

Invitation to Bid on **HEATING FUELS**

For the Contract Period 6/13/2019 through 3/12/2020

The Greater Portland Council of Governments (GPCOG), acting on behalf of various municipalities located in Southern Maine, is seeking bid proposals from qualified suppliers to provide the sale and delivery of Propane, K-1, #2, #3, #4, #6, and biodiesel “bioheat” heating fuels (“**HEATING FUELS**”).

This bid proposal package consists of the following sections:

- Notice of Intent to Bid (p. 2)
- General Terms and Conditions (p. 4)
- Bid Specifications (p. 8)
- Assurances (p. 13)
- Reporting Contact Form (p. 15)
- Bid Forms (p. 16)
- Municipal Contact Info (p. 21)
- Estimated Needs (p. 22)

All bids shall be submitted on the Bid Forms included with this bid document.

Bids may be mailed or hand delivered in a sealed envelope marked “HEATING FUELS BID” to the GPCOG office. Bids also may be emailed to tplante@gpcog.org with the subject “HEATING FUELS BID” and either a request to confirm receipt via email or a “read receipt” attached to the email submission.

Bids will NOT be accepted via fax.

**GPCOG Cooperative Purchasing
970 Baxter Boulevard, Suite 201
Portland, ME 04103**

Bids will be opened at 11:00 am Wednesday, June 5, 2019

**FIXED PRICE PER GALLON OFFERS MUST REMAIN VALID THROUGH AT LEAST
5:00 P.M. LOCAL TIME WEDNESDAY, JUNE 12, 2019.**

PLEASE NOTE: THIS CONTRACT IS FOR NINE (9) MONTHS.

NOTICE OF INTENT TO BID ON 2019 HEATING FUELS

Firm: _____ WILL WILL NOT

submit a bid to furnish the above-referenced product or service.

This request for information is being sent to you and to other service or product providers to assist us in determining who will be submitting a bid.

Whether or not you choose to submit a bid at this time, please return this form if you wish to be retained on our list of bidders.

We are not submitting a bid for this contract, but please keep us on your list of bidders.

You may remove us from your bidders list (NOTE: Firms who do not return this form will be automatically removed from our bidder list).

Contact Name: _____

Address: _____

City/State/Zip _____

Telephone: _____ Fax: _____

E-mail address: _____

Please return this form immediately upon receipt (by mail or email) to:

Tony Plante, Director of Municipal Collaboration
GPCOG Cooperative Purchasing
970 Baxter Boulevard, Suite 201
Portland, ME 04103
tplante@gpcog.org

ATTENTION BIDDERS:

**PLEASE READ ALL SPECIFICATIONS AND
REQUIREMENTS OF THIS BID CAREFULLY AS
CHANGES, ADDITIONS OR DELETIONS TO THIS BID
MAY HAVE BEEN MADE.**

**GPCOG ASSUMES NO RESPONSIBILITY FOR ANY
MISUNDERSTANDING OF THE REQUIREMENTS OF
THIS BID RESULTING FROM BIDDERS' FAILURE TO
CAREFULLY REVIEW THESE DOCUMENTS OR TO
CLARIFY INFORMATION CONTAINED HEREIN.**

GPCOG COOPERATIVE PURCHASING GENERAL TERMS AND CONDITIONS

The Greater Portland Council of Governments (GPCOG) is a regional service and planning agency located in Cumberland County, Maine that is acting in a limited capacity on behalf of Participants in this bid. Representations made in this invitation are based on information from the Participants. GPCOG has full authority from the Participants to supervise the performance of contractors under this bid.

1. SUBMISSION OF BIDS

Bids must be submitted on the forms included with this bid package.

Bidders should understand that the submission of a bid represents an offer that may be accepted in whole or in part by the Participants. **The acceptance of a bid either in whole or in part constitutes the formation of a Contract.**

A bid may not be withdrawn after the date and time of bid opening and no bids will be accepted after the deadline.

Bids may be mailed or hand delivered in a sealed envelope marked "HEATING FUELS BID" to the GPCOG office. Bids also may be emailed to tplante@gpcog.org with the subject "HEATING FUELS BID" and either a request to confirm receipt via email or a "read receipt" attached to the email submission.

Bids will NOT be accepted via fax.

**GPCOG Cooperative Purchasing
970 Baxter Boulevard, Suite 201
Portland, ME 04103**

Bids will be opened at 11:00 am Wednesday, June 5, 2019.

2. NEEDS OF PARTICIPANTS

The estimated needs of the Participants are aggregated for bidders' use in estimating the amount of any product or service to be provided under this contract. In addition, estimated needs by individual municipality are also provided for reference. Under no circumstances should bidders assume that these estimates represent the exact amount of product or service to be provided.

