

# INVITATION FOR BIDS

## Propane Fuel Supply and Delivery Services

### Town of Alberton, Montana

**Issuing Entity:** Town of Alberton

**Date Issued:** June 11, 2026

**Bid Due Date:** July 1, 2026

**Bid Due Time:** 2:00 PM Local Time

**Submit Bids To:** Town of Alberton, Attn: Town Clerk, PO Box 115, Alberton, MT 59820

[townclerk@albertonmontana.com](mailto:townclerk@albertonmontana.com)

## SECTION 1 — PURPOSE

The Town of Alberton, Montana is soliciting competitive bids from qualified propane suppliers to provide propane fuel supply and delivery services for all town-owned facilities, including maintenance of three (3) town-owned propane storage tanks and five (5) town-owned propane heaters, for a one (1) year contract term with the option to renew for up to two (2) additional one-year periods, subject to mutual agreement and satisfactory performance.

## SECTION 2 — SCOPE OF SERVICES

The successful bidder shall provide the following:

**2.1 Fuel Supply** Supply and deliver propane fuel to all Town of Alberton facilities as needed, including but not limited to Town Hall, public works buildings, the fire station, parks facilities, and any other municipally operated buildings or sites.

**2.2 Delivery** Provide automatic and/or will-call delivery services to maintain adequate fuel levels at all town facilities. Deliveries shall be made during normal business hours unless an emergency situation requires otherwise. Emergency delivery shall be available 24 hours a day, 7 days a week.

**2.3 Propane Tank Maintenance** The Town owns three (3) propane storage tanks. The vendor shall perform routine inspection and maintenance of all three tanks and associated connections at least annually, or more frequently as conditions warrant. Any deficiencies

shall be reported to the Town Clerk or designated representative in writing within 24 hours of discovery.

**2.4 Propane Heater Maintenance** The Town owns five (5) propane heaters. The vendor shall perform annual inspection, cleaning, and tune-up of all five heaters prior to each heating season. Any needed repairs shall be quoted to the Town for approval before work is performed. Emergency heater service shall be available as needed.

**2.5 Pricing** Bids shall be submitted as a price per gallon, which may be tied to a published index (e.g., Mont Belvieu or OPIS Rocky Mountain pricing) with a fixed differential. Bidders must also provide a separate annual maintenance fee or per-service rate for tank and heater maintenance. Bidders must clearly state the pricing methodology for all services.

## **SECTION 3 — CONTRACT TERM**

The initial contract term shall be one (1) year from the date of execution. The Town reserves the right to renew the contract for up to two (2) additional one-year terms upon mutual written agreement and satisfactory vendor performance.

## **SECTION 4 — BID REQUIREMENTS**

All bids must include the following:

1. Completed Bid Form (see Section 6)
2. Price per gallon and pricing methodology
3. Annual maintenance fee or per-service rate for three (3) storage tanks and five (5) propane heaters
4. Description of delivery scheduling and emergency response capability
5. Description of maintenance services to be provided for tanks and heaters
6. Proof of current Montana business license
7. Certificate of liability insurance (minimum \$1,000,000 general liability)
8. List of at least three (3) references from comparable municipal or commercial accounts
9. Signed acknowledgment of all bid terms and conditions

## **SECTION 5 — BID SUBMISSION**

### **⚠ IMPORTANT — SEALED BID REQUIREMENTS**

**All bids must be submitted in a sealed envelope.** Bids submitted by email, fax, or any other electronic means will not be accepted under any circumstances.

The outside of the sealed envelope must be clearly marked as follows:

**SEALED BID — PROPANE SERVICES DO NOT OPEN BEFORE 2:00 PM, JULY 1, 2026**

Bidder Name: \_\_\_\_\_

Bids must be **physically received** by the Town Clerk no later than **2:00 PM on July 1, 2026**. The postmark date does not count — the bid must be in hand at Town Hall by the deadline. Bids arriving after 2:00 PM on July 1, 2026 will be returned to the bidder unopened, regardless of the reason for the delay.

**Sealed bids must be delivered by mail or in person only:**

**By Mail:** Town of Alberton Attn: Town Clerk PO Box 115 Alberton, MT 59820

**In Person:** 607 Railroad Avenue Alberton, MT 59820 Monday – Thursday, 9:00 AM – 3:00 PM (or by appointment — contact [townclerk@albertonmontana.com](mailto:townclerk@albertonmontana.com))

All sealed bids will be stored unopened by the Town Clerk until the public bid opening at **2:00 PM on July 1, 2026** at 607 Railroad Avenue, Alberton, MT. At that time, all bids will be opened and read aloud publicly. The resulting bid tabulation will be included in the Town Council meeting packet for Council consideration and award.

**SECTION 6 — BID FORM**

**Bidder Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Price Per Gallon:** \$ \_\_\_\_\_

**Pricing Methodology (check one):**

- **Fixed price for contract term**
- **Index-based pricing — Index used:** \_\_\_\_\_ **Differential:** \$ \_\_\_\_\_
- **Other (describe):**  
\_\_\_\_\_  
\_\_\_\_\_

**Tank Maintenance — Three (3) Storage Tanks:**

- **Annual flat fee:** \$ \_\_\_\_\_ **per year**
- **Per-service rate:** \$ \_\_\_\_\_ **per visit**

- **Description of services included:** \_\_\_\_\_

**Heater Maintenance — Five (5) Propane Heaters:**

- **Annual flat fee:** \$ \_\_\_\_\_ per year
- **Per-service rate:** \$ \_\_\_\_\_ per heater per visit
- **Description of services included:** \_\_\_\_\_

**Emergency Delivery Available 24/7:** [ ] Yes [ ] No

**Emergency Heater/Tank Service Available:** [ ] Yes [ ] No

**Estimated Delivery Lead Time (normal):** \_\_\_\_\_ hours/days

**Authorized Signature:** \_\_\_\_\_

**Printed Name & Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **SECTION 7 — AWARD CRITERIA**

The Town of Alberton reserves the right to award this contract to the lowest responsible and responsive bidder. The Town also reserves the right to reject any or all bids, to waive irregularities, and to accept the bid deemed most advantageous to the Town.

## **SECTION 8 — QUESTIONS**

All questions regarding this Invitation for Bids must be submitted in writing to the Town Clerk at [townclerk@albertonmontana.com](mailto:townclerk@albertonmontana.com) no later than **Thursday, June 18, 2026 at 3:00 PM Local Time**. Responses to questions will be provided to all registered bidders.

*The Town of Alberton is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability.*