



Kodiak Island Housing Authority

3137 Mill Bay Road, Kodiak, AK 99615

www.kodiakislandhousing.com

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REQUEST FOR PROPOSALS HEATING AND FUELING SERVICES RFP 25-04

1. Introduction and Purpose

Kodiak Island Housing Authority (KIHA) is seeking a qualified vendor to provide heating fuel delivery and related services on a keep-full basis to multiple designated housing units located across Kodiak Island. Vendors are invited to submit proposals that include pricing, service delivery methods, safety practices, and logistics capabilities by May 5th, 2025 with Award notice to go out no later than May 12th, 2025. Additional service locations may be requested periodically throughout the contract term.

2. Scope of Work

The selected contractor shall:

- Deliver heating fuel to multiple identified housing units on a keep-full basis
 - Kodiak Island Housing Authority Office: 3137 and 3181 Mill Bay Rd
 - Woodside Manor (FIC): 2815 Woody Way, Buildings 100, 400, and Center Building
 - Heritage Heights: 514 Mill Bay
 - Harborview Apartments: 214 Kashaveroff
 - 3583 and 3489 Sheratin
 - 264 Lily Dr: Buildings A, B and C
 - 1225 Selief (4plex)
 - Cliffwood Apartments: 1311, 1313, 1319, and 1321 Selief
 - KIHA Warehouse: 8450 Rezanof West **Requires #1 Fuel only**
 - Life Builders: 1110 Madsen
 - Stellar Heights: 1116 E. Rezanof
 - Emerald Heights: 182 Alimaq **Requires #1 fuel only**
 - Maintenance Shop: 2815 Woody Way
 - Other locations will be requested periodically on a temporary basis by KIHA
- Service and delivery shall be for 2 years from the date of Notice to Proceed with an option for one additional year.
- Monitor fuel levels and schedule deliveries to ensure uninterrupted service
- Provide emergency service as needed (24/7 availability preferred)
- Maintain delivery records and reports as requested
- Accommodate additional housing units as requested by KIHA
- Provide and maintain safe delivery practices compliant with local, state, and federal regulations

3. Proposal Requirements

All proposals must include:

- Company profile and qualifications
- Proposed methodology for monitoring and managing keep-full accounts
- Schedule of pricing: per gallon rate, service fees (if any), surcharge policies
- Emergency and after-hours response capability
- Proof of insurance and necessary licenses

4. Evaluation Criteria

Proposals will be evaluated and scored based on the following criteria:

- Cost Competitiveness – 30 points
 - Ability to Maintain Keep-Full Service – 25 points
 - Experience with Similar Contracts – 20 points
 - Vendor Responsiveness and Availability – 15 points
 - Safety and Regulatory Compliance History – 10 points
 - References and Reputation – 10 points
- Total Possible: 110 points**

5. Contract Terms

- Contract term: Service and delivery shall be for 2 years from the date of Notice to Proceed with an option for one additional year
- KIHA reserves the right to cancel the contract with 30 days written notice for non-performance or breach of terms
- All proposals and contracts will adhere to federal procurement standards, including 2 CFR 200 requirements

6. Submission Instructions

- Proposals must be received by **May 5th, 2025**
- Email submissions to: Procurement@KIHA.org
 - Subject line: “RFP 25-04 Submission – Heating Fuel Services”
- Hardcopy must be delivered to
 - Kodiak Island Housing Authority
 - Attn: Procurement Department
 - 3137 Mill Bay Road, Kodiak, AK 99615
 - Clearly marked “RFP 25-04 Submission – Heating Fuel Services”

Late submissions may not be considered.

7. Additional Notes

KIHA reserves the right to:

- Reject any or all proposals
- Request additional information or clarification
- Award the contract in whole or in part

It is the sole responsibility of the Bidder to ensure that bids are received at the proper location prior to the submission deadline. If the parties are unable to negotiate a written agreement, the Housing Authority may terminate negotiations with the highest ranked bidder and proceed to negotiate with the next highest ranked bidder or bidders. Negotiations may include, without limitation, price, contract terms, or modifications.

Questions are encouraged and must be sent in writing to the Procurement Department at Procurement@KIHA.org. by May 4th, 2025. Responses will be provided to all known interested parties.

8. American Indian / Alaska Native Preference

American Indian / Alaska Native owned firms and individuals are encouraged to participate. Preference in the award of this contract will be given to Indian-owned economic enterprises and individuals. The project is subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450 w(b)). To qualify as an Indian-owned enterprise, the proposal must include documented evidence that the enterprise is at least 51% Indian-owned and evidence of operation and control showing a substantial Indian involvement in the day-to-day management and business activities of the enterprise.