

**Town of Machias  
P.O. Box 418  
Machias, ME. 04654  
(207)255-6621**

I/we, the undersigned, submitted the following prices for the (HS #2) #2 Fuel Oil to be supplied in accordance with the terms and conditions outlined in this bid document:

- A. Price per gallon \_\_\_\_\_
- B. Firm differential per gallon. \_\_\_\_\_
- C. Net delivered price per gallon (A + B) \_\_\_\_\_

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

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

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

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

(All unsigned bids will be rejected)

Approximate Oil Quantities for 2016-2017 October

**OIL**

Public Safety	2,603	Gallons
Town Office	1,174	
Public Works	943	

Ind Arts	3,236	
High School	5,386	
Gym	5,954	
Rose Gaffney	11,654	
Superintendents	1,200	

Jonesboro	3,116	
Bay Ridge	9,524	
Fort Obrien	8,750	

Porter Library	1,081	
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**PROPANE**

Wastewater	8,227	Propane
Tel-Center	1,625	Propane

# **Fuel Oil for Municipal Buildings**

## **General Requirements**

The Town of Machias is seeking bid proposals from contractors interested in supplying #2 fuel oil for all municipal buildings and #2 fuel or K1 (if needed) for the town's general assistance clients (at the request of the Overseer of the Poor this may be a minimum of 50 gallons), AOS Central Office, Machias School Department, Jonesboro Elementary School, Fort O'Brien School, Bay Ridge Elementary School, and the Porter Memorial Library. Award of this bid will be made to the low, responsive, responsible bidder meeting the specifications.

## **Scope of Work**

The contractor shall supply #2 fuel oil for all municipal buildings and #2 fuel oil or K1 (if needed) for the town's general assistance clients (at the request of the Overseer of the Poor this may be a minimum of 50 gallons) for the period beginning October 1, 2017 and ending September 30, 2018. All oil quantities will be on automatic delivery service. Locations: Rose M. Gaffney School, Machias Memorial High School, Machias Memorial High School Gymnasium, Industrial Arts Building, AOS #96 Superintendent's Office, Town Office, Municipal Garage, Fire Department, Wastewater Treatment Plant, Porter Memorial Library, Jonesboro School, General Assistance clients, Fort O'Brien School, and the Bay Ridge Elementary.

## **Price Information**

The contractor agrees to supply the Town of Machias with weekly rack price for Bangor, Maine #2 Fuel Oil (HS#2), with each delivery for the duration of the contract. During the contract period, the net selling price to the Town of Machias will be the Bangor, Maine Rack Price on the date of the delivery plus the firm differential. All markups/discounts and transportation costs will be included in the firm differential. The firm differential will remain constant during the contract period and will be added to the Bangor, Maine Rack Price each delivery to determine net price.

## **Commencement, Prosecution and Completion of Work**

The performance period for this bid begins October 1, 2017 and ends on September 30, 2018.

### **Accident Reporting**

The Contractor shall maintain an accurate record of, and shall report to the Town, all accidents resulting in death, traumatic injury, occupational disease or damage to property, materials, supplies, and equipment incident to work performed under the bid. Notification shall be provided to the Town within 24 hours of occurrence.

### **Materials and Workmanship**

All equipment, material, and articles incorporated into the work covered by this bid shall be new and of the most suitable grade for the purpose intended, unless otherwise specifically provided in this bid.

### **Oral Modification**

No oral statement of any person other than the Town Manager or his/her representative, shall in any manner or degree modify or otherwise affect the terms of this bid. The Contractor shall not make adjustments to the bid based on orders from the customer or anyone else, except the designated town official.

### **Insurance**

The contractor shall furnish the town a certificate of insurance as evidence of the existence of the following insurance coverage in amounts not less than the amounts specified below. This insurance must be maintained during the entire performance period.

Comprehensive General Liability: amount to satisfy State Law requirements

Automotive Liability: \$200,000 per person; \$500,000 per occurrence for bodily injury; \$20,000 per occurrence for property damage.

Workman's Compensation: As required by federal and state worker's compensation and occupational disease statutes.

Employer's Liability Coverage: \$100,000

The Certificate of Insurance shall provide for thirty days written notice to the Town by the insurance company prior to cancellation or material change in policy coverage.

### **Equal Employment Opportunity**

The contractor shall not refuse to hire or employ, nor discharge or bar from employment, nor discriminate against any person in compensation or in terms, conditions, and privileges or employment because of race, age, creed, color, national origin, or sex.

### **Contractor's Invoice**

Upon completion of the work and acceptance of the work by the Town of Machias, the Contractor shall submit his invoice for payment to the town at the above address.

Note: The Town of Machias will be billed for municipal buildings and any approved General Assistance clients. AOS #96 will receive the bills for the school buildings. Porter Memorial Library will receive its own bill.

### **Proposal Composition**

All proposals must be written clearly and accurately. Proposals deviating from that specified in the solicitation will not be considered. In the event that there is a difference between the unit price and any extended total, the unit price will be held to be the intended bid. If the bidder shows only the total price but fails to enter a unit price, the total divided by the estimated quantity will be held to be the intended unit price. The included Offer and Award sheet must be used. Additional explanations may be included on a separate sheet. The sealed bids must be submitted to the Machias Board of Selectmen at the Machias Town Office at the above address by Wednesday, September 13, 2017 at 4:00 P.M.. The exterior of the envelope must be marked "Fuel Oil Bid". The Town of Machias reserves the right to reject any or all bids.