



Town of Enfield

Department of Public Works
74 Lockehaven Road, P.O. Box 373
Enfield, New Hampshire 03748
VOICE 603-632-4605 • FAX 603-632-7391
Email: jtaylor@enfield.nh.us

Request for Proposals

General:

The Town of Enfield, NH (hereafter referred to as the "TOWN") invites qualified firms (hereafter referred to as the "CONTRACTOR") to submit proposals for delivery of heating oil and propane as outlined in the scope of services section below.

Instructions:

Proposals must be submitted in a sealed envelope or electronically via the email to the contact below no later than 12:00 P.M. EST on Friday, October 6, 2023. Envelope must be clearly marked "Enfield Heating Fuel" and will be opened publicly at that time.

Proposals delivered after the time listed above will not be accepted.

Submit proposals to:

James L. Taylor
Public Works Director
PO Box 373
74 Lockehaven Rd.
Enfield NH 03748.
(603) 632-4605

Bids can also be submitted electronically to jtaylor@enfield.nh.us

Questions can be submitted to the contact above.

Proposal specifications are available on the Town's web site at:
<https://www.enfield.nh.us/new-enfield-projects/pages/requests-proposals-rfps-qualifications-rfqs>

Submission of Bid:

To be eligible, a Contractor must:

- Submit a letter of introduction outlining the firm's qualifications.
- Have necessary tools, equipment, and personnel to provide and deliver material described.
- Submit a bid document stating the unit price per gallon over rack price for propane and/or #2 heating oil.
- Provide three municipal references if the contractor has not sold fuel or done work for the Town of Enfield in the last five years.

Required documents for award of contract:

The following documents must be executed prior to award of the contract and the initiation of work. These documents must be submitted within ten (10) working days after the date of notice of intent to award.

- Certificate of Insurance (naming Town of Enfield as an "Additional Insured")
- If a corporation, Proof of Current Registration
- Executed W-9 Form

Scope of Work:

The services and materials that will be required are as follows:

The Town of Enfield is seeking contract pricing for the delivery of heating oil and propane for municipal buildings and associated equipment. The term of contract will be for two years beginning January 1, 2024 with an option to extend for six months.

Detail of Services:

Contractor shall deliver heating fuel to the locations outlined in the attached spreadsheet via automatic delivery unless otherwise specified. Contractor can offer proposals for either oil or propane or both depending on what they have available. Delivery locations and four-year average fuel quantities for each are listed. Contractor shall supply propane tanks at locations where the Town does not currently own the tank. The Town reserves the right to remove propane locations from the contract if the cost of replacing the tank exceeds the savings gained from switching contractors.

Guidelines:

All Proposals become the property of the TOWN and will therefore be considered a public document which will be open to public viewing, after the bid opening. This proposal, if accepted, will become a legally binding addendum to the eventual contractual agreement with the TOWN. This request for proposal in no way commits the TOWN to make an award or reimburse any CONTRACTOR for any expense incurred in responding to this request.

The successful CONTRACTOR will be required to provide proof of insurance, identifying the TOWN as an additional insured, and must be submitted to the TOWN upon signing of a contract for services, in the following amounts:

Comprehensive General Liability, including Completed Operations Coverage - \$1,000,000 per occurrence/ \$2,000,000 Aggregate – TOWN must be named as an additional insured.

Motor Vehicle Liability - \$1,000,000 combined single limit – TOWN must be named as an additional insured. Coverage must include all owned, non-owned and hired vehicles.

Worker's Compensation on all workers providing services under this Agreement; Employer's Liability with limits in an amount no less than statutory limits.

All Subcontractors, as agents of CONTRACTOR under this Agreement, are subject to the same insurance requirements as the CONTRACTOR.

Excess Liability in the minimum amount of \$1,000,000 each occurrence – TOWN must be named as an additional insured.

The policy must be issued by a carrier that is duly licensed to do business in the State of New Hampshire. Any subcontractors will be subject to the same insurance requirements (which will be detailed as a part of the SCOPE OF WORK).

Evaluation Criteria:

All proposals received in response to this RFP will be evaluated to determine if they are complete and meet the requirements specified in this RFP. The vendor will be chosen based on who will provide the "best value" taking into consideration the most beneficial combination of qualifications, services, costs, and who has met the requirements of this RFP. Only proposals judged to be responsive to the submission requirements set forth in this RFP will be evaluated.

The TOWN reserves the right:

- to accept or reject any or all bids in whole or in part and to accept other than the lowest price proposal;
- to waive any technical defect, qualification, omission, informality, or irregularity in any proposal received;
- to amend, modify, or withdraw this Request for Proposal;
- to require supplemental statements or information from a CONTRACTOR;
- to extend the deadline for responses to this Request for Proposal;
- to waive or correct any irregularities in proposals received;

The TOWN may award a contract based upon the proposals received without discussion of such proposals with. Each proposal should therefore be submitted with the most favorable terms the proposer can make to the TOWN.

The Request for Proposal documents and Notice of Award shall be the agreement between the TOWN and successful proposer with respect to the matters dealt with herein, and such shall supersede all other oral and written proposals, representations, understandings, and agreements previously made or existing with respect to any such matter.

