

**BETHANY-ORANGE-WOODBRIDGE REGIONAL PURCHASING  
COOPERATIVE  
Woodbridge, CT 06525  
INVITATION TO BID FOR DIESEL FUEL**

**INTENT**

The Bethany-Orange-Woodbridge Regional Purchasing Cooperative requests bids for the procurement of **diesel fuel** for the period commencing July 1, 2019 and ending June 30, 2020. Bids must be clearly marked "DIESEL FUEL BID" on the outside of a **sealed envelope** and returned to the Administrative Officer/Director of Finance, Town of Woodbridge, 11 Meetinghouse Lane, Woodbridge, Connecticut 06525 by 10:00 am Tuesday, December 18, 2018. The Bethany-Orange-Woodbridge Regional Purchasing Cooperative consists of the Towns and Boards of Education of Bethany, Orange and Woodbridge as well as the Amity Regional School District, and Regional School District Number 16.

**BID FORMS**

All bids shall be submitted on the proposal form furnished with the bid specifications. Additional forms may be obtained on the Town of Woodbridge website [www.woodbridgect.org](http://www.woodbridgect.org) (located under "Government") **Any exceptions taken to the terms and conditions stated herein must be clearly noted on the proposal form. If no exceptions are noted, it shall be assumed that the terms of the Invitation to Bid have been accepted.**

**SUBMISSION OF BIDS**

Bids shall be computer prepared, typewritten or handwritten in blue ink. Bids submitted in pencil shall be rejected. Errors, alterations, or corrections on the proposal form must be initialized by the person signing the bid proposal form.

**BID AWARD**

A bid award shall be made to the lowest responsible bidder to be determined by the most advantageous differential, or lowest alternative firm bid, whichever is in the best interest of the Bethany-Orange-Woodbridge Regional Purchasing Cooperative. The lowest responsible bidder is that person or firm whose bid to perform the work is lowest, who is qualified and competent to do the work, whose past performance of work is satisfactory to the Cooperative and whose bid documents comply with the procedural requirements stated herein. The award process may also include additional considerations such as the information provided on the bid form and the bidder's perceived ability to fulfill his/her obligations as prescribed by these specifications. Each bidder must be prepared to show evidence of having satisfactorily carried out a similar contract, as inability to do so may be cause for rejection.

Vendor performance records, based on either individual municipal and school district experiences or identified through reference checks, may be considered in the bid award.

The Regional Cooperative may elect to award the contract to other than the lower bidder if it is judged to be in its best interest.

**AWARD NOTIFICATION**

It is the intent of the Bethany-Orange-Woodbridge Regional Purchasing Cooperative to award the bid by Noon on Tuesday, December 18, 2018.

Prepared **12/4/2018**

## INVITATION TO BID FOR DIESEL FUEL

### QUANTITIES

The Regional Cooperative guarantees a commitment to the gallons indicated below. However, the Cooperative has the flexibility to shift the number of gallons purchased between the entities as needed. Actual quantities for each entity may vary.

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

### **DIESEL FUEL:**

Annual consumption for the Regional Purchasing Cooperative is **202,500 gallons**.

**\*\*\*See attached co-op sheets for further reference\*\*\***

### RIGHT TO WAIVE ANY INFORMALITY

The Regional Purchasing Cooperative reserves the right to accept or reject any or all bids and further reserves the right to waive any bid conditions or formalities when it appears to be in its best interest to do so. This request for bid does not necessarily contemplate an award based solely on price.

### BID PRICES

#### Fixed Price

Prices quoted on Diesel Fuel shall be based on a fixed price per gallon to be paid by the participating agencies during the life of the contract. (Excluding the Gross Receipts Tax) Vendor must agree to hold fixed price bids for a minimum of one (1) hour from the time of the bid opening. It is the intent of the Regional Purchasing Cooperative to award the bid within one (1) hour of the bid opening subject to any necessary local approvals.

#### Variable Price

Prices quoted on Diesel Fuel shall be the delivered price per gallon over or under the New Haven Harbor Average of the high and low posted prices per gallon as posted OPIS (Oil Price Information Service) on the date of the delivery for Diesel Fuel.

### TAXES AND ASSESSMENTS

Towns and Boards of Education are exempt from payment of either Federal or State taxes and such taxes **shall not** be included in the bid prices.

Moreover, bid prices **shall not** include the NORA assessment nor the Connecticut Gross Receipts Tax.

