



# TOWN OF DOUGLAS

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**ATTACHMENT A**  
**WRITTEN PURCHASE DESCRIPTION**  
**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 provides this written purchase description as a guide to vendors wishing to respond to an Invitation for Bids (IFB) for #2 heating oil supply for the Douglas Municipal Center and the Douglas Middle School.

Decision rule: The contract for the desired item will be awarded to the responsive and responsible vendor offering the best price. “Best price” shall mean the lowest per gallon price for heating oil delivered to the locations and under the terms and conditions specified below.

Requirements: Bids must meet these criteria to be considered responsive to the IFB:

- The product delivered will be standard #2 heating fuel
- Total quantity of purchase will vary depending on weather conditions, efficiency initiatives, etc., but based on last year’s usage, the Town estimates it will purchase a total of 30,000 gallons this fiscal year for these two buildings
- The bidder must offer one per gallon price that will be effective for the entirety of Fiscal Year 2019, which began on July 1, 2018 and will end June 30, 2019
- The per gallon price will be the all-inclusive charge for the fuel. The bidder will be required to sign a contract that will disallow any and all surcharges including delivery charges
- The Town will work with the vendor to maximize delivery efficiency. The Town is willing to make one order at a time that requires a full load of the vendors delivery truck, up to 3,000 gallons, to be dropped at either or both of the buildings, which are approximately 1 driving mile apart. To be responsive, a bidder must disclose its preferred approach to delivery, specifically, timing and load size

This purchase description details the product and delivery requirements for this contract. All other terms and conditions of the IFB and/or contract will apply to this transaction, and all three documents together represent the entirety of the contract to be entered into with the successful bidder.