Bidders requiring more information than what is provided should contact the individual towns or agencies for clarification of the scope of work or quantity of any product or service to be provided, and no consideration will be granted for any alleged misunderstanding of the product or service to be sold and/or delivered.

3. PRICES

GPCOG is seeking offers as a cooperative bid to obtain the most favorable prices for the Participants. Contractors shall include in their offers any and all discounts, trade or otherwise. The Participants are exempt from the payment of Federal and State sales taxes and prices shall be exclusive of any such taxes. All prices are to be net, with all discounts including but not limited to discounts for trade and time, reflected in the offered price.

All prices are to include the cost of delivery and other associated charges, unless provisions for such charges are expressly provided for on the Bid Forms specified by GPCOG.

All prices shall be firm until the end of the contract period.

4. PARTICIPANTS

The list of municipalities and agencies submitting estimated needs presented in a bid package is provided to give bidders an indication of those interested in purchasing through this bid. No guarantees are made, however, that all of the Participants listed will participate. In addition, other entities not listed in this bid but who may wish to take advantage of the prices offered through this bid may do so without penalty or prejudice, subject to the approval of GPCOG.

5. INSURANCE

Contractors shall be required to have during the full term of this contract adequate insurance to ensure that Participants are protected from any and all liability and damage, whether willful or not, resulting from negligence, error or omission on the part of Contractor or any subcontractor engaged by Contractor. Such coverage may include, but shall not be limited to, Workers Compensation, Employer Liability, Product Liability, Comprehensive and Property Damage.

All bidders must furnish a Certificate of Insurance with their bid. Failure to provide proof of insurance coverage may result in automatic rejection of bid.

6. BID AWARDS

Bid awards are based on the lowest unit fixed price per gallon OR lowest fixed add-on price per gallon, as appropriate. However, each municipality reserves the right to withdraw from the bid process if the municipality wishes to not contract with the lowest bidder at its own discretion.

GPCOG reserves the right to accept or reject any or all offers, cancel the request for offers and to submit another request for offers, whichever is in its best interests.

7. SUBLETTING

Contractors shall not assign, transfer, convey, sublet or otherwise dispose of its Contract or its right, title, or interest therein to any other person, firm or corporation without prior consent of the Participants. In no case shall any such consent relieve the Contractor from its obligations or change any of the terms of the Contract.

8. REPORTING

The Contractor *must* provide a report to GPCOG by **April 30, 2020** that includes an **itemized account of sales to each community, the quantities and unit prices for each item, and the total sales made to each Participant in the bid.**

Reports are to be submitted to:

Tony Plante, Director of Municipal Collaboration
GPCOG Cooperative Purchasing
970 Baxter Boulevard, Suite 201
Portland, ME 04103
tplante@gpcog.org

Contractors may send a copy of each invoice sent to each Participant in this bid to GPCOG in lieu of these required sales reports, **as long as the invoice includes an itemized account of work performed in each community, the unit price for each item, and the total sale made to each Participant in the bid.**

If this information is not received by April 30, 2020, GPCOG reserves the right to restrict the Contractor from participating in any future bids.

9. BID PERFORMANCE

The Contractor agrees to bear all costs incurred by the GPCOG or the Participants arising from the failure of the Contractor through omission or commission to comply with all Federal, State, and local statutes, regulations, ordinances or rules. The Contractor further agrees to hold GPCOG and the Participants harmless and to indemnify GPCOG and the Participants for these costs as well as all costs of collection, including but not limited to reasonable attorneys' fees.

If the Contractor/contractor fails to fulfill its obligations under this Contract and on time, or otherwise violates any provision of this Contract, the Participants may terminate the Contract by written notice to the Contractor. The notice shall specify the acts or omissions relied on as cause for termination. The Participants shall pay the Contractor fair equitable compensation for satisfactory performance prior to receipt of notice of termination less the amount of damages caused by the Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor will remain liable after termination and the Participants may collect damages, including costs of collection and reasonable attorney fees.

It is expected that once a bid award or awards are made and Participants have been notified of such award(s), the primary relationship in this bid shall be between awarded bidder(s) and Participants. GPCOG shall retain a secondary relationship with respect to problems arising out of the primary relationship.

Except as may be provided elsewhere in this Contract, any dispute concerning a question of fact arising under this Contract which is not disposed of by agreement shall be decided

by GPCOG, who shall mail or otherwise furnish its decision to the Contractor. The decision of GPCOG shall be final.

10. CONTRACTOR BID FEES

Each contractor will be charged 1% of the total sale for each transaction in each bid. Contractor fees will be invoiced and collected by GPCOG upon receipt of the final report. Late fees may be charged to any contractor failing to pay the fee with 30 days of the invoice.

