

REQUEST FOR PROPOSALS

Project: Propane Services

Date: March 5th, 2025

The Town of Cathlamet is soliciting proposals for propane services at Town owned/leased facilities specified in the Scope of Services. See Scope of Services for locations, tank sizes and average usage. Locations or tanks may be added during the term of the contract and will receive the same pricing.

Sealed proposals shall be provided to the Town of Cathlamet and must be received no later than **12:30 p.m. on Thursday, March 20th, 2025**, at Cathlamet Town Hall, 25 Broadway Street, Cathlamet, Washington. The Statement of Qualifications shall be placed in a sealed envelope clearly marked "PROPANE SERVICES RFP". Late submissions will be automatically disqualified from consideration.

All notices and clarifications made to this RFP will be posted on the Town's webpage <https://www.townofcathlamet.com/bidding-roster>, please monitor the website for all information regarding this RFP. The Town will not be sending individual notifications of changes or updates. It is the sole responsibility of the prospective consultants to remain apprised of changes to the RFP. Proposal Packets may be requested by contacting projectmanager@townofcathlamet.com or online.

Project Contact: Jacquelyn Gribble, 25 Broadway Street, PO Box 68, Cathlamet, WA 98612, (360) 795-3203 ext. 4, projectmanager@townofcathlamet.com

REQUIREMENTS:

Proposals: shall contain the following information:

- A. Firm Description:** Provide contact information, a description of your firm and list relevant information about capabilities, size, rate of services, length of time in existence and experience providing such services. Include an affirmation that the firm has no conflict of interest with regard to any other work performed by the Town.
- B. Pricing:** Cost plus pricing for delivering propane to all locations noted in Scope of Services. Pricing should be valid for one year. Define any additional fees such as delivery fees, surcharges and any other fee that will be included on each bill whether presented separately or included in the per gallon price of propane.
- C. Priority Delivery Status:** Provide confirmation that the Town will be provided with 1) timely deliveries to ensure adequate supply of propane for normal business activities; and 2) priority delivery status for the term of the contract in case of limited supplies or during a declared emergency or disaster.
- D. Safety Inspections:** Provide tank, regulator and fitting safety inspections on a schedule to be agreed upon by the Town and vendor. A report of inspections will be provided to the Town.
- E. Tank Costs:** Provide the total cost, including sales tax, to replace, deliver, set up and install all tanks noted in Scope of Services. A description of how the old tanks shall be emptied of remaining fuel and the cost of this work shall be included with the bid.
- F. References:** List of public agencies or clients for whom similar service is provided, with the name, title and phone number of a contact person.
- G. Billing:** Provide confirmation that delivery receipts will be provided for each delivery and monthly billing will be provided by delivery location.
- H. Insurance:** The firm receiving the contract shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Vendor, his/her agents, representatives, employees or subcontractors as set forth in Exhibit "A" which is attached hereto and incorporated by reference herein.
- I. Town Business License:** The firm receiving this contract must maintain a valid Town of Cathlamet business license for the duration of the contract.

Submittals: One (1) copy of the RFP shall be submitted for review by the selection committee no later than **12:30 p.m. on Thursday, March 20th, 2025**, via hand-delivery at Town Hall, 25 Broadway Street, Cathlamet, WA 98612, or via mail to PO BOX 68, Cathlamet, WA 98612, in a sealed envelope, clearly marked: "Propane Services RFP". The Town assumes no responsibility for delays caused by delivery service and postmarking by the due date will not substitute for actual receipt. All late submissions will be automatically disqualified from consideration.

EVALUATION & SELECTION PROCESS:

Proposals will be evaluated on the basis of the following criteria:

- Compliance with requirements of this RFP;
- Capabilities and resources of the firm;
- Qualifications and experience of the firm; and
- Pricing of both propane and tanks.

The above selection criteria are provided to assist proposers and are not meant to limit other considerations that may become apparent during the course of the selection process. Proposals will be reviewed and evaluated by the Public Works Superintendent and a recommendation for award of contract will be presented to the Cathlamet Town Council.

NON-OBLIGATION STATEMENT:

This Request for Qualifications does not commit the Town of Cathlamet to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The Town of Cathlamet reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Qualifications if it is in the best interest of the Town of Cathlamet to do so. The Town of Cathlamet is an equal opportunity and affirmative action employer. Minority, women, and veteran-owned firms are encouraged to submit proposals.

SCOPE OF SERVICES

Locations	Item
Cathlamet Swimming Pool 500 S. Third Street Cathlamet, WA 98612	1,000 V Tank 1,000 V Tank Remote Monitor
Pioneer Community Center 125 Columbia Street Cathlamet, WA 98612	250 V Tank
Cathlamet Fire Hall 255 2nd Street Cathlamet, WA 98612	1,000 V Underground Tank

EXHIBIT "A"

Insurance. The selected PROPANE PROVIDER shall procure and maintain in force, without cost or expense to Lessor, on or before the commencement date of a propane sales agreement between itself and the Town of Cathlamet, and throughout the Agreement term or as long as PROPANE PROVIDER provides propane to the Town, a broad form comprehensive general liability policy of insurance covering bodily injury and property damage, with respect to the use and occupancy of the Facility with liability limits of not less than \$1,000,000, per occurrence, \$2,000,000 annual aggregate. The PROPANE PROVIDER's insurance shall be primary and written on an "occurrence form", with a company that has a current AM. Best rating of at least "A VII" or better and licensed to do business in the State of Washington as well as the Town of Cathlamet. The Town of Cathlamet shall be named by endorsement as an additional insured on all such general liability policies, which policies shall in addition provide that they may not be canceled or modified for any reason without fifteen (15) days prior written notice to Town of Cathlamet. PROPANE PROVIDER shall provide Town of Cathlamet with a certificate or certificates of such insurance, including the required endorsements within ten (10) days of the execution of this Agreement.

