

Solicitation 683

Fuel Oil

Bid Designation: Public



Capitol Region Council of Governments

BIDSYNC VENDOR BILLING AGREEMENT

BidSync will contact the Accounts Payable personnel for your company for any billing related questions. Please complete the Account Payable information below:

COMPANY NAME:

ACCOUNTS PAYABLE (AP) CONTACT

First name:

Last name:

DIRECT EMAIL ADDRESS:

DIRECT PHONE NUMBER:

ALTERNATE PHONE NUMBER:

FAX NUMBER:

BILLING OPTIONS

By selecting one of the following billing options and placing an offer, you are agreeing to pay BidSync 2% of the award amount, if you are the winning bidder. If you are the winning bidder, the agency will confirm the award amount once the bid has ended and the agency has made an award decision. The invoice you will receive from BidSync will reflect your billing selection and payment due dates for the amount awarded to your company by the agency.

- PAY ON INVOICE**
BidSync's Pay On Invoice options allows Vendors greater flexibility working with lengthy Government contracts by accepting payment of the fee divided into three equal payments. The payments will be due within 30 days, 60 days, and 90 days from the date of the initial award. If at any time the payment is late, penalties and interest will apply.
- PAY ON AWARD**
BidSync's Pay On Award option offers a 2.0% discount to the total fee when full payment is made within thirty (30) days of the award. If full payment is not received within thirty (30) days of award, the pay option will default to the Pay On Invoice Option.
- CUSTOM PAYMENT SCHEDULE**
BidSync's Custom Pay Schedule allows Vendors to tailor payment to be more appropriate to your contract. The Vendor may contact BidSync's Accounts Receivable at 800-990-9339, ext 478 to set a custom payment schedule, within fifteen (15) days of bid award. If arrangements have not been made within fifteen (15) days of bid award, the pay option will default to the Pay On Invoice Option.

If you have any questions about this Billing Agreement, you may directly contact BidSync's Accounts Receivable:

Toll free: 800-990-9339 ext. 245

Email: billing@bidsync.com

AGREEMENT CONFIRMATION

I, , as an authorized agent for

| _____ | (company name) have read and understood the above stated billing agreement. By indicating a billing selection above, I acknowledge and agree to make said payments directly to BidSync if my company is the **winning** bidder for this bid.

--	--

Signature of authorized agent

Title

--	--

Printed Name

Date

DISCLAIMER: If the Vendor does not pay BidSync within 60 days of invoice, the Vendor's access to the system will be discontinued and any outstanding amount may be sold to a collections agency. Any and all fees associated with collections will be borne by the Vendor. A late fee will accrue at the rate of two percent (2%) per month for any fees not paid when due. Notwithstanding the foregoing to the contrary, the fees charged pursuant to this section shall not contravene laws of the State where Vendor is based. We may, in our sole discretion, change our fee policies, the fees we charge, and some or all of our system or services at any time. All fees must be paid in U.S. Dollars. Vendor is responsible for paying any and all applicable taxes.

Bid 683 Fuel Oil

Bid Number 683
 Bid Title Fuel Oil
 Bid Start Date Feb 7, 2019 10:37:39 AM EST
 Bid End Date Feb 21, 2019 10:00:00 AM EST
 Question & Answer End Date Feb 18, 2019 3:00:00 PM EST

Bid Contact Maureen Goulet
 Purchasing Assistant
 Community Development
 860-522-2217 ext 4283
 mgoulet@crcog.org

Contract Duration 365 days
 Contract Renewal 1 annual renewal
 Prices Good for Not Applicable

Bid Comments **The Capitol Region Purchasing Council, on behalf of certain Capitol Region towns, boards of education, and agencies requests bids for the procurement of heating oil, ultra low sulfur diesel, biodiesel, and bio-heating fuel for the period commencing July 1, 2019 and ending June 30, 2020.**

Item Response Form

Item **683--01-01 - Town of Avon/BOE: #2 Heating Oil - 10,000 gallons**

	Option A: Differential	Option B: Fixed Mark-Up
#2 Heating Oil - 10,000 gallons		

Delivery Location **Capitol Region Council of Governments**
No Location Specified

Qty 1

Description

Landfill, 281 Huckleberry Hill Road: tank size 275 gal; 1,000 gallons
 Fire Station #2, Secret Lake Road: tank size 500 gal; 1,500 gallons
 Fire Station #4, Huckleberry Hill Road: tank size 500 gal; 1,500 gallons
 Country Side Park, Huckleberry Hill Road: tank size 275 gal; 1,000 gallons
 Avon BOE Central Office, 34 Simsbury Road: tank size 2,000 gal; 5,000 gallons

Item **683--01-02 - Town of Avon/BOE: ULSD - 30,000 gallons**

	Option A: Differential	Option B: Fixed Mark-Up
--	------------------------	-------------------------

ULSD - 30,000 gallons		
-----------------------	--	--

Delivery Location **Capitol Region Council of Governments**
No Location Specified

Qty 1

Description

Avon DPW, 11 Arch Road: 30,000 gallons
 2 x 10,000 gallon above ground tanks

Item **683--02-01 - Town of Berlin: Winter Blend ULSD - 37,500 gallons**

	Option A: Differential	Option B: Fixed Mark-Up
Winter Blend ULSD - 37,500 gallons		

Delivery Location **Capitol Region Council of Governments**
No Location Specified

Qty 1

Description

Timberlain Golf, 1,000 gallon tank, 2,500 gallons
 DPW Garage, 6,000 gallon tank, 35,000 gallons
 TOTAL: 37,500

Item **683--02-02 - Town of Berlin: ULSD - 3,000 gallons**

	Option A: Differential	Option B: Fixed Mark-Up
ULSD - 3,000 gallons		

Delivery Location **Capitol Region Council of Governments**
No Location Specified

Qty 1

Description

Town Hall, 1,000 gallon tank, 1,000 gallons
 Berlin High School, 2,000 gallon tank, 2,000 gallons
 TOTAL: 3,000 gallons

Item **683--03-01 - Town of Bolton & BOE: Bio-Diesel B5 - 22,000 gallons**

	Option A: Differential	Option B: Fixed Mark-Up
Bio-Diesel B5 - 22,000 gallons		

Delivery Location **Capitol Region Council of Governments**
No Location Specified

Qty 1

Description

Town of Bolton Highway & BOE - 22,000 gallons

Item **683--04-01 - Town of Canton: #2 Heating Oil - 26,000 Gallons**

	Option A: Differential Pricing	Option B: Alternate Fixed Mark-Up	N/A
#2 Heating Oil - 26,000 Gallons			

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Cherry Brook School - 10,000 gallon tank, 20,600 gallons
 Town Hall, 4 Market Street - 3,000 gallon tank, 3,600 gallons
 WPCA Sewage Treatment Plant, 50 Old River Road - 1,000 gallon tank, 1,800 gallons
 TOTAL: 26,000 gallons

Item **683--04-02 - Town of Canton: ULSD - 48,300 Gallons**

	Option A: Differential Pricing	Option B: Alternate Fixed Mark-Up	N/A
ULSD - 48,300 Gallons			

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Highway Garage, 50 River Road - 2,000 gallon tank, 48,000 gallons - please note change in address and quantity increase, will require more frequent deliveries
 Community Center (Generator), 40 Dyer Ave., 450 gallon tank, 250 gallons
 Police Department (Generator), 45 River Rd. - 200 gallon tank, 50 gallons
 TOTAL: 48,300 gallons