11. EQUAL OPPORTUNITY

GPCOG and the Participants named in this bid are equal opportunity employers and shall not discriminate against an applicant as to race, creed, age, sex, sexual preference, disability, national origin, religion, veteran status, political affiliation or any other basis prohibited by law. Contractors and contractors or their agents doing business with GPCOG and its members shall not violate the above clause or the Civil Rights Act of 1964. Violations by contractors shall be reviewed on a case-by-case basis and may mean an automatic breach of contract.

Many of the Participants in the GPCOG Cooperative Services Program have adopted Minority Business Enterprise DBE/WBE Programs. These programs either mandate minimum DBE/WBE participation in individual procurements or have established DBE/WBE participation goals for the purchasing departments. It is incumbent upon all participating jurisdictions to be aware of a lead jurisdiction's DBE/WBE program (if any) and to include their own program (if any) in a cooperative purchase as required by their own purchasing policies and procedures.

12. ADDITIONAL INFORMATION

Bidders needing more information than is found in these specifications should contact GPCOG:

Tony Plante, Director of Municipal Collaboration
GPCOG Cooperative Purchasing

207-774-9891 Extension 216 or tplante@gpcog.org

2019 HEATING FUELS BID SPECIFICATIONS

For the Contract Period from 6/13/2019 through 3/12/2020.

1. PRODUCT REQUIREMENTS

For the period of this bid the Contractor shall sell and deliver first grade heating fuels for use in heating equipment. Delivery shall be to the individual Participants that ordered the product. All product sold or delivered by the Contractor shall comply with all Federal, State, and local statutes, regulations, ordinances and rules.

2. ESTIMATED QUANTITIES

The Estimated Needs of the Participants are included at the end of this document and have been regionalized into Service Areas which are represented in the bid forms as listed here:

- Service Area 1 – Berwick
- Service Area 2 – Bridgton
- Service Area 3 – New Gloucester and North Yarmouth
- Service Area 4 – Standish
- Service Area 5 - Waldoboro

The Estimated Needs by Participants provided are annual estimated needs only. It is understood and agreed to by the Contractor that the actual needs may vary and the Contractor shall supply the actual quantities ordered at the contract price.

3. SUPPLY OF PRODUCT

The Contractor shall provide and maintain the participating purchasers with a sufficient supply of product at all times and shall deliver products ordered within twenty-four (24) hours of when the Contractor receives the order. Participants who wish to be serviced on an "automatic fill" or "watchdog" system shall be so accommodated.

Product Ordered: Contractor shall deliver product as soon as possible, but no later than twenty-four (24) hours following receipt of the order. Failure to do so shall entitle the Participant to obtain the same product or a substitute product from another vendor. All costs incurred by the Participants related to their efforts to obtain the product or its substitute from another vendor that exceed the contract price shall be paid by the Contractor including the costs and reasonable attorneys' fees incurred by the Participant or GPCOG to collect the difference.

Automatic Delivery: Participants who have arranged with Contractor for automatic deliveries will be kept supplied at all times and will not be allowed to run out of product. **In the event that Contractor allows any Participant who is on an automatic fill basis to run out of product, Contractor shall automatically provide a \$100 credit for that fill, plus all costs for any furnace service necessary due to failure of Contractor to supply product.** It will be the Contractor's responsibility to determine usage patterns that will affect automatic deliveries.

4. DELIVERY

Deliveries are to be made to tank locations designated by the Participants. Deliveries are to be in the amount ordered/needed by the Participants and payment will be made on the basis of a metered ticket only, which shall be provided upon each and every delivery.

5. INFORMATION AND SERVICE REQUIREMENTS

With delivery of product for the first time to each Participant, the Contractor shall also provide all material data safety sheets for the product, a copy of all the manufacturers' warranties with the product, and the manufacturer's specifications.

If Participants so request, the Contractor shall supply burner and/or maintenance service or referral of a qualified and professional service technician. No service work will be authorized unless specifically agreed to by the Participants. The Contractor shall furnish, as part of the contract price, an analysis of the product it proposes to sell or has delivered if requested by a Participant.

6. CONTRACTOR QUALIFICATIONS

Contractors will have a minimum of two years of directly related experience, must be able to demonstrate the ability to supply the quantities required in this bid, and will furnish a list of references if so requested by the GPCOG.

7. BID PRICE

Some of the participants in this bid may desire a **fixed price** for the contract period. Bidders wishing to furnish a fixed price for this period may extend a price to some or all of the service areas.

Vendors offering a fixed price will use the rack price as of June 5, 2019 plus a **fixed add-on** for the contract period. The base price shall be the price at which Contractor could purchase product from their supplier on June 5, 2019 to establish a uniform basis of pricing for all bidders.

FIXED PRICE OFFERS MUST REMAIN VALID THROUGH AT LEAST 5:00 P.M. LOCAL TIME WEDNESDAY, JUNE 12, 2019.

The **fixed add-on** will be the amount that the contractor will add to or discount from, as applicable, the rack price during the term of this bid award. This pricing option must be extended to all service areas for which a fixed price is offered.

