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## Submission Information Package

Request for Proposals for:

# Propane Fueling Service and Propane Fueling System

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For

Monongalia County Urban Mass Transportation Authority

(MCUMTA) Doing Business As:

Mountain Line Transit Authority (MLTA)

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**Submit Proposals to:** Office of the Finance Officer  
Mountain Line Transit Authority 420 DuPont  
Road  
Westover, WV 26501- 2309

**Submission  
Deadline:**

Originally May 15, 2026 Updated to,  
June 12, 2026 at 10 AM

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**Additional Information:** [www.busride.org](http://www.busride.org)

Information: <https://www.busride.org/procurement>

Telephone: (304) 296-3680

Fax: (304) 291-7429

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May 13, 2026

## Mountain Line Transit Authority

### Propane Fueling Service and Propane Fueling System

The Mountain Line Transit Authority (the Authority) will accept sealed proposals for the Propane Fueling Service and Propane Fuel Tank until 2:15 PM local time on May 15, 2026 at 420 DuPont Rd, Morgantown, West Virginia, 26501-2309 and then at said offices all bids will be publicly opened and read.

The contract documents and specifications may be obtained from Loring Danielson, Finance Officer at the above address. Telephone requests should be made to (304) 296-3680. Written requests should be made to: The Mountain Line Transit Authority, 420 DuPont Rd, Morgantown, WV 26501-2309. On the internet proposals are available at: <https://www.busrise.org/procurement>

Bids should be sealed and clearly marked "Propane Fueling System RFP". The Authority reserves the right to reject any and all bids and to waive any informality in bidding on such basis as the Authority deems to be in its best interest. Services are expected to commence from July 1, 2026.

Any contract resulting from bids submitted is subject to a financial assistance contract between the Authority and the U.S. Department of Transportation. All bidders will be required to certify that they are not on the Comptroller General's List of Ineligible bidders. The successful bidder is required to comply with all applicable Equal Employment Opportunity laws and regulations.

The Authority hereby notifies bidders that it will affirmatively insure that in regard to any contract entered into pursuant to this advertisement, minority business enterprises shall be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, creed, national origin, sex or disability in consideration of an award. DBEs are encouraged to apply.

Maria Smith  
CEO  
Mountain Line Transit Authority

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## Proposal forms

- Submittal form
- Reference form
- No proposal reply form
- Proposal package label
- Vendor packet
  
- DBE Survey
- Propane Dispensing Equipment Specifications
- Offer and Award

# INSTRUCTIONS TO VENDORS

## PREPARATION OF PROPOSALS

Proposals must be on the forms furnished within this RFP and completed in their entirety. Proposals must be submitted in a sealed envelope and/or box marked with your company name and **PROPANE FUELING SYSTEM** clearly marked on the outside left hand corner of the envelope or box. Neither the purchaser nor any agent thereof on behalf of the purchaser will be obligated in any way by any Vendor response to this RFP. **This proposal process is covered by the Mountain Line Transit Authority's standard Terms and Conditions, which are included in this proposal.**

- 2.1.1. Due to the large number of vendors listed in certain categories of the MLTA vendor's list, not all vendors will necessarily be sent an invitation each time an RFP is issued. Requests for Proposal issued by the MLTA are published on the MLTA web site [www.busride.org/procurement](http://www.busride.org/procurement). The onus rests on the vendor to review the Authority's legal circulation and the MLTA web site frequently for a listing of RFPs. To view on the Internet, go to the MLTA web site: [www.busride.org/procurement](http://www.busride.org/procurement).
- 2.1.2. Each vendor is responsible for having knowledge and understanding of any Federal laws and West Virginia laws.
- 2.1.3. All responses submitted become the property of the MLTA and are subject to the applicable open records policies and laws.
- 2.1.4. Once the proposal submission deadline has passed, vendors will NOT be provided with any information regarding the status/standing of their submission or bid tabulations until after the Board has selected an awarded vendor.

## 2.2. COMMUNICATION WITH MLTA STAFF

- 2.2.1. All communications concerning this RFP should be submitted by email to [Danielson@busride.org](mailto:Danielson@busride.org) at the MLTA Administrative Office. Only written questions submitted via email will be accepted. Oral explanations or answers shall not be valid. No response other than written addenda distributed by the Administrative Office of MLTA will be binding upon MLTA and shall become part of your proposal package. Offerors are urged to review the specifications, requirements and evaluation process prior to submitting a proposal.
- 2.2.2. By submitting a proposal, the Offeror is indicating their acceptance of the specifications, requirements and evaluation process and will have no standing to protest the specifications, requirements or evaluation process. MLTA Administrative Office at its discretion, may call upon user departments for clarification in their area of expertise. The last date for questions is on
- 2.2.3. From the issue date of this RFP until completion of the entire solicitation process and announcement of award notification, all vendor communication must be authorized by the MLTA Administrative Office including but not limited to communications with MLTA employees and/or contracted agents related to this RFP. Violation of this provision may result in rejection of the vendor's response.

## 2.3. DEFINITIONS

- 2.3.1. The term "Bidders", "Vendor", "Proposer", "Offeror" refers to those parties who are submitting proposals for the work set forth in this document.
- 2.3.2. "Contract Documents" means the Agreement, the Proposer/Bidder's proposal/bid document, the RFP/ITB/RFQ and such other documents as listed in the Agreement, including all amendments or addenda agreed between the parties;
- 2.3.3. "Contractor" means the Bidder/Proposer awarded a Contract resulting from this RFP/ITB/RFQ;
- 2.3.4. The term " Authority", "MLTA" or "Owner" refers to Mountain Line Transit Authority or

- its designated agent;
- 2.3.5. Where the words “shall” or “must” are used, it signifies an absolute minimum function or capacity that, if not satisfied, may result in disqualification;
  - 2.3.6. “Should”, “may” or “is desirable” means desirable but not mandatory functions or capacities. The term "Authority", “MLTA” or “Owner” refers to Mountain Line Transit Authority or its designated agent;
  - 2.3.7. Where the words “shall” or “must” are used, it signifies an absolute minimum function or capacity that, if not satisfied, may result in disqualification;
  - 2.3.8. “Should”, “may” or “is desirable” means desirable but not mandatory functions or capacities.

## **2.4. PROPOSAL FORMS**

Proposals must be submitted on the Form(s) furnished by the Purchasing Department, attached to these documents, extra copies of which are available. The proposal and all other required documents must be submitted in sealed envelope addressed to the **Mountain Line Transit Authority, 420 DuPont Road, Morgantown, WV 26501**, plainly marked for the work as set forth in the “Propane Fueling System RFP”.

## **2.5. INSURANCE AND BONDS**

Contractor must submit with the bid/proposal certificates and/or other evidence of the following:

### **2.5.1. MINIMUM SCOPE AND LIMIT OF INSURANCE and workers compensation insurance**

Coverage shall be at least as broad as:

2.5.1.1. Commercial General Liability (CGL):, including products and completed operations, with limits of no less than \$1,000,000 per occurrence for bodily injury, personal injury, and property damage. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2.5.1.2. Automobile Liability: Insurance Form covering Symbol 1 (any auto), with limits no less than \$1,000,000 per accident for bodily injury and property damage.

2.5.1.3. Workers’ Compensation: Insurance as required by the and Employers’ Liability insurance with a limit of no less than \$1,000,000 per accident for bodily injury or disease.

## **2.6. SURETY BONDS**

Surety Bonds are not required..

