



**TOWN OF TEMPLETON  
BOARD OF SELECTMEN  
160 Patriots Road ~ P.O. Box 620  
EAST TEMPLETON, MASSACHUSETTS 01438  
TEL: (978) 894-2755**

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**Town of Templeton, Massachusetts  
Invitation for Bids  
LOW SULFUR DIESEL FUEL**

The Town of Templeton, Massachusetts is seeking bids for Low Sulfur Diesel Fuel for the period of July 1, 2018 through June 30, 2019

**BID SUBMISSION PROCESS:**

Final bids must be received by **2:00 pm on September 12, 2018**, and shall be submitted as follows:

Bid to include the attached forms and the total cost of supply and delivery which will be made payable to the contractor;

**A detailed package with information on the services to be provided, the conditions thereof, and proposal forms, is available at [www.templeton1.org](http://www.templeton1.org) (click on Paid, Volunteer and Contract Openings, then click on Current Bidding/Contracts) or said SelectBoard offices during normal business hours. Each proposal should be in a sealed envelope marked, **Bid for Low Sulfur Diesel Fuel– Town of Templeton**. If mailed, the submission should be in a similarly marked separate sealed envelope to protect against the actual bid being opened in error.**

**Any questions with respect to this invitation must be received, in writing by mail (above address), by email to ([townadministrator@templeton1.org](mailto:townadministrator@templeton1.org)), or fax (603.476.583) by Carter Terenzini, Town Administrator, no later than 4:00 p.m. on September 5, 2018.** It is the proposer's responsibility to view and account for any addendums relating to this request. These will be posted on the Town web site no later than 4:00 p.m., on Monday, September 10, 2018. Bids will be time stamped as they are received. The Town's time stamp shall be controlling. Bids received by the Town after the Submission Deadline will be deemed non-responsive and will be refused. Telecopied or electronically mailed (e-mailed) bids will be deemed non-responsive and rejected regardless of the date received. Bidders are cautioned to hand deliver their bids. Any bid delivered late in person, will be refused; if delivered late by mail, it will be returned to its respective sender. Sealed bids (*including pages 4-8 of this form*) shall be submitted **ONLY** on the forms obtained from the Town's website and shall be hand delivered to Holly Young, Board of Selectmen's Office, Town Hall, 160 Patriots Road, East Templeton, MA, 01438, or mailed to:

Town of Templeton  
Attn: Holly Young  
P.O. Box 620

**Timely bids will be opened at 2:00 PM on Wednesday, September 12, 2018, in the conference room at 160 Patriots Road, East Templeton, MA, 01438, and at that time only the names of bidders and total amount of each bid will be read.**

The Town will not accept any information or materials submitted after the Submission Deadline unless such information or materials are provided in response to the Town's written request for such information or materials. Bids shall be unconditional. Prior to the Submission Deadline, bidders may correct, modify or withdraw a bid by written notice to the Town's contact person. Prior to opening the bids, any person(s) needing to make changes, correct, modify or withdraw their bid, which has already been submitted, must submit a request in writing in order to receive their bid. No bidder may withdraw his bid for a period of 180 days after the date set for the opening thereof. After the opening of bids, a bidder may not correct or modify its bid in any manner unless in response to a written request by the Town in its sole discretion. These submission requirements will be strictly enforced. The Town reserves the right to reject any and all bids, to waive any informalities, to advertise for new bids, and to award one or more contracts, wholly or in part, as may be deemed to be in the best interest of the Town. The selection of the supplier shall be made without regard to race, color, sex, age, religion, political affiliation, or national origin. The successful bidder shall be required to enter into a contract with the Town.

**The Templeton Board of Selectmen is the awarding authority.**

**Each bid ONLY ON THE FORMS FROM THE BID PACKET OBTAINED FROM THE SELECTMEN'S OFFICE shall be submitted in a sealed envelope clearly marked "Bid for Low Sulfur Diesel Fuel - Town of Templeton" containing the following:**

1. Name of Bidding Applicant
2. Name of Contact Person
3. Address, Telephone Number, and Email Address of Contact Person
4. Signed Certification of Good Faith & Non Collusion (form attached) – fully executed
5. Signed Certificate of Tax Compliance (form attached) – fully executed
6. Signed Certificate of Authority (form attached) – fully executed (for corporate bidders)
7. Signed Town of Templeton Certificate of Tax Compliance (form attached) – fully executed
8. Insurance Certificate of Liability
9. W-9 Identification Number and Certification (form attached)-fully executed

