



NASHOBA

Regional School District

Invitation for Bids

For the Procurement of No. 2 Heating Oil Delivery Services Fiscal Year 2019 (July 1, 2018 through June 30, 2019)

I. General Information and Bid Submission Requirements

- All Bids must be delivered by 12:00 noon on Tuesday August 28, 2018 to:

Director of Facilities
Nashoba Regional School District
50 Mechanic Street
Bolton, MA 01740

The bids will be opened and recorded publicly at this time at the address listed above.

- If, at the time of the scheduled bid opening, the District Office is closed due to uncontrolled events such as fire, wind, or building evacuation, the bid opening will be postponed until 12:00 noon on the next normal business day. Bids will be accepted until that date and time.
- Please submit the bid in a sealed envelope clearly marked “**2018-2019 Heating Oil Bid**”.
- The bid must include a non-collusion form, tax compliance certificate, bid pricing sheet, and reference form.
- The bid must be signed as follows: 1) if the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.
- The contract will be awarded within thirty (30) days after the bid opening. The time for award may be extended for up to 45 additional days by mutual agreement between the District and the apparent lowest responsive and responsible bidder.
- Please contact Rob Frieswick, Director of Facilities at 978-779-0539 or via email at rfrieswick@nrsd.net for any questions concerning this invitation for bids.
- The District may cancel this IFB, or reject in whole or in part any and all bids, if the District determines that cancellation or rejection serves the best interests of the District.

II. Purchase Description/Scope of Services

- The purpose of this bid is for the procurement of **up to 180,000 gallons of No. 2 Heating Oil** for the Nashoba Regional School District.
- **All bidders must provide an all-inclusive, delivered fixed price per gallon.**
- Services to include delivery of fuel oil to the district properties and monitoring for automatic delivery to ensure supply is maintained through the 2018-2019 winter heating season.
- **Must** be able to provide delivery with a 10,000 gallon tanker for the High School and Mary Rowlandson/Luther Burbank (please see tank sizes below)
- *If conditions dictate, delivery must be able to be made within a 24 hour period from time of request.*

The deliveries will be made to the following locations:

Nashoba Regional High School
12 Green Road
Bolton, MA 01740
Tank Size: 12,000 gallons

Florence Sawyer School
100 Mechanic Street
Bolton, MA 01740
Tank Size: 5,000 gallons

Central Office/Emerson School
50 Mechanic Street
Bolton, MA 01740
Tank Size: 4,000 gallons (above)
5,000 gallons (below)

Mary Rowlandson/Luther Burbank
103 Hollywood Drive
Lancaster, MA 01523
Tank Size: 13,000 gallons

III. Quality Requirements

1. Bidders must provide an all-inclusive, delivered fixed price per gallon as described in **Section II: Purchase Description/Scope of Services** and comply with all **Bid Submission Requirements** listed in **Section I**.
2. Bidders must have a minimum of two (2) years of satisfactory performance under at least three (3) different contracts similar in size to the proposed contract.
3. Bidders must have been a licensed retailer and servicer of the above listed for a minimum of three (3) years.

IV. Rule for Award

The contract will be awarded to the responsive and responsible bidder offering the lowest **all-inclusive delivered fixed per gallon price** of the item described in **Section II: Purchase Description/Scope of Services**

V. REFERENCE FORM

Bidder: _____

Bidder must submit a complete list of all supplies and contracts the past two (2) years of similar size and scope to this project, with contact names and telephone numbers.

Reference: _____
Address: _____
Contact: _____
Phone: _____
Fax: _____

Description and date(s) of supplies or services provided:

Reference: _____
Address: _____
Contact: _____
Phone: _____
Fax: _____

Description and date(s) of supplies or services provided:

Reference: _____
Address: _____
Contact: _____
Phone: _____
Fax: _____

Description and date(s) of supplies or services provided:



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VI. BID PRICING SHEET

NO. 2 HEATING OIL DELIVERY

BIDDER: _____

PLEASE PROVIDE AN ALL-INCLUSIVE FIXED PER GALLON PRICE FOR ALL SERVICES NECESSARY FOR COMPLETE OPERATION AS OUTLINED IN THE SCOPE OF SERVICES.

COMPLETE PER GALLON PRICE \$ _____
*****TO BE USED AS RULE FOR AWARD**

Please indicate any additional charges for emergency deliveries or other non-scheduled events
\$ _____

Please include a detailed description of any additional charges referenced above



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VII. 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 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 individual submitting bid or proposal

Name of business

VIII. TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of person submitting bid or proposal

Name of business