## **2.7. DEDUCTIBLES AND SELF-INSURED RETENTIONS**

Any deductibles or self-insured retentions must be declared to and approved by MLTA. At the option of MLTA, either: the contractor shall cause the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects MLTA, its officers, officials, employees, and volunteers; or the Contractor shall provide a financial guarantee satisfactory to MLTA guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

## 2.8. OTHER INSURANCE PROVISIONS

The insurance policies are to contain, or be endorsed to contain, the following provisions:

- 2.8.1. MLTA, its officers, officials, employees, and volunteers are to be covered as additional insured's on the CGL and automobile liability policies with respect to liability arising out of with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations and automobiles owned, leased, hired, or borrowed by or on behalf of the Contractor. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10, 11 85 or both CG 20 10 and CG 23 37 forms if later revisions used).
- 2.8.2. For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as with it.
- 2.8.3. Each insurance policy required by this clause shall provide that coverage shall not be canceled, except with notice to MLTA.
- 2.8.4. **ACCEPTABILITY OF INSURERS:** Insurance is to be placed with insurers with a current A.M. Best rating of no less than A:
- 2.8.5. **VERIFICATION OF COVERAGE:** Prior to the beginning or work under this contract, the contractor shall furnish MLTA with original certificates and amendatory endorsements, or copies of the applicable insurance language, effecting coverage required by this contract.
- 2.8.6. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. MLTA reserves the right to require complete, certified copies of all required insurance policies, including endorsements, required by these specifications, at any time.

## 2.9. CLAIMS MADE POLICIES

- 2.9.1. If any coverage required is written on a claims-made coverage form: The retroactive date must be shown, and this date must be before the execution date of the contract or the beginning of contract work.
- 2.9.2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of contract work.
- 2.9.3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective, or start of work date, the Contractor must purchase extended reporting period coverage for a minimum of five (5) years after completion of contract work.
- 2.9.4. A copy of the claims reporting requirements must be submitted to MLTA for review.
- 2.9.5. If the services involve lead-based paint or asbestos identification/remediation, the Contractors Pollution Liability policy shall not contain lead-based paint or asbestos exclusions. If the services involve mold identification/remediation, the Contractors Pollution Liability policy shall not contain mold exclusion, and the definition of Pollution shall include microbial matter, including mold.

## 2.10. SUBCONTRACTORS

Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein.

- 2.10.1. If subcontractors will be used in the performance of this contract, vendor must complete and submit with its response the Primary Vendor/Subcontractor Utilization form.
- 2.10.2. Vendor shall not assign any duties to perform services nor to provide goods to MLTA under this contract to a subcontractor that is not listed in vendor's response to this solicitation.
- 2.10.3. If a subcontractor is removed from the contact at any time during the term, vendor must notify MLTA Office of Purchasing and Contracts in writing with name of subcontractor, reason for removal and effective date.
- 2.10.4. If vendor desires to add a subcontractor at any time during the term of the

contract, vendor must submit to MLTA Office of Purchasing and Contracts in writing the following information on the subcontractor; company name, address, telephone and fax number, service they will be providing and proposed effective date. Subcontractor may not begin providing service until approved by MLTA.

- 2.10.5. Vendor is responsible for ensuring that all subcontractors who provide goods or services under this contract comply with the terms and conditions of the contract.

**2.11. SPECIAL RISKS OR CIRCUMSTANCES**

Authority reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other circumstances.

**2.12. CORRECTION**

No erasure may be made on proposals. Prior to a proposal submission, errors may be stricken and corrections entered provided the person signing the solicitation initial the strike over or addition. No alterations or amendments are allowed after a proposal opening or receipt of a proposal. Modifications to the proposal may be written on the outside of the envelope.

**2.13. ADDENDUMS & TERMINATION OF SOLICITATION PROCESS**

MLTA may revise a solicitation document by issuing a written addendum prior to its due date, and it is the responsibility of the contractor to check the MLTA Purchasing Website for such addendums.

A Proposal shall make specific acknowledgement of all addendums. MLTA may terminate a solicitation process at any time prior to the award of the contract. Addendums must be signed and **MUST** accompany proposal response.

**2.14. NON-RESTRICTIVE SPECIFICATIONS AND PROCEDURES**

MLTA endeavors to use non-restrictive specifications whenever possible. Unless the solicitation specifically states otherwise, contractors are invited to inform the Purchasing Department whenever specifications appear not to be fair and open. MLTA will be the ultimate determinant of the validity of specifications and procedures.

**2.15. TERMS, CONDITION, AND INSTRUCTIONS**

Unless otherwise specified in the solicitation document, all terms and conditions outlined in the General Terms and Conditions contained herein are incorporated into and become a part of any awarded contract.

**2.16. IRREGULARITIES**

Any deviations from the solicitation requirements, including but not limited to the General Terms and Conditions, are made at the Offeror's risk, and MLTA reserves the right to reject any proposal containing such irregularities. Any such deviations should be conspicuously noted in the proposal. Correspondingly, MLTA reserves the right to waive irregularities when doing so would be in the best interest of MLTA. MLTA further reserves the right to accept only a portion of a proposal and/or combine portions of two or more proposals, assuming the Contractors consent thereto.

**2.17. RE-SOLICITATION**

If at any time during the purchasing process it is found that the integrity of the process has been compromised or that a substantial error has occurred, the solicitation may be terminated by MLTA, in its sole discretion. The purchase may thereafter be re-solicited if MLTA so desires.

**2.18. REVISION OR WITHDRAWAL OF AN OFFER**

A proposal may be revised or withdrawn by the Offeror prior to the opening date and time. After the proposal is opened and closed, MLTA may, in its sole discretion permit withdrawal when its best interest would be served. Generally, withdrawal will only be

allowed in cases where there has been an honest mistake not resulting from negligence with the mistake being clearly ascertainable. A proposal cannot be withdrawn after the contract has been awarded.

**2.19. TIE BIDS**

In the case of a tie score in the vendor bid evaluation the evaluators may award a tie breaking point.

**2.20. EXCEPTIONS**

The submission of a proposal shall be considered an agreement to all the terms and conditions provided herein and in the various RFP documents, unless specifically noted otherwise in the proposal. Any deviation from the specifications must be clearly identified on the appropriate bid form(s).

If the proposer wishes to provide additional detail regarding the deviations in an accompanying letter, it should be noted on the appropriate bid form(s). The furnishing of cuts, catalogs or printed descriptions will not relieve the bidder of this requirement.

MLTA shall determine in its sole discretion whether substitutions or modifications of the requested specifications are comparable to those contained within the RFP. If MLTA determines that the modifications or deviations from the specifications are not in compliance, the bid may be rejected.

**2.21. AFFIDAVITS**

Contractor must submit properly completed and executed E-verify Affidavit and Debarment/Suspension Status and Non-Collusion Affidavit with the bid/proposal package.

**2.22. PROPOSER'S QUALIFICATIONS**

Offerors may be required, before awarding of contract, to show to the complete satisfaction of the MLTA, that he has the necessary facilities, ability and financial resources to execute the work in a satisfactory manner and within the time specified; that he has had experience in construction work as same or similar in nature; that he has past history and references which will ensure the MLTA of his qualifications for executing the work.

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## 3.0 GENERAL CONDITIONS

### 3.1. INCORPORATION INTO CONTRACT

These General Terms and Conditions shall apply to all proposals awarded by MLTA and are a part of the contract between the Offeror and MLTA, unless deviation herein is noted in the solicitation documents (RFP) or otherwise specifically agreed to by the parties.

### 3.2. MLTA POLICIES AND PROCEDURES

Offerors are encouraged to review the MLTA Policy Manual, specifically Policies DJE and DJEH and Regulation DJE-R (1). In the event of a conflict between these Terms and Conditions or any other part of the solicitation documents and the MLTA Policy Manual, the Manual shall control.

### 3.3. LOCATION OF SITE

The location of the work is on the property of the Mountain Line Transit Authority (MLTA)

Mountain Line Transit Authority  
Lot A  
420 DuPont Road  
Morgantown, WV 26501

### 3.4. WORKMANSHIP

All work shall be performed in a workmanlike manner and in compliance with the proposal and other contract documents. MLTA personnel may observe the work procedures and workmanship of the Contractor but such observation will not relieve the Contractor from responsibility for performance.

### 3.5. CHANGE IN CONTRACT

MLTA will not be responsible for any change in the work involving extra cost unless approval in writing is furnished by the MLTA before such work has begun.

### 3.6. TIME OF COMPLETION

Each Offeror may be asked to include in any proposal the number of calendar days in which he guarantees completion of the contract.