8. CONTRACT TERM PRICING

FOR FIXED ADD-ON CONTRACTS: AT NO TIME DURING THE TERM OF THE CONTRACT WILL THE BASE PRICE OF THE PRODUCT BE PERMITTED TO EXCEED THE OIL PRICE INFORMATION SERVICE (OPIS) WEEKLY RACK AVERAGE FOR PORTLAND, MAINE.

THE GPCOG SUBSCRIBES TO OPIS DAILY PRICING CUSTOMIZED REPORTS. PLEASE NOTE THAT IN THE EVENT OF A DISCREPANCY IN PRICING, THE GPCOG/OPIS REPORTED PRICING WILL PREVAIL.

ALL ADD-ONS/DISCOUNTS QUOTED SHALL BE FIRM FOR THE TERM OF THE CONTRACT.

FOR ALL CONTRACTS: The Participants are exempt from the payment of Federal and State sales taxes and prices shall be exclusive of any such taxes. All prices are to be net, with all discounts including but not limited to discounts for trade and time, reflected in the offered price. **All prices are to include the cost of delivery and other associated charges, unless provisions for such charges are expressly provided for on the Bid Forms specified by GPCOG.**

All prices shall be firm until the end of the contract period.

9. PRODUCT SPECIFICATIONS

All fuels provided by the successful bidders shall be of the highest grade and shall conform to the requirements stated in ASTM D396, including amendments. If requested, the bidder shall be required to provide a written analysis of the oils it proposes to provide. Sulfur content of all fuels sold under this bid shall conform to all regional requirements of the State of Maine.

If any Participant's heating system malfunctions as a direct result of fuel that does not conform to any of the above specifications, the vendor will be required to pay all costs incurred to repair the heating system including legal fees necessary to enforce this requirement.

Any biodiesel ("bioheat") within these blends must meet ASTM D6751 1B.

10. SURETY

The Contractor shall, upon request, submit to the GPCOG a Performance Bond or a letter of credit in the amount of ten percent (10%) of the award amount within ten (10) days after Contractor's receipt of notice of acceptance of the Contractor's offer or part of its offer. Failure to supply the requested bond or letter of credit shall constitute a material breach of the Contract and GPCOG and/or the Participants, at their discretion, may terminate the Contract.

11. INVOICES

All purchases will be initiated on the basis of written purchase orders or by automatic deliveries as requested by each Participant. Invoices shall be furnished in the number of copies required by each Participant to ensure prompt payment. The Participants shall have thirty (30) days following their receipt of acceptable invoices to pay the Contractor.

12. WARRANTIES

The Contractor shall expressly represent, warrant, and agree that all product, services, or work provided or performed relative to this Contract will:

- a. Conform in all respects to the specifications in this Contract;
- b. Be fit for the purpose or purposes of intended use;
- c. Conform to all applicable Federal, State, and local laws and regulations;
- d. Be new, of good quality, merchantable, best suited for the intended purposes, and free from defects of any kind or nature whatsoever.

13. DAMAGES

The contractor shall be responsible for all monetary damages incurred in the removal/replacement of defective product, including burner cleaning and/or repair costs and all reasonable attorneys' fees associated with the enforcement of this paragraph. Contractor shall also be responsible for monetary costs associated with clean up and/or remediation of premises as the result of product spilled or dumped upon delivery; this includes all reasonable attorneys' fees associated with the enforcement of this clause.

14. INDEMNIFICATION

The Contractor shall indemnify and hold harmless the Participants and/or GPCOG and their agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees arising out of or resulting from the performance of the work regardless of fault. This indemnification extends to all costs and all attorneys' fees incurred by the Participants including costs and attorneys' fees incurred in the enforcement of this paragraph.

**PLEASE RETURN ONLY
THE FOLLOWING PAGES:**

- 1. ASSURANCES (2 pages)**
- 2. REPORTING CONTACT (1 page)**
- 3. BID FORMS**



2019 HEATING FUELS

For the Contract Period 6/13/2019 through 3/12/2020

ASSURANCES

We herewith submit our bid in accordance with the requirements and specifications herein and acknowledge and agree as follows:

1. That we have read these specifications carefully and agree to comply with all requirements of this bid,
2. That the needs stated herein are the best estimates of municipalities at the time of this bid, but that these estimates may vary and agree to supply the products and services required, whether more or less than these estimates,
3. We carry full liability insurance coverage that is in force and shall remain in force during the term of this contract and will provide a certificate of such insurance coverage as provided herein,
4. Our company is bondable and a Performance Bond will be provided if required for award of any portion of this bid, and
5. We agree to comply with the requirements relating to reporting requirements for products and services provided under this bid.