Item **683--05-01 - Town of Cheshire: #2 Heating Oil - 30,900 gallons**

	Option A: Differential	Option B: Total Fixed Mark-Up
#2 Heating Oil - 30,900 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Public Works Garage, 1286 Waterbury Rd - 4,000 gallon tank, 1,200 gallons (automatic delivery)
 Wastewater Treatment Plant, 1325 Cheshire St - one 4,000 gallon tank, one 1,000 gallon tank - 25,000 gallons (On-call delivery)
 Yellow House Teen Center, 554 South Main St - 275 gallon tank, 300 gallons (automatic delivery)
 Fire House #2, 1511 Byam Rd - one 275 gallon tank, one 500 gallon tanks - 1,200 gallons (automatic delivery)
 Public Works Garage, 5 bay building, 1286 Waterbury Rd - 275 gallon tank, 400 gallons (automatic delivery)
 Public Works Garage, 8 bay building, 1286 Waterbury Rd - two 275 gallon tanks, 1,200 gallons (automatic delivery)
 Arts Place, 1220 Waterbury Rd - 500 gallon tank, 1,300 gallons (automatic delivery)
 Parks and Recreation Garage - 1304 Waterbury Rd, 275 gallon tank, 400 gallons (automatic delivery)
 TOTAL: 30,900 GALLONS

Item **683--05-02 - Town of Cheshire: ULSD - 30,500 gallons**

	Option A: Differential	Option B: Total Fixed Mark-Up
ULSD - 30,500 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Public Works Garage, 1286 Waterbury Rd - 6,000 gallon tank, 20,000 gallons (on-call delivery)
 Wastewater Treatment Plant, 1325 Cheshire St - 6,000 gallon tank, 7,000 gallons (used for all the pump stations) (on-call delivery)
 Fire Headquarters, 250 Maple Ave - 1,000 gallon tank, 3,500 gallons
 TOTAL: 30,500 gallons

Item 683--06-01 - Cheshire BOE: #2 Heating Oil - 65,000 Gallons

	Option A: Differential Pricing	Option B: Alternate Fixed Mark-Up	N/A
#2 Heating Oil - 65,000 Gallons			

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Darcey Elementary School, 1686 Waterbury Road - on call 10,000 gallon tank, 14,733 gallons. On-call delivery
 Doolittle Elementary School, 735 Cornwall Avenue - on call 10,000 gallon tank, 27,878 gallons. On-call delivery
 Norton Elementary School, 414 North Brooksvale Road - on call 8,000 gallon tank, 22,389 gallons. On-call delivery
 TOTAL: 65,000 gallons

Item 683--06-02 - Cheshire BOE: ULSD - 72,500 Gallons

	Option A: Differential Pricing	Option B: Alternate Fixed Mark-Up	N/A
ULSD - 72,500 Gallons			

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Bus Depot, 157 Sandbank Road - 8,000 gallon tank, 72,500 gallons

Estimated diesel amount if bus company does not buy fuel and does not require 90% diesel/10% kerosene mixture from November 1st through February 28th of this school year.

TOTAL: 72,500 gallons

Item 683--07-01 - Town of Coventry: Winter Blend ULSD - 5,000 gallons

	Option A: Differential	Option B: Fixed Mark-Up
Winter Blend ULSD - 5,000 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Coventry Central Station, 1755 Main Street, 6,000 gallon tank, 5,000 gallons

Item 683--07-02 - Town of Coventry: Premium ULSD - 37,500 gallons

	Option A: Differential	Option B: Fixed Mark-Up
Premium ULSD - 37,500 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Bus Depot, 138 Main Street - 37,500 gallons

Item **683--07-03 - Town of Coventry: #2 Heating Oil - 43,000 gallons**

	Option A: Differential	Option B: Fixed Mark-Up
#2 Heating Oil - 43,000 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

DPW, 100 Olsen Farm Road - 1,000 gallon tank, 5,000 gallons
 North Coventry Fire, 3427 Main Street, 1,000 gallon tank, 3,000 gallons
 South Coventry Sub, 1645 Main Street, 275 gallon tank, 1,000 gallons
 Library, 2,000 gallon tank, 3,000 gallons
 Coventry Grammar and Robertson Schools, 25,000 gallons
 WPCA, 395 Main Street, 1,000 gallon tank, 6,000 gallons

Item **683--07-04 - Town of Coventry: Summer Blend ULSD - 6,500 gallons**

	Option A: Differential	Option B: Fixed Mark-Up
Summer Blend ULSD - 6,500 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Coventry Central Station, 1755 Main Street, 6,000 gallon tank, 6,500 gallons

Item **683--08-01 - Town of Cromwell : ULSD - 35,000 gallons**

	Option A: Differential	Option B: Fixed Mark-Up
ULSD - 35,000 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Public Works, 20 James Martin Drive - 4,000 gallon tank, 35,000 gallons

Item **683--09-01 - Town of East Haddam: #2 Heating Oil - 78,200 gallons**

	Option A: Differential	Option B: Fixed Mark-Up
#2 Heating Oil - 78,200 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Grange Hall, 488 Town Street, East Haddam - 275 gallon tank, 1,500 gallons
 Town Office Building, 7 Main Street, East Haddam - 275 gallon tank, 1,0500 gallons
 River House, 7 Main Street, East Haddam - 275 gallon tank, 500 gallons
 Company #1 Fire House, 440 Town Street, East Haddam - 330 gallon tank, 2,000 gallons
 Company #2 Fire House, 44 W. F. Palmer Road, Moodus - 550 gallon tank, 1,400 gallons
 Company #3 Fire House, 260 Haywardville Road, Colchester - 550 gallon tank, 800 gallons
 Rathbun Free Memorial Library, 36 Main Street, East Haddam - 1000 gallon tank, 4,000 gallons
 East Haddam Elementary School, 45 Joe Williams Rd., Moodus - 6,000 gallon tank, 20,000 gallons
 Nathan Hale-Ray Middle School, 73 Clark Gates Road, Moodus - 15,000 gallon tank, 22,000 gallons
 Nathan Hale Ray High School, 15 School Drive, Moodus - 15,000 gallon tank, 25,000 gallons
 TOTAL: 78,200 gallons

Item **683--09-02 - Town of East Haddam: ULSD - 65,000 gallons**

	Option A: Differential	Option B: Fixed Mark-Up
ULSD - 65,000 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Town Garage, 28 Mt. Parnassus Rd/Hood Lane - 4,000 gallon tank, 64,000 gallons
 Transfer Station, 39 Nichols Rd., Moodus - 500 gallon tank, 1,000 gallons

Item **683--10-01 - Town of Ellington : #2 Heating Oil - 8,500 Gallons**

	Option A: Differential Pricing	Option B: Alternate Fixed Mark-Up	N/A
#2 Heating Oil - 8,500 Gallons			

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Center Fire Dept., 29 Main St: 2,000 gallon tank, 4,000 gallons
 Crystal Lake Fire House, 316 Sandy Beach Rd.: 1,000 gallon tank, 3,000 gallons
 P.W. Storage Garage, 21 Main St.: 1,000 gallon tank, 1,000 gallons
 BOE Maintenance Facility, 21 Main St.: 250 gallon tank, 500 gallons

Item **683--10-02 - Town of Ellington : B5 Bio Diesel - 26,000 gallons**

	Option A: Differential Pricing	Option B: Alternate Fixed Mark-Up	N/A
B5 Bio Diesel - 26,000 gallons			

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Public Works DPW Facility, 21 Main St., 5,000 gallon tank, 26,000 gallons

Item **683--11-01 - Town of Enfield & BOE: #2 Heating Oil - 10,000 gallons**

	Option A: Differential	Option B: Fixed Mark-Up
#2 Heating Oil - 10,000 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

WPC Main Plant, 90 Parsons Road - 2,000 gallon tank, 6,000 gallons
 WPC Main Plant, 90 Parsons Road - 500 gallon tank 2,000 gallons
 Adult Day Center, 1A Beech Road - 250 gallon tank, 2,000 gallons
 TOTAL: 10,000 gallons

Item **683--11-02 - Town of Enfield & BOE: ULSD -130,000 gallons**

	Option A: Differential	Option B: Fixed Mark-Up
ULSD -130,000 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