### SPILLAGE

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 the Regional

## INVITATION TO BID FOR DIESEL FUEL

Purchasing Cooperative, because of pollution resulting from such spillage shall be borne by the vendor.

### **DELIVERY TICKETS**

The vendor will furnish printer-type delivery tickets with each fuel delivery. Payment will only be made on gallon information printed on metered tickets. **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 Town or Board of Education and the successful vendor. Inability of a vendor to meet required delivery arrangements may be cause for the rejection of the low bid. Vendors agree to make automatic deliveries. In other instances, vendors will be required to make deliveries within an agreed-to time interval (within 48 hours) following notification by the Town or Board of Education that supplies of Diesel Fuel are needed. The right is reserved by the Regional Purchasing Cooperative 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 a member Town or Board of Education results, the vendor agrees to compensate the entity for such damages. Restitution will be required should: insufficient fuel to run fleet of vehicles for a member Town or Board of Education or should a member Town or Board of Education incur additional costs from purchasing Diesel Fuel or other fuels 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 delivery is rejected by a member Town or Board of Education, the member Town or Board of Education 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 provide automatic printing meters on delivery trucks. Loading tickets may be substituted for meter-printed delivery tickets with the consent of the member Town or Board of Education.

## INVITATION TO BID FOR DIESEL FUEL

### **BID BONDS**

Bidders are required to submit with their bid, a valid, current bid bond in the amount of 10% of the total estimated 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.**

### **PERFORMANCE BONDS**

**A performance bond, in the amount of one hundred percent (100%) of each purchase order, may be required of the 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 the attached bid proposal form.

### **LAWS**

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

### **PREPAYMENT**

The Cooperative will not accept bids requiring prepayment for diesel fuel. The entities will only pay as gallons are delivered.

## INVITATION TO BID FOR DIESEL FUEL

### INSURANCE REQUIREMENTS

The vendor agrees to carry and provide evidence of insurance coverage's listed below. Coverage must be written with insurance companies licensed in the State of Connecticut and approved by the participating agencies. The insurance company writing coverage must have at least a B+ rating by Best & Co. All policies will provide a thirty (30) day notice of cancellation to each participating agency.

- 1) Workers Compensation - Coverage A: Statutory  
Coverage B:  
Employers Liability:  
Bodily injury by accident \$100,000 per person  
Bodily injury by disease \$100,000 per person  
Bodily injury by disease \$500,000 aggregate

Allstate's and Voluntary Compensation endorsements.

- 2) Comprehensive General Liability:  
Limits of Liability      Bodily injury - each occurrence      \$1,000,000  
- aggregate      \$1,000,000  
Property Damage      - each occurrence      \$1,000,000  
- aggregate      \$1,000,000

**Coverages:** - Premises/Independent/Contractors/Contractual/Completed Operations.  
- Contractual Liability will be broad form.  
- Comprehensive Broad form Liability Endorsement including Board  
form Property Liability. - Damage  
- Participating agencies to be named as an additional named insured.

- 3) Automobile Liability:  
Limits of Liability:  
Single Limit      \$1,000,000

**Coverages:** - All owned/non-owned/hired/borrowed.  
- Contractual liability (broad form)

Certificates of Insurance will be presented to the office of each participating agency for approval prior to the contractor, his agents or employees commencing any work whatsoever pursuant to the within contract.

## INVITATION TO BID FOR DIESEL FUEL

### **HOLD HARMLESS CLAUSE**

Contractor agrees that it will indemnify and hold harmless each participating agency it's respective officers, agents and employees from any loss, cost, damage, expense and liability whatsoever kind or nature and however the same may be caused resulting directly or indirectly from the nature of work covered by the within contract resulting in bodily injury including death, personal injury, or damage including property of each participating agency.

The coverage requirements cited above must cover both damages by automobiles and any other actions by the vendor resulting in bodily injury or property damage. Furthermore, it is understood that the successful vendor will indemnify and save the Towns and Boards of Education from any claims or judgments arising from actions on the part of the vendor in the performance of the contract.

### **EXTENSION OPTION**

Contracts may be extended for up to twelve (12) months beyond the June 30, 2020 date by mutual agreement of the parties.

### **SEVERABILITY**

No bid submitted may be withdrawn, in whole or in part, without the written consent of the Regional Purchasing Cooperative Contact Person.

### **REJECTION/CANCELLATION OF BIDS**

The Regional Purchasing Cooperative 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 Regional Purchasing Cooperative 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.