### 3.7. INDEMNIFICATION

To the maximum extent permitted by law, Contractor agrees to hold MLTA harmless and to indemnify MLTA from every expense, liability or payment arising out of or through injury (including death) to any person or persons or damage to property (regardless of who the MLTA may be) arising out of or suffered through any act or omission of the Contractor or Subcontractor.

### 3.8. CONTRACTOR'S REPRESENTATIVE

MLTA reserves the right, without cause, to refuse to allow any representative of the Contractor to service the Contract in any manner. In this event the Contractor shall furnish another representative which is acceptable to MLTA.

### 3.9. GOVERNING LAW

The proposal process and any contract entered pursuant thereto shall be governed under the laws of the State of West Virginia

### 3.10. IMMIGRATION COMPLIANCE

3.10.1. Federal Immigration and Control Act - Contractor shall comply fully with and remain in full compliance with the Immigration and Control Act of 1986, as amended to date, including but not limited to all required employment and identity verification procedures and record keeping requirements.

- 3.10.2. In the event Contractor fails to comply in any respect with the requirements of the Immigration Reform and Control Act of 1986, Contractor shall indemnify MLTA and hold MLTA harmless from any and all penalties, fines, charges, assessments, claims, demands, actions or causes of action by the United States Government or by any other entity or person, and agrees to pay any expenses incurred by the Contractor as a result of such failure.

### **3.11. COMPLIANCE WITH LAWS**

- 3.11.1. The Contractor will comply with all licensing laws applicable to their operation in the State of West Virginia and any Federal laws required for the purpose of doing business. Contractor shall, at its own expense, obtain all necessary permits, give all notices, pay all license fees and taxes, and comply with all applicable local, State and Federal Laws, ordinances, rules and regulations in connection with its performance under this contract.
- 3.11.2. Contractor further agrees that in the performance of the contract, it will comply with all laws, regulations, rules and policies that may apply to public education in general and the operation of the MLTA in particular.

### **3.12. CONFIDENTIALITY**

- 3.12.1. Contractor acknowledges that some material and information which may come into its possession or knowledge may consist of confidential and private information of MLTA, its students, or employees, the disclosure of which to or use by third parties may be damaging or in violation of applicable law. Contractor therefore agrees to hold such material and information in strictest confidence, not to make use thereof other than as is necessary for performance of this contract, and not to release or disclose any information to any other party except as may be required by law.
- 3.12.2. Contractor hereby expressly agrees to immediately remove any subcontractor or any of Contractor's employees from performing any work in connection with this contract upon MLTA giving notice to Contractor that MLTA reasonably believes such person has failed to meet the confidentiality obligations or standards of this contract. Any employee or subcontractor so removed shall be replaced as provided under the staffing requirements of this contract.
- 3.12.3. Confidential information includes, but is not limited to, employee data, educational records, and information relating to health records, physician and provider notes, medical bills, claims and other written information of a personal nature, which is to be safeguarded to ensure that it is not improperly disclosed.
- 3.12.4. See, e.g., O.C.G.A. § 50-18-72, O.C.G.A. § 10-1-760, 34 CFR §99.31, 20 USC §1232 (g), 45 C.F.R. § 741.6(c)(3), 45 C.F.R. §84.14(d) and 20 U.S.C. §§ 1400-1491.

### **3.13. DISPUTES**

- 3.13.1. The exclusive jurisdiction and venue for all disputes arising between Contractor and MLTA in connection with the Proposal or any Contract condition shall be the Maria Smith, CEO, MLTA  
Contractor and MLTA may mutually agree to mediation, arbitration, or other alternative dispute resolution as a precursor or alternative to suit in Court.
- 3.13.2. Contractor agrees to pay for MLTA's costs; including any attorney's fees and expenses of litigation, incurred in any litigation should MLTA be a prevailing party. MLTA shall be considered to be a prevailing party if the contractor's lawsuit against MLTA is dismissed at any time for any reason, including without limitation a dismissal without prejudice.

### **3.14. CONTRACTOR NON-PERFORMANCE**

In the event of a breach by Contractor, MLTA shall send to Contractor a written Notice of Default executed by one of its Officers by either hand delivery, telefax or by U.S. Certified Mail; except that in the event of an emergency affecting the safety of persons or property, MLTA may proceed as below without notice. Should Contractor fail to cure such default within three (3) days from receipt of the Notice of Default, then MLTA, may, without prejudice to any other rights or remedies MLTA may have under law, pursue any or all of the following remedies:

- 3.14.1. Supply such number of workers and quantity of materials, equipment and other facilities as MLTA deems necessary for the completion of the Contractor's obligations, or any part thereof which Contractor has failed to complete or perform after the aforesaid notice, and charge the cost thereof to Contractor, who shall be liable for the payment of same including reasonable overhead and profit; or
- 3.14.2. Contract with one or more additional contractors to perform such part of the Contractor's obligations as MLTA shall determine will provide the most expeditious completion of said obligations and charge the cost thereof to Contractor, who shall be liable for the payment of same, including reasonable overhead and profit; or
- 3.14.3. Withhold payment of any monies due Contractor pending corrective action to the extent required by and to the satisfaction of MLTA; or
- 3.14.4. Terminate this Agreement, in which event all costs incurred by MLTA in so performing the remainder of the Contractor's obligations, including reasonable overhead and profit, shall be deducted from any remaining amounts due or to become due to Contractor. In addition to other damages that may be incurred by MLTA, Contractor shall be liable for the payment of any reasonable amount by which such expense may exceed the unpaid balance of the Contract price. The failure of MLTA to exercise any of its rights hereunder shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach.

### **3.15. TERMINATION WITHOUT CAUSE**

Unless provided otherwise by the contract documents, MLTA may terminate this Agreement without cause upon no less than 30 days written notice to the Contractor. In such event, MLTA shall pay contractor for the work performed prior to the date of termination.

### **3.16. SEVERABILITY**

- 3.16.1. Any section, subsection, paragraph, term, condition, provision or other part of this contract which is held, found or declared to be voidable, void, invalid, illegal or otherwise not fully enforceable shall not void any other section, subsection, paragraph, term, condition, provision or part of this contract, and the remainder of this contract shall continue to be of full force and effect.
- 3.16.2. Any agreement of the parties to amend, modify, eliminate or otherwise change any section, subsection, paragraph, term, condition, provision or other term of this Contract shall not affect any other section, subsection, paragraph, term, condition, provision or part of the contract, and the remainder of this contract shall continue to be of full force and effect.

### **3.17. PUBLICITY**

Contractor shall not prepare or disseminate any publicity relating to this contract, products sold or licensed, or the services performed under this contract without express written prior consent of MLTA. As used in this section, the term "publicity" includes but is not limited to advertisements, flyers, public announcements, pamphlets, press releases, reports, books, broadcasts, signs and similar public information.

### **3.18. BACKGROUND CHECKS**

- 3.18.1. MLTA may require background checks on any employee or subcontractor who will be working on MLTA property, in accordance with MLTA Policy DJE and regulations promulgated hereunder.
- 3.18.2. Background checks must be provided to the MLTA Human Resources Department upon request by the MLTA.
- 3.18.3. Firm agrees to comply with any request from the Mountain Line Transit Authority to remove any firm employee from MLTA property. Firm agrees to cooperate with the Mountain Line Transit Authority to the fullest extent practicable in any investigation of any actual or alleged misconduct of any firm employee in connection with any activity arising out of this Agreement.
- 3.18.4. MLTA shall require a criminal background check, periodically, and ensure that all employees meet security requirements.
- 3.18.5. All necessary checks shall be completed prior to employee beginning work. Failure to do so may result in termination of contract.

### **3.19. NOTICES**

Any notice given in connection with this Agreement shall be given in writing and shall be delivered either by hand to the party or by certified mail, return receipt requested, to the party, at the party's address stated herein. Any party may change its address stated herein by giving notice of the change in accordance with this paragraph.

### **3.20. PREPAYMENT**

Unless specified in the solicitation document, offers containing prepayment and/or progress payment requirements may be treated as non-responsive and excluded from consideration.