SEJ Public Works Complex, 40 Moody Road - 10,000 gallon tank, 60,000 gallons - Normal seasonal adjustments at terminals expected beginning in November. Deliveries 7 a.m. through 3:30 p.m., M-F
 SEJ Public Works Complex, 40 Moody Road - 10,000 gallon tank, 60,000 gallons - Normal seasonal adjustments at terminals expected beginning in November. Deliveries 7 a.m. through 3:30 p.m., M-F
 WPC Main Plant, 90 Parsons Road - 2,500 gallon tank, 9,000 gallons
 WPC Main Plant, 90 Parsons Road, 1,000 gallon tank, 1,000 gallons
 TOTAL: 130,000 GALLONS

Item **683--11-03 - Town of Enfield & BOE: Winter Blend ULSD - 47,000 gallons**

	Option A: Differential	Option B: Fixed Mark-Up
Winter Blend ULSD - 47,000 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Smyth Bus Company, 25 Depot Hill Road - 8,000 gallon tank, 47,000 gallons.
 Deliveries accepted between 5am and 5pm except as noted: 6am-7:30 am and 3pm-4:40 pm, when buses are leaving/arriving in the compound.

Item **683--11-04 - Town of Enfield & BOE: Summer Blend ULSD - 47,000 gallons**

	Option A: Differential	Option B: Fixed Mark-Up
Summer Blend ULSD - 47,000 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Smyth Bus Company, 25 Depot Hill Road - 8,000 gallon tank, 47,000 gallons.
 Deliveries accepted between 5 am and 5pm, except as noted: 6:00 - 7:30 a.m. and 3:00 -4:40 p.m., when buses are leaving/arriving in compound

Item **683--12-01 - Town of Farmington: #2 Heating Oil - 18,400 Gallons**

	Option A: Differential Pricing	Option B: Alternate Fixed Mark-Up	N/A
#2 Heating Oil - 18,400 Gallons			

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Police Station, 319 New Britain Avenue - 4000 gallon tank, 100 gallons
 Senior/Community Center, 321 New Britain Avenue - 2000 gallon tank, 100 gallons
 Unionville Museum, 15 School Street - 275 gallon tank, 1,200 gallons
 Tunxis Hose Fire Station, 11 School Street - 1,000 gallon tank, 3,700 gallons
 Southwest Fire Station, 2 Westwoods Drive - 3,200 gallon tank, 3,300 gallons
 Stonehouse, 7 Westwoods Drive - 4,000 gallon tank, 2,500 gallons
 East Farms Fire Station, 94 South Street - 1,000 gallon tank, 4,500 gallons
 Staples House, 2 Monteith Drive - 550 gallon tank, 3,000 gallons
 TOTAL: 18,4800 GALLONS

Item **683--12-02 - Town of Farmington: Winter Blend Ultra Low Sulfur Diesel - 33,000 Gallons**

	Option A: Differential Pricing	Option B: Alternate Fixed Mark-Up	N/A
Winter Blend Ultra Low Sulfur Diesel - 33,000 Gallons			

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

* Diesel must be Clear not dyed.
 Highway Garage 544 New Britain Avenue - 10,000 gallon tank, 332,000 gallons.

Item **683--12-03 - Town of Farmington: Summer Blend Ultra Low Sulfur Diesel - 122,000 Gallons**

	Option A: Differential Pricing	Option B: Alternate Fixed Mark-Up	N/A
Summer Blend Ultra Low Sulfur Diesel - 122,000 Gallons			

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

The diesel fuel herein specified shall be hydrocarbon oils, free from acid, grit, salt water and fibrous or other foreign matter, and shall conform to the requirements of ASTM D975 latest revision. Vendor(s) shall be responsible for ensuring the cold weather, trouble-free operation of equipment/vehicles. The addition of cold-flow additives, in accordance with industry standards, will therefore be required to meet such blending requirements at no additional cost.
 Highway Garage, 544 New Britain Avenue - 10,000 gallon tank, 122,000 gallons.
 Undyed; product must be clear

TOTAL: 122,000 GALLONS

Item 683--12-04 - Town of Farmington: ULSD - 1,500 gallons

	Option A: Differential Pricing	Option B: Alternate Fixed Mark-Up	N/A
ULSD - 1,500 gallons			

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Westwoods Golf Course, Westwoods Drive, Farmington - 500 gallon tank, 1,500 gallons
TOTAL: 1,500 gallons

Item 683--13-01 - Town of Haddam: #2 Heating Oil - 10,848 gallons

	Option A: Differential	Option B: Total Fixed Mark-Up
#2 Heating Oil - 10,848 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Haddam Fire #4, 50 Rock Landing Rd, Haddam Neck - 330 gallon tank, 1,250 gallons
Haddam Fire #3, 1040 Killingworth Rd, Higganum - 330 gallon tank, 450 gallons
Haddam Fire #2 - 500 gallon tank, 1,050 gallons
Veterans Museum, 7 Candlewood Hill Rd, Higganum - 275 gallon tank, 970 gallons
Community Center, Candlewood Hill Rd., Higganum - 325 gallon tank, 1,350 gallons
Town Office Building, 21 Field Park Dr., Haddam - 325 gallon tank, 2,000 gallons
Senior Center, 923 Saybrook Rd, Haddam - 275 gallon tank, 1,020 gallons
Old Town Hall/Masons Building, 30 Field Park Dr., Haddam - 2 x 275 gallon tanks, 1,353 gallons
Public Works, 103 Depot Dr., Higganum - 1,000 gallon tank, 1,400 gallons
TOTAL: 10,848 GALLONS

Item 683--13-02 - Town of Haddam: ULSD - 21,200 gallons

	Option A: Differential	Option B: Total Fixed Mark-Up
ULSD - 21,200 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Public Works, 103 Depot Rd., Higganum - 1,000 gallon tank, 21,200 gallons
TOTAL: 21,200 gallons

Item 683--14-01 - Town of Hebron: #2 Heating Oil - 9,900 gallons

	Option A: Differential	Option B: Total Fixed Mark-Up
#2 Heating Oil - 9,900 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

550 Old Colchester Road, Amston, CT 06231 - 2,000 gallon tank, 4,500 gallons
 663 Church St, Amston, CT 06231 - 2,000 gallon tank, 5,400 gallons
 TOTAL: 9,900 gallons

Item **683--14-02 - Town of Hebron: ULSD - 71,000 gallons**

	Option A: Differential	Option B: Total Fixed Mark-Up
ULSD - 71,000 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

550 Old Colchester Rd., Amston, CT 06231 - 4,000 gallon tank, 30,000 gallons
 44 Main St., Hebron, CT 06248 - 2,000 gallon tank, 41,000 gallons
 TOTAL: 71,000 gallons

Item **683--15-01 - Town of Manchester & BOE: #2 Heating Oil - 27,500 Gallons**

	Option A: Differential Pricing	Option B: Alternate Fixed Mark-Up	N/A
#2 Heating Oil - 27,500 Gallons			

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Cemetery, 240 East Center St. - 275 gallon tank, 600 gallons
 Off. Neighborhood & Families, 153 Spruce Street - 2x330 tanks, 1,500 gallons
 Mary Cheney, 586 Main St. - 2,500 gallon tanks, 5,500 gallons
 Maintenance, 260 Garden Grove - 500 gallon tank, 1,300 gallons
 New Seasons (Arts & Crafts), 241 Garden Grove - 1,000 gallon tank, 3,000 gallons
 Nike Pre, 255 Garden Grove - 1,000 gallon tank, 2,000 gallons
 Nike Rifle, 281 Garden Grove - 1,000 gallon tank, 3,500 gallons
 Nike Teen Center, 280A Garden Grove - Two 330 gallon tanks, 800 gallons
 Nike ballet, 280 Garden Grove - Two 330 gallon tanks, 1,800 gallons
 Rec office, 39 Lodge Dr. - 275 gallon tank, 600 gallons
 Northwest Pk Blg 1 (Rec), 448 Tolland Tpke. - 1,000 gallon tank, 1,300 gallons
 Northwest Pk Blg 2 (Main), 448 Tolland Tpke. - Two 330 gallon tanks, 1,600 gallons
 New Youth Svcs., 63 Linden St. - 330 gallon tank, 1,600 gallons
 B&G Office (Grange), 325 Olcott St. - Two 275 gallon tanks, 2,400 gallons

