

Bid Specifications  
Distillate Fuel Oil

The Board of Selectmen for the Town of Dover invites sealed bids for the delivery of distillate fuel oil (#2 heating oil) to Town buildings for the period of September 8, 2016 through June 30, 2019.

Bid Specifications are available at the Board of Selectmen's Office, 5 Springdale Avenue, P.O. Box 250, Dover, MA 02030 Monday through Thursday from 9:00 a.m. to 5:00 p.m. and Friday 9:00 a.m. to 1:00 p.m.

Bids must be submitted in a sealed envelope marked "Bid for Distillate Fuel Oil" and must be received in the Board of Selectmen's Office, 5 Springdale Avenue, P.O. Box 250, Dover, MA 02030 on or before 1:00 p.m. on Wednesday, August 31, 2016. All bids will be publicly opened in the Selectmen's meeting room at the deadline for the submission of bids.

The fuel oil shall be delivered as required to the fuel storage tanks at the following Town buildings in the estimated annual gallon quantities:

BUILDING	NO. OF TANKS	TANK SIZE	ESTIMATED ANNUAL QUANTITY
Town House 5 Springdale Avenue	4	275	10,000
Protective Agencies Building 3 Walpole Street	3	275	10,000
Highway Town Garage 2 Dedham Street	3	330	9,500
Park & Recreation Building 2 Dedham Street	1	500	1,600
Whiting Road Town Building 4 Whiting Road	1	275	1,600
Dover Public Library 56 Dedham Street	2	275	7,000
Caryl Community Center 4 Springdale Avenue	1	3,000	25,000
Primary Residence 46 Springdale Avenue	2	330	1,500
Guest House 46 Springdale Avenue	1	275	400

- Deliveries of fuel oil shall be restricted to between the hours of 7:00 AM – 5:00 PM on weekdays. A delivery ticket shall be recorded with each delivery.
- The supplier shall clean the premises after all deliveries of fuel and shall leave the grounds and buildings in good condition. In the event of an accidental release of fuel oil, the supplier shall immediately notify the Town of Dover Fire Department at telephone number 9-1-1 and shall promptly notify the appropriate state and local agencies as required by law.
- The Supplier shall submit on a monthly basis to the Town of Dover separate invoices for each delivery location. Each invoice shall identify the location of delivery, dates of delivery, the quantity of fuel oil delivered, and the price per gallon of fuel oil. The delivery tickets shall be provided in addition to the invoices. A copy of the applicable section of the Oil Price Daily, an OPIS publication (formerly known as the Journal of Commerce) highlighting the posted low tank car price for No. 2 oil for the Boston area market for the date of each delivery shall also be provided with each invoice. The Town of Dover shall remit payment for fuel oil deliveries within thirty (30) days after the receipt of invoice.
- Any fuel oil supplied which proves to be inadequate shall be removed by the supplier at his own expense and replaced with suitable oil. The supplier shall be responsible for any expense incurred to burner equipment caused by improper fuel.
- Bidders shall submit a universal bid price quote based on a delivered to destination price. Due to the variation of the oil market, the low bid shall be determined as the bid with the lowest amount per gallon of fuel oil above the posted low tank car price for the Boston area market. **Bidders shall submit a price quote for the contract period in a stated amount per gallon above the posted tank car price for the Boston area market for each date of delivery of fuel oil.**
- Insurance coverages as specified below shall be taken out with a company or companies authorized to do such business in the Commonwealth of Massachusetts and shall be written for not less than any limits of liability as specified herein below, or required by law, whichever is greater.

Worker's Compensation and other benefits as required under Chapter 152 of the General Laws, as amended, and Section 34A of Chapter 149 of the General Laws.

Employers Liability with a limit of at least \$100,000.00 each accident.

Comprehensive General Liability and Automotive Liability: General Liability shall include Contractor's Liability, Premises Liability, Completed Operations and Products Liability; all on the occurrence basis with Personal Injury Coverage

and Broad Form Property Damage. Automotive Liability shall include coverage for owner, non-owned and hired automobiles.

Combined single limit for Comprehensive General Liability and Automotive Liability:

Each person	\$1,000,000.00
Each occurrence	\$1,000,000.00

Umbrella or Excess Liability coverage following form of underlying General and Automobile Liability coverage of \$3,000,000.00, Combined Single Limit.

The Town of Dover will be named as an additional insured on all policies.

Certificates of Insurance shall be submitted to the Town simultaneously with the execution of the Contract. Certificates shall indicate that coverages are afforded as above and in force. These Certificates shall contain a provision that the insurance company will notify the Town by registered mail at least thirty (30) days in advance of any cancellation, change or expiration of the policies.

- Bidders shall include three (3) references, preferably municipalities, on the Bid Response Sheet.
- Bids shall be submitted on the attached Bid Response Sheet.
- The contract for the delivery of distillate fuel oil (#2 heating oil) will be awarded to the lowest responsible and responsive bidder.
- The contract will be cancelled if funds are not appropriated or otherwise made available to support continuation or performance in any fiscal year succeeding the first one.
- The Board of Selectmen reserve the right to reject any and all bids as it deems to be in the best interest of the Town of Dover.

David W. Ramsay  
Chief Procurement Officer

Bid Response Sheet  
Distillate Fuel Oil

Price per gallon above the posted low tank car price for the Boston Area Market:

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The undersigned certifies under penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certificate, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

\_\_\_\_\_  
**(Name of person signing bid)**

\_\_\_\_\_  
**(Name of business)**

Then undersigned certifies under penalties of perjury that he has complied with all laws of the Commonwealth relating to taxes.

\_\_\_\_\_  
**(Name of person signing bid)**

\_\_\_\_\_  
**(Name of business)**

Three references (preferably municipalities):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_