA 58, local fire codes, and other applicable regulations.
 - Removal of existing tanks if owned by the current supplier.
 - Proper signage and safety warnings for all tanks.
- Safety and Compliance:
 - Adherence to all safety standards, including OSHA, DOT, and NFPA 58 (Liquefied Petroleum Gas Code).
 - Provision of Material Safety Data Sheets (MSDS) for all propane delivered.
 - Assistance with emergency shut-off procedures and basic safety training for designated District personnel, if requested.
- Customer Service and Reporting:
 - Assignment of a dedicated account representative for WPCSD.
 - 24/7 emergency contact number.
 - Monthly or quarterly detailed usage reports by facility.
 - Clear and transparent invoicing, itemizing deliveries and costs.
 - Ability to provide historical usage data upon request.

4. TERM OF CONTRACT

The initial contract term will be one (1) year, commencing June 30th, 2026, with the option to renew for two (2) additional one-year periods upon mutual agreement and satisfactory performance. Either party may terminate the contract for any reason with 90 days' written notice.

5. BID REQUIREMENTS & SUBMISSION

Bidders must submit a comprehensive proposal that addresses all sections outlined below. Failure to provide all requested information may result in the disqualification of the bid.

5.1. Company Information:

- Legal Company Name, Address, Phone, Email, and Website.
- Primary Contact Person for this bid (Name, Title, Phone, Email).
- Number of years in the propane business.

- Service area, specifically addressing coverage in White Pine County, Nevada.
- Evidence of valid business licenses and permits required to operate in Nevada and White Pine County.

5.2. Technical Proposal:

- Detailed explanation of your proposed propane delivery methods (e.g., scheduled, automatic "keep full," telemetry utilization).
- Guaranteed emergency response time.
- Description of your tank services (installation, maintenance, inspection, rental options).
- Outline of your safety program, including employee training, equipment maintenance, and regulatory compliance.
- Proof of adequate insurance coverage (general liability, auto liability, workers' compensation) with minimum limits of \$1,000,000. WPCSD must be named as an additional insured.

5.3. Pricing Proposal:

Bidders must provide pricing for each facility listed in Appendix A. WPCSD prefers pricing options that provide stability and transparency. Please provide proposals for both pricing options below:

- Fixed Price per Gallon: A flat price per gallon for the entire contract term.
- Market-Based Pricing with a Fixed Differential: A formula based on a verifiable wholesale market index (e.g., Mont Belvieu OPIS), plus a fixed differential (margin) per gallon. Clearly state the index used and the proposed differential.

All pricing proposals must clearly delineate:

- Price per gallon for bulk delivery.
- Annual tank rental fees per tank size (or if included in per-gallon price).
- Any additional fees (e.g., hazmat fees, minimum delivery charges, emergency delivery surcharges).
- Any discounts for prompt payment or high volume.
- Payment terms (e.g., Net 30 days).

5.4. References:

- Provide at least three (3) references from commercial or institutional clients, preferably school districts, that you have served within the last three (3) years. Include company name, contact person, title, phone number, and email address.

5.5. Required Forms (to be completed and submitted with bid):

- Bid Form: (A standardized form will be provided by WPCSD in Appendix B).
- Non-Collusion Affidavit.
- W-9 Form.
- Proof of Insurance.
- Business Licenses/Permits.

6. BID INSTRUCTIONS

- Submission Deadline: All bids must be received no later than July 11, 2025 at 5:00 PM PDT.
- Submission Method: Bids must be submitted in a sealed envelope clearly marked "WPC-PROPANE-20250701 – Propane Services" to: White Pine County School District Attn: Terrill Trask, Chief Financial Officer 1135 Avenue C Ely, NV 89301. Electronic submissions will be accepted as a primary method to: terrill.trask@wpcnvadmin.com
- Questions: All questions regarding this RFB must be submitted in writing via email to Terrill Trask, Chief Financial Officer, at terrill.trask@wpcnvadmin.com by July 2, 2025. Answers will be posted on the WPCSD website at <https://whitepinedistrict.schoolinsites.com/facilities> by July 8, 2025. No phone calls regarding this RFB will be accepted.
- Addenda: Any changes or clarifications to this RFB will be issued as addenda and posted on the WPCSD website. Bidders are responsible for checking the website for any updates prior to submission.
- Right to Reject: WPCSD reserves the right to reject any or all bids, to waive any informalities or irregularities in the bids received, and to accept the bid deemed most advantageous to the District.
- Cost of Preparation: All costs incurred in the preparation and submission of bids will be borne by the bidder.