TOTAL: 27,500 gallons

Item **683--15-02 - Town of Manchester & BOE: Premium ULSD - 220,000 gallons**

	Option A: Differential Pricing	Option B: Alternate Fixed Mark-Up	N/A
Premium ULSD - 220,000 gallons			

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Highway Garage, 263 Olcott St. - Two 10,000 gallon tanks, 105,000 gallons
 Water Department, 125 Spring Street - 10,000 gallon tank, 22,000 gallons
 Sewer Department, 120 Thrall Road, 6,000 gallon tank, 3,000 gallons
 BOE, 5 Glen Road, 5,000 gallon tank, 90,000 gallons
 TOTAL: 220,000 gallons

Item **683--16-01 - City of New London: #2 Heating Oil - 6,250 gallons**

	Option A: Differential	Option B: Fixed Mark-Up
#2 Heating Oil - 6,250 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

City Hall, 181 State Street - 2 x 300 gallon tanks, 6,250 gallons
 TOTAL: 6,250 gallons

Item **683--16-02 - City of New London: ULSD - 84,000 gallons**

	Option A: Differential	Option B: Fixed Mark-Up
ULSD - 84,000 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Public Works Complex, 109 Crystal Avenue - 7,000 gallon tank, 84,000 gallons
 TOTAL: 84,000 gallons

Item **683--17-01 - Town of Newington: ULSD - 70,000 gallons**

	Option A: Differential	Option B: Total Fixed Mark-Up
ULSD - 70,000 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Highway Garage, Oczkowski Way off Milk Lane - 8,000 gallon tank (2 x 4,000 convault split tanks) - 70,000 gallons
 Fill pipes are 10' off the ground and accessed by metal stairs.
 TOTAL: 70,000 gallons

Item **683--18-01 - Town of Newtown: #2 Heating Oil - 54,328 gallons**

	Option A: Differential	Option B: Fixed Mark-Up
#2 Heating Oil - 54,328 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Public Works Department, 4 Turkey Hill Road - 1,000 gallon tank, 7,000 gallons
 Multi-Purpose Center, 14 Riverside Road, Sandy Hook - 1,000 gallon tank, 4,000 gallons
 Sandy Hook Fire, 18 Riverside Road, Sandy Hook - 1,000 gallon tank, 4,500 gallons
 Botsford Fire, 313-315 South Main Street - 2 x 275 gallon tanks, 528 gallons
 Hawleyville Fire, 34 Hawleyville Rd., Newtown - 2 x 275 gallon tanks, 2,000 gallons
 Underwater Search & Rescue, 28A Riverside Road, Sandy Hook - 275 gallon tank, 300 gallons
 School Maintenance Shop, Trades Lane - 660 gallon tank, 5,000 gallons
 Head O'Meadow School, 94 Boggs Hill Rd - 10,000 gallon tank, 28,000 gallons
 Newtown High School Domestic Hot Water Heater - 550 gallon tank, 3,000 gallons
 TOTAL: 54,328 gallons

Item **683--18-02 - Town of Newtown: Winter Blend ULSD - 41,000 gallons**

	Option A: Differential	Option B: Fixed Mark-Up
Winter Blend ULSD - 41,000 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Public Works, 4 Turkey Hill Rd., Newtown, CT 06470 - 10,000 gallon tank, 41,000 gallons
 TOTAL: 41,000 gallons

Item **683--18-03 - Town of Newtown: Summer Blend ULSD - 40,000 gallons**

	Option A: Differential	Option B: Fixed Mark-Up
Summer Blend ULSD - 40,000 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Public Works, 4 Turkey Hill Rd., Newtown, CT - 10,000 gallon tank, 40,000 gallons
 TOTAL: 40,000 gallons

Item **683--19-01 - Town of North Branford: #2 Fuel Oil - 12,100 gallons**

	Option A: Differential	Option B: Fixed Mark-Up
#2 Fuel Oil - 12,100 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Fire Department #2, 1370 Middletown Ave, Northford - 1,000 gallon tank, 3,000 gallons
 Public Works, 290 Forest Rd, Northford - 1,000 gallon tank, 3,000 gallons
 Police Department, 260 Forest Rd. Northford - 2,000 gallons tank, 1,300 gallons

Fire Department Company #3, 1958 Middletown Ave, Northford · 1,000 gallon tank, 2,600 gallons
 Fire Department, Ambulance Bldg - 330 gallon tank, 2,200 gallons

TOTAL: 12,100 GALLONS

Item 683--19-02 - Town of North Branford: ULSD - 22,500 gallons

	Option A: Differential	Option B: Fixed Mark-Up
ULSD - 22,500 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Fire Department (gets delivered to Public Works)- 7,500 gallons
 Public Works, 290 Forest Rd., Northford · 5,000 gallon tank, 15,000 gallons
 TOTAL: 22,500 GALLONS

Item 683--20-01 - Portland Housing Authority: #2 Heating Oil - 25,000 gallons

	Option A: Differential	Option B: Alternate Fixed Mark-Up	N/A
#2 Heating Oil - 25,000 gallons			

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Building A 1756G - 2,000 gallon tank
 Building B1 1754E - 2,000 gallon tank
 Building B2 1757H - 2,000 gallon tank
 Building C 1755F - 2,000 gallon tank
 Building D 1752C - 2,000 gallon tank
 Building E 1758I - 2,500 gallon tank
 TOTAL GALLONS: 25,000 gallons for the combined locations

Item 683--21-01 - Town of Portland: #2 Heating Oil - 7,000 gallons

	Option A: Differential	Option B: Fixed Mark-Up
#2 Heating Oil - 7,000 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Firehouse #3, 169 Great Hill Road - 330 gallon tank, 1,400 gallons
 Highway Garage, 505 Glastonbury Turnpike - 2 x 330 gallon tanks, 4,750 gallons
 Portland Animal Shelter, 5 Lower Main Street - 330 gallon tank, 500 gallons
 Resource Recovery Facility, 39 Sand Hill Road - 275 gallon tank, 350 gallons
 TOTAL: 7,000 gallons
 The following locations may require oil, the Town will call if needed:
 Old Firehouse #2, 634 Main St, 300 gallon tank
 Portland High School, 95 High St, 20,000 gallon tank
 Brownstone Intermediate School, 314 Main St, 8,000 gallon tank

Valley View Elementary School, 81 High St, 8,000 gallon tank
 Gildersleeve Elementary School, 575 1/2 Main St., 8,000 gallon tank

Item 683--21-02 - Town of Portland: ULSD, Dyed - 45,000 gallons

	Option A: Differential	Option B: Fixed Mark-Up
ULSD, Dyed - 45,000 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Highway Garage, 505 Glastonbury Turnpike - 3,000 gallon tank, 44,000 gallons
 Sewage Treatment Plant, 3 Lower Main Street - 1,000 gallon tank, 1,000 gallons
 TOTAL: 45,000 GALLONS

Item 683--22-01 - Town of Preston: #2 Heating Oil - 15,350 gallons

	Option A: Differential	Option B: Total Fixed Mark-Up
#2 Heating Oil - 15,350 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Preston Veterans Memorial School, 325 Shetucket Turnpike - 2,500 gallon tank, 12,000 gallons
 Preston Bus Garage, 325 Shetucket Turnpike - 275 gallon tank, 2,000 gallons
 Preston Senior Center, 42 Long Society Rd. - 300 gallons
 Preston Volunteer Fire Department, 321 Route 164 (entrance from Rte. 165) - 275 gallon tank, 600 gallons
 TOTAL: 15,350 gallons

