



PURCHASING DEPARTMENT

COLE COUNTY COMMISSION

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To: All Interested Parties
From: Jennifer Prenger, Cole County Purchasing Agent
Date: August 2, 2018
Re: Addendum One to Cole County Bid No. 2018-33: Propane Provision & Services

The following information hereby becomes part of the above-referenced Request for Bid and shall be fully considered in the preparation of your response.

1. Section 3.1 shall be amended by adding new language (in bold) to the existing language as follows:

3.1 **OVERVIEW.** It is the intent of the County to establish a one-year contract to lock in propane rates for the Cole County Department of Public Works for 2018-2019 heating season. **This bid shall also include an option to extend the contract for one additional one-year period if the increase does not exceed ten percent (10%) and the renewal is agreeable to both parties.** Anticipated usage is approximately 5,000 gallons **per year**. There are currently two (2) 1,000 gallon tanks in place at the Department of Public Works (5055 Monticello Road, Jefferson City, Missouri) which are being leased from Three Rivers Propane; the awarded party will be responsible for setting their own tanks should there be a change in provider. The awarded party will be responsible for leak testing the tanks at the onset of service and for any lost propane as a result of a leak.

The bid receipt date and time HAVE NOT BEEN CHANGED. Submissions will be received until Thursday, August 23 at 3:30 p.m. The deadline for questions is Thursday, August 16.

I/We have received Addendum Number One to Bid No. 2018-33 and have fully considered the information provided in preparing a response.

Name of Company

Agent and Title

Authorized Signature