7. EVALUATION CRITERIA

Bids will be evaluated based on the following criteria:

- Cost: Overall pricing competitiveness and transparency (e.g., fixed price, market-based pricing with differential, annual tank rental fees, other charges). (Weighted: e.g., 40%)
- Reliability and Delivery Capabilities: Demonstrated ability to provide consistent and timely service, including emergency response. (Weighted: e.g., 20%)
- Safety Record and Compliance: Adherence to all relevant safety regulations and a robust safety program. (Weighted: e.g., 20%)

- Experience and References: Proven track record of serving similar clients, positive references. (Weighted: e.g., 10%)
- Customer Service and Support: Quality of customer support, reporting capabilities, and responsiveness. (Weighted: e.g., 10%)

8. APPENDICES

- Appendix A: List of Facilities and Estimated Usage
 - This appendix will list each school/facility address, current tank size, and estimated annual propane consumption in gallons.
- Appendix B: Official Bid Form
 - This form will standardize how bidders submit their pricing for easy comparison.

END OF REQUEST FOR BID

Appendix B: Official Bid Form

White Pine County School District

RFB Number: [WPC-PROPANE-20250701]

Propane Services

SUBMISSION DEADLINE: July 11, 2025, at 5:00 PM PDT

BIDDER INFORMATION

Company Legal Name: _____

Street Address: _____

City, State, Zip Code: _____

Phone Number: _____

Email Address: _____

Website: _____

Primary Contact Person for this Bid: _____

Title: _____

ACKNOWLEDGMENT OF ADDENDA

The Bidder acknowledges receipt of the following Addenda (if any):

Addendum No. ____ Dated: ____

Addendum No. ____ Dated: ____

Addendum No. ____ Dated: ____

PRICING PROPOSAL

Bidders are required to complete the following pricing options.

OPTION 1: FIXED PRICE PER GALLON

This pricing option proposes a single, fixed price per gallon for the entire contract term of one (1) year.

Fixed Price per Gallon: \$_____ (USD)

OPTION 2: MARKET-BASED PRICING WITH A FIXED DIFFERENTIAL

This pricing option proposes a price per gallon based on a verifiable wholesale market index plus a fixed differential (margin) per gallon. The District understands that the price per gallon will fluctuate with the wholesale market.

Designated Wholesale Market Index to be Used (e.g., Mont Belvieu OPIS, Propane Magazine Average, etc.): _____

Fixed Differential (Margin) per Gallon: \$_____ (USD)

FORMULA EXAMPLE (for clarity):

(Monthly Average of [Your Chosen Index] + \$ [Your Fixed Differential]) = Your Price per Gallon

ADDITIONAL FEES & CHARGES:

Please identify any and all additional fees or surcharges that may apply to propane deliveries or services. If a fee is "Included," please state "Included." If "Not Applicable," state "N/A."

Fee/Charge Description	Amount / Rate	Unit (e.g., per delivery, per year, per gallon)	Notes / Explanation (e.g., minimums, conditions)
Emergency Delivery Surcharge	\$_____	Per delivery	Specify response time covered by surcharge: _____
Hazmat Fee	\$_____	Per delivery / Per gallon	[e.g., Per delivery]
Minimum Delivery Quantity	_____ Gallons	Per delivery	Deliveries below this volume may incur additional fees.

Late Payment Penalty	_____ % / Month	Per month	Applied to overdue invoices (e.g., after 30 days)
Other (Specify):	\$ _____		
Other (Specify):	\$ _____		

TANK RENTAL FEES:

Please provide the annual tank rental fee for each common tank size. If tank rental fees are included in your per-gallon price, please state "Included in Per Gallon Price" or "N/A if customer owned."

Tank Size (Gallons)	Annual Rental Fee (USD)	Notes (e.g., Installation Fee, Maintenance Included)
500 Gallon	\$ _____	
1,000 Gallon	\$ _____	
1,500 Gallon	\$ _____	
2,000 Gallon	\$ _____	
3,000 Gallon	\$ _____	

[Add other relevant sizes]	\$ _____	
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SERVICES OFFERED:

Please confirm your ability to provide the following services by checking the box:

- ☐ Automatic "Keep Full" Delivery Service
- ☐ Tank Monitoring/Telemetry Included
- ☐ 24/7 Emergency Service
- ☐ Dedicated Account Representative
- ☐ Online Customer Portal for Usage/Billing
- ☐ Safety Training for District Personnel (Upon Request)
- ☐ Compliance with all NFPA 58, DOT, OSHA Regulations

PAYMENT TERMS:

Our standard payment terms are: _____ (e.g., Net 30 days from invoice date).

CONTRACT TERM:

We agree to the initial contract term of one (1) year and the option to renew for two (2) additional one-year periods.