### **3.21. TAXES**

MLTA is prohibited from paying or reimbursing a contractor for any taxes that may be lawfully imposed on the contractor. Purchases by the MLTA are not subject to Federal Excise Tax or State and Local Sales Tax. Tax Exemption Certificates will be furnished upon request.

### **3.22. PROPOSER'S QUALIFICATIONS**

Offerors may be required, before awarding of contract, to show to the complete satisfaction of the MLTA, that he has the necessary facilities, ability and financial resources to execute the work in a satisfactory manner and within the time specified; that he has had experience in construction work as same or similar in nature; that he has past history and references which will ensure the MLTA of his qualifications for executing the work.

## 4.0 MANDATORY DOCUMENT CHECKLIST

Offeror shall complete, execute and include with the proposal the following **Mandatory** documents. The Mountain Line Transit Authority will evaluate vendor experience, qualifications and capabilities for developing and implementing services. The desired qualifications are outlined below. Responders are required to submit a written narrative corresponding to each of the underlined section items:

### 4.1. TABLE OF CONTENT

- 4.1.1. Please clearly outline and identify the material and responses by tab and page number.
- 4.1.2. Outline in sequential order the major areas of the proposal, including enclosures.
- 4.1.3. Tabs should be used to separate each tabbed section.
- 4.1.4. All pages must be consecutively numbered and correspond to the table of contents.

### 4.2. COVER LETTER

- 4.2.1 Provide a cover letter indicating your company's understanding of the requirements/scope of services of this specific proposal.
- 4.2.2. Letter shall be a brief formal letter from the Offeror that provides information regarding the company's interest in and ability to perform the requirements of this RFP.
- 4.2.3. Offeror shall clearly demonstrate their experience with Propane Fueling Systems.
- 4.2.4. Overview and summary of how your company will assist the Mountain Line Transit Authority in reaching our project goals.

### 4.3. COMPANY PROFILE / EXPERIENCE AND STAFF

- 4.3.1. Provide a core contact with name, title, email, address, phone, and fax
- 4.3.2. Where are your corporate offices located?
- 4.3.3. Please list the number of years your company has been in operation.
- 4.3.4. Describe your support and quality assurance resources
- 4.3.5. Number of current employees
- 4.3.6. Describe how your organization is organized and staffed to support Propane Fueling Systems
- 4.3.7. Provide an organizational charts
- 4.3.8. Management team years of experience
- 4.3.9. Include business license for the State of West Virginia
- 4.3.10. Company website
- 4.3.11. Describe your company's experience in Propane Fueling Systems
- 4.3.12. Provide details/examples as well as quantifiable results and objectives achieved with specific clients (3 client case studies).
- 4.3.13. Describe what strategic advantages your organization brings to the relationship of our organization?
  - Skills
  - Strengths

### 4.4. SCOPE OF WORK AND METHODOLOGY

- 4.4.1. Please provide a detailed scope of work detailing the methodology you are proposing to meet the terms and functionality of this contract.
- 4.4.2. Attention should be paid to the specified elements of this contract, but please include any other details that you are offering to ensure the most efficient and effective performance of this contract. Please note that the written Scope of Work will be a primary element examined by the committee.

#### **4.5. PROPOSED SOLUTION**

Describe the proposed comprehensive fueling solution that will bring the best value to MLTA, including, but not limited to:

- 4.5.1. equipment specifications
- 4.5.2. equipment installation
- 4.5.3. emergency response plan
- 4.5.4. pump location
- 4.5.5. risk/liability of contractor owned equipment on MLTA property

#### **4.6. BILLING AND SUPPLY MANAGEMENT**

- 4.6.1. How fuel is ordered
- 4.6.2. Delivery of fuel
- 4.6.3. How is fuel charged
- 4.6.4. How are PINs assigned
- 4.6.5. What access will MLTA have to data and reports
- 4.6.6. How system will integrate to MLTA FUELMaster
- 4.6.7. Supplier to provide monitoring of fuel levels and provide auto-replenish order and delivery.
- 4.6.8. Provide supply disruption plan and alternative fueling capability in the event of site outages or natural disaster. Plan shall include bobtail truck fueling and 24-hour service.

#### **4.7. TRAINING**

- 4.7.1. Detail the training necessary for the MLTA to fully utilize the Propane Fueling System, the selected Proposer is expected to provide training to MLTA personnel on all aspects of the onsite fueling system, to include, but not limited to:
  - 4.7.1.1. Auto gas station operator & maintenance training
  - 4.7.1.2. Propane properties and characteristics, safe handling
  - 4.7.1.3. Station operation and maintenance and fueling vehicle propane tanks

#### **4.8. TIMELINE**

- 4.8.1. Timeline should include, milestones and deliverables to include, but not limited to installation, software installation, system testing, user / administrator training, and system implementation.
- 4.8.2. Proposer shall list all milestones in Phases that will correlate with the contract pricing agreement.

#### **4.9. SUPPORT AND MAINTENANCE**

- 4.9.1. Detail customer support plan for the proposed system
  - Ex. How long for a service representative to be onsite and/or over the phone, expected length of troubleshooting, any and all service costs.
- 4.9.2. Detail ongoing maintenance support of the system.

#### **4.10. WARRANTY**

List warranty details; specific warranties for all infrastructure, equipment and software.

**4.11. PROJECT PRICING /COST FOR SERVICES OUTLINED**

Provide innovative pricing options that will bring the best value to MLTA. Each item shall be provided a unit cost.

4.11.1. Implementation

4.11.2. Integration

4.11.3. Training Costs

All equipment is least an a year by year from the contractor, and will be returned to the contractor at the end of the lease periods.

4.11.4. Tanks

4.11.5. Pumps

4.11.6. Dispenser System

4.11.7. Provide lease vs. own options

MLTA is expecting to lease the propane tank and related equipment, and at the end of the lease return it to the propane provider.

4.11.8. Price shall be based on Oil Price Information Service (OPIS) pricing (*including any applicable discounts*)

4.11.9. Provide a fixed mark-up per gallon, fixed margin (*annual cost*)

4.11.10. Provide a fixed cost, fixed price per gallon (*annual cost*)

4.11.11. Provide rebate information

Pricing should include critical milestones and deliverables for all specified pricing.

**4.13. FINANCIAL RESPONSIBILITY**

In order to be evaluated and considered for award, Offeror must demonstrate financial stability to MLTA. Offeror must provide at a minimum the following:

4.13.1. Statement from a Certified Public Accountant certifying the firm's financial stability including information as to current or prior bankruptcy proceedings. **OR**

4.13.2. Dun & Bradstreet (D&B) Supplier Evaluation Report (SER) or similar type report shall be delivered to MLTA Purchasing Division. All costs associated with this report shall be borne by Offeror **OR**

4.13.3. Certified Financial Statements – Copy of audited financial statement for each of the last three years, by an independent certified public accounting firm.

4.13.4. Please provide an explanation if you firm has ever filed for bankruptcy; and

4.13.5. Describe any litigation or arbitration matters that your company has been named or involved, even if not related to a Propane Fueling System, and the outcome.

**4.14. REFERENCES**

Provide three (3) references (preferable educational references) on the Reference Form listed in this document.

**4.15. ADDED VALUE**

Offerors are encouraged to describe in detail all added value or additional services or benefits available and offered at no cost to MLTA in their RFP response.

**4.16. ADDITIONAL REQUESTED DOCUMENTS**

- PERFORMANCE /PAYMENT BOND** (*Awardee shall provide 14 days after award notification*)
- COPY OF CURRENT BUSINESS LICENSE**
- SUBMITTAL FORM** (*attached*)
- CERTIFICATE OF INSURANCE**
- VENDOR PACKET** (*attached*)

## **REQUEST FOR PROPOSAL SUBMISSION INSTRUCTIONS**

All proposals received will become a part of the official contract file and may be subject to disclosure. A complete signed proposal must include the documents listed below. Offeror are expected to examine the specifications and all instructions. Failure to do so will be at the Offeror's risk. Each Offeror shall furnish the information required by the solicitation. The proposal and price schedule must be signed by an employee of the company who is legally authorized to enter into a contractual relationship in the name of the Offeror.

