

1634 East Main Street  
Center Conway, NH 03813  
(603-447-3811 Fax: 603-447-5012)

Town of Conway

**2012-2013 FUEL BIDS  
(VARIABLE PLUS ADD-ON)**

Bids are requested for furnishing and delivering fuel to the following municipal locations in accordance with the stipulations as noted below:

Conway Police Department  
Conway Town Garage  
Conway Transfer Station  
Conway Town Hall  
Conway Public Library  
Conway Rec. Center & Whitaker House/Barn

1. Contract Period:

The contract period shall be October 1, 2012 to September 30, 2013.

2. Description of Products:

This package includes the bid for diesel, gasoline and #2 fuel. Each type of fuel may be awarded to a different vendor. Number two (#2) fuel oil shall meet the requirements of the American Society of Testing Materials (ASTM) D396-48T, as revised, for Grade Number Two. Gasoline shall be 87 Octane, and shall meet all generally accepted standards and requirements, particularly low sulfur. All fuels must meet all local, state and federal regulatory requirements.

The consumer can require alternative fuels than those outlined in the specifications (diesel fuel with additives, higher octane gasoline, etc.). The fixed add-on for these alternatives shall be the same as the bid for that type of fuel. The consumer shall be responsible for paying for any differential in net net cost.

3. Approximate Quantities:

Bidders understand and agree that the quantities for fuel in this request for bids are estimates only of annual usage. It is understood and agreed that the successful bidder(s) shall supply the actual quantities ordered for delivery during the term of this contract, whether more or less than the estimated amounts.

4. Deliveries:

Deliveries may be made by metered tank trucks or by bulk trailer loads to the participants, and to locations as may be designated by the participants, in quantities as requested during the contract period.

All metered truck deliveries shall be accompanied by a pre-numbered and dated metered ticket showing the number of gallons delivered.

All bulk deliveries shall be accompanied by a metered truck manifest. In order to receive payment, each manifest must be signed by the municipal employee responsible for receiving fuel at each location. Copies of signed manifests must be submitted with each invoice. All manifests must state:

- a. The gallons and type of fuel transported
- b. The date of the manifest and the date shipped.
- c. The carrier's name
- d. The fuel's origin (company and terminal location).

All invoices must be accompanied by an official listing of the net net price for that fuel on the day of delivery. The listing must be for the terminal where the fuel was purchased.

Deliveries shall be made only during usual business hours of the participant, and within 24-hours of the placement of the order by the participant. The supplier shall provide automatic delivery at the request of the participant. Some same-day deliveries may be required in emergency situations. All delivery slips submitted for payment must be signed by the municipal employee responsible for receiving fuel at each location. Consumers may also request copies of a vendor's original invoice from their suppliers.

5. Prices:

The price paid by the consumer shall be based on the net net "Posted Tank Car" price paid by the vendor, on a daily basis, less any discounts, plus the bid fixed add-on amount for any transportation, administrative costs, and profit. Taxes not included in the net net price shall be excluded from the calculation of the fixed add-on and must be listed separately on the invoice. The "net net Posted Tank Car Price" is defined as the amount the bidder pays his supplier per gallon for the product. The price paid shall be the net net Posted Tank Car price for that product on the day of delivery. The fixed add-on shall remain constant for the duration of this contract.

It is understood and agreed that the contract prices will be subject to increases or decreases in the Posted Tank Car Price. If, during the contract period, the contractor wishes to change suppliers, for reasons of lower prices, the dealer shall immediately notify the participants. Written verification of the change and the reduction in price shall be provided within 24 hours.

Upon request, the supplier shall, during the contract period, provide the Town of Conway with a quarterly statement of the daily tank car prices.

6. Insurance:

Vendor shall carry Worker's Compensation and General Liability insurance with a minimum amount of \$1,000,000 combined single limit coverage. Evidence of insurance shall be furnished to the Town of Conway at the time of bid submittal.

7. Licenses:

All vendors must maintain and hold any mandatory local, state, or federal licenses related to the purchasing and/or delivery of fuel.

8. Payment:

Participant shall pay invoices within thirty (30) days. Invoices shall contain the following:

- a. The supplier's rack price on the date of delivery;
- b. The vendor's administrative "add-on" (per gallon),
- c. Any mandatory taxes (not already included in the net net price),
- d. The total cost per gallon.