TOTAL ESTIMATED ANNUAL COST TO WPCSD (For District's internal calculation - based on Appendix A totals and your proposed pricing):

- Option 1 Based: \$ _____ (USD)
- Option 2 Based: \$ _____ (USD)

(Note: This is an estimated cost based on the District's historical usage and your proposed pricing. Actual costs will vary with consumption.)

DECLARATION:

I, the undersigned, on behalf of the Bidder, certify that I have read, understand, and agree to all the terms and conditions outlined in White Pine County School District RFB No. WPC-PROPANE-20250701 for Propane Services, including all appendices and addenda. I further certify that the information provided herein is accurate and complete, and that this bid is made without collusion or fraud.

Printed Name of Authorized Representative:

Title:

Signature:

Date:

Instructions for WPCSD when using this form:

- Fill in the blanks: Make sure to fill in all bracketed [] information (RFB number, dates, times, specific terms like "one (1) year").
- Customize Tank Sizes: Adjust the tank sizes in the "Tank Rental Fees" section to match the actual common tank sizes used by your district or those you anticipate needing.
- Define "Appendix A": This form relies heavily on the "Appendix A: List of Facilities and Estimated Usage." Ensure that document is comprehensive and attached to the RFB.
- Review and Adjust: Always have your legal and procurement teams review the final RFB and Bid Form before release.

PUBLIC NOTICE

WHITE PINE COUNTY SCHOOL DISTRICT REQUEST FOR BID (RFB) FOR PROPANE SERVICES RFB Number: WPC-PROPANE-20250701

The White Pine County School District (WPCSD) is soliciting competitive sealed bids from qualified and experienced propane service providers for the supply, delivery, and maintenance of bulk propane and associated equipment. Services are required for various District facilities located throughout White Pine County, Nevada.

The scope of work includes, but is not limited to, reliable propane supply, automatic "keep full" delivery, emergency services, tank installation and maintenance, and strict adherence to all safety and compliance regulations (NFPA 58, DOT, OSHA, etc.).

The initial contract term will be for one (1) year, with the option to renew for two (2) additional one-year periods.

Detailed specifications, terms and conditions, a list of facilities with estimated usage (Appendix A), and the official Bid Form (Appendix B) are available for download on the White Pine County School District website at: <https://whitepinedistrict.schoolinsites.com/facilities>

All questions regarding this RFB must be submitted in writing via email to Terrill Trask, Chief Financial Officer, at terrill.trask@wpcnvadmin.com by **July 2, 2025, at 5:00 PM PDT**. Answers will be posted as an addendum on the WPCSD website.

Sealed bids, clearly marked "RFB WPC-PROPANE-20250701 – Propane Services," must be received no later than:

Friday, July 11, 2025, 5:00 PM PDT

Mail or Hand-Deliver Bids To: White Pine County School District Attn: Terrill Trask, Chief Financial Officer 1135 Avenue C Ely, NV 89301

The White Pine County School District reserves the right to reject any and all bids, to waive any informalities or irregularities, and to accept the bid deemed most advantageous to the District.

Publish: Jun 13, 2025

Appendix A: List of Facilities and Estimated Usage

This appendix provides a list of White Pine County School District facilities requiring propane services, along with their addresses, current tank information, and estimated annual usage. Bidders should use this information to develop their pricing proposals.

Facility Name	Physical Address (Street, City, Zip)	Primary Use of Propane	Current Tank Size (Gallons)	Tank Ownership (District/ Supplier/ Other)	Estimated Annual Propane Usage (Gallons)	Notes (e.g., specific access, special requirements)
White Pine High School	1800 Bobcat Dr, Ely, NV 89301	Heating, Hot Water	2,000	Supplier (x2)	30,000	Main campus building, consistent use.
David E. Norman Elem. School	1600 Ave M, Ely, NV 89301	Heating, Kitchen	500	District	2,000	Smaller tank, regular fills needed.
McGill Elementary School	100 5th St, McGill, NV 89318	Heating	1,000	District	8,200	Remote location, ensure timely deliveries.
Lund High School / Old Elem. School / Old Lund Gym	1345 Lund Hwy, Lund, NV 89317 / 209 Main St, Lund, NV 89317	Heating, Hot Water	1,500	Supplier (current)	30,000	Rural location, road conditions can impact delivery.

Baker Elem.	120 Main Street, Baker, NV 89311	Heating	500	District	1,400	Very remote, specific delivery window might be needed.
WPCSD District Office	1135 Avenue C, Ely, NV 89301	Bus Shop Heating, Shop Heating	500	District	1,000	Located at District office campus.
TOTAL ESTIMATED ANNUAL USAGE:					72,600	