Item 683--23-01 - Town of Rocky Hill: Premium ULSD - 48,000 Gallons

	Option A: Differential Pricing	Option B: Alternate Fixed Mark-Up	N/A
Premium ULSD - 48,000 Gallons			

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Highway Garage, Old Forge Road - 4,000 gallon tank, 48,000 Gallons

TOTAL: 48,000 GALLONS

Item 683--24-01 - Town of Suffield: #2 Heating Oil - 1,000 gallons

	Option A: Differential	Option B: Total Fixed Mark-Up
#2 Heating Oil - 1,000 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Dog Pound, 44 Fflyer St, Suffield - 275 gallon tank, 750 gallons
 Water Pollution Control Authority, 844 East St S. - 250 gallon tank, 250 gallons
 TOTAL: 1,000 gallons

Item **683--24-02 - Town of Suffield: ULSD - 68,000 gallons**

	Option A: Differential	Option B: Total Fixed Mark-Up
ULSD - 68,000 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Woodbridge Pump Station, 100 gallon tank, 1,000 gallons
 For Vehicles:
 Landfill, 2715 Mountain Rd, West Suffield - 400 gallon tank, 4,000 gallons
 Highway, 42 Fflyer Pl - 6,000 gallon tank, 63,000 gallons
 TOTAL: 68,000 gallons

Item **683--25-01 - Town of South Windsor: ULSD - 28,000 gallons**

	Option A: Differential	Option B: Fixed Mark-Up
ULSD - 28,000 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

157 Burgess Road, South Windsor - 10,000 gallon tank, 28,000 gallons

Item **683--26-01 - Town and BOE of Tolland: ULSD - 124,310 gallons**

	Option A: Differential	Option B: Fixed Mark-Up
ULSD - 124,310 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Highway Garage, 118 Old Post Rd. - 7,000 gallon tank, 123,060 gallons, automatic delivery, above ground tank, winter blend required 11/15-3/15
 Birch Grove Primary School, 247 Rhodes Rd. - 10,000 gallon tank, 250 gallons, automatic delivery, 12 months, underground tank, winter blend diesel required for generator 10/1 - 3/15
 Tolland High School, 1 Eagle Way - 10,000 gallon tank, 1,000 gallons, automatic delivery, 12 months, underground tank, winter blend diesel required for generator 10/1 - 3/15
 TOTAL: 124,310 GALLONS

Item **683--27-01 - Town of Waterford: #2 Heating Oil - 14,000 Gallons**

	Option A: Differential	Option B: Fixed Mark-Up
#2 Heating Oil - 14,000 Gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Public Works, 1000 Hartford Road - 6,000 gallon tank, 14,000 gallons

TOTAL: 14,000 gallons

Item **683--27-02 - Town of Waterford: ULSD - 8,500 Gallons**

	Option A: Differential	Option B: Fixed Mark-Up
ULSD - 8,500 Gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Police Department 41 Avery Lane - 2,650 gallon tank, 8,500 gallons

TOTAL: 8,500 gallons

Item **683--27-03 - Town of Waterford: Winter Blend ULSD - 20,000 gallons**

	Option A: Differential	Option B: Fixed Mark-Up
Winter Blend ULSD - 20,000 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Public Works, 1000 Hartford Road - 4,000 gallon tank, 20,000 gallons

TOTAL: 20,000 GALLONS

Item **683--27-04 - Town of Waterford: Summer Blend ULSD - 70,000 gallons**

	Option A: Differential	Option B: Fixed Mark-Up
Summer Blend ULSD - 70,000 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Public Works, 1000 Hartford Rd., 4,000 gallon tank, 70,000 gallons

TOTAL: 70,000 GALLONS

Item 683--28-01 - Town of West Hartford: #2 Heating Oil - 6,650 gallons

	Option A: Differential	Option B: Total Fixed Mark-Up
#2 Heating Oil - 6,650 gallons		

Delivery Location Capitol Region Council of Governments

No Location Specified

Qty 1

Description

Fairview Cemetery, 200 Whitman Ave - 275 gallon tank, 400 gallons
 Rockledge Golf Course, 189 S. Main St - 550 gallon tanks (two 275 gallon) - 1,900 gallons
 Westmoor Park Barn, 119 Flagg Rd. - 275 gallon tank, 650 gallons
 Westmoor Park Office, 119 Flagg Rd - two 330 gallon tanks, 2,500 gallons
 Westmoor Park House, 119 Flagg Rd, 275 gallon tank, 1,200 gallons
 TOTAL: 6,650 GALLONS

Item 683--28-02 - Town of West Hartford: ULSD - 39,450 gallons

	Option A: Differential	Option B: Total Fixed Mark-Up
ULSD - 39,450 gallons		

Delivery Location Capitol Region Council of Governments

No Location Specified

Qty 1

Description

Beachland Park Garage, 847 S. Quaker Ln - 275 gallon tank, 1,200 gallons
 Buena Vista Maintenance, 37 Buena Vista Rd. - 275 gallon tank, 750 gallons
 Fairview Cemetery, 200 Whitman Ave - 330 gallon tank, 1,750 gallons
 Rockledge Golf Course Maint., 289 S. Main St. - 1,000 gallon tank, 2,500 gallons
 Fire Station #2, 20 Brace Rd., - 1,000 gallon tank, 9,500 gallons
 Fire Station #3, 1068 New Britain Ave - 1,000 gallon tank, 7,500 gallons
 Fire Station #4, 2458 Albany Ave - 1,000 gallon tank, 7,500 gallons
 Fire Station #4 (Generator), 2458 Albany Ave - 250 gallon tank, 250 gallons
 Fire Station #5, 58 Berkshire Rd - 1,000 gallon tank, 7,500 gallons
 Elmwood Community Center (Generator), 1106 New Britain Ave - 1,00 gallon tank, 500 gallons
 Police Department (Generator), 103 Raymond Rd. - 1,000 gallon tank, 500 gallons.
 TOTAL: 39,450 gallons

Item 683--29-01 - Town of Weston: #2 Heating Oil - 3,500 gallons

	Option A: Differential	Option B: Fixed Mark-Up
#2 Heating Oil - 3,500 gallons		

Delivery Location Capitol Region Council of Governments

No Location Specified

Qty 1

Description

47 Norfield Road, 330 gallon tank, 1,500 gallons
 Fire House, 234 Lyons Plain Road, 330 gallon tank, 2,000 gallons

TOTAL: 3,500 gallons

Item **683--30-01 - Town of Wethersfield: Ultra Low Sulfur Diesel - 75,000 Gallons**

	Option A: Differential Pricing	Option B: Alternate Fixed Mark-Up	N/A
Ultra Low Sulfur Diesel - 75,000 Gallons			

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

Town Garage, 100 Marsh St - 6,000 gallon tank, 35,000 gallons
 Fire House #3, Kelleher Court - 2,000 gallon tank, 5,000 gallons
 Autumn Bus, 60 Belamose Ave, Rocky Hill - 2,800 gallon tank, 35,000 gallons
 TOTAL: 75,000 GALLONS

Item **683--31-01 - Town of Windsor: Bio-Diesel B5 - 115,000 gallons**

	Option A: Differential	Option B: Fixed Mark-Up
Bio-Diesel B5 - 115,000 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

DPW, 99 Day Hill Road, Windsor, CT - 12,000 gallon tank, 100,000 gallons
 Landfill, 500 Huckleberry Road, Windsor, CT - 2,000 gallon tank, 15,000 gallons
 TOTAL: 115,000 GALLONS BIO-DIESEL B5

Item **683-32-01 - Town of Bloomfield: ULSD - 35,000 gallons**

	Option A: Differential	Option B: Total Fixed Mark-Up
ULSD - 35,000 gallons		

Delivery Location **Capitol Region Council of Governments**

No Location Specified

Qty 1

Description

21 Southwood, Bloomfield - 10,000 gallon tank, 35,000 gallons
 TOTAL: 35,000 GALLONS

Insurance Exhibit (West Hartford)

For the purpose of this exhibit: the term "Contractor" shall also include their respective agents, representatives, employees or subcontractors; and the term "Town of West Hartford and West Hartford Board of Education" (hereinafter called the "Town") shall include their respective officers, agents, officials, employees, volunteers, boards and commissions.

