

REQUEST FOR BIDS FOR PROPANE SERVICES

The Town of Eagar is soliciting fixed-rate bids for propane service for the period starting August 1, 2025, and ending June 30, 2026.

FACILITIES:

- Eagar Town Hall Administrative offices, 22 W 2nd St.
- Round Valley Fire & Medical Department, 111 N Butler St.
- Recreation Center- Kitchen, Recreation Center Ln
- Recreation Center- Other, Recreation Center Ln.
- Racquetball Court, 246 E 2nd Ave.
- Eagar Public Works, 1162 S. Watercanyon Rd.

Note: Facilities may be added or removed as needed. The Town of Eagar owns the current propane tanks at each facility.

A tour of the sites may be arranged with the Town Clerk during regular business hours (7 a.m.- 5:30 p.m. Monday-Thursday)

BIDDERS:

All bidders must show an Arizona Transaction Privilege Tax license and hold or obtain a Town of Eagar Business License. Applications are available at the Town administrative offices, 22 W. 2nd St., Eagar, AZ, by calling 928-333-4128 ext. 221 or email Britney Reynolds @ b.reynolds@eagaraz.gov

SERVICE REQUIREMENTS:

- Perform routine tank maintenance as needed.
- Check tank levels weekly from November to March.
- Check tank levels at least every two weeks in October and April.
- Check tanks monthly during the months of May, June, July, August, and September.

OPTIONS:

From time to time the Town may request additional services, or services at another location. Such cases shall be addressed on a case-by-case basis.

ESTIMATES:

For estimating purposes, usage from July 1, 2023, through May 30, 2024, was approximately 10,000 + or - gallons. Seasonal variations and modifications to facilities may cause this figure to fluctuate. The Town does not guarantee a need for 10,000 gallons annually. Need is unlikely to fall below 9,000 gallons per year under any circumstances.

BIDS:

1. Business name, mailing address and telephone number. Parent company and mailing address if relevant.
2. The name and contact information (telephone, fax, email, mailing address) of the individual who will be the Town's primary contact.
3. Emergency contact information.
4. Flat per gallon rate for propane
5. Delivery charge, if applicable
6. A breakdown of additional charges, if applicable

7. A list of surcharges or fees, if applicable
8. Late payment policy, penalties, and fees

SUBMITTAL:

One original and two copies of the submittal shall be provided. Fax submittals will not be accepted. The outside of the submittal package shall be labeled, "BID FOR PROPANE SERVICES"

The submittals must be presented at:

Town of Eagar
Town Clerk's Office
22 W 2nd St.
Eagar, AZ 85925

Submittals shall be accepted at the Town Clerk's Office, 22 W 2nd St., Eagar, AZ until **2 p.m. MST, Wednesday, July 30, 2025**

Late submittals will not be considered. The Town reserves the right to accept or reject any or all bids.

Additional information may be obtained from the Town Clerk at (928) 333-4128 ext 231.

Jessica Vaughan
Town Clerk