



TOWN OF DOUGLAS

Kevin D. Morse – Chairman
David P. Cortese – Vice Chairman
Timothy P. Bonin
Harold R. Davis
Michael D. Hughes

OFFICE OF THE SELECTMEN
29 Depot Street • Douglas, MA 01516
508-476-4000
Fax: 508-476-1070
TTY 508-476-1619

Matthew J. Wojcik
Town Administrator

Suzanne L. Kane
Administrative Assistant

INVITATION FOR BIDS August 23, 2018

FY 2019 #2 HEATING FUEL SUPPLY / DOUGLAS MUNICIPAL CENTER AND MIDDLE SCHOOL

Pursuant to Massachusetts General Laws, Chapter 30B, the Town of Douglas invites vendors to offer bids for the supply of #2 heating fuel to the Douglas Municipal Center and Douglas Middle School for Fiscal Year 2019, as specified herein and in the attached written purchase description (“Attachment A”).

Decision rule: The contract for the desired item(s) will be awarded to the responsive and responsible vendor offering the lowest, all-inclusive per gallon price, delivered to the two buildings.

The Town of Douglas reserves the right to reject any and all bids.

Minimum products requirements: All bids must meet the criteria noted in the written purchase description to be considered responsive to this IFB. The Town will purchase the heating fuel on an as-needed basis throughout the contract period, which during the last heating season was once every two weeks.

Submission of proposals: Bids must be submitted in a sealed envelope clearly marked “FY 2019 #2 Heating Fuel” with the name and address of the proposer on the outside of the envelope.

Three (3) hard copies of the bid must be received no later than 2:00 PM on Thursday, September 20, 2018 at the office of the Town Administrator, 29 Depot Street, Douglas, MA 01516. Proposals received after this time will be returned unopened. Bids may be mailed or delivered by hand, electronic responses are unacceptable. At the above time, all bids will be opened and read aloud in the Resource Room of the Municipal Center, 29 Depot Street, Douglas MA 01516. In order to be considered responsive, proposals must meet all the submission requirements set out in this IFB.

All proposals shall include:

1. A completed Bid Form;

2. Certificate of State Tax Compliance
3. Certificate of Corporate Vote (if required);
4. Disclosure Statement (if required); and
5. Non-Collusion Statement.

Bids submitted prior to the deadline may be corrected, modified or withdrawn by written notice received in the Town Administrator's Office prior to the submission deadline stated above. Any such modification or correction of a bid previously delivered to the Town Administrator's Office must be submitted in a sealed envelope, marked as the original with the title "FY 2019 #2 Heating Fuel," the proposer's name and address, and must indicate, "Modification No. ___" or "Correction No. ___" on the outside of the envelope. Any submission intended to withdraw a previously submitted bid, must be similarly labeled and clearly indicate on the outside of the envelope that it is intended as a notice of withdrawal.

Bids will be publicly opened at on the date, and at that time and place indicated above. The name of each bidder and the price of each bid shall be recorded. Bids become public information when they are opened.

Form of contract: The general terms and conditions of the anticipated contract are set out in the sample Agreement attached hereto as Attachment B. The successful bidder will be expected to execute an Agreement in substantially the form set out in the Attachment within thirty (30) days of contract award.

Additional information: Any questions concerning the content or interpretation of this IFB must be submitted in writing to the office of the Town Administrator no later than September 6, 2018. The Town shall waive any informality in a bid submission or allow the bidder to correct them. Any response to such questions will be provided in writing to all parties that have been provided a copy of this IFB. The Town will not be bound by any oral interpretation(s) or representation(s) made by any Town official or employee with respect to the terms and conditions of this IFB procedure. Persons submitting a proposal by mail or other delivery service shall bear full responsibility for delivery to the designated office prior to the submission deadline.

Award: The Chief Procurement Officer and/or his designee(s) will evaluate bids and make an award within fourteen (14) calendar days of opening the bids. The Chief Procurement Officer will notify the successful bidder with a written Contract Award and seek execution of the Contract in Attachment B in three (3) original copies.

Delivery: Bidders must disclose all delivery preferences, and be in compliance with all delivery terms noted in the written purchase description, to be considered responsive to this IFB.

TOWN OF DOUGLAS

BID FORM: FY 2019 #2 HEATING FUEL

Date:

Name and address if Individual, Corporation or other Entity submitting this proposal:

PER GALLON BID All-inclusive price per gallon for #2 heating fuel, delivered to the two buildings as specified in the IFB and written purchase description	
---	--

The following information shall be provided on this form or on such additional sheets as shall be required:

The Individual, Corporation or other entity submitting this proposal operates on a for-profit ____, not-for-profit ____ basis. Evidence of not-for-profit status is attached to this proposal form. ____
Yes ____ No

Provide a brief history of the entity submitting this proposal, including length of time in existence, name and address of officers or trustees, current location, and description of current operations.

The Bidder agrees to execute a Contract in substantially the form included in the Attachment B within thirty (30) days of delivery of such by the Town. ____ Yes ____ No

Bid submitted by:

(Signature) (Title)

CERTIFICATE OF NON-COLLUSION

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

Name of person signing bid or proposal or Business

**CERTIFICATE OF COMPLIANCE WITH STATE TAX LAWS AND
UNEMPLOYMENT COMPENSATION CONTRIBUTION REQUIREMENTS**

Pursuant to M.G.L. Chapter 62C, Sec. 49A, I _____ as authorized signatory for _____ whose principal place of business is at _____ do hereby certify under penalties of perjury that has filed all state tax returns and paid all taxes as required by law and has complied with all state laws pertaining to contributions to the unemployment compensation fund and to payments in lieu of contributions.

The Business Organization Social Security Number or Federal Identification Number is: _____.

Signed under the penalties of perjury _____, 2018.

Signature: _____

Name and Title: _____

CERTIFICATE OF CORPORATE VOTE

If a corporation, complete below or attach to each signed copy of a contract and submit with the proposal a notarized copy of vote of corporation authorizing the signatory to sign this contract submit the proposal and to enter into a lease if an award is made by the Town. If attesting clerk is same as individual executing contract, signing the proposal, have signature notarized below.

At a duly authorized meeting of the Board of Directors of the

_____ held on _____
(Name of Corporation) (Date)

At which all the Directors were present or waived notice, it was VOTED, that,

(Name) (Officer)

of this company be and hereby is authorized to execute contracts and bonds in the name and behalf of said company, and affix its corporate seal thereto, and such execution of any contract or obligation in this company's name on its behalf by such

(Officer)

of the company, shall be valid and binding upon this company.

I hereby certify that I am the Clerk of the _____

that _____ is the duly elected

_____ of said company, and that the above vote has not been amended or rescinded (Officer)
in full force and effect as of the date of this contract.

A true copy,

ATTEST _____
Clerk

Place of Business _____
Corporate Seal

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____
DAY OF _____, 2018.

NOTARY PUBLIC