The Contractor shall procure and maintain the required insurance coverage against claims that may arise from, or in connection with the services and goods provided by the Contractor for the duration of the contract term, including any and all extensions. The Contractor shall provide the Town with a certificate of insurance confirming compliance with this exhibit prior to commencement of the contract. Such insurance shall be written for not less than specified, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever is greater. The Contractor shall assume any and all premiums and deductibles in the described insurance policies. Both the Contractor and Contractor's insurer(s) agree to have no right of recovery or subrogation against the Town and the described insurance shall be primary coverage. Any failure to comply with the claim reporting provisions of the policy shall not affect coverage provided to the Town. Each required insurance policy shall not be suspended, voided, cancelled or reduced except after thirty (30) days prior written notice, ten (10) days notice for non-payment, has been given to the Town.

All liability policies (with the exception of Worker's Compensation) shall include the Town of West Hartford, the West Hartford Board of Education, and their respective officers, agents, officials, employees, volunteers, boards and commissions as an Additional Insured and shall include, but not be limited to investigation, defense, settlement, judgment or payment of any legal liability. Failure to maintain the required insurance coverage and Additional Insured Endorsements shall be grounds for termination of the contract. It is agreed that the scope and limits of the insurance specified are minimum requirements and shall in no way limit or exclude the Town from additional limits or coverage provided under each policy. The policies shall be on the occurrence form and must be written by companies licensed to do business in the State of Connecticut. The Town's Risk Manager shall review any and all exceptions.

Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, property damage, contractual liability and products /completed operations. Contractor shall continue to provide products/completed operations coverage for two (2) years after completion of the work.

Automobile Liability and Physical Damage Coverage: \$1,000,000 combined single limit per occurrence for any auto, including statutory uninsured/underinsured motorists coverage and \$1,000 medical payments. Policy to include collision and comprehensive coverage for any auto used for the purpose of this contract.

Umbrella Liability: \$1,000,000 per occurrence, \$2,000,000 aggregate following form.

Workers' Compensation: Statutory limits including Employer's Liability with limits of \$100,000 each accident, \$500,000 for each disease/policy limit, and \$100,000 for disease for each employee as required by the State of Connecticut. If the Contractor decides not to procure workers' compensation in accordance with Connecticut law, the Contractor agrees to comply with the Connecticut Workers' Compensation Act's (Act) requirements for withdrawing from the provisions of the Act, including, but not limited to, filing the appropriate notice of withdrawal with the commissioner. The Contractor is wholly responsible for taking the actions necessary to withdraw from the provisions of the Act. In lieu of procuring workers' compensation insurance and providing the Town with proof thereof, the Contractor agrees to hold the Town of West Hartford, the West Hartford Board of Education, their respective boards and commissions, officers, agents, officials, employees, servants, volunteers, contractors and representatives harmless from any and all suits, claims, and actions arising from personal injuries sustained by him during the course of the performance of this contract, however caused.

Personal Property for "all risk" insurance on a replacement cost basis to cover the value of personal property belonging to the Contractor and others (including but not limited to the personal property of subcontractors) located on Town property while in use or in storage for the duration of the contract. Deductible not to exceed \$1,000.

Duly Authorized

Date

(Print Name Here)

GENERAL VENDOR INFORMATION

VENDORS ARE ASKED TO FILL OUT THIS FORM SO THAT THEIR BID RESPONSES ARE CONSIDERED COMPLETE.

The undersigned: is aware that any CRPC member may reject any and all bids, or any part of any and all bids; is aware that quantities furnished herein are estimates only; has not included any state or federal taxes for which the CRPC members are not liable; and is making this bid without collusion with any person, individual or corporation.

COMPANY

REPRESENTATIVE

POSITION

ADDRESS

(ZIP)

TELEPHONE #

FAX #

TAX ID #

E-MAIL ADDRESS

SIGNATURE

PAYMENT TERMS: % Days

DATE:

CRPC #683

**CAPITOL REGION PURCHASING COUNCIL
INVITATION FOR BID
FUEL OIL**

INFORMATION SHEET

The undersigned hereby offers to supply fuel oil, ultra low sulfur diesel fuel, bio diesel and bio heating oil to the participating Purchasing Council Towns, Boards of Education and Agencies ("Agencies") during the period specified at a net delivered cost to be determined by the application of the indicated differential to the New Haven rack average quotation as published by the Oil Price Information Service (OPIS) for the day of delivery. It is understood that the low bidder will be determined by the most advantageous differential. Vendors may also submit a bid for a firm price which will apply for the term of the contract, in accordance with the escalation/de-escalation clause contained herein.

Performance Bond

The cost of a Performance Bond if requested by an Agency for 100% of the total bid price underwritten by a business licensed to write such bonds in the State of Connecticut is the following:

\$ _____/thousand dollars

___ **ARE**

We ___ **ARE NOT** prepared to offer 24-hour, 7-day oil burner maintenance service.

The labor charge for this service during normal working hours is \$ _____ per hour and \$ _____ per hour for service during other than normal working hours.

The charge for any parts required will be made at a discount of _____ percent (%) from our supplier's list prices.

In order to insure that the successful bidder can furnish acceptable delivery service, the following information must be supplied.

Number of delivery trucks available:
(Please identify common carrier vehicles where appropriate) _____

Total gallonage capacity of all trucks: _____

Total storage capacity at dealer's depot: _____

#2 Oil _____ gallons

Diesel _____ gallons

Premium Diesel _____ gallons

Ultra Low Sulfur Diesel _____ gallons

Bio Diesel _____ gallons

Bio Heating Fuel _____ gallons

Terms: _____ % _____ Days

REFERENCES: During the last two years, we supplied heating oil and/or diesel to the following CT municipalities:

Town	Contact Person	Address	Telephone #
(1)	_____		

(2)	_____		

(3)	_____		

CRPC #683

**CAPITOL REGION PURCHASING COUNCIL
INVITATION FOR BID
FUEL OIL**

BID SPECIFICATION

I. MODIFICATIONS TO GENERAL TERMS AND CONDITIONS

INTENT

The Capitol Region Purchasing Council (CRPC), on behalf of certain Capitol Region towns, boards of education, and agencies, requests bids for the procurement of **heating oil, ultra low sulfur diesel, biodiesel, and bioheating fuel** for the period commencing July 1, 2019 and ending June 30, 2020. Each respective CRPC member will make its own awards and payments according to the terms and conditions set forth in these specifications. A written order from each awarding CRPC member will be required before any deliveries commence.

Note that individual contracts resulting from this Invitation to Bid may cover only a portion of the 2019-2020 fiscal year. Vendors are reminded to pay careful attention to the specific time period that their quotes should cover.

QUANTITIES

The quantities specified herein are annual estimates only and have been provided for the purpose of competitive bidding. Actual quantities will be contingent upon the total number of CRPC members which decide to make an award off of this bid (as participation is voluntary) and the needs of the using departments in each of those CRPC members.

Vendors must understand that during the course of the contract, there may be certain changes in locations, tank sizes and quantities used as well as grade of oil/type of product. Vendors will be expected to accept such changes without adjustments to the contract prices.

