

Town of Dover

**Heating Oil & Diesel Fuel Bid
For Fiscal Year 2018-19**

Scope: The Town of Dover is asking bids for #2-Heating Oil and Ultra-Low Sulfur Diesel Fuel, Kerosene & Propane for the 2018-19 Fiscal Year.

Quantities: The Town needs the above in the following amounts:

Description	Gallons (Heating Oil)	Gallons (Winter Diesel)	Gallons (Summer Diesel)	Gallons (Kerosene)	Gallons (Propane)
Town Office	1230			500	
Town Hall	1330				230
West Dover Firehouse	4600				
Police Department	1200				
Highway Garage	4200	19,800	12,100		
Dover Free Library	2300				
Dover Elementary School	10,000				500
Dover Historical Society	940				
East Dover Fire Department	1570				
Total #2 Fuel Oil	27,370	Diesel 19,800	12,100	500	730
		Kerosene/Propane			

NOTE: The seller agrees to reassign any excess gallons of heating fuel at the Town's request. Diesel fuel needs include all trucks, buses, and heavy equipment. Delivery drivers must be familiar with all sites and quantities used at each location.

Contact Person Receiving Bids: Jeannette Eckert, Office Manager, PO Box 428, West Dover, VT 05356. Phone 802-464-5100 ext. 3, Fax 802-464-8721 or email dvradmin@sover.net. We will receive bids until 4:00 p.m. on **Friday, July 13, 2018**. We will present all proposals to the Select Board for approval on Tuesday, July 17, 2018 when they will read the bids. The email subject matter should read "FUEL BID."

Bid Pricing: All prices include the product, and the cost of delivering the product to each site. Please note any exceptions when bidding. Because of market swings, the price should be as of Friday, July 13, 2018. The Town will either award or reject all bids on reading at the July 17th regularly scheduled meeting.

Product Specifications: The #2-Heating Oil and Ultra-Low Sulfur Diesel Fuel shall meet the specifications fixed by the State of Vermont Transportation.

Deliveries: Do not fill tanks beyond 95% capacity. The winning bidder handles the cleanup cost for spills and from overfilling. All deliveries will be on weekdays between the hours of 8:00 a.m. and 4:00 p.m. for the Town and 7:00 a.m. and 3:00 p.m. for the Elementary School. The driver will coordinate delivery with the Highway Commissioner. Delivery slips must show volume and date of delivery. Delivery trucks will not jump curbs, sidewalks or lawns.

Invoices: Invoicing for all fuel except Dover Elementary School, Dover Historical Society, Dover Free Library and East Dover Fire Department will be separately.

Taxes: The Town of Dover and the Elementary School are tax-exempt under Vermont General Statutes as a political subdivision of the State and Internal Revenue Code Section 149(e). Tax-exempt letters are available on request.

Equal Employment: The successful bidder agrees not to discriminate against any employee or applicant because of age, race, color, religion, sex, physical disability, gender or national origin.

Insurance: The successful bidder also agrees to provide the Owner with a Certificate of Liability Insurance with minimum limits of Two Million Dollars (\$2,000,000.00). The Town of Dover and the Dover Elementary School named as added insured. The Contractor agrees to keep all such insurance in continuous effect until the Treasurer decides the Contractor's responsibilities related to the project are complete. The insurance company must tell the Town Treasurer at least thirty (30) days written a notice of change or ending in coverage. The Contractor also agrees to keep Workers' Compensation Insurance and all other insurances required by federal, state or local laws.

Laws, Permits, and Licenses: It is the successful bidder's responsibility to adhere to all federal, state and local legislation and rules related to the work performed. Also, it is the Contractor's responsibility to buy and keep in effect any licenses, permits, notices or other regulatory needs of the work done.

No Collusion or Fraud: The Contractor agrees that no other person or persons other than those named within has any interest in this proposal. The Contractor also agrees that this Agreement is without collusion or fraud and that no officer or employee of the Owner has gained or will gain financial reward, as a result, of this Agreement.

Successors and Assigns: When awarded this Agreement shall be binding upon the successors, assigns or representatives of both parties.

Indemnification: The successful bidder shall guarantee and hold harmless the Owner, its agents and employees against all claims, damages, losses and expenses. That includes attorneys' fees, arising out of or resulting from this agreement. This agreement includes the loss of use resulting from negligent acts or omissions of the Contractor, subcontractor, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable.

2018-19 Oil Bid & Agreement Form

**Town of Dover, Dover Elementary School, Dover Free Library, East Dover Fire Department
and Dover Historical Society**

Firm: _____
Address: _____
City: _____ State _____ ZIP _____
Representative: _____
Phone: _____ Fax: _____ email: _____

Pre-Paid Price each gallon for:
#2-Heating Oil from July 13, 2018 to June 30, 2019 _____
Please indicate Pre-Buy payment date deadline _____

Fixed Price each gallon for:
Ultra-Low Sulfur Diesel _____
Summer Diesel from July 13, 2018 to Oct 31, 2018 & 4/1/19 to 6/30/19 _____
Winter Diesel 50/50 mix from Nov 1, 2018 to March 31, 2019 _____

Fixed Price each gallon for:
Regular Gasoline _____
Premium Gasoline _____
Kerosene _____
Propane _____

By presenting this bid response, you are showing the prices listed above all-inclusive to the buy of the commodities named.

Seller Representative: _____

Signature _____ **Printed Name** _____
Title _____ **Date** _____ **Telephone:** _____

IMPORTANT

The Town of Dover and Dover Elementary School reserve the right to reject any bids or waive requirements of this bid, based on the best interests of the Town. Once received, contractors cannot remove their bids for 30 days.