Qualification of Bidders:

Staff will review, analyze, and evaluate all proposals and score them in accordance with the criteria described below. If needed, additional information may be requested from one or more CONTRACTORS.

Award will not be made solely on the basis of the cost of services. Evaluation factors to be considered in addition to cost shall be:

- The CONTRACTOR's reputation based on past work experience with the TOWN and other references.
- Quality of workmanship, service, or material provided.
- Adequate financial resources or the ability to obtain such resources as required to complete the performance of the project.
- Adequate experience, organization, technical and professional qualifications, personnel, skill, equipment, and ability.
- The ability to comply with the time frames proposal.

Each CONTRACTOR must be prepared to present satisfactory proof of their capacity and ability to successfully complete the requirements of this solicitation.

Proposals shall include a brief summary of similar projects or services provided (at least 3), including:

- The date (s) of project or service provided.
- The point of contact with name and telephone number of such clients.

This is not required if the contractor has recently provided a similar service or if project is for the provision of material.

The TOWN reserves the right to make whatever investigations or inquiries necessary to determine the competency and ability of any CONTRACTOR to complete the requirements of this solicitation. A review may include, but not be limited to, inspection of the CONTRACTOR's facilities and equipment, materials, references, or previous contract performance.

Revisions:

Any questions or inquiries must be submitted in writing and received by 12:00 P.M. on Friday, September 29, 2023, no later than 7 calendar days prior to the proposal due date. Answers to all questions or information given to a CONTRACTOR in response to a formal request of a substantive nature will be posted on the TOWN's RFP page on the Town of Enfield, NH website (<https://www.enfield.nh.us/new-enfield-projects/pages/requests-proposals-rfps-qualifications-rfqs>) no later than five (5) days prior to the due date.

Only such amendments, when issued by the TOWN, will be considered as being binding on the TOWN. Verbal explanations or instructions given by a TOWN employee to a CONTRACTOR in regard to this solicitation shall not be binding on the TOWN and shall be considered informal unless confirmed in writing by the TOWN. CONTRACTORS should note that all clarifications and exceptions, including those relating to the terms and conditions of the contract, are to be resolved prior to the submission of a proposal.

Contract:

The final contract will involve, at a minimum, the terms and conditions set forth in this RFP including the general conditions and may include those reflected in the specific proposal submitted. The content shall be the exclusive source of the CONTRACTOR'S rights and remedies and shall supersede any and all prior writings, negotiations or agreements of any kind.

The TOWN is exempt of all taxes.

The Town will pay the Contractor on a mutually agreed upon schedule.

All CONTRACTORS must comply with all applicable Equal Employment Opportunity laws and regulations.

THE TOWN OF ENFIELD IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER

Automatic Delivery

Heating Gas

<u>Building</u>	<u>Address</u>	<u>Fuel Type</u>	<u>Tank</u>	<u>Four Year Ave</u>
Community Building	308 US Rte. 4	Propane		1837
DPW Facility	74 Lockhaven Rd	Propane	Not owned	7183
McConnell Well House	31 McConnell Rd	Propane	Not owned	258
Prior II Well House	59 Lovejoy Brook Rd	Propane	Not owned	226
Enfield Center Fire Station	1098 NH Rte 4A	Propane	Not owned	60
Total				9504

Heating Oil

<u>Building</u>			
Union Fire Station	29 Union St		1552
Center Fire Station	1098 NH Rte. 4A	#2 Oil	1159
DPW Waste Oil Burner	74 Lockhaven Rd	#2 Oil	250
Whitney Hall	23 Main St	#2 Oil	3738
Police Facility	19 Main St	#2 Oil	1211
FAST Squad Building	18 Depot St	#2 Oil	1058
Total			8968

Will Call

Other Sites & Equipment

Asphalt Reclaimer	74 Lockhaven Rd	Propane	
Whitney Hall Generator	23 Main St	Propane	Not owned
McConnell Sewer Station Gen	7 McConnell Rd	Propane	
Lakeview Sewer Station Gen	3 Marsten Lane	Propane	
LSV Sewer Pump Station Gen	360 NH Rte. 4A	Propane	Not owned

Proposal Form

Project Title: **Enfield Heating Fuel**

Proposal from _____ (hereinafter called "CONTRACTOR") a corporation organized and existing under the laws of the State of _____, as a partnership or an individual doing business as - _____.

To the: Town of Enfield (hereinafter called "TOWN").

Cost Breakdown:

Unit Cost Propane: \$_____per gallon over rack

Unit Cost #2 Oil: \$_____per gallon over rack

Cost per unit discount if Town awards both #2 Oil and propane \$_____.

The CONTRACTOR agrees that this proposal shall be good and may not be withdrawn for a period of thirty (30) calendar days after the scheduled closing time for receiving proposals.

The CONTRACTOR understands that the TOWN reserves the right to reject any or all proposals and to waive any informality in the proposals.

Submitted by: _____ Title: _____

(Business Address)

(Phone #) (Email Address)

(Authorized Representatives Signature)

Please list any exceptions to the Bid Specifications separately.

Please supply three (3) references including a name, contact information, type of job completed, and date of job completion.