Further, we hereby certify:

1. That we have a minimum of two (2) years of relevant experience, and
2. That the following is a list of three references, including the names and telephone numbers of a contact person for each, for completed jobs that are similar in scope to the work to be performed under this Contract:

Name: _____ Telephone: _____

Name: _____ Telephone: _____

Name: _____ Telephone: _____

ASSURANCES (continued)

Signed:

Company: _____

Address: _____

City/State/Zip _____

Telephone: _____ Fax: _____

E-mail address: _____

Printed Name and Title: _____

Signature: _____

(Owner or authorized representative of owner)

2019 HEATING FUELS

For the Contract Period 6/13/2019 through 3/12/2020

REPORTING CONTACT

Periodic reporting of products or services sold is a requirement of this and all bids administered by GPCOG. The Contractor must provide to GPCOG the actual amount of work performed in each municipality upon request.

Please provide contact information for the person who shall provide the requested sales reports:

Name and Title: _____

Company: _____

Address: _____

City/State/Zip _____

Telephone: _____ Fax: _____

E-mail address: _____

Bid Forms by Service Area

| |
|--|
| 2019 GPCOG HEATING FUELS BID FORM |
|--|

| | |
|--------------------------------|--|
| Company Name of Bidder: | |
|--------------------------------|--|

| |
|---------------------------------|
| SERVICE AREA 1 - Berwick |
|---------------------------------|

| | PRICE PER GALLON | | | | | | |
|---------------------------------|------------------|----|----|----|------|--------|---------|
| | K-1 | #2 | #4 | #6 | B-20 | B-99.9 | PROPANE |
| Rack price used on June 5, 2019 | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Fixed add-on per gallon | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Net price per gallon | \$ | \$ | \$ | \$ | \$ | \$ | \$ |

| | | | | | | | |
|-------------------------------|----|----|----|----|----|----|----|
| Fixed price per gallon | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
|-------------------------------|----|----|----|----|----|----|----|

| | |
|----------------------------|--|
| Fixed price offered until: | |
|----------------------------|--|

| | |
|-----------------|--|
| Rack reference: | |
|-----------------|--|

| | | | | | | | | |
|---|-----|---|-----|---|-----|---|-----|---|
| Indicate additional discount per gallon for truckload deliveries in amounts at or exceeding: | | | | | | | | |
| 5,000 gallons per drop | \$(|) | \$(|) | \$(|) | \$(|) |
| 7,500 gallons per drop | \$(|) | \$(|) | \$(|) | \$(|) |
| 10,000 gallons per drop | \$(|) | \$(|) | \$(|) | \$(|) |

| | |
|------------------------------|--|
| Terms and Conditions: | |
|------------------------------|--|

2019 GPCOG HEATING FUELS BID FORM

Company Name of Bidder: _____

SERVICE AREA 2 - Bridgton

| | PRICE PER GALLON | | | | | | |
|---------------------------------|------------------|----|----|----|------|--------|---------|
| | K-1 | #2 | #4 | #6 | B-20 | B-99.9 | PROPANE |
| Rack price used on June 5, 2019 | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Fixed add-on per gallon | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Net price per gallon | \$ | \$ | \$ | \$ | \$ | \$ | \$ |

| | | | | | | | |
|-------------------------------|-------|----|----|----|----|----|----|
| Fixed price per gallon | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Fixed price offered until: | _____ | | | | | | |

Rack reference: _____

| | | | | | | | |
|---|-------|-------|-------|-------|-------|-------|-------|
| Indicate additional discount per gallon for truckload deliveries in amounts at or exceeding: | | | | | | | |
| 5,000 gallons per drop | \$() | \$() | \$() | \$() | \$() | \$() | \$() |
| 7,500 gallons per drop | \$() | \$() | \$() | \$() | \$() | \$() | \$() |
| 10,000 gallons per drop | \$() | \$() | \$() | \$() | \$() | \$() | \$() |

Terms and Conditions: _____

2019 GPCOG HEATING FUELS BID FORM

Company Name of Bidder:

SERVICE AREA 3 - New Gloucester and North Yarmouth

| | PRICE PER GALLON | | | | | | |
|---------------------------------|------------------|----|----|----|------|--------|---------|
| | K-1 | #2 | #4 | #6 | B-20 | B-99.9 | PROPANE |
| Rack price used on June 5, 2019 | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Fixed add-on per gallon | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Net price per gallon | \$ | \$ | \$ | \$ | \$ | \$ | \$ |

| | | | | | | | |
|-------------------------------|----------------------|----|----|----|----|----|----|
| Fixed price per gallon | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Fixed price offered until: | <input type="text"/> | | | | | | |