2% ADMINISTRATIVE FEE EXEMPTION

The Capitol Region Council of Governments uses Bid Sync to distribute and receive bids and proposals. **The 2% Bid Sync administrative fee is exempted for this bid.**

PIGGYBACKING

This bid is **not** open to piggybacking by CRPC members.

BID PRICES

OPTION A: Each vendor will render bids by indicating a **DIFFERENTIAL** from the New Haven Rack Average as published daily by the Oil Price Information Service (OPIS). Billing for any shipment shall be computed by adding the differential to the daily closing price for the day the delivery is taken. Such differentials may be either plus (+) or minus (-), and the low bidder will be determined by the most advantageous differential. CRPC members may request a price cap with this option. Prices bid must be held for a period of **60 days** from the opening date in order to permit individual towns/boards of education to complete any required internal evaluation process.

OPTION B: Fixed Mark-Up

A Fixed Mark-Up may be submitted in which case the price per gallon will remain fixed during the entire term of the contract. Note that in order to accommodate varying CRPC member purchasing procedures that dictate the amount of time required to make a contract award, vendors are required to hold their fixed mark-up prices for a **twenty-one (21) day period** from the opening date as per the escalation/de-

escalation clause described below. **The firm pricing established by this provision will remain in effect for the duration of the awarded contract.**

TOTAL FIXED MARK-UP PRICES FOR HEATING OIL ONLY shall be calculated as follows: On the day of the bid opening, CRCOG staff will enter the closing (“settle”) **NYMEX** price for **Thursday, February 21, 2019** into the table as shown in Exhibit I for Heating Oil and Exhibit II for Diesel. Vendors shall use the weightings indicated in Exhibit I for heating oil and Exhibit II for diesel. Vendors mark-up shall include any and all costs of manufacture and delivery. A copy of the NYMEX strip being used will be part of the final tabulation package to provide indicative pricing. In recognition of the market’s volatile nature, all bidders between the time of the bid opening and formal, written award notification will be allowed to escalate/de-escalate their bid price(s) for heating oil pursuant to inter- and intra-day fluctuations in the NYMEX until an award is made.

The intent behind using this formula is to identify the lowest responsible vendor at the time of the bid opening, as said vendor should remain low despite upward and downward swings in the NYMEX. Vendors **MUST** supply documentation **with their bid** in support of any and all mark ups added to the base price to help communities verify the validity of updated quotes offered after the bid opening to reflect changes in the NYMEX strip. Vendors shall use the OPIS New Haven Rack Average pricing during the course of the contract period to demonstrate the validity of their pricing. **The same weightings and mark ups used for the bid prices submitted must be used to calculate all subsequent escalated/de-escalated prices.**

EXHIBIT I (This is an example only, using the NYMEX settle prices for Wednesday, February 6, 2019)

Month	Settle Price	Weighting %	Weighted Price
July	1.9132	0%	0
August	1.9216	0%	0
September	1.9312	0%	0
October	1.9410	10%	0.1941
November	1.9510	15%	0.2965
December	1.9600	20%	0.392
January	1.9672	20%	1.39344
February	1.9689	20%	0.39378
March	1.9669	15%	0.295035
April	1.9575	0%	0
May	1.9526	0%	0
June	1.9516	0%	0
			1.961005

TOTAL FIXED MARK-UP PRICES FOR DIESEL FUELS ONLY shall be calculated as follows: Pricing for diesel fuels will be secured in the same fashion as described above for heating oil, EXCEPT that the following weighting structure (Exhibit II) shall be used.

EXHIBIT II (This is an example only, using the NYMEX settle prices for Wednesday, February 6, 2019)

Month	Settle Price	Weighting %	Weighted Price
July	1.9132	2%	0.038264
August	1.9216	2%	0.038432
September	1.9312	10%	0.19312
October	1.941	10%	0.1941
November	1.951	10%	0.1951
December	1.96	10%	0.196
January	1.9672	10%	0.19672
February	1.9689	10%	0.19689
March	1.9669	10%	0.19669
April	1.9575	10%	0.19575
May	1.9526	10%	0.19526
June	1.9516	6%	0.117096
			1.9534

The intent behind using this methodology is to identify the lowest responsible vendor at the time of the bid opening, as said vendor should remain low despite upward and downward swings in the NYMEX. Vendors will be required to supply documentation to verify the updated strip used to calculate any and all price adjustments (escalations/de-escalations) that are made to establish a final award price.

Award notification will be confirmed by telephone and followed up by fax with the lowest responsible bidder(s) on any day within 21 days of the bid opening. The NYMEX strip to be used as the basis for a final escalation/de-escalation adjustment will be selected and authorized by the awarding entity (CRPC member) and may be based on opening, intra-day or closing postings.

Prices shall include allowances for all material and work delivered complete at the appropriate place in the contracting CRPC member's facility(ies).

TAXES AND ASSESSMENTS

CRPC members are exempt from the payment of either federal or State taxes and such taxes **shall not** be included in the bid prices. **It will be the responsibility of the vendor to obtain any certifications needed to avoid the payment of such taxes.**

Moreover, bid prices **shall** include **neither** the \$.002 per gallon NORA Assessment, **nor the Connecticut Gross Receipts Tax - which is no longer applicable to any diesel products in Connecticut.** Any other taxes shall be applied directly to invoices of members who are eligible.

PROHIBITED SURCHARGES

The Capitol Region Purchasing Council strictly prohibits the unilateral imposition of additional surcharges (delivery, etc.) on the participating CRPC members at any point during the contract period.

SPILLAGE AND SPILL PREVENTION

Any spillage at the time of delivery will be the responsibility of the vendor and any costs to repair resultant damages or any penalties assessed against a CRPC member because of pollution resulting from such spillage shall be borne by the vendor.

In terms of preventative measures, it should be noted that some of the participating CRPC members have Spill Prevention, Control and Countermeasure (SPCC) Plans in place pursuant to the U.S. EPA's Oil Pollution Prevention Rule (40 CFR 112). To this end, some of these CRPC members (as well as others without SPCC Plans in place) may require supervised fills at various locations. CRPC members may provide this type of instruction at the time of award.

DELIVERY TICKETS

The CRPC members prefer to be furnished printer-type delivery tickets with each fuel delivery. The CRPC realizes that for larger tanks (8,000 gallon capacity and over) it may not be practical to use trucks that are equipped with printers showing the gallonage delivered. CRPC members may request copies of the loading ticket in cases where printer type delivery tickets are not available. **Partial compartment deliveries, unless made by printer ticket, will not be acceptable.**

DELIVERY ARRANGEMENTS

Arrangements for deliveries will be a matter to be negotiated between each individual CRPC member and the successful vendor. Inability of a vendor to meet required delivery arrangements may be cause for the rejection of the low bid. In certain instances, vendors may be required to make automatic deliveries based on degree days.

In other instances, vendors will be required to make deliveries within an agreed-to time interval (usually 48 hours) following notification by the CRPC member that supplies of oil are needed. The right is reserved to limit the hours within which deliveries can normally be made.

LIABILITY FOR DELIVERY FAILURES

If, as a result of a vendor's failure to deliver on an agreed-to automatic delivery schedule, within the agreed time interval following notification, or in accordance with any part of the specifications included herein (e.g., unacceptable product), and damage to an CRPC member results, the vendor agrees to compensate the CRPC member for such damages. Restitution will be required should: damage result from freezing (due to a lack of heat) or should the CRPC member incur additional costs from purchasing heating oil or diesel from an emergency source. **It should be noted that the awarded vendor shall assume full responsibility for the negligence of any sub-contractor(s) utilized to fulfill any and all obligations under resulting contracts.**

If the contractor fails to make proper delivery within the time specified or if the CRPC member rejects the delivery, the CRPC member may obtain such commodities or any part thereof from other sources in the open market or on contract. Should the new price be greater than the contract price, the difference will be charged against the contractor. Should the new price be less, the contractor shall have no claim to the difference.