### **STANDARD DIESEL FUEL SPECIFICATIONS**

All fuel must meet all current Connecticut Department of Environmental Protection mandates. In addition, the fuel shall be free of any undesirable substances in quantities sufficient to cause damage to vehicles. The diesel fuel should not be a DF-2 blend, but must be from a refinery. All diesel fuel shall be ultra low sulfur diesel with a sulfur content of no more than .0015. During the months of November through March, cold flow improvers shall be added. The owner, at his own expense, will randomly sample diesel fuel coming off of the delivery truck, in the tank, and send it to an independent laboratory for testing. If diesel fuel fails to meet standard specifications, vendor will reimburse the Regional Purchasing Cooperative Towns and/or Boards of Education for all testing and associated fees and all deliveries will stop until material meets specifications.

Should any diesel fuel fail to meet the A.S.T.M. standards, or otherwise cause damage to the owner's property or equipment, the contracted supplier of diesel fuel will, at his own expense, be responsible to extract, clean out and re-install any diesel fuel found outside the specifications.

## INVITATION TO BID FOR DIESEL FUEL

### **DAMAGE**

Contractor will be responsible for any and all damage to Town property caused by him or his agents, servants, and employees, and shall cause proper clean up and repair of such damage at his own expense and to the satisfaction of the owner.

### **QUESTIONS**

General inquiries should be directed to Anthony F. Genovese, Administrative Officer / Director of Finance, 11 Meetinghouse Lane, Woodbridge, CT 06525 by mail, email at [agenovese@woodbridgect.org](mailto:agenovese@woodbridgect.org) or fax at 203-389-3480.

No oral interpretations shall be made to any respondent as to the meaning of any of the bid documents. Every request for an interpretation shall be made in writing, addressed and forwarded either to the mail address, email address or fax number above. ***To receive consideration, such questions must be received by 12:00 Noon on Friday, December 14, 2018. The written response to any question(s) received will be posted to the Town of Woodbridge website on Monday, December 17, 2018.*** It is the responsibility of the bidder to check the Town's website for the written questions or any other updated information.

**BETHANY-ORANGE-WOODBRIDGE  
REGIONAL PURCHASING COOPERATIVE  
JULY 1, 2019– JUNE 30, 2020  
DIESEL BID FORM**

The undersigned proposes to furnish all labor, materials, and equipment, and to perform all work required in accordance with specifications dated December 4, 2018, for

1. **Fixed Price:** Supply approximately \_\_\_\_\_ gallons, more or less, diesel fuel  
At a fixed price of \$ \_\_\_\_\_ per gallon (excluding all taxes including  
Gross Receipts Tax)

2. **Variable Price:**  
At the average of the high and low New Haven quotations in the OPIS (Oil Price Information Service) published daily covering Reseller Rack Prices:

Supply approximately \_\_\_\_\_ gallons, more or less, of diesel fuel.

Differential Rate: Plus or (Minus) \$ \_\_\_\_\_ per gallon (excluding all taxes  
including Gross Receipts Tax)

Net Total = (\_\_\_\_\_ gallons) x (rate) \$ \_\_\_\_\_

Brand Identity \_\_\_\_\_

TERMS: Percentage Discount: \_\_\_\_\_  
Number of days available: \_\_\_\_\_  
(upon receipt of invoice)  
Finance Charge % per month: \_\_\_\_\_  
Number of days past due: \_\_\_\_\_

\*\*\*\*\*  
**NOTE**      **The undersigned hereby declares that:**  
1. **The bidding requirements and specifications have been carefully reviewed; and**  
2. **The undersigned submits this proposal without collusion with any individual, group of individuals or firms.**  
\*\*\*\*\*

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Full Legal Name of Bidder

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Name of Authorized Agent (Type of Print)

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Bidders Street Address

\_\_\_\_\_  
City, State, Zip Code

**PERFORMANCE BOND:** The cost of a Performance Bond if requested by the Regional Purchasing Cooperative 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

Email address \_\_\_\_\_



FISCAL YEAR 2019 - 2020  
DIESEL FUEL

BETHANY – ORANGE – WOODBRIDGE  
REGIONAL PURCHASING COOPERATIVE

AGENCY: AMITY REGIONAL SCHOOL DISTRICT (School Buses)

REQUESTED GALLONS

DELIVERY LOCATION	NUMBER OF TANKS	TANK SIZE	DIESEL
B & B Transportation 22 Old Amity Road Bethany, CT 06524	1	4,000	28,000
Cuzzocreo 205 Boston Post Road Orange, CT 06477	1	2,000	2,000