Rack reference:

| | | | | | | | |
|---|-------|-------|-------|-------|-------|-------|-------|
| Indicate additional discount per gallon for truckload deliveries in amounts at or exceeding: | | | | | | | |
| 5,000 gallons per drop | \$() | \$() | \$() | \$() | \$() | \$() | \$() |
| 7,500 gallons per drop | \$() | \$() | \$() | \$() | \$() | \$() | \$() |
| 10,000 gallons per drop | \$() | \$() | \$() | \$() | \$() | \$() | \$() |

Terms and Conditions:

2019 GPCOG HEATING FUELS BID FORM

Company Name of Bidder: _____

SERVICE AREA 4 - Standish

| | PRICE PER GALLON | | | | | | |
|---------------------------------|------------------|----|----|----|------|--------|---------|
| | K-1 | #2 | #4 | #6 | B-20 | B-99.9 | PROPANE |
| Rack price used on June 5, 2019 | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Fixed add-on per gallon | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Net price per gallon | \$ | \$ | \$ | \$ | \$ | \$ | \$ |

| | | | | | | | |
|-------------------------------|-------|----|----|----|----|----|----|
| Fixed price per gallon | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Fixed price offered until: | _____ | | | | | | |

Rack reference: _____

| | | | | | | | |
|---|-------|-------|-------|-------|-------|-------|-------|
| Indicate additional discount per gallon for truckload deliveries in amounts at or exceeding: | | | | | | | |
| 5,000 gallons per drop | \$() | \$() | \$() | \$() | \$() | \$() | \$() |
| 7,500 gallons per drop | \$() | \$() | \$() | \$() | \$() | \$() | \$() |
| 10,000 gallons per drop | \$() | \$() | \$() | \$() | \$() | \$() | \$() |

Terms and Conditions: _____

2019 GPCOG HEATING FUELS BID FORM

Company Name of Bidder: _____

SERVICE AREA 5 - Waldoboro

| | PRICE PER GALLON | | | | | | |
|---------------------------------|------------------|----|----|----|------|--------|---------|
| | K-1 | #2 | #4 | #6 | B-20 | B-99.9 | PROPANE |
| Rack price used on June 5, 2019 | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Fixed add-on per gallon | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Net price per gallon | \$ | \$ | \$ | \$ | \$ | \$ | \$ |

| | | | | | | | |
|-------------------------------|-------|----|----|----|----|----|----|
| Fixed price per gallon | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Fixed price offered until: | _____ | | | | | | |

Rack reference: _____

| | | | | | | | |
|---|-------|-------|-------|-------|-------|-------|-------|
| Indicate additional discount per gallon for truckload deliveries in amounts at or exceeding: | | | | | | | |
| 5,000 gallons per drop | \$() | \$() | \$() | \$() | \$() | \$() | \$() |
| 7,500 gallons per drop | \$() | \$() | \$() | \$() | \$() | \$() | \$() |
| 10,000 gallons per drop | \$() | \$() | \$() | \$() | \$() | \$() | \$() |

Terms and Conditions: _____

Municipal Contact Info

| Municipality | Contact Person | Phone Number | Email Address |
|----------------|----------------|----------------------|--|
| Berwick | Carly Stella | 207-698-1101 ext 100 | cstella@berwickmaine.org |
| Bridgton | Charisse Keach | 207-803-9957 | ckeach@bridgtonmaine.org |
| New Gloucester | Sharlene Myers | 207-926-4126 ext 1 | smyers@newgloucester.com |
| North Yarmouth | Ashley Roan | 207-829-3705 | aroan@northyarmouth.org |
| Standish | Anne Varney | 207-642-6004 | avarney@standish.org |
| Waldoboro | Peg Tynan | 207-832-5369 | finance@waldoboromaine.org |

Estimated Needs by Municipality

| 2019 GPCOG HEATING FUELS BID - ESTIMATED NEEDS FORM | | | | | | | | | | |
|---|-----------------------|-------------------------------|--|-------|----|----|--------------|----------------|--------------|--|
| NAME of Municipality/School/Agency/Other | | : | Town of Berwick | | | | | | | |
| Contact Person | | : | Carly Stella | | | | | | | |
| Phone | | : | 207-698-1101 ext 100 | | | | Fax | : | 207-698-5181 | |
| Email | | : | cstella@berwickmaine.org | | | | | | | |
| | | | FUEL TYPE/GALLONS ESTIMATED FOR THE NEXT YEAR | | | | | | | |
| STORAGE TANK LOCATION ADDRESS | TANK CAPACITY (GALS.) | TANK IS ABOVE or BELOW GROUND | K-1 | #2 | #4 | #6 | B-20 BIOHEAT | B-99.9 BIOHEAT | PROPANE | |
| 11 Sullivan Street - TH | | | | 5,500 | | | | | | |
| 116 Rochester Street - DPW | | | | 1,000 | | | | | | |
| 10 School Street - FD | | | | 1,000 | | | | | | |
| 116 Rochester Street - DPW | | | | | | | | | 1,300 | |
| 10 School Street - FD | | | | | | | | | 3,500 | |
| 20 Wilson Street | | | | | | | | | 4,500 | |
| 150 Rochester Street - Trtmt Plant | | | | | | | | | 3,500 | |
| | | | | | | | | | | |
| Fixed price per gallon desired? Please circle. | YES | NO | <i>This form must be returned to GPCOG by February 20, 2019.</i> | | | | | | | |