EQUIPMENT

The contractor must be able to insure year-round delivery, maintain a proper inventory for service where required and in some instances provide automatic printing meters on delivery trucks. Loading tickets may be substituted for meter-printed delivery tickets with the consent of the CRPC member.

EMERGENCY REPAIR SERVICE

In some instances vendors will be required to provide 24-hour, 7-day oil burner maintenance service.

PURCHASE ORDERS, DELIVERY RECEIPTS AND INVOICES

No delivery shall be made without a purchase order. A representative of the CRPC member shall normally sign for deliveries. Billing shall be made to each CRPC member separately in accordance with the terms set forth herein and on the purchase order. Billing shall be based on the New Haven Rack Average pricing for the type of fuel contracted for. **Billing shall clearly describe the type of fuel delivered and shall match the type of fuel contracted for.**

BID BONDS

Bidders are **required** to submit with their bid, **a valid, current bid bond in the amount of 10% of the total bid price.** Bonds shall be issued by an insurance company licensed to do business in the State of Connecticut. **Bids not accompanied by a valid bid bond shall be rejected. The bid bond shall be valid for a period of one (1) month from the date of the bid opening. Vendors can include a copy of the bid bond with their electronically submitted bid, and can consult with BidSync for how to attach such documentation. Bid bonds should be sent to Maureen Goulet, Capitol Region Purchasing Council, 241 Main Street, 4th Floor, Hartford, CT 06106, in sealed envelopes indicating the name and date of the bid.**

PERFORMANCE BONDS

A performance bond, in the amount of one hundred percent (100%) of each purchase order, may be required of successful bidders. Responding vendors are therefore asked to provide a **separate** price for this bond (to be quoted as a price per \$1,000 of contracted business) on their bid response. CRPC members will notify vendors after award if this is required.

LAWS

All deliveries shall comply in every respect with all applicable laws of the federal government and/or the State of Connecticut.

SCOPE OF BIDDING

Vendors may bid on the requirements of any CRPC member, or may bid on the requirements of all CRPC members listed. **Bidders are cautioned that they are responsible for serving all CRPC members for which they offer bids.** Vendors should only offer bids for those CRPC members that they have the capacity to serve based on the estimated CRPC member requirements, as failure to enter into contract with any CRPC member is grounds for forfeiture of bid surety.

FOR ENFIELD AND NEWINGTON ONLY

The low bidder shall furnish a certificate of insurance that includes the coverages and limits set forth below; identifies the town as an additional insured; and provides for at least ten days prior notice to the town of cancellation or non-renewal:

<u>General Liability</u>	
Bodily Injury	- \$500,000 per occurrence \$500,000 aggregate
Property Damage	- \$100,000 per occurrence \$100,000 aggregate
<u>Contractual Liability</u>	
Bodily Injury	- \$500,000 per occurrence

- \$500,000 aggregate
- Property Damage
 - \$100,000 per occurrence
 - \$100,000 aggregate

Automobile:

\$500,000 combined single limit bodily injury and property damage per occurrence

Worker's Compensation:

As required by State Statute

FOR THE TOWN OF WEST HARTFORD ONLY

Please see Attachment A concerning the town's insurance requirements.

SPECIAL REQUIREMENT

All contractors must supply, at no cost to the CRPC member, **Material Data Safety Sheets** for any chemical, especially toxic or hazardous compounds.

INFORMATION SHEET

The information sheet must be filled out and submitted with the bid.

SITE CONDITIONS

Bidders should familiarize themselves with the locations, types of storage tank and sites in each CRPC member for which they offer bids. They should not offer bids for CRPC members that they cannot or will not serve based on locations, storage tanks or other conditions at the site, as they will under no circumstances be excused from fulfilling their agreement if the job is more complex than anticipated.

EXTENSION OPTION

Contracts may be extended for up to one year beyond the **June 30, 2017** date by mutual agreement of the parties. All extensions shall be completed before the next bid invitation for 2017-2018 is issued. A schedule of bid invitations and openings is posted on the CRPC website.

CONTRACT DELAY OPTION

Contract start may be delayed due to mild winters and the need for CRPC members to fulfill previous contracts.

WITHDRAWAL OF BIDS

No bid submitted may be withdrawn, in whole or in part, without the written consent of the Capitol Region Purchasing Council and/or any or all affected CRPC members.

REJECTION/CANCELLATION OF BIDS

The Capitol Region Purchasing Council reserves the right to cancel the bidding process prior to the established opening date and time, if such action is deemed to be in its best interest to do so. Moreover, the CRPC reserves the right to reject any or all bids or any part of any or all bids, if it is in its best interest to do so.

II. TECHNICAL SPECIFICATIONS

RIGHT TO TEST

The methods of testing the various grades of oil are clearly stated in ASTM D396 and ASTM D6751. CRPC members shall be permitted to require a sample of the oil at the time of any delivery and may submit such sample to a recognized testing laboratory. If such tests show that the oil does not comply with the specifications below, the vendor agrees to remove the contents of the tank involved and replace these contents with suitable material all at no expense to the CRPC member. Also, if the tests show that

the shipment is not in accordance with the specifications, the vendor agrees to pay the costs of the tests, and to compensate the CRPC member for any damages caused by clogging, corrosion, etc. as a result of improper materials use.

FUEL OIL SPECIFICATIONS

The fuel oil described herein shall be suitable for heating schools and public buildings and shall adhere to the STANDARD SPECIFICATIONS FOR FUEL OILS - ASTM D396 and STANDARD SPECIFICATION FOR BIODIESEL FUEL BLEND STOCK – ASTM D6751. This publication can be obtained from the American Society for Testing and Materials, 1916 Race Street, Philadelphia, PA 19193. In addition, the fuel shall be free of any undesirable substances in quantities sufficient to cause damage to or improper operation of the burners.

BIO HEATING OIL BLENDING

It is the sole responsibility of the vendor to ensure the proper blending method and appropriate quantities blended bio product (B5 or B20) conditioned to the appropriate ambient temperature to avoid cold weather starting difficulties of equipment in the winter months. **RECYCLED PRODUCT IS NOT ACCEPTABLE.**

DIESEL SPECIFICATIONS

Diesel fuel must be suitable for the proper operation of internal combustion engines. The various characteristics required must conform to all applicable federal and state regulations. The diesel fuel herein specified shall be hydrocarbon oils, free from acid, grit, salt water and fibrous or other foreign matter, and shall conform to the requirements of ASTM D975 of latest revision.

WINTERIZATION

Certain CRPC members have specified a winter blend of diesel/premium diesel to be delivered either automatically or on an on-call basis. Unless a specific blending formula has been stated, the awarded vendor(s) shall be responsible for ensuring the cold weather, trouble-free operation of equipment/vehicles. The addition of cold-flow additives, in accordance with industry standards, will therefore be required to meet such blending requirements **at no additional cost.**

It should be noted that when available, usage estimates for “winterized” product have been added.

BIODIESEL (B100) SPECIFICATIONS

The BioDiesel herein specified shall conform to the requirements of ASTM D6751 of latest revision. A certification of analysis must be provided with each shipment. Failure to comply may result in refusal of receipt of product.

BIODIESEL BLENDING

It is the sole responsibility of the vendor to ensure the proper blending method and appropriate quantities blended bio product (B5 or B20) conditioned to the appropriate ambient temperature to avoid cold weather starting difficulties of equipment in the winter months. **RECYCLED PRODUCT IS NOT ACCEPTABLE.**

Vendors may be required to provide training regarding use of B5 and B20 to authorized Equipment Repair and Maintenance staff (i.e. filter and additive changes).

Question and Answers for Bid #683 - Fuel Oil

Overall Bid Questions

There are no questions associated with this bid.