



BREWER PUBLIC WORKS

221 Green Point Road
Brewer, ME 04412

Telephone (207) 989-7800
Fax (207) 989-8024

May 6, 2020

To whom it may concern,

The City of Brewer Water Department and Public Works Departments are seeking bids for providing No. 2 fuel oil for the 2020- 2021 heating season, low sulfur on-road diesel fuel, gasoline, and propane. The contract period will run from July 1, 2020 through June 30, 2021.

Bid specifications have been enclosed for your convenience. Please submit your bid, attention to Kevin Cooke, 221 Green Point Road, Brewer, Maine 04412.

Bids may be submitted by mail, and shall be received no later than 12:30 PM on May 28, 2020. Bids will be reviewed, and all bidders will be notified of the results, via phone or email, on or before June 17, 2020.

The heating fuel oil bid is to service 5 tanks covering 2 locations. The quantities below are intended to aid in the bidding process and are in no way guarantees of quantity to be used or purchased for either minimum or maximum usage. Typically, automatic delivery will be scheduled during the winter months and delivery upon request the remainder of the year. Delivery tickets shall be submitted at the respective facilities following each delivery.

Buildings 222 &223 Green Point Road, Brewer	Tank Size (gal)	Last Seasons Usage (gal)
Public Works small garage	275 gal	522
Main Building and garage	2 - 275 gal	5904
Water Dept. small garage	275 gal	355
Water Dept. 3 bay garage	276 gal	593
Ozone plant 257 Hatcase pond road, Eddington	2,000 gal	6,146
(Underground Storage Tank)		
Total		13,520

The No.2 on-road diesel and gasoline bid, is to service 1 underground fuel tank with 2 compartments, with a capacity of 6,000 gallons each. The quantities below are intended to aid in the bidding process and are in no way guarantees of quantity to be used or purchased for either minimum or maximum usage. Delivery will be upon request and in compliance with all UST regulations. Delivery tickets shall be submitted at the respective facilities following each delivery.

Buildings 221 & 223 Green Point Road, Brewer	Tank Size (gal)	Last Seasons Usage (gal)
On-road Diesel (includes winter blend when available) UST	6,000 gal	30,000 gal
Gasoline UST	6,000 gal	31,000 gal

The propane bid is to service (5) five locations with tanks of various sizes. The quantities below are intended to aid in the bidding process and are in no way guarantees of quantity to be used or purchased for either minimum or maximum usage. Delivery will be upon request and in compliance with all UST regulations. Delivery tickets shall be submitted at the respective facilities following each delivery.

Locations of Propane Tanks	Tank Size (gal)	Last Seasons Usage (gal)
257 Hatcase pond road, Eddington Generator	3 – 1,000 gallons	720.0
Total		720

The city is requesting alternate quotes for guaranteed fixed prices and any other alternative pricing options (e.g. Pre-payment, etc.) the bidder would like to propose. The city reserves the right to select the alternate or alternates it deems to be in its best interest.

Please fill out a Standard Bid Form (see below) for each product bid, #2 heating fuel, low sulfur on-road diesel, gasoline, and propane.

It is the City’s intent to treat all items included in this package for bid as separate items, therefore, each item may be awarded to separate bidders or all items may be awarded to one bidder. This will be solely at the City’s discretion.

The City of Brewer reserves the right to reject any and all proposals, to negotiate terms and conditions with any provider and to accept any proposal deemed, in its sole opinion, to be in the best interest of the customers of The City of Brewer, acting through its Water Department and Public Works Department.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

By submission of this proposal or contract, the prospective participant certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from doing business with any Federal department or agency. Furthermore, the prospective participant, if selected, agrees to ensure that any subcontractors it uses also meet this standard.

