



Request for Proposal for Natural Gas Supply

The Ware County Board of Commissioners is seeking sealed proposals for **Natural Gas Supply**. Sealed proposals will be received until **Thursday March 8, 2012 at 10:30 A.M.**, at the **Ware County Commission Office located at 800 Church Street, Suite 223, Waycross, GA 31501**, and shall be opened after that time. Should your firm be interested in submitting a proposal, please complete the attached forms, submit the sealed documents, marked **Proposal for Natural Gas Supply**, and mail or deliver to:

Ware County Commission
Elizabeth Hope
800 Church Street, Suite 223
Waycross, GA 31501

Proposals received after the designated time will not be considered.

Scope of work includes providing uninterruptible supply of natural gas to the locations listed in Request for Proposal (RFP) Natural Gas Supply specifications, exhibit "A".

The proposal documents and specifications may be requested by calling Elizabeth Hope at (912) 287-4300 or downloaded from Ware County's website at this address: <http://www.warecounty.com>

If proposers download proposal documents from the Ware County website (www.warecounty.com), it is the proposer's responsibility to check back with the website for any addenda that may have been issued, prior to the proposal due date. (Or contact Elizabeth Hope at (912) 287-4300).

Proposals may be withdrawn by proposers prior to the time set for official opening. After time has been called, no proposal may be withdrawn for a period of sixty (60) calendar days. Negligence or error on the part of any proposer in preparing his proposal confers no right of withdrawal or modification of his proposal after time has been called.

Preservation of Rights: It is the intent of Ware County to award this contract based upon the lowest and/or best proposal that is in the best interest of Ware County. The Owner reserves the right to reject any and/or all proposals and waive all minor technicalities, informalities, and irregularities. The Owner reserves the right to accept the proposal, which in the judgment of the Owner, is in his best interest.

If you have any questions concerning this request or the submission of this proposal, you may contact Elizabeth Hope at (912) 287-4300.

Objective

Ware County Board of Commissioners currently has seven (7) locations (listed in Exhibit "A" of this RFP) which require the use of natural gas for boilers and providing heat to these facilities. Ware County is looking to contract a more cost efficient supply of natural gas with a service start up date of May 1, 2012 and the ending date of June 30, 2013 and with an annual option to renew for two (2) consecutive annual terms of, July 01 through June 30, while checking prices annually; negotiating with selected proposer to continue service.

General Information

Your company's proposal should include the price, terms and conditions under which you are willing to provide an uninterrupted supply of natural gas to the locations listed in Exhibit "A" of this RFP. Ware County anticipates that, based on its review and evaluation of proposals received pursuant to this RFP, it will select a proposer and execute a Contract pursuant to which the proposer will render the services to Ware County, in accordance with the terms and conditions set forth in the Contract and this RFP.

If your company is using state contract pricing, please include a complete copy of the state contract, including all terms and pricing.

Codes & Regulations

Proposer must comply with all applicable State and Federal Laws. The proposer must have a current legal license for the State of Georgia and a current city or county business license, if required, and is expected to perform all work and provide service with competent personnel. All work is to be performed per current code, law, regulation, manufacturer, and trade standards. Proposer shall comply with all the required codes for safety, state, and local building codes. In the case of conflicting codes, the more stringent shall be the rule to follow.

Termination of Contract

The Ware County Board of Commissioners may, at any time they deem necessary, terminate this agreement with thirty (30) days written notice, for any justifiable reason, such as discontinued use of gas service to buildings, negotiation of better price with another vendor, breach of contractual obligations, without incurring penalties or additional fees.

Should your company require Ware County to sign a contract, contract should be amended to reflect Ware County has the right to cancel or discontinue service at anytime without incurring penalties or additional fees.

Payment shall be made for all services rendered.

Proposal Format

Cover Letter – Must include the name, address, and telephone number of the company, and be signed by the person or persons authorized to represent the Vendor. Proposals shall be submitted in the following format and include the following information.

- Fee proposal for locations listed in Exhibit “A”.
- Proposed duration / term

Prior to the final selection, proposers may be required to submit additional information that Ware County deems necessary to further evaluate the proposer’s qualifications.

Copies

- An original proposal and two (2) copies of the proposal and supporting documents must be submitted in response to the RFP.

Basis of Award

Proposals will be evaluated according to the following criteria:

- Proposer’s qualifications/experience
- Proposer’s customer and industry references
- Proposer’s ability to provide services
- Proposed cost/fee(s)
- Term/Duration of proposed cost /fee(s)

Right to Reject Lowest Fee Proposal

Ware County is under no obligation to award this project to the proposer offering the lowest fee. Evaluation criteria included in this document shall be used in evaluating the proposals.