TOTAL ESTIMATED QUANTITY 30,000

BILLING: Finance Director  
Amity Regional School District #5  
25 Newton Road  
Woodbridge, CT 06525

NOTE: THE AMITY DISTRICT DOES NOT HAVE THEIR OWN TANKS. THEY USE DIESEL FUEL FOR THEIR SCHOOL BUSES. THE BUSES FUEL AT CUZZOCREO BUS IN ORANGE AND THEY HAVE ONE 2,000 GALLON TANK, THEY ALSO FUEL AT B & B TRANSPORTATION IN BETHANY AND THEY HAVE ONE 4,000 GALLON TANK

FISCAL YEAR 2019 - 2020  
DIESEL FUEL

BETHANY – ORANGE – WOODBRIDGE  
REGIONAL PURCHASING COOPERATIVE

AGENCY: BETHANY

REQUESTED GALLONS

DELIVERY LOCATION	NUMBER OF TANKS	TANK SIZE	DIESEL
Bethany Town Garage	1	6,000 above ground	33,000

TOTAL ESTIMATED QUANTITY \_\_\_\_\_ 33,000

BILLING:

Town of Bethany  
First Selectman's Office  
40 Peck Road  
Bethany, CT 06524

FISCAL YEAR 2019- 2020  
DIESEL FUEL

BETHANY – ORANGE – WOODBRIDGE  
REGIONAL PURCHASING COOPERATIVE

AGENCY: Town of Orange

REQUESTED GALLONS

DELIVERY LOCATION	NUMBER OF TANKS	TANK SIZE	DIESEL
Highway Dept. 308 Lambert Road Orange, CT 06477	1 - Diesel	8,000	52,000

TOTAL ESTIMATED QUANTITY

52,000

BILLING:

Highway Dept.  
Town of Orange  
308 Lambert Road  
Orange, CT 06477

**FISCAL YEAR 2019 – 2020  
DIESEL FUEL**

**BETHANY – ORANGE – WOODBRIDGE  
REGIONAL PURCHASING COOPERATIVE**

**AGENCY:** Region 16

**REQUESTED GALLONS**

DELIVERY LOCATION	NUMBER OF TANKS	TANK SIZE	DIESEL
D&L All Star Transportation Bus Depot 591 North Main Street Seymour, CT	1	<u>5,000</u>  for Diesel	18,000
D&L All Star Transportation Bus Depot Grammar Avenue  Prospect, CT	1	<u>5,000</u>  for Diesel	32,000
<b>TOTAL ESTIMATED QUANTITY</b>			<u>50,000</u>

**BILLING:**

Regional School District #16  
30 Coer Road  
Prospect, CT 06712  
\_\_\_\_\_

FISCAL YEAR 2019 - 2020  
DIESEL FUEL

BETHANY – ORANGE – WOODBRIDGE  
REGIONAL PURCHASING COOPERATIVE

AGENCY: TOWN OF WOODBRIDGE

REQUESTED GALLONS

DELIVERY LOCATION	NUMBER OF TANKS	TANK SIZE	DIESEL
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PUBLIC WORKS GARAGE  
11 MEETINGHOUSE LANE  
(REAR)

1

4,000

LANDFILL  
ACORN HILL ROAD

1

330

THE CENTER GENERATOR  
4 MEETINGHOUSE LANE

1

275

TOWN HALL GENERATOR  
11 MEETINGHOUSE LANE  
(above ground)

1

275

FIRE HOUSE  
100 CENTER ROAD  
250 KILOWAT

1

693

TOTAL ESTIMAIED QUANTITY

26,500

BILLING:

TOWN OF WOODBRIDGE  
ACCOUNTS PAYABLE  
11 MEETINGHOUSE LANE  
WOODBRIDGE, CT 06525

FISCAL YEAR 2019 - 2020  
DIESEL FUEL

BETHANY – ORANGE – WOODBRIDGE  
REGIONAL PURCHASING COOPERATIVE

AGENCY: WOODBRIDGE BD OF EDUCATION (School Buses)

ESTIMATED USAGE

DELIVERY LOCATION	NUMBER OF TANKS	TANK SIZE	DIESEL
B & B Transportation 22 Old Amity Road Bethany, CT 06524	1	4,000	11,000
TOTAL ESTIMATED QUANTITY			11,000

**BILLING:**

Woodbridge Board of Education  
40 Beecher Road – South  
Woodbridge, CT 06525  
Attention: Business Office