



TOWN OF WHATELY, MASSACHUSETTS

Invitation to Submit Price Quotes

Vehicle & Heating Fuels

1. Introduction

The Town of Whately is soliciting written price quotes for the supply and delivery of low sulfur diesel fuel, unleaded gasoline and #2 fuel oil for a one-year period commencing on July 1, 2017 and ending on June 30, 2018. Proposers may submit price quotes for one, two or all the requested fuels. The Town reserves the right to award separate contracts for each fuel type.

2. Submission of Price Quotes

Interested proposers shall complete and submit the following documents:

1. Price Form (Attachment A)
2. Certificate of Non-collusion (Attachment B)
3. Certificate of Tax Compliance (Attachment C)

3. Specifications

Proposers are requested to provide a guaranteed fixed price mark-up per gallon based on the following price indexes: (Journal of Commerce – Daily Petroleum Price Column):

Unleaded Gasoline (minimum 87 octane)	Boston Low Tank Car Price
Low Sulfur Diesel Fuel*	Springfield Low Tank Car Price
# 2 Fuel Oil	Springfield Low Tank Car Price

*Low sulfur diesel fuel delivered during the winter months must meet all winter requirements to ensure proper performance during cold weather for the location that the fuel will be used. No extra fees may be charged for winter blend.

4. Estimated Volumes

The estimated volumes provided below are for informational purposes only. Actual orders may be more or less than the estimated volumes.

Unleaded Gasoline (minimum 87 octane)	+/- 4,000 gallons
Low Sulfur Diesel Fuel	+/- 4,000 gallons
# 2 Fuel Oil	+/- 2,500 gallons

5. Delivery Locations

Unleaded Gasoline (minimum 87 octane)	Town Garage, 71 Christian Lane Whately, MA 01373 (2,000-gallon tank)
Low Sulfur Diesel Fuel	Town Garage, 71 Christian Lane Whately, MA 01373 (1,000-gallon tank)
# 2 Fuel Oil	Emily S. Dickinson Library, 202 Chestnut Plain Road Whately, MA 01093 (1,000-gallon tank)
# 2 Fuel Oil	Town Garage, 71 Christian Lane Whately, MA 01373 (275-gallon tank)

6. Payment of Taxes

The Town of Whately is exempt from the payment of federal excise taxes; however, the Town is obligated to pay Massachusetts Road Excise Tax on gasoline and diesel fuel. **Please do not include taxes in your mark-up price. Please list any other additional taxes to be charged on the bid form.**

7. Deadline for Submissions

All written responses and required information shall be submitted by 11:00 AM on **June 1, 2017**. All price quotes shall be valid for a thirty (30) day period following the submission deadline.

8. Rule of Award

The contract will be award to the lowest responsive and responsible qualified proposer and may take into consideration past performance of a proposer.

9. Submission of Responses

Please submit all required information by mail, fax, e-mail or hand delivery to:

Whately Selectboard
c/o Brian Domina, Town Administrator
4 Sandy Lane
South Deerfield, MA 01373
townadmin@whately.org
Fax (413) 665-9560

10. Reservation of Rights

The Town of Whately reserves the right to reject any or all price quotes in total or in part as it deems to be in the best interest of the public.

Attachment A – Price Form

The undersigned offers and agrees, if this offer is accepted within thirty (30) business days from date of receipt of offers specified above, to furnish all such services and fuels described in the Invitation to Submit Price Quotes – Vehicle & Heating Fuels for the following price(s).

Name of Proposer: _____

Address: _____

Telephone #: _____ Fax #: _____

E-mail: _____

PRICE INFORMATION

Fuel Type	Fixed Price Mark-up/Gallon	Additional Taxes
Unleaded Gasoline		
Low Sulfur Diesel Fuel		
# 2 Fuel Oil		

Submitted by: _____ Date: _____
(Authorized Signature)

Name: _____ Title: _____
(Please Print)

Attachment B – Certificate of Non-Collusion

Certificate of Non-Collusion

The undersigned certifies under the penalties of perjury that this quote or bid has been made 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 of individuals.

(Signature of person signing price form)

(Name of business)

Attachment C – Certification as to Payment of State Taxes

Certification as to Payment of State Taxes

Pursuant to M.G.L. c. 62C, s.49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Social Security Number or
Federal Identification Number

Signature of Individual or
Corporate Name

By: _____
Corporate Officer
(if applicable)