| 2019 GPCOG HEATING FUELS BID - ESTIMATED NEEDS FORM | | | | | | | | | |
|---|----------------------------|-------------------------------|--|-------|----|------------|--------------|----------------|---------|
| NAME of Municipality/School/Agency/Other | | | Town of Bridgton | | | | | | |
| Contact Person | | | Charisse Keach, Finance Officer | | | | | | |
| Phone | | | 207-803-9957 | | | Fax | | 207-647-8789 | |
| Email | | | ckeach@bridgtonmaine.org | | | | | | |
| FUEL TYPE/GALLONS ESTIMATED FOR THE NEXT YEAR | | | | | | | | | |
| STORAGE TANK LOCATION ADDRESS | TANK CAPACITY (GALS.) | TANK IS ABOVE or BELOW GROUND | FUEL TYPE/GALLONS ESTIMATED FOR THE NEXT YEAR | | | | | | PROPANE |
| | | | K-1 | #2 | #4 | #6 | B-20 BIOHEAT | B-99.9 BIOHEAT | |
| 3 Chase Street (Municipal Complex) | (2) 275 gal. tanks | Above | | 3,400 | | | | | |
| 7 Gibbs Avenue (Central Station) | 1,000 | Above | | 2,000 | | | | | |
| 31 Willett Road (Town Garage) | (2) 275 gal. tanks | Above | | 1,600 | | | | | |
| Comm. Ctr. / 15 Depot Street | 2,500 | Below | | 1,500 | | | | | |
| Comm. Ctr / Fuel Assistance | unknown | unknown | | 3,500 | | | | | |
| Comm. Ctr / Fuel Assistance | unknown | unknown | 1,000 | | | | | | |
| General Assistance | unknown | unknown | | 500 | | | | | |
| General Assistance | unknown | unknown | 400 | | | | | | |
| General Assistance | unknown | unknown | | | | | | | 300 |
| 305 South Bridgton Rd. (South Station) | 500 | Above | | | | | | | 1,250 |
| 116 North Bridgton Rd. (North Station) | 1,000 | Above | | | | | | | 2,000 |
| 923 North High St. (West Station) | 1,000 | Above | | | | | | | 2,000 |
| 26 North High St. - Town Hall | 1,000 | Below | | | | | | | 3,200 |
| Salmon Point Campground | (1) 100 lb., (1) 30 lb. | Above | | | | | | | 200 |
| 118 Sandy Creek Rd. - Trans. St. | | Above | | | | | | | 50 |
| 26 North High St., Skating Rink | 200 | Above | | | | | | | 100 |
| Fixed price per gallon desired? Please circle. | YES | NO | <i>This form must be returned to GPCOG by Wed., Feb. 20, 2019</i> | | | | | | |

2019 GPCOG HEATING FUELS BID - ESTIMATED NEEDS FORM

NAME of Municipality School/Agency/Other: **NEW GLOUCESTER**

Contact Person: **SHARLENE MYERS**

Phone: **(207) 926-4126 X1**

Fax: **(207) 926-4136**

Email: **SMYERS@NEWGLOUCESTER.COM**

| STORAGE TANK LOCATION ADDRESS | TANK CAPACITY (GALS.) | TANK IS ABOVE or BELOW | FUEL TYPE/GALLONS ESTIMATED FOR THE NEXT YEAR | | | | | | |
|---|--------------------------------------|------------------------|---|--------------|----|----|--------------|----------------|---------------|
| | | | K-1 | #2 | #4 | #6 | B-20 BIOHEAT | B-99.9 BIOHEAT | PROPANE |
| 264 Bald Hill Road | 275 | | 250 | | | | | | |
| 1036 Lewiston Road | (2) 1,000 | ABOVE | | | | | | | 3,000 |
| 1036 Lewiston Road (Storage Bldg) | 1,000 | ABOVE | | | | | | | 2,200 |
| 611 Lewiston Rd | (3) 1,000 | ABOVE | | | | | | | 6,000 |
| 381 Intervale Rd | 100 | ABOVE | | | | | | | 100 |
| 379 Intervale Rd | (2) 275 | ABOVE | | 2,600 | | | | | |
| 381 Intervale Rd | 275 | ABOVE | | 2,000 | | | | | |
| 385 Intervale Rd | (2) 330 | ABOVE | | 2,500 | | | | | |
| 389 Intervale Rd | 330 | ABOVE | | 1,500 | | | | | |
| 1036 Lewiston Rd | 500 | ABOVE | | 100 | | | | | |
| 611a Lewiston Rd | (3) 1,000 | ABOVE | | | | | | | 6,000 |
| Totals | | | 250 | 8,700 | | | | | 17,300 |
| Fixed price per gallon desired? Please circle. | <input checked="" type="radio"/> YES | NO | <i>This form must be returned to GPCOG by Friday, May 18, 2018.</i> | | | | | | |