**An original (marked as such) and three (3) copies and one (1) electronic copy (USB or Flash Drive -with Proposal formatted into a single pdf file).** Proposals must be submitted in a sealed envelope to the address below. The proposal shall include one with original signature. The sealed parcel shall further be identified with the name and address of the proposer and the designation **“RFP# 24-100, PROPANE FUELING SYSTEM”**.

### **SUBMIT TO:**

Mountain Line  
Transit Authority  
Office of Purchasing  
and Contracts  
**“RFP# 24-100, PROPANE FUELING SYSTEM (MLTA)**  
Attn: Loring Danielson  
420 DuPont Road, Morgantown, WV 26501

## 5.0 INTRODUCTION

The Mountain Line Transit Authority desires to solicit competitive proposals to provide **PROPANE FUELING SYSTEM** for the MLTA. The Offeror shall provide services per the Scope of Services as listed in this Request for Proposals (RFP).

The Mountain Line Transit Authority is a Transit Authority in Monongalia County. It services Monongalia County and the surrounding area (hereinafter "MLTA" or "Authority"). MLTA has a student population of approximately 40,000 and continues to grow.

Mountain Line Transit Authority employs approximately 72 full/part time employees. Employees include bus drivers, custodians, support staff, mechanics, office personnel, and administrators.

### 5.1. TERMS

Mountain Line Transit Authority desires to enter into a contract with a successful vendor **July 1, 2026**, for a term ended **June 30, 2027**, and with an option to renew for one fiscal year ended **June 30, 2028**. Mountain Line Transit Authority takes affirmative action to non-renew. MLTA reserves the right to select more than one firm to provide the necessary services. Because of uncertainty in the marketplace, the vendor has the right to not renew the contract for any reason.

All respondents to this RFP are subject to instructions and additional terms and conditions communicated in this document. Mountain Line Transit Authority reserves the right to reject any or all statements of qualifications, and to waive technicalities and informalities at the discretion of MLTA.

### 5.2. ANNUAL CONTRACTS

The contract shall terminate absolutely and without further obligation at the close of the calendar year. Renewals shall be based on the fiscal year ending June 30th and shall depend upon funding, contractor performance, and agreement by both parties. The contract shall not automatically renew, unless positive action is taken by the Authority's system, and shall terminate at the end of the contract period.

### 5.3. PRICING

Pricing must remain firm for the entire contract period. Payments for the proposed system shall be based on defined deliverables such as implementation, training and other services within phases. No payments shall be made in advance of work performed. Any allowance or cash discount for payment within a certain period before or after contract is to be indicated on the bid; otherwise, it is presumed that payment is to be made on the basis of net 30 days.

### 5.4. AWARD

Award based on highest ranked Proposer. It is the intent of MLTA to award this proposal in its entirety to a single bidder. MLTA reserves the right to reject any or all proposals. A proposal may be rejected if it is in any way incomplete or irregular or if the Offeror cannot meet specifications.

MLTA reserves the right to accept or reject any part of a submitted proposal, to accept the entire proposal from one Offeror, to accept portions of the proposal from several Offerors, or to reject all proposals submitted or waive any minor irregularity. The MLTA reserves the right to award the bid under the most beneficial economic terms for MLTA.

MLTA reserves the right to review and accept or deny requests for price changes due to extenuating circumstances in the economy, market place or acts of God. This option will only be exercised if it is deemed in the best interest of MLTA.

### **5.5. TRADE NAMES, "OR EQUAL" CLAUSE**

The number and trade names given for any products taken from various manufacturers' catalogs as stated shall be construed as being descriptive only of, type, style and quality of materials required.

Specifications to any article, device, product, material fixture, form or type of construction, etc., by name, make or catalog number, with or without the words "or equal", shall be for the purpose of establishing a standard of quality and shall not be construed as limiting competition. Should the Contractor wish to use a product other than the make or kind specified, but which is equal to that specified, he/she shall submit to the Purchasing Department a request for approval of substitution.

### **5.6. ESTIMATES**

Unless otherwise stated in the Instructions, quantities and amounts shown in the RFP are estimates. Proposers are advised that the actual number purchased/required may vary from those in the RFP, depending upon the needs of the MLTA and the availability of funds.

Mountain Line Transit Authority and its representatives shall not be liable for any information or advice or any discrepancies or errors or omissions that may be contained in this RFP or an Addenda, appendices, data, materials or documents (electronic or otherwise) attached or provided to the proponents pursuant to this RFP.

Mountain Line Transit Authority and its advisors make no representation, warranty or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to proponents the general scale and scope of the work. It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

### **5.7. CONTRACTOR EMPLOYEES ON MLTA PROPERTY**

All Contractor employees, agents and subcontractors working on MLTA property must wear ID, preferably a photo ID, and be neat and clean in appearance, and must comply with all of the policies and procedures related to work that are in effect at the administrative site, as the case may be.

Contractor shall provide and institute necessary security measures to prevent unauthorized access to any and all computer networks and Proprietary Information, trade secrets or Student Information of MLTA by any of its employees or agents, and Contractor shall be liable and responsible to MLTA for any and all security breaches by its employees or agents.

### **5.8. CONFERENCE**

Pre-Proposal Conference presents the opportunity for the prospective vendors to get a hands-on perspective of the project. Conference is mandatory.

### **5.9. SITE INSPECTION**

Site Inspection presents the opportunity for the prospective Vendor or Offeror to get a hands-on perspective of the scope of services that are listed. This project will require professional inspection of the areas identified to conduct a detailed analysis that identifies all visible components and elements required for this project.

### **5.10. SHIPMENT AND WARRANTY**

Vendors shall accept returned items for credit or exchange for products shipped incorrectly (wrong product), or for products that are damaged or defective. There will be no charge to customer for these returns.

Vendors must be notified within ten (10) days of any such error. All products are warranted to be free from defects that include manufacturer's warranty, or equipment to be replaced at no charge by the Vendor.

**5.11. LICENSES AND PERMITS**

During the term of the contract, the Contractor shall be responsible for obtaining and maintaining in good standing, all licenses (including professional licenses, if any), permits, inspections and related fees for each of any such licenses, permits and/or inspections required by the Authority, county, city or other government entity or unit to accomplish the work specified in this solicitation document and the contract.

**5.12.0 Propane Fuel Usage**

MLTA was set up prior to use of propane vehicles. The first refill of the propane tanks was in August of 2024. At that time there were three propane buses. These were for 450 with a 26' bus body, and a propane conversion at purchase. Another similar propane bus was added December of 2024 and yet another in October 2025.

Gallons of Propane August 24 to November 24	4 Months	11,176 Gallons
Gallons of Propane December 24 to September 25	10 Months	34,044 Gallons
Gallons of Propane October 25 to March 25	6 Months	24,501 Gallons

## 6.0 SCOPE OF SERVICES

The Mountain Line Transit Authority (“MLTA”) is seeking to secure a PROPANE FUELING SYSTEM . The Proposer shall furnish all equipment, propane and infrastructure as noted to fuel buses. Additional equipment / tank(s) may need to be added in the future depending on growth or structural changes. This project is to be 100% completed by the successful awardee. There is to be no additional expenditures to the authority for site prep and infrastructure to house the propane equipment.

The MLTA is seeking proposals for a comprehensive, turnkey fueling system involving installation of the necessary fueling infrastructure for propane-powered buses. The provision of a continuous high-quality propane supply, twenty-four hour maintenance services for the entire system, and in-depth classroom-based training for its employees is required.

The MLTA anticipates purchasing three (3) propane-powered buses. MLTA expects the delivery of these three buses by the end of December 2023. The expected use of these buses will be approximately 6,750 Gallons of Propane annually for each bus. The use of propane is new to the Authority and will require a supplier that has the experience, knowledge, and capability of meeting the requirements of the RFP.

The propane fuel pumping station will be located at 420 DuPont Road, Lot A, Morgantown, WV 26501.