Other Insurance Provisions The insurance policies are to contain, or be endorsed to contain, the following provisions for Commercial General Liability insurance:

- 1.** PROPANE PROVIDER's insurance coverage shall be primary insurance as respect the Town. Any Insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the PROPANE PROVIDER's insurance and shall not contribute with it.
- 2.** The Town shall not waiver the Town's right to subrogation against the PROPANE PROVIDER's insurance coverage.

Verification of Coverage: PROPANE PROVIDER shall furnish the Town with original certificates and a copy of the amendatory endorsements, including the additional insured endorsement, evidencing the insurance requirements of the PROPANE PROVIDER before issuance of the Permit.

Agreement to Indemnify: PROPANE PROVIDER shall indemnify the Town of Cathlamet from and against any and all claims, demands, causes of action, suits or judgments including but not limited to, any claims of insurance carriers, for deaths or injuries to persons or for loss of or damage to property arising out of or in connection with the supplies or services rendered by PROPANE PROVIDER, its agents, servants, employees or invitees. In the event of any claims made or suits filed against the Town of Cathlamet, the Town may, at its option, require the PROPANE PROVIDER to resist or defend such action or proceeding at the PROPANE PROVIDER's own cost and expense by counsel reasonably satisfactory to the Town.

EXHIBIT "B"

Exhibit B must be included with Bid Proposal to be considered for award of bid.

<i>Access Washington, Dept of Enterprise Services, Anacortes, WA refinery price used for Bidder calculation purposes</i>	
	Propane Per Gallon
AW DES, Anacortes Price (use for calculation purposes)	
Freight Cost	
Laid in Price	
*Mark up Price (or percentage over “Laid in” price)	
Total Cost per gallon	
Delivery Fees (broken down per gallon)	
Total Cost per gallon (includes all possible charges per gallon)	
*Mark Up over Laid in Price will remain constant for the term of the contract	

EXHIBIT “C”

Reference Chart of Bill History: The chart below shows the total volume purchased by the Town for Cathlamet for one year through May 2014. This chart is presented for information only. Actual propane usage during the contract term may differ.

Bill History	Purchased volume 1/2022 – 12/2024
Cathlamet Fire Dept	2,874.8 gallons
J.B.H. Pool	7,365.8 gallons
Pioneer Center	300.8 gallons
TOTAL	10,541.40 gallons

Rates: The proposal shall include propane delivery to the Town based on a “Firm Fixed Price” or “Unit Price” plus a differential. Complete *either* chart 1 or chart 2 below.

CHART 1: FIRM FIXED PRICE

Instructions: If you are providing a firm fixed price, complete this grid.

Fee Schedule	Firm Fixed Price 1/2022-12/2024	All Other Fees or Charges*
Town of Cathlamet		
*Must provide details of the fee or charge including freight, taxes and delivery. Requests for payment of fees or charges not disclosed in your response will be rejected.		

CHART 2: UNIT PRICE PLUS DIFFERENTIAL

Instructions: If you are providing a unit price plus differential, complete this grid.

Fee Schedule for 1/2022-12/2024	Unit Price plus Differential	Unit Price Benchmark @ January 1, 2025	All Other Fees or Charges*
Town of Cathlamet			
*Must provide details of the fee or charge including freight, taxes and delivery. Requests for payment of fees or charges not disclosed in your response will be rejected.			

The base price for propane will be the Access Washington Department of Enterprise Services (DES), Anacortes price for the period of the delivery. *

Using the information in the first chart (volume sold 1/2022 to 12/2024) what would your total bill be for one month purchased at the wholesale price charged for propane on January 1, 2025; i.e. total volume sold divided by 12 times price per gallon, plus trip cost, plus any additional fees (assume one delivery) which is $10,541.40 / 12 = 878.45$ gallons per month.

Using Access Washington, DES, Anacortes, WA refinery price:

For January 2025, AW DES, Anacortes price =	_____
Freight cost=	_____
Laid in price =	_____
Mark up price or % over laid in price =	_____
Total cost per gallon =	_____
Delivery fee (priced per gallon) =	_____
Total final cost to Town, including all possible charges =	_____

*If during the period from January 1, 2022 through December 31, 2024, your firm resold propane from any refinery other than Anacortes, please provide the following information: (1) each such refinery from which you sourced propane; (2) the January 2025 cost per gallon of propane at each such refinery; (3) the percentage of total propane your firm sourced from January 1, 2024 through December 31, 2024 from each such refinery and from Anacortes; (4) whether sourcing from each such refinery other than Anacortes changes any of the costs, mark up or fees listed above; and if so, (5) the costs, mark up and fees which would apply for deliveries sourced from any refinery other than Anacortes, together with the total final cost to Town if sourced from any other refinery. If your firm sourced 100% of propane from Anacortes during such period, please so state.

I affirm that there are no other charges than those included in the above calculation. This bid is for (select one) method of pricing: firm fixed [] unit cost plus []

Signed: _____ Date: _____

Bidder comments: _____