| 2019 GPCOG HEATING FUELS BID - ESTIMATED NEEDS FORM | | | | | | | | | | | |
|--|-----------------------|-------------------------------|--|-------|----|------------|--------------|---|----------------|--|---------|
| NAME of Municipality/School/Agency/Other | | : | Town of North Yarmouth | | | | | | | | |
| Contact Person | | : | Ashley Roan | | | | | | | | |
| Phone | | : | 207-829-3705 | | | Fax | | : | 207-829-3743 | | |
| Email | | : | aroan@northyarmouth.org | | | | | | | | |
| | | | FUEL TYPE/GALLONS ESTIMATED FOR THE NEXT YEAR | | | | | | | | |
| STORAGE TANK LOCATION ADDRESS | TANK CAPACITY (GALS.) | TANK IS ABOVE or BELOW GROUND | K-1 | | | | B-20 BIOHEAT | | B-99.9 BIOHEAT | | PROPANE |
| | | | #2 | #4 | #6 | | | | | | |
| 10 Village Square Road | 275 | above | | 300 | | | | | | | |
| 463 Walnut Hill Road | 550 (2) | above | | 2,800 | | | | | | | |
| 40 Parsonage Road | 275 | | | 100 | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Fixed price per gallon desired? Please circle. | YES XXX | NO | <i>This form must be returned to GPCOG by February 20, 2019.</i> | | | | | | | | |

| 2019 GPCOG HEATING FUELS BID - ESTIMATED NEEDS FORM | | | | | | | | | | |
|--|-----------------------|-------------------------------|--|--------|----|------------|--------------|----------------|--------------|--|
| NAME of Municipality/School/Agency/Other | | : | Town of Standish | | | | | | | |
| Contact Person | | : | Anne Varney, Finance Assistant | | | | | | | |
| Phone | | : | 207-642-6004 | | | Fax | | : | 207-642-8997 | |
| Email | | : | avarney@standish.org | | | | | | | |
| STORAGE TANK LOCATION ADDRESS | TANK CAPACITY (GALS.) | TANK IS ABOVE or BELOW GROUND | FUEL TYPE/GALLONS ESTIMATED FOR THE NEXT YEAR | | | | | | | |
| | | | K-1 | #2 | #4 | #6 | B-20 BIOHEAT | B-99.9 BIOHEAT | PROPANE | |
| 175 Northeast Road | 2,500 | | | 12,500 | | | | | | |
| 870 Boundary Road* | 500 | | | | | | | | 5,000 | |
| 150 Moody Road | 500 | | | | | | | | 2,800 | |
| Rte 35 Johnson Field | 60 | | | | | | | | 200 | |
| Rte 25 Standish Memorial Park | 60 (2) | | | | | | | | 200 | |
| *Boundary Road location requires a 1,000 gallon tank | | | | | | | | | | |
| Fixed price per gallon desired? Please circle. | YES XXX | NO | <i>This form must be returned to GPCOG by February 20, 2019.</i> | | | | | | | |

| 2019 GPCOG HEATING FUELS BID - ESTIMATED NEEDS FORM | | | | | | | | | | |
|--|-----------------------|-------------------------------|--|-------|----|------------|--------------|----------------|--------------|--|
| NAME of Municipality/School/Agency/Other | | : | Town of Waldoboro | | | | | | | |
| Contact Person | | : | Peg Tynan | | | | | | | |
| Phone | | : | 207-832-5369 | | | Fax | | : | 207-832-6061 | |
| Email | | : | finance@waldoboromaine.org | | | | | | | |
| STORAGE TANK LOCATION ADDRESS | TANK CAPACITY (GALS.) | TANK IS ABOVE or BELOW GROUND | FUEL TYPE/GALLONS ESTIMATED FOR THE NEXT YEAR | | | | | | | |
| | | | K-1 | #2 | #4 | #6 | B-20 BIOHEAT | B-99.9 BIOHEAT | PROPANE | |
| 1600 Atlantic Highway | 275 (2) | | | 3,500 | | | | | | |
| 1400 Wagner Bridge Road | 275 (2) | | | 5,000 | | | | | | |
| 129 Friendship Street | 275 (2) | | | 4,000 | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Fixed price per gallon desired? Please circle. | YES XXX | NO | <i>This form must be returned to GPCOG by February 20, 2019.</i> | | | | | | | |