9. General Bidding Requirements:

For consideration, the bid forms must be sealed in an envelope marked "**Town of Conway 2012-2013 Fuel Bid**". Bid forms for different fuels may be sealed in one envelope. This envelope must be received at Conway Town Hall, 1634 E. Main Street, Center Conway, NH 03813, attention Public Works Director no later than 2:00 p.m. on Wednesday, **September 20, 2012**.

All bids must be submitted on the forms provided with this bid without any exceptions or conditions to the specifications noted herein.

The Town of Conway reserves the right to accept or reject any or all bids, or to waive informalities or defects in bids, if it is deemed in the best interest of the participants.

10. Determination of Most Favorable Bid:

In reviewing bids, the following factors will be considered, but shall in no way limit the determination of the most favorable bid:

- a. Vendor's price. The low bidder shall be determined by the "fixed add-on" for each product.
- b. The vendor's ability to meet all of the requirements of the bid specifications.
- c. Any past performance of the vendor.

If you have any questions, please contact Jean Simon, Administrative Assistant, Public Works Department ([jsimon@conwaynh.org](mailto:jsimon@conwaynh.org)), or Paul A. DegliAngeli, Public Works Director at (603) 447-3811, Ext. 123.

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Town of Conway

**2012-2013 BID FORM  
(Gasoline)**

The undersigned hereby proposes to deliver **gasoline (87 octane)** to the following locations as requested for the period October 1, 2012 to September 30, 2013:

<u>Location</u>	<u># of tanks</u>	<u>Gal/tank</u>	<u>Est. 12 mths usage (gals).</u>
Conway Police Dept.	1	8,000	<u>29,708</u>

Fixed Add-on (Admin., Trans., and Profit): \$ \_\_\_\_\_/gallon

Submitted by: \_\_\_\_\_

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

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

E-mail: \_\_\_\_\_

Telephone/FAX #s \_\_\_\_\_

**PLEASE RETURN BY SEPTEMBER 20, 2012**  
**PROOF OF INSURANCE MUST ACCOMPANY THIS BID**  
**ATTN: PUBLIC WORKS DIRECTOR**  
**TOWN HALL**  
**1634 E. MAIN ST.**  
**CTR. CONWAY, NH 03813**

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**2012-2013  
BID FORM  
(Diesel)**

The undersigned hereby proposes to deliver **diesel fuel** to the following locations as requested for the period October 1, 2012 to September 30, 2013:

<u>Location</u>	<u># of tanks</u>	<u>Gal/tank</u>	<u>Est. 12 mths usage (gals).</u>
Conway Town Garage	1	4,000	<u>63,673</u>
Conway Transfer Station	1	275	<u>3,490</u>

Fixed Add-on (Admin., Trans., and Profit): \$ \_\_\_\_\_/gallon

Submitted by: \_\_\_\_\_

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

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

E-mail: \_\_\_\_\_

Telephone/FAX #s \_\_\_\_\_

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**2012-2013  
BID FORM  
(Propane)**

The undersigned hereby proposes to deliver **propane fuel** to the following locations as requested for the period October 1, 2012 to September 30, 2013:

<u>Location</u>	<u># of tanks</u>	<u>Gal/tank</u>	<u>Est. 12 mths usage (gals).</u>
Highway Service Garage	1	500	<u>329</u>
Conway Transfer Station	1	500	<u>2190</u>
Whitaker House/Barn	1	500	<u>453</u>

Fixed Add-on (Admin., Trans., and Profit): \$ \_\_\_\_\_/gallon

Submitted by: \_\_\_\_\_

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

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

E-mail: \_\_\_\_\_

Telephone/FAX #s \_\_\_\_\_

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**2012-2013 BID FORM  
(#2 Fuel)**

The undersigned hereby proposes to deliver **#2 fuel oil** to the following locations as requested for the period October 1, 2012 to September 30, 2013:

Location	# of tanks	Gal/tank	Est. 12 mths usage (gals).
Conway Police Dept.	2	775	2571
Conway Rec. Center	2 (in old sec)	330	---
Conway Rec. Center	2 (newer sec)	275	3966 (4 tanks)
Conway Town Hall	2	330	1470
Town Service Garage	2	330each	903
“ Hwy Storage garage	3	330 each	2961
Conway Public Library	2	330	3332_

Fixed Add-on (Admin, Trans, and Profit): \$ \_\_\_\_\_/gallon

Submitted by: \_\_\_\_\_

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

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

E-mail: \_\_\_\_\_

Telephone/FAX #s \_\_\_\_\_

**PLEASE RETURN BY SEPTEMBER 20, 2012**  
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