

Town of Orange, CT.
Community Services Department
RFP for Fuel Assistance Program

Seeks bids from local oil companies to contract with the Town of Orange to provide fuel oil and priming servicing for furnaces as needed for town residents seeking aid from the Town of Orange Fuel Assistance Program.

The Fuel assistance Program is offered to Orange residents who meet the criteria for emergency assistance with fuel needs. The program is donation based and is administered through the Community Services Department with funds approved by the Town of Orange Finance Department. Community Services is located at 525 Orange Center Road, Orange CT. Residents contact the Community Service Department to request assistance. The Community Services Department contacts the fuel company requesting the fuel and or service. Each request is allowed 100 gallons maximum at the contracted price per gallon. The request is put in writing and faxed or emailed to the contracted company. Subsequent to the delivery of fuel or service provided the company sends an invoice with the amount of fuel and/or description of service and the cost, with the name and address of the resident to the Community Services Department. The Community Services Department processes the invoices and submits them to the Finance Department for disbursement of funds. The operation of this program is based on emergency need; the company selected would be expected to provide same day delivery and or service. In fiscal year 2018-2019 approximately 32 residents received fuel assistance with 3103 gallons of oil ordered. The agreed upon cost per gallon of fuel by the Town and the contractor will be fixed for the duration of the contract. The contract will be effective October 1, 2019 to September 30, 2020.

The Town of Orange is exempt from Connecticut Sales and Use Taxes and Federal Excise Taxes.

The Town of Orange reserves the right to: accept any, all or part of bids; to waive any informalities; to take into account the residency and business location of bidders within the Town of Orange; and to award the bid deemed by the Town of Orange to be in its best interest. Lowest price shall not be the sole determining factor when awarding the bid.

Interested parties must submit a bid on bid form in a sealed envelope, clearly marked "Town of Orange RFP for Fuel Assistance Program to the Town of Orange Finance Department 617 Orange Center Road, Orange CT 06477 by 10:00 am August 26, 2019 at which time they shall be opened and publicly read aloud.

On an additional sheet the proposal should include a description of the company, its employees and credentials. Include a short a narrative describing history, strengths, distinguishing skills and capabilities.

Any questions should be emailed to Joan Cretella at jcretella@orange-ct.gov