Right of Negotiation

Ware County reserves the right to negotiate with the lowest and/or best proposer after proposal opening and establishment of the lowest and/or best proposal, before the

contract is awarded and/or after contract award. Ware County reserves the right to negotiate the exact terms and conditions of the contract with the selected proposer. Negotiations will not be made to increase the initial contract price.

Annual Right of Negotiation

Ware County reserves the right to negotiate with the current and other vendors annually to ensure that Ware County is receiving the most cost effective natural gas service.

Rights to Submitted Materials

All responses, inquiries and correspondence in reference to this RFP submitted by proposers shall become property of Ware County when received.

Questions regarding RFP

If you have any questions concerning this submission of this proposal, you may call Elizabeth Hope at (912) 287-4300.

Questions regarding the scope of the project should be directed to the Ware County Facilities Coordinator, Clarke Lee, at 912-287-4480.

Invoicing/Payment

- The amount due shall be paid within thirty (30) days of receipt of a correct invoice.
- Monthly invoices should include the monthly cost per meter and a total monthly cost.
- Ware County may elect to pay via procurement card if accepted by the vendor.
- If the vendor offers web based billing and payment Ware County may elect to utilize these services rather than paper billing.
- Invoices should be submitted to:

Ware County Board of Commissioners
Attn: Elizabeth Hope
P O Box 1069, Waycross, GA 31502

Insurance Coverage

- Vendor must have insurance in accordance with State, Federal and Local laws.
- Prior to commencing work or services under this contract, the Vendor must furnish Ware County with Certificates of Insurance as evidence that policies provide the required coverage.
- Ware County will be held harmless of any liability resulting in the use of this service which is located on private property.

EXHIBIT “A”

AGL Account Number	Meter Number	Account Name	Physical Address
800363375	000004084	Okefenokee Reg. Library	401 Lee Avenue
7973842024	000005542	Ware Co Comm, C/O CLK	227 State Street
6650374517	000005423	Ware Co Comm, C/O CLK	300 Albany Avenue
2403540029	001406604	Fire Station # 1	3411 Harris Road
1376353026	001733764	Ware Co Jail	3487 Harris Road
1068056512	001065642	Ware Co Public Works	3699 Harris Road
1870018519	001538460	Grove Avenue Rec.	1507 Grove Avenue

Proposal for Natural Gas Supply

All blanks on the Proposal Form must be filled in. The completed form shall be without interlineations, alteration or erasure. Failure to submit a bid in the form requested may render the proposal irregular and shall be considered sufficient cause for rejection.

Having carefully examined the specifications for supplying natural gas to locations listed in Exhibit “A” of this RFP, the undersigned proposes to furnish all services, equipment, materials and labor called for by them for the sum as indicated below:

Customer Service Fee: _____

Base Charges: _____

Fixed rate per therm: _____

Term: _____ (calendar year(s) with service start date of May 1, 2012)

Additional Costs not included above: _____

Award of the contract shall be made by the Ware County Board of Commissioners or other authorized representative and the Supplier will be notified in writing by letter, fax, or email.

Sign below in ink in the space provided. Unsigned proposals will be considered incomplete and will be subject to rejection.

It is agreed by the undersigned proposer that the signing and delivery of this proposal represents the proposer's acceptance of the terms and conditions of the specifications and provisions, and if awarded this bid, will perform in accordance with this agreement.

PROPOSAL SUBMITTED BY:

Acknowledgement of Addenda: _____

Company Name: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Phone: _____

Fax: _____

Email: _____

Authorized Signature: _____

Printed Signature: _____

Title of Signer: _____

Date of Signature: _____

Ware County Contract Agreement

Sign, date, notarize, and return this page with the bid documents. This page will be signed, dated, and notarized by the County after approval of the bid.

Signing this document thereby binds the Contractor to all items included in the bid package. The bid documents, amendments, attachments, and specifications are a part of the contract and the Contractor agrees to be bound and to perform in accordance with all the content therein.

Approved by Authorized Representative of Contractor

Company Name: _____

Address: _____

City, State, Zip Code: _____

Authorized Signature: _____

Printed Signature: _____

Printed Title of Signer: _____

Date of Signature: _____

Notary Printed Name & Signature

Date of Expiration

Seal

Approved by Authorized Representative of Ware County

**Ware County Board of Commissioners, 800 Church Street, Suite 223
Waycross, GA 31501**

Printed Title of Signer: **County Manager**

Authorized Signature: _____

Printed Name of Signer: **Paul Smith**

Date of Signature: _____

Notary Printed Name & Signature

Date of Expiration

Seal

Is any owner or officer of the bidder an employee of Ware County or related as close as third cousin to a Ware County Commissioner or other elected official?

CHECK ONE: YES _____ or NO _____

Vendors submitting a bid from Waycross and Ware County MUST have valid City and/or County business license.

COMPLY: YES _____ NO _____

EXPIRATION DATE _____

City License No. _____

County License No. _____

NOTE: Any bid not containing this information will NOT be considered.