

Town of Pomfret, Vermont



REQUEST FOR PROPOSALS Purchase of Propane Fuel October 6, 2016

Proposals due by Noon, October 19, 2016

**Mail responses to:
Town of Pomfret
Attn: Assistant, Pomfret Selectboard
5218 Pomfret Road
North Pomfret, VT 05053**

**Contact Information:
Jonathan Williams, Assistant, Pomfret Selectboard
jonathan.williams@pomfretvt.us
(802) 457-3861**

Introduction

The Town of Pomfret, Vermont, (“Town”) is accepting proposals for written quotes for the ordering and purchasing of propane fuel to be delivered to five distinct locations in the municipality. **In prior years, the Town has purchased and used an average of about 3,500 gallons per year and is expected to purchase a similar amount during the 2016-2017 season.**

Although the Town is not seeking proposals for a guaranteed bulk purchase for a specific amount of propane fuel, it is willing to consider exceptions to the bid which requires purchasing a specific quantity. Please note in any submitted proposal whether or not the town is required to purchase a specific quantity of material. If not, please note whether or not availability of fuel is guaranteed.

The Town is exempt from the Vermont State Sales Tax.

All pricing shall be good through the 2016-2017 season.

Proposal Schedule

Activity	Date
RFP Issue & Publication	10/06/16
Proposals Due	10/19/16, noon
Selectboard Bid Opening	10/19/16
Anticipated Selectboard Decision	11/02/16

Instructions to Bidders

A. Delivery of Bids

As required by the Town of Pomfret Purchasing Policy (see attached), *all bids must be submitted in sealed envelopes, addressed to the Town in care of the Selectboard, and plainly marked with the name of the bid and the time of the bid opening. Bid proposals will be dated stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the schedule time for the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned. Bidders shall bid to specifications and any exceptions must be noted. A bidder shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or any kind with any other bidder for the same work, and that the bidder is competing solely on his/her/its behalf without connection with or obligation to any undisclosed person or firm.*

Sealed proposals, clearly marked “Propane Fuel Proposal” on the outside, **must be received no later than Noon, October 19, 2016** at the following address: Pomfret Town Offices, attn.: Assistant, Pomfret Selectboard, 5218 Pomfret Rd., North Pomfret, Vermont 05053. Proposals shall be opened at the subsequent Selectboard meeting.

B. Evaluation of Bids

As provided by the Town's Purchasing, *in evaluating bids, the selectboard will consider the following criteria:*

1. *Price;*
2. *Bidder's ability to perform within the specified time limits;*
3. *Bidder's experience and reputation, including past performance for the Town;*
4. *Quality of the materials and services specified in the bid;*
5. *Bidder's ability to meet other terms and conditions, including insurance and bond requirements;*
6. *Bidder's financial responsibility;*
7. *Bidder's availability to provide future service, maintenance, and support;*
8. *Nature and size of bidder; and*
9. *The degree to which the proposals respond to all requirements of the requested specifications.*

The selectboard reserves the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make a n award which in its sole and absolute judgment will best serve the Town's interest. The selectboard reserves the right to investigate the financial responsibility of any bidder to determine its ability to assure service throughout the term of the contract.

C. Change Orders

As provided in the Town's Purchasing Policy, if specification changes are made prior to the close of the bid process, the Request for Bids will be amended and notice shall be sent to any bidder who already submitted a bid and a new bid process will be initiated. Once a bid has been accepted, if changes to the specifications become necessary, the selectboard will prepare a change order specifying the scope of the change. Once approved, the contractor and an authorized agent of the Town must sign the change order.

D. Delivery

The propane fuel shall be delivered to five distinct municipal locations in Pomfret, VT where/when needed: Two buildings have baby Q tanks; one building is heated with propane, and the other uses it only for incidentals. Another building has a 500 gallon buried tank, one building has a Q tank, and one has 2 Q tanks (for building and generator).

E. Specifications

None.

F. Compliance with Instructions

I have read the above Instructions in its entirety and fully understand all the requirements requested by the Town of Pomfret, Vermont.

Signature _____ Date _____

Print Name & Company _____