### 6.1. Proposer shall install:

- 6.1.1. The Contractor shall furnish all technical and professional services required to obtain and maintain compliant on-site refueling operations including but not limited to: site survey(s), drawings, permit applications, inspections, certifications, controls, protection and equipment. Equipment furnished under this specification shall be the latest improved model in current production, as offered to commercial trade, and shall be of quality workmanship and material. The Contractor shall represent that all equipment offered under this RFP will through the term of this agreement remain in good working order and shall be in compliance with the current Liquefied Petroleum Gas (LPG) Safety Rules, National Fire Protection Association (NFPA-58) safety measures and codes, and all other applicable Federal, State & local Codes or regulations;
- 6.1.2. All equipment (Tank, Pump, and Dispenser System) shall be considered leased and will remain the property of and in the care of the supplier for duration of the lease agreement;
- 6.1.3. Install above-ground propane fueling tanks with pump and dispensers;
  - It is expected that the tank will be placed on the ground, which is gravel.
  - Electrical work must be performed by a licensed electrician
- 6.1.4. The propane fueling station shall be a skid mounted, horizontal tank that must meet the plot size restrictions as determined by supplier. The tank shall be an ASME propane tank, 250 psi working pressure. The pump shall be a high differential pump;
- 6.1.5. Provide and install a temperature compensated fuel management system capable of integrating with the existing fuel management system (FUELMASTER) to include tracking the total number of gallons dispensed, number of gallons dispensed per transaction, vehicle fuel usage, vehicle number, vehicle mileage and driver ID;
- 6.1.6. Retain ownership of all infrastructure supplied to MLTA and maintain and update the system as needed to meet the needs of the MLTA and all applicable local, state and federal codes, laws and requirements;
- 6.1.7. Coordinate with the Director of Transportation & Mechanical Transportation to facilitate installation dates be responsible for all technical and professional services required to obtain and maintain compliant on-site fueling equipment;
- 6.1.8. Assist and advise the Authority during the installation of a propane filling

- station(s) to ensure that the fueling equipment is in compliance with all required safety measures and local, state, and federal regulations, including National Fire Protection Association (NFPA) 58;
- 6.1.9. Ensure, after installation, that the fueling equipment offered remains in good working order and shall be and remain in compliance with all Federal, State, and local codes (including NFPA 58);
  - 6.1.10. Provide emergency service for the fuel pump infrastructure within 24 hours of notice;
  - 6.1.11. Be a member of an agency/network of fuel suppliers that can arrange and deliver on-site fuel, should a vehicle be in an area that has no accessible propane stations; and
  - 6.1.12. Provide emergency fueling of vehicles in the event of a breakdown or loss of power for an extended period at the on-site fueling location (possibly by fueling vehicles directly from a fuel truck) m. supply safety training to MLTA employees on the proper handling of propane and the fueling of vehicles

**6.2. The equipment shall:**

- 6.2.1. Include a controlled access system requiring individualized employee PINs;
- 6.2.2. Provide a dispensing rate at a minimum of 8 gallons per minute (GPM) operating multiple dispensers simultaneously;
- 6.2.3. Include a pump package (motor, pump, bypass piping, system sizing and electrical) capable of providing adequate differential pressure based on vehicle type, location, and climate;
- 6.2.4. Ensure that the propane dispenser is the correct dispenser for MLTA vehicles;
- 6.2.5. Include an in-line fuel filter capable of filtering particles measuring 5 microns;
- 6.2.6. Ensure that the filter is placed after the propane auto gas pump in order to filter all fuel prior to entering the receiving vehicles;
- 6.2.7. Include all cables, hardware, and software to tie to MLTA (FUELMASTER); and
- 6.2.8. Include all needed safety and emergency shut off features.

## 7.0 SELECTION PROCESS

The Mountain Line Transit Authority intends to evaluate proposals and award a contract without discussions with Offeror. Therefore, the Offeror's initial proposal should contain the Offeror's best terms from a price and technical standpoint. The scores will be combined to provide an average which will be your final score.

Proposals not meeting minimum eligibility requirements or found to be incomplete will not be considered. Proposals not deemed within the competitive range will not be considered. The Authority may disqualify any Offeror if it is deemed to be in the best interest of the Authority.

### 7.1. EVALUATION CRITERIA

Evaluation will be based on a combination of qualifications, cost and fees, references, and responsiveness. No single factor will determine the final decision.

MLTA reserves the right to seek additional information that may be needed from all respondents in order to clarify the proposal(s). Such informative information shall be provided to MLTA at no cost and within three working days.

The Authority encourages proposals in accordance with the specifications outlined in this document. Alternate proposals will be considered for award only in the event that no proposal substantially complies with the specifications, or if cost or other factors makes such proposals unacceptable. In such case alternate proposals will be evaluated at the option of the Authority.

#### **PHASE I**

RFP's shall be evaluated per the scoring matrix listed.

	<b>POINTS</b>
<b>Completeness of the Proposal</b> Thoroughness of the responses in providing requirements outlined in the Scope of Services. 3-Supported requirements listed in the Scope of Services; 1-Somewhat answered all of the requirements; 1-The response is general; lacks specifics in explaining the requirements in the Scope of Services; and 0-The response does not provide a response to the requirements listed	5
<b>Plan Design and Methodology</b> <i>Vendor shall provide the details on the process of providing services.</i>	15
<b>Capabilities</b> <i>(Fueling solution, supply &amp; billing management)</i>	22
<b>Cost and Fees</b> <i>(Total Cost) MLTA is purchasing (3) Three 26' Propane buses</i>	35
<b>References</b> <i>Vendors shall provide three customer references of similar services to the one proposed to the Mountain Line Transit Authority.</i>	22
<b>Local Preference</b> <i>There is no local preference, the approved vender will be licensed to do business in West Virginia before any work starts.</i>	0
<b>Value Added</b> <i>Other functions adding to MLTAs Goals, Tie Breaker.</i>	1
<b>TOTAL</b>	<b>100</b>

## SUBMITTAL FORM

By signing below, contractor acknowledges that it is a competent firm capable of providing the items and/or services requested, is properly licensed for providing the items or services specified, has read this Request for Proposals, understands it, and agrees to be bound by its terms and conditions. Contractor hereby agrees to furnish items and/or services, at the prices proposed, pursuant to all requirements and specifications contained in this document, upon receipt of notification of award. Contractor further agrees that the language of this document shall govern in the event of a conflict with its proposal. The undersigned, being duly authorized to sign proposal documents and act on behalf of the contractor in an official capacity, certifies that the items and/or services offered in this Request for Proposals meets or exceeds all specifications, terms and conditions as described herein without exceptions. I understand that items and/or services not meeting all specifications, terms and conditions will be rejected and all cost shall be borne by the contractor.

Date \_\_\_\_\_

Company  
Name

Address

City, State,  
Zip

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email \_\_\_\_\_

Contact Person for Clarification of Bid Response \_\_\_\_\_

Acknowledgment of Amendment/Addendum Specify date(s) of addendum in  
space provided

No. 1 \_\_\_\_\_, No 2 \_\_\_\_\_, No. 3 \_\_\_\_\_, No. 4 \_\_\_\_\_, No 5 \_\_\_\_\_.  
Other(s) \_\_\_\_\_

Printed/Typed Name and Title of Individual  
Signing

Signature of Member Authorized to Sign for  
Firm

*Please check the MLTA website [www.busrider.org/procurement](http://www.busrider.org/procurement) daily for any additions or changes to this RFP. Click on the "Current Bid Invitations". It is the responsibility of the Offeror to ensure submissions are based on the most current bid package as well as any addenda.*

## REFERENCE FORM

References: Three references are required with your proposal. These references should relate to projects of a comparable scope completed by your firm.