## **GENERAL CONDITIONS AND RESERVATIONS**

- A.** The Town makes no express or implied representations or warranties, orally or in writing, as to the accuracy and/or completeness of any of the information contained in, or provided as part of, this IFB, including, without limitation, information in the IFB, in appendices, exhibits, attachments, technical information, and/or supplements, in hard copy, facsimile, electronic or on line, or available upon request or from other sources. The information is provided for convenience only, and cannot be relied upon, without outside, independent investigation and verification by the bidder. This information is subject to differing interpretation, analysis and conclusions and to errors, omissions, and changes in costs, conditions, economics, engineering, laws, rules and regulations that may occur on or after the date the information was created or assembled.
- B.** This IFB is made subject to errors and omissions.
- C.** The Town reserves the right to amend, suspend or withdraw this IFB by posting notice on the Town's website at any time for any reason whatsoever, in the Town's sole discretion. It is the responsibility of the bidder to check the Town's website for any addendums.
- D.** The Town reserves the right, in The Town's sole discretion, to change the schedule or selection process by posting notice of any such changes on the Town's website at any time for any reason whatsoever in The Town's sole discretion.
- E.** The Town reserves the right to reject, in The Town's sole discretion, any bid not submitted in conformance with the requirements of the IFB and any amendments hereto, or to reject, in The Town's sole discretion, any and all bids, for any reason whatsoever. The Town reserves the right to waive any technicalities, to advertise for new bids, and to make awards as may be deemed to be in the best interest of the Town. The Town further reserves the right, in The Town's sole discretion, to waive, or to decline to waive, irregularities in any bid if and when The Town determines that it is in The Town's interest to do so.
- F.** The Town reserves the right, in The Town's sole discretion, to discontinue its selection process, to solicit other bids, to issue a new IFB or conduct any authorized alternative procurement method for any reason whatsoever at any time.
- G.** The successful bidder shall comply with all applicable federal, state, and local laws and regulations related to real estate transactions.

BID SPECIFICATIONS

LOW SULFUR DIESEL FUEL

We the undersigned, herewith submit our proposal for furnishing the following indicated products in accordance with the Town of Templeton's Request for Bids.

All products to be supplied will meet the Commonwealth of Mass. Department of Public Works Standard Specifications where applicable.

Instructions to Bidders: The item you are bidding on must be filled in on the proposal sheet. Only items completed in ink or typewritten will be considered. An authorized official must sign the proposal sheet. Diesel fuel shall be a premium grade minimum 49 cetane, minimum 30 percent kerosene during winter (starting November 1st till May 1st). All deliveries will be metered with ticket. The Town has a 2,000 gallon storage tank and average deliveries are between 1,000 to 1,500 gallons. Approximately 20,000 gallons of diesel fuel are used each fiscal year. All quantities stated are approximate and should not be interpreted by the bidders as the actual quantities the Town will purchase or be committed to purchase.

| <u>Bid # 1</u>   | <u>Diesel Fuel</u> |            |              |
|------------------|--------------------|------------|--------------|
| Bid Price/Gallon | Bid Price/Gallon   | Mark up    | Total Bid    |
|                  | Freight            | per Gallon | Price/Gallon |
| \$ _____         | \$ _____           | \$ _____   | \$ _____     |

Bid # 2

Locked guaranteed price (firm), which will remain firm throughout the contract period, July 1, 2018 - June 30, 2019

Total Bid Price Delivered \$ \_\_\_\_\_ gallon  
State Terms: \_\_\_\_\_

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

Company: \_\_\_\_\_

By: \_\_\_\_\_

(Signature)

Title: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

**CERTIFICATE OF AUTHORITY**

At a duly authorized meeting of the Board of Directors of

\_\_\_\_\_  
(Name of Corporation)

held on \_\_\_\_\_ it was VOTED that:  
(Date)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Officer)

of this corporation, be and he/she hereby is authorized to submit bids and bids, execute contracts, deeds and bonds in the name and on behalf of said corporation, and affix its corporate seal hereto; and such execution of any contract, deed or obligation in this corporation's name on its behalf by such \_\_\_\_\_ under seal of the company, shall be valid and binding upon this corporation. (Officer)

A True Copy,

ATTEST: \_\_\_\_\_

TITLE: \_\_\_\_\_

PLACE OF BUSINESS: \_\_\_\_\_

\_\_\_\_\_

DATE OF THIS CERTIFICATE: \_\_\_\_\_

I hereby certify that I am the clerk of the \_\_\_\_\_  
(Corporation)

that \_\_\_\_\_ is duly elected \_\_\_\_\_ of  
(Name) (Office)

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

\_\_\_\_\_  
(Clerk)

CORPORATE SEAL:

**CERTIFICATE OF NON-COLLUSION & GOOD FAITH**

The undersigned certifies under penalties of perjury that this bid 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 natural person, business, Town, corporation, union, committee, club, or other organization, entity, or group of individuals.

The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the Commonwealth of Massachusetts under the provision of Section Twenty-Nine F of Chapter Twenty-Nine, or any other applicable debarment provisions of any other Chapter of the General Laws or any rule or regulations promulgated thereunder.

Printed name, Title \_\_\_\_\_

Name of Business \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

PLEASE FILL OUT ONE OF THESE FORMS ACCORDING TO YOUR STATUS

**CERTIFICATE OF TAX COMPLIANCE**

**(Corporate)**

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I,

\_\_\_\_\_, authorized signatory for \_\_\_\_\_  
printed name name of consultant/business

do hereby certify under the pains and penalties of perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Federal ID # \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**OR**

**CERTIFICATE OF TAX COMPLIANCE**

**(Individual)**

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I,

\_\_\_\_\_ do hereby certify under the pains and penalties of perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes.

\_\_\_\_\_  
(Signature of person signing bid or bid)

\_\_\_\_\_  
(Date)



**TOWN OF TEMPLETON**

**CERTIFICATE OF TAX COMPLIANCE**

I, \_\_\_\_\_, do hereby certify that I am the authorized signatory for  
Name (Printed)

\_\_\_\_\_ and that said business is paid current  
Business Name Printed

on all Local taxes, fees, assessments, betterments and other municipal charges, for personal and/or business property, up to and including the date this document is signed; and further that neither I, individually, nor the business listed owes the Town of Templeton any fees to date.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_