The selected vendor(s) will be responsible for any spillage during delivery of said products, including prompt reporting to Maine Department of Environmental Protection (MDEP) and the facility owner/representative; thorough cleanup of spill site; proper disposal of waste materials as a result of the cleanup; and any fines or penalties levied as a result of a product spill. Should a vendor utilize spill containment or cleanup material from the owner's facility, the vendor will be required to replace all such materials with new stock. Failure of a vendor to properly address spills as outline above will result in the facility owner taking charge of the spill and the vendor being held financially responsible for all cleanup efforts by the owner, a hired contractor, and (MDEP).

Proof of Corporate, Limited Liability Company or other Legal Entity Existence

The successful bidder shall provide the City an attested or authenticated proof of its legal existence to do business in the State of Maine.

Proof of liability insurance

The successful bidder shall provide the City of Brewer with a copy of its liability insurance naming City of Brewer as certificate holder.

Equal Opportunity

The City of Brewer is an Equal Opportunity Employer and Service Provider. The prospective participant, if selected, agrees that it shall not discriminate against any employee or applicant for employment because of age, sex, race, creed, color, national origin, ancestry, marital status or sexual orientation.

Regards,

Kevin Cooke
Public Works Purchaser

STANDARD BID FOR NO 2 HEATING OIL

1. Base price per gallon as of June 1, 2020. \$ _____

Base price is defined as the current dealer cost for the product on a per gallon basis. This price shall be based on some verifiable source, i.e. dealer invoices; and the dealer agrees that if awarded the bid for providing the fuel the dealer will, upon request of the Town, provide sufficient and satisfactory documentation to verify the base price of the product. It is expected this price will fluctuate up and down during the term of the contract.

2. Additional charges per gallon. \$ _____

This shall include any and all additional charges the bidder feels necessary, i.e. transportation charges, overhead, profit, etc. **This amount will remain constant during the contract period.**

3. Total bid price per gallon. \$ _____

The sum of 1 & 2. This shall be the amount used to determine the lowest bid, subject to verification of the Base price above.

4. Other.

The bidder hereby proposed to implement additional charges for services provided after hours (between 5:01 PM and 6:59 AM weekdays) and on Saturday or Sunday for deliveries required. For each delivery called for in this section, bidder will assess a fee of \$ _____ per delivery.

Bidders must include copies of all appropriate insurances including but not limited to General Liability coverages meeting the requirements of the Town and Workmen's Comp. **Bids may be submitted by mail, and shall be received no later than 12:30 PM on May 28, 2020.**

THE BREWER WATER AND PUBLIC WORKS DEPARTMENTS RESERVE THE RIGHT TO ACCEPT OR REJECT ANY AND ALL BIDS OR TO ACCEPT THE BID DEEMED TO BE IN THE BEST INTEREST OF THE TOWN.

Date

Bidder (Name of Company)

Phone Number

E-mail Address

Bidder (Authorized Signature)

Printed Name

STANDARD BID FOR LOW SULFUR ON ROAD DIESEL

5. Base price per gallon as of June 1, 2020. \$ _____

Base price is defined as the current dealer cost for the product on a per gallon basis. This price shall be based on some verifiable source, i.e. dealer invoices; and the dealer agrees that if awarded the bid for providing the fuel the dealer will, upon request of the Town, provide sufficient and satisfactory documentation to verify the base price of the product. It is expected this price will fluctuate up and down during the term of the contract.

6. Additional charges per gallon. \$ _____

This shall include any and all additional charges the bidder feels necessary, i.e. transportation charges, overhead, profit, etc. **This amount will remain constant during the contract period.**

7. Total bid price per gallon. \$ _____

The sum of 1 & 2. This shall be the amount used to determine the lowest bid, subject to verification of the Base price above.

8. Other.

The bidder hereby proposed to implement additional charges for services provided after hours (between 5:01 PM and 6:59 AM weekdays) and on Saturday or Sunday for deliveries required. For each delivery called for in this section, bidder will assess a fee of \$ _____ per delivery.

