

**TOWN OF GOFFSTOWN  
Request for Bids**

The Town of Goffstown is soliciting bids to provide approximately 9,100 gallons of #2 Heating Oil and approximately 16,700 gallons of propane beginning August 1, 2015 through June 30, 2016. Full bid specifications and forms can be found on the Town's website [www.goffstown.com](http://www.goffstown.com) under RFP/BIDS or in the Administration Office at Town Hall. Said bids are due no later than **Monday July 20, 2015 at 1:00 PM**. We request a validity period of two (2) working days. Bids shall be submitted on the form(s) furnished, in sealed envelopes, clearly marked with your company's name and address, annotated "Bid – #2 Heating Oil" and "Bid – Propane" and addressed as follows: Town Administrator, Town Hall, 16 Main St., Goffstown, NH 03045. Town of Goffstown reserves the right to reject any and all bids or portions thereof, and to waive any informality in any and all bids in the best interests of the town.

**TOWN OF GOFFSTOWN**  
**June 29, 2015**

**INVITATION TO BID – #2 HEATING OIL**

The Town of Goffstown is soliciting bids to provide #2 Heating Oil beginning August 1, 2015 through June 30, 2016. Said bids are due no later than Monday July 20, 2015 at 1:00 PM. We request a validity period of two (2) working days. Bids shall be submitted on the form(s) furnished, in sealed envelopes, clearly marked with your company's name and address, annotated "Bid – #2 Heating Oil" and addressed as follows:

**Town Administrator**  
Town Hall, 16 Main Street  
Goffstown, NH 03045

**REQUIREMENTS:** Bids must include transportation and delivery. All fuel furnished shall conform to Federal Standards VV-F 815A, as amended. The maximum sulfur of #2 Heating Oil is 0.4%. In the event of a change in the federal standard, sulfur content will not exceed whichever is the lowest sulfur content. Billing will be via monthly invoice with all delivery tickets attached. Fees and taxes are fixed at the bid price submitted for the duration of the contract. No additional cost or fees of any kind will be honored. Morning call, afternoon delivery and afternoon call, morning delivery will be provided when necessary; automatic delivery will be in place for this contract period unless notified otherwise. The vendor's ability to support and monitor automatic delivery is a requirement of this bid. While on automatic delivery it is the vendor's responsibility to ensure the tanks maintain a sufficient level of fuel for continued, uninterrupted operation. Any and all costs incurred by the Town of Goffstown associated with a disruption in heating due to insufficient fuel levels will be the financial responsibility of the vendor.

**DISCOUNTS:** Please indicate payment term(s)/discount(s) available from bid price(s) in addition to discounts available for prepayment of anticipated annual usage.

**IMPORTANT NOTE:** The Town of Goffstown reserves the right to reject any and all bids, or portions thereof, and to waive any informality in any or all bids, in the best interest of the town. Unit prices are required, as the Town of Goffstown reserves the right to reduce or increase the total number of gallons ordered.

**NO BIDS WILL BE ACCEPTED AFTER THE TIME AND DATE SPECIFIED.** Telephonic or telegraphic (fax) will not be considered. The Town of Goffstown are not responsible for bids not properly marked. Postmarks indicating date of mailing will not be considered as evidence of intent to submit bids in the proper time. In order to be considered all bids must be in conformance and agreement with the Bid Documents and Specifications.

<b>Dept./Location</b>	<b>#2 HEATING OIL Tank Capacity</b>	<b>Estimated Gallons</b>
<b>Consumed</b>		
LIBRARY, 2 High Street	275 gallons	1,100
FIRE DEPT.		5,500
Station #17, Tirrell Hill Rd.	275 gallons	
Station #18, 18 Church St.	1,000 gallons	
Station #19, 656 Mast Rd.	1,000 gallons	
GRASMERE TOWN HALL, 87 Center St.	275 gallons (2 tanks)	1,700
PARKS & REC CENTER, 155 So. Mast St.	500 gallons	800
<b>TOTAL ESTIMATED GALLONS</b>		<b>9,100</b>

***Town of Goffstown***  
**#2 HEATING OIL BID FORM**  
**August 1, 2015 – June 30, 2016**

**Bid Price Per Gallon**      \$ \_\_\_\_\_

**Total Estimated Cost**      \$ \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Bidder Name:** \_\_\_\_\_ **Title** \_\_\_\_\_

**Bidder Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CERTIFICATION:** The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section the word "person" means any natural person, joint venture, partnership, corporation, or other business or legal entity.

The undersigned certifies that no employee, officer or agent of Town of Goffstown will participate in the award or administration of a contract in which he or she or any member of his immediate family has an interest. No such employee, officer or agent will participate in the award or administration of a contract with any person, firm, partnership or corporation in which he or she is or any member of his or her immediate family is an officer or employee or is about to become an officer or employee of the Town of Goffstown.

**SIGNATURE:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_