

Town of Pomfret Vermont

5218 Pomfret Road
North Pomfret, VT 05053

Request for Proposal Diesel Fuel Supply for the 2015 Year

The Town of Pomfret Vermont is seeking proposals to provide clear diesel fuel for the calendar year 2015.

Estimated usage will be 12,000 gallons of clear diesel fuel for Highway Department and Fire Department vehicles.

1. All deliveries will be to the existing 2,000 tank located at the Pomfret Highway Department, 100 Labounty Road, North Pomfret, VT 05053.
2. Sealed Proposal(s) shall be clearly marked on the outside of the envelope ***“2015 Clear Diesel Fuel”*** and shall be received by the Pomfret Town Clerk by **2:30 pm, Wednesday December 3, 2014**

Proposal(s) may be:

- 2.1. **Mailed** to the Town of Pomfret, 5218 Pomfret Road, North Pomfret, VT 05053.
 - 2.2. **Email** to: clerk@PomfretVT.us and shall be clearly marked in the subject field “2015 Clear Diesel Fuel ” and shall be printed and placed in a sealed envelope clearly marked “2015 Clear Diesel Fuel ” and marked with the date and time of receipt by the Town Clerk across the envelope seal.
 - 2.3. **Delivered** in sealed envelopes during regular business hours, M-W-F 8:30 am – 2:30 pm.
3. **Proposal(s) shall include at a minimum:**
 - 3.1. Cost of clear diesel fuel with a guaranteed not to exceed a specific per gallon fee.
 - 3.2. If full-service fuel prices go below the guaranteed price Pomfret will be billed the lower price.
 - 3.3. Any exceptions or planned deviations from the described request
 - 3.4. For state mandated requirements, location of suppliers depot
 - 3.5. For state mandated requirements, route delivery vehicle will travel to 100 Labounty Road, North Pomfret, VT 05053
 - 3.6. Three references
 - 3.7. Proof of workers’ compensation
 - 3.8. Proof of Employer’s Liability Insurance
 - 3.9. 24 hour contact information for the business or individual that the contract will be with
 - 3.10. Email address for the business or individual that the contract will be with
 - 3.11. 24 hour contact information for the suppliers local depot
 4. All Proposals shall be marked with the date and time of receipt at the Town Clerks across the envelope seal and shall remain sealed until the formal opening.
 5. **Proposal(s) received:**
 - 5.1. ***By 2:30 pm, Wednesday December 3, 2014. will be*** opened for review and consideration at a regular or special Pomfret Selectboard meeting.
 - 5.2. ***After 2:30 pm, Wednesday December 3, 2014. will not be*** considered and will be returned to the bidder.
 6. Proposals shall be opened and reviewed at the regular Selectboard meeting on Wednesday, December 3, 2014. The Pomfret Selectboard reserves the right to reject any and all proposals if doing so is deemed to be in the best interests of the Town of Pomfret. The Pomfret Selectboard intends to award the contract at the Wednesday, December 17, 2014 regular Selectboard meeting, but reserves the right to award the contract at any date after Wednesday, December 3, 2014.

For more information, please contact the Pomfret Town Office, (802) 457-3861