### REFERENCE #1

---

COMPANY NAME

---

ADDRESS

---

CONTACT / TITLE

---

TELEPHONE

---

FAX

---

SERVICES PROVIDED  
SERVICE

---

DATE OF

### REFERENCE #2

---

COMPANY NAME

---

ADDRESS

---

CONTACT / TITLE

---

TELEPHONE

---

FAX

---

SERVICES PROVIDED  
SERVICE

---

DATE OF

### REFERENCE #3

---

COMPANY NAME

---

ADDRESS

---

CONTACT / TITLE

---

TELEPHONE

---

FAX

---

SERVICES PROVIDED  
OF SERVICE

---

DATE

# VENDOR/CONTRACTOR INFORMATION FORM

MOUNTAIN LINE TRANSIT AUTHORITY  
420 DUPONT ROAD, MORGANTOWN, WV 26501

**NO PROPOSAL REPLY FORM**

MOUNTAIN LINE TRANSIT AUTHORITY  
MORGANTOWN, WEST VIRGINIA  
ADMINISTRATIVE OFFICE

Company Name:

---

Address:

---

City, State: \_\_\_\_\_ Zip: \_\_\_\_\_ FEIN: \_\_\_\_\_

---

Signature of Owner or Authorized Officer/Agent: \_\_\_\_\_ Telephone: \_\_\_\_\_

---

Name of Above: \_\_\_\_\_ Fax: \_\_\_\_\_

---

Email:

---

By my signature, I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, business entity or person submitting an offer for the same materials, supplies, equipment, or services (s), and is in all respects fair and without collusion or fraud. I further agree to abide by all conditions of this invitation, policies and procedures and certify that I am authorized by the Offeror to sign this response. In submitting an offer to the Mountain Line Transit Authority, I, as the respondent, offer and agree that if the offer is accepted, the Offeror will convey, sell, assign, or transfer to the Mountain Line Transit Authority all right, title, and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of West Virginia for price fixing relating to the particular commodity(s) or service(s) purchased or acquired by the Mountain Line Transit Authority. Upon approval by Board, the information contained herein shall constitute the contract between the Board and vendor.

# VENDOR/CONTRACTOR INFORMATION FORM

MOUNTAIN LINE TRANSIT AUTHORITY  
420 DUPONT ROAD, MORGANTOWN, WV 26501

NO PROPOSAL - I HEREBY SUBMIT THIS AS A "NO PROPOSAL" FOR THE REASONS CHECKED BELOW:

- Insufficient time to respond**
- Specifications were unclear or restrictive**
- Could not meet bonding requirements**
- Our schedule will not permit us to respond**
- Terms & Conditions were unclear or restrictive**
- Could not meet specifications**
- Addendum received too late to respond**
- Could not meet Insurance requirements**
- We do not offer the product or service requested**
- Remove our company name from this commodity listing only**
- Keep our company on the bid list for future bids**

# VENDOR/CONTRACTOR INFORMATION FORM

MOUNTAIN LINE TRANSIT AUTHORITY  
420 DUPONT ROAD, MORGANTOWN, WV 26501

## VENDOR PACKET

(FOLLOWING PAGES CONTAIN ADDITIONAL DOCUMENTS TO  
BE SIGNED)

PHONE: (304) 296-3680 • EMAIL: [DANIELSON@BUSRIDE.ORG](mailto:DANIELSON@BUSRIDE.ORG)

<input type="checkbox"/> New <input type="checkbox"/> Change		Effective Date		
Vendor Name			Vendor #	<i>(For CCSD Use only)</i>
Description of Services/Reason for Payment (REQUIRED)				
Do you accept Purchase Orders?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have a EEV/E-Verify Company ID#?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, you must fill out attached applicable Immigration Forms.
Payment Terms (e.g. Net 30, etc.)				
General Information (as listed on W-9)				
Address				
City		State	Zip Code	
Contact Name		Country		
Phone		Fax		
Email				
Purchase Order Information		<input type="checkbox"/> PO information same as General		
Address				
City		State	Zip Code	
Contact Name		Country		
Phone		Fax		
Email				
Remit To Information		<input type="checkbox"/> Remit to information same as General <input type="checkbox"/> Remit to information same as PO		
Address				
City		State	Zip Code	
Contact Name		Country		

# VENDOR/CONTRACTOR INFORMATION FORM

MOUNTAIN LINE TRANSIT AUTHORITY  
420 DUPONT ROAD, MORGANTOWN, WV 26501

<b>Phone</b>		<b>Fax</b>	
<b>Email</b>			
<i>Please email all completed forms to Accounts Payable: <a href="mailto:Finance@busride.org">Finance@busride.org</a></i>			

These forms must be submitted with a completed IRS W-9 form from the vendor/individual.

IRS documents can be found at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

If a completed W-9 is not received, you and/or your company will not be allowed to do business with MLTA.

<i>(For MLTA use only - Please fill out before sending to Vendor)</i>	
<b>MLTA Department submitting form</b>	
<b>Person submitting form</b>	

# VENDOR/CONTRACTOR INFORMATION FORM

MOUNTAIN LINE TRANSIT AUTHORITY

420 DUPONT ROAD, MORGANTOWN, WV 26501

PHONE: (304) 296-3680 • EMAIL: Danielson@busride.org

## CONFLICT OF INTEREST POLICY:

Does any Officer, Director, Owner or Partner in this company have a relationship (current or prior) MLTA?

Yes  No

If yes, please specify the nature of the relationship: \_\_\_\_\_

The types of relationships include:

- a) A spouse/partner any other immediate family member employed by MLTA;
- b) A financial relationship with a MLTA employee;
- c) A personal relationship with a MLTA employee;
- d) Former or current employee of MLTA.

## SUSPENSION AND DEBARMENT:

The applicant certifies that it nor any person in connection with the applicant as a principal or officer, so far as is known, is currently debarred or suspended by any agency of the federal government or State of West Virginia. The vendor/contractor agrees to provide immediate notice to the Authority's purchasing department in the event of being suspended or debarred by any State or Federal department or agency.

Authorized Vendor Contractor

Date:

Signature: \_\_\_\_\_

## VENDOR/CONTRACTOR APPLICATION VERIFICATION:

The undersigned certifies that the information contained herein is correct. Misrepresentation may be cause for removal from the qualified vendor list and any other penalties allowed by law. I affirm that this company's employment practices do not discriminate due to age, race, creed, color, sex, national origin, disability, or religion.

Authorized Vendor Contractor

Date:

Signature: \_\_\_\_\_

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

Print or type  
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) <sup>a</sup> _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) <sup>a</sup>	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
6 City, state, and ZIP code	<b>Mountain Line Transit Authority 420 DuPont Road Morgantown, WV 26582</b>
7 List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

or

Employer identification number									

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign Here**

Signature of  
U.S. person <sup>a</sup>

Date <sup>a</sup>

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

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**DISADVANTAGED BUSINESS ENTERPRISE SURVEY Bidder's DBE**

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

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

Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_

email: \_\_\_\_\_ Number of years firm has been in business: \_\_\_\_\_

Gross Annual Receipts: \_\_\_\_\_

Certified DBE firm with the Transit Authority?

Yes  No

**Subcontractors DBE Information**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ email: \_\_\_\_\_ Number of years firm has been in business: \_\_\_\_\_

Gross Annual Receipts: \_\_\_\_\_

Certified DBE firm with the Transit Authority? Yes No

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

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

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ email: \_\_\_\_\_

Number of years firm has been in business: \_\_\_\_\_

Gross Annual Receipts: \_\_\_\_\_

DBE Application and unified certification link is located as follows:

<http://www.transportation.wv.gov/eeo/DBE/Pages/PersonalFinancialStatement.aspx>

Propane

## Dispensing Equipment Specifications

### SECTION 1. INTRODUCTION

The Mountain Line Transit Authority (Owner) operates a Public Transportation System.

### SECTION 2. SPECIFICATIONS

#### 2.1 OVERVIEW

The work specified shall consist of the design, construction, delivery and installation of LPG Tanks and dispensing systems.

FACILITY	STORAGE CAPACITY
DuPont Road. Lot A	2000 gal.

Storage tanks for LPG shall adhere to NFPA 58, Liquefied Petroleum Gas Code. Specifications for each site are listed below in Sections 2.6 – 2.9. Corresponding site drawings can be found in attachment F. Completed designs and installations shall adhere to the site drawings in Attachment F. Should a Bidder find discrepancies in, or omissions from the Specifications of Contract documents, or should he be in doubt as to their meaning, he/she should at once notify the Owner who may send a written instruction to all Bidders.