Bidders must include copies of all appropriate insurances including but not limited to General Liability coverages meeting the requirements of the Town and Workmen's Comp. **Bids may be submitted by mail, and shall be received no later than 12:30 PM on May 28, 2019.**

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Date

Bidder (Name of Company)

Phone Number

E-mail Address

Bidder (Authorized Signature)

Printed Name

STANDARD BID FOR UNLEADED GASOLINE

9. Base price per gallon as of June 1, 2020. \$ _____

Base price is defined as the current dealer cost for the product on a per gallon basis. This price shall be based on some verifiable source, i.e. dealer invoices; and the dealer agrees that if awarded the bid for providing the fuel the dealer will, upon request of the Town, provide sufficient and satisfactory documentation to verify the base price of the product. It is expected this price will fluctuate up and down during the term of the contract.

10. Additional charges per gallon. \$ _____

This shall include any and all additional charges the bidder feels necessary, i.e. transportation charges, overhead, profit, etc. **This amount will remain constant during the contract period.**

11. Total bid price per gallon. \$ _____

The sum of 1 & 2. This shall be the amount used to determine the lowest bid, subject to verification of the Base price above.

12. Other.

The bidder hereby proposed to implement additional charges for services provided after hours (between 5:01 PM and 6:59 AM weekdays) and on Saturday or Sunday for deliveries required. For each delivery called for in this section, bidder will assess a fee of \$ _____ per delivery.

Bidders must include copies of all appropriate insurances including but not limited to General Liability coverages meeting the requirements of the Town and Workmen’s Comp. **Bids may be submitted by mail, and shall be received no later than 12:30 PM on May 28, 2020.**

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Date

Bidder (Name of Company)

Phone Number

E-mail Address

Bidder (Authorized Signature)

Printed Name

STANDARD BID FOR PROPANE

13. Base price per gallon as of June 1, 2020. \$ _____

Base price is defined as the current dealer cost for the product on a per gallon basis. This price shall be based on some verifiable source, i.e. dealer invoices; and the dealer agrees that if awarded the bid for providing the fuel the dealer will, upon request of the Town, provide sufficient and satisfactory documentation to verify the base price of the product. It is expected this price will fluctuate up and down during the term of the contract.

14. Additional charges per gallon. \$ _____

This shall include any and all additional charges the bidder feels necessary, i.e. transportation charges, overhead, profit, etc. **This amount will remain constant during the contract period.**

15. Total bid price per gallon. \$ _____

The sum of 1 & 2. This shall be the amount used to determine the lowest bid, subject to verification of the Base price above.

16. Other.

The bidder hereby proposed to implement additional charges for services provided after hours (between 5:01 PM and 6:59 AM weekdays) and on Saturday or Sunday for deliveries required. For each delivery called for in this section, bidder will assess a fee of \$ _____ per delivery.

Bidders must include copies of all appropriate insurances including but not limited to General Liability coverages meeting the requirements of the Town and Workmen’s Comp. **Bids may be submitted by mail, and shall be received no later than 12:30 PM on May 28, 2020.**

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Date

Bidder (Name of Company)

Phone Number

E-mail Address

Bidder (Authorized Signature)

Printed Name

**ALTERNATE PROPOSAL
UNLEADED GASOLINE and LOW SULFUR DIESEL FIXED PRICE**

1. Proposal's guaranteed fixed price of unleaded gasoline:
\$ _____ per gallon

2. Proposal's guaranteed fixed price for low sulfur diesel:
\$ _____ per gallon

3. Proposal's guaranteed fixed price of #2 heating oil:
\$ _____ per gallon

4. Proposal's guaranteed fixed price for propane:
\$ _____ per gallon

Bidders must include copies of all appropriate insurances including but not limited to General Liability coverages meeting the requirements of the Town and Workmen's Comp. **Bids may be submitted by mail, and shall be received no later than 12:30 PM on May 28, 2020.**

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Date

Bidder (Name of Company)

Phone Number

E-mail Address

Bidder (Authorized Signature)

Printed Name