**All work associated with this bid is subject to the Davis-Bacon Act and Prevailing Wage Rates as outlined in section 6.9.** The Owner makes no representations, warranties or agreements with respect to this IFB. In addition, the Owner makes no commitment to purchase any products or services or take any other action, including but not limited to, awarding a contract to the Supplier submitting the low responsive and responsible bid. The Owner reserves the right to amend or cancel this IFB at any time for any or no reason. All amendments to this IFB shall be in writing.

#### 2.2 GENERAL REQUIREMENTS

- The Contractor is responsible to obtain, at their expense, any permits, certifications and/or licenses to complete the construction project detailed in this IFB.
- The Contractor shall be responsible for abiding to any safety and environmental ordinances and/or codes pertaining to construction and installation.
- All materials and crating not utilized for construction and installation shall be removed from site and disposed of by the Contractor.
- Bidders shall have a minimum of 5 years of experience in the design and installation of propane tanks and dispensing systems.
- All submissions shall include technical data, shop drawings and product data.
- All submissions shall include Contractor's statement of certification that materials meet or exceed the specifications as provided in this IFB.

#### 2.3 USE OF BRAND OR TRADE NAMES

The use of brand names, trade names, types, styles, model numbers and serial numbers are intended

to be descriptive only and not intended to restrict competition. Specific brand names will be used as a comparative measure of the safety, quality and performance against all bid submissions. However, other brand names, types, styles, model numbers have to be "equal" and meet the minimum requirements of the OEM.

**Exception: The FuelMaster equipment listed in Sections 2.6 – 2.9 has to be procured as specified in order to be able to interface with our current system.**

## **2.4 SITE EXAMINATION**

Before submitting a bid, each Bidder shall be responsible for inspecting the work site to arrive at a clear understanding of the project conditions. The Bidder shall have compared the work sites with their drawings and specifications and completely understand all conditions affecting the execution of the work.

## **2.5 Propane Tanks**

Horizontal – 2000 Gallon Capacity  
Per NEPA Code 58

## **2.6 2.6 Electrical**

Light Panel (See Sheet E-1) MDP, LPB, LPA

Two (2) 110V Circuit for Dispenser:

- One (1) for Control Circuit
- One (1) for Four (4) Wire Twisted Pair Pulse Wire

Two (2) Emergency Stop Buttons:

- One (1) at Dispenser
- One (1) at Building

One (1) Extra 1" Conduit from Propane Dispenser to Inside of Building

All conduits will be sized for their need and use\*

*\*(Show plans for route of conduit to electrical room 10 of building)*

### **Electrical Motor:**

5 H.P. 208-3 Phase Motor w/starter in electrical panel for pump controls

### **Propane Tanks:**

Horizontal - 2,000 Gallon Capacity  
Per NFPA Code 58

### **Dispenser:**

One (1) Propane Auto Fuel Dispenser

Superior Energy System Model No. PAFD-3EE or approved equal

Propane Auto Fuel Dispenser must meet or exceed the following specifications and/or characteristics:

- Pump with 7.5 HP, 3 phase motor and external bypass
- Single sided dispenser with 3/4 x 8' long hose
- Steel cabinet with white powder coat finish
- Operating temperature -25 to 130°F
- Working pressure 350 psi
- High Quality LPG Flowmeters
- Meter accuracy: linearity +/- 0.5%, Repeatability +/- 0.2%
- Meter has built in differential valve and vapor eliminator
- Meter has temperature compensation

- Vehicle connection nozzle installed
- Nozzle will only dispense propane when connected to vehicle and release no more than 2cc of product upon disconnect
- Back-lit LCD dispenser display
- Electrical service: 120/240 VAC, 60Hz, 120 volt flow control solenoid valve
- Safety breakaway couplings, stops flow in both directions
- Electronic Control Computer
  - Mid:Com Display
  - Display & keyboard allowing access to menu options, displays & gallons
  - Mid:Com Electronic Pulsar
  - Electronic calibration
  - Electronic totalizer
  - Automatic temperature compensation
  - Integrated communication & control for 3rd party electronic fuel management system

## 2.7 Location Notes:

Gas Piping: Refer to Site Drawing

Fuel Master: Fuel Master 2500 Plus (single PROKEE slot, receipt printer not required, refer to Attachment I)

– Refer to Site Drawings

*(Show plans for route of conduit inside of building)*

Propane Tank Fuel Island:

Refer to Site Drawing for site location and size

Protection Bollards: Protective structures will be provided by Owner MLTA

## 2.8 CONSTRUCTION SCHEDULE

Bidder shall provide a detailed installation schedule for the site specified.

## 2.9 APPROVED EQUALS

Requests for approved equals shall be supported by complete technical documentation; which shall include descriptive literature, assembly instructions, and detail drawings. Detailed specifications shall also accompany such request. Manufacturer shall supply a list of items where they do not meet specification. Equals shall be approved five days prior to Bid Opening.

## 2.10 WARRANTY

Bidder warrants that installation shall be free from defect in parts, manufacture, and workmanship for a period of one year from project acceptance date.

## 2.11 PRODUCT QUALITY

The Owner is committed to the principal of zero defects and will insist on that same commitment on the part of the Bidder. The Bidder shall make adequate provisions to ensure that the construction, parts, materials and workmanship meets or exceeds the specifications of this IFB. The Bidder shall establish and maintain quality control procedures throughout the entire project.

## 2.12 CUSTOMER SERVICE

The successful Bidder shall respond to the Owner's inquiries at a minimum within one business day of receipt of contact.

**2.13 TRAINING**

Bidder shall supply equipment/product manuals for equipment specified in bid submission. Furthermore, Bidder shall offer a training session to instruct personnel on proper equipment usage and maintenance.

**2.14 MINIMUM REQUIREMENTS FOR PRICING**

Bids shall include all requested deliverables as indicated in Section 2.0 – “Specifications” on Price Proposal Form (Attachment E). The Bidder shall supply pricing for the complete design, installation, equipment, prints/drawings including all necessary installation hardware, and shipping charges if applicable.

**2.15 PRICES QUOTED:**

Prices quoted shall be in accordance with the requirements laid out below:

Rack average propane: sample OPIs report for Greensburg, PA 5/15/2026:

TEPPCO  
GREENSBURG, PA 2026-05-15 10:08:11 EST  
\*\* OPIS PROPANE PRICES \*\*

Storage	Terms	Price	Move	Date of Move
CHS Inc Pipeline	N-Rpt	101.570	-2.00	05/15
Crestwood Pipeline	N-10	98.970	-2.19	05/15
Enterpris Pipeline	N-10	105.050	-2.50	05/15
MeridnLiq Pipeline	Net	103.210	-3.25	05/15
LOW		98.970		
HIGH		105.050		
AVERAGE		102.200		
CONT LOW		98.970		
CONT HIGH		105.050		
CONT AVG		102.200		

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The price of delivery the use of your tank, and profit gets marked up against the average price per gallon of propane. This could be bid to change if certain delivery quantities are met. This is not required.

OFFER AND AWARD May be signed before or after the award but is necessary for a completed contract.

OFFER

By execution below bidder hereby offers to furnish the product/service as herein

indicated. BIDDER: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Signature of Authorized Signee \_\_\_\_\_

Title \_\_\_\_\_

Phone Number - Including Area Code

5.1.1 **AWARD**

By execution below Toe Mountain Line Transit Authority accepts offer as indicated above for furnishing the product/service as specified.

\_\_\_\_\_

Contracting Officer

\_\_\_\_\_

Signature

Title

Award Date

SPECIFICATION

PROPANE FUEL RFP ADDENDUM I

ANY QUESTIONS PERTAINING TO THESE SPECIFICATIONS

SHOULD BE DIRECTED TO:

Loring Danielson

304-296-3680

Addendum, The bid opening has moved to Friday,

June 12, 2026 at 10:00 AM local Time

Bid Opening Place: Westover Administrative Facility  
Monongalia County Urban Mass Transportation Authority  
DBA: Mountain Line Transit Authority  
420 DuPont Rd  
Morgantown, WV 26501-2309