

Seymour Board of Education

Bid Proposal

BID TITLE: RFP # 19-01 "Propane Fuel – Board of Education"

DATE BID OPENING: Wednesday May 22, 2019

TIME: 12:00 pm

LOCATION: Seymour Board of Education, 98 Bank Street, 2nd Floor, Seymour, CT 06483

The Seymour Board of Education reserves the right to accept or reject any or all bids or any portion thereof, to waive technicalities, and to award the bid as deemed to best serve the public interest.

Dated in Seymour:

April 16, 2019

Pursuant to and in accordance with the Invitation to Bid, Instructions to Bidders, and specifications relating thereto, the undersigned agrees to furnish propane fuel at the prices quoted below for the Seymour Board of Education, All Star Transportation bus fleet throughout the agreement period:

Complete accompanying proposal page

Seymour Board of Education

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PROPOSAL RESPONSE

Pursuant to and in accordance with the Invitation to Bid, Agreement and Specifications relating thereto, the undersigned hereby offers to furnish Propane fuel at the price quoted below throughout the agreement period.

70,000 Gallons Propane HD5 Grade Fuel delivered as required.

Fixed Price - 12 months \$ _____/Gal.
(Price to include all applicable taxes)

Lead time for order: _____

Additional discount of _____% may be applied to payments made within _____ days.

Company: _____ Phone: _____

Address: _____ Fax: _____

_____ E-mail: _____

Submitted By (signature): _____ Payment Terms: _____

Signed By (print/type): _____

Title: _____

Dated: _____

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SPECIFICATIONS/INFORMATION FOR BIDDERS

- INTENT** The intent of these specifications is to obtain delivery of propane fuel suitable for use by the Seymour Board of Education school bus fleet.
- CONTRACT PERIOD** Initial period shall be ten (12) months from July 1, 2019 through June 30, 2020 and may be extended by mutual agreement in one year (12 month) increments for a maximum of two (2) additional years.
- DE-ESCALATION** Prices may be adjusted downward at any time during the contract period. The Seymour Board of Education must be notified of any downward adjustments that will become effective upon receipt of notice.
- ESCALATION** Prices may not be adjusted upward for the first twelve (12) month contract period. The successful bidder may file a request for a price revision which, if accepted by the Seymour Board of Education, will become effective on the 1st day of the new twelve (12) month contract period. Requests for price revision must be submitted to the Seymour Board of Education one month prior to the end of the contract year. The Seymour Board of Education will make all decisions regarding the request.
- TAX EXEMPT** The Seymour Board of Education is exempt from payment of all taxes imposed by the State of Connecticut and/or the Federal government, including Federal transportation taxes. Such taxes must not be reflected in the bid price.
- DELIVERY** Propane shall be delivered to All Star Transportation bus lot, 591 North Main Street, Seymour, CT 06483. All Star Transportation has storage capacity on site for 18,000 gallons. All fuel deliveries will be ordered, received and signed for by the All Star Transportation Site Manager or their designee. Fuel deliveries shall be on an as needed basis and Contractor shall also state lead time to schedule deliveries.
- BILLING AND PAYMENTS** The successful vendor shall invoice promptly upon delivery of material to the location listed herein. Invoices must indicate the date of delivery, delivery location, the number of gallons delivered and the price per gallon. Invoices shall be addressed to Seymour Board of Education, Accounts Payable Department, 98 Bank Street, Seymour, CT 06483.
- REFERENCES** Three (3) references must be provided. The references should be current customers with similar sized annual delivery requirements. The name of the customer, delivery location, contact information, and approximate annual gallons delivered must be provided. If the bidder wants this information to remain confidential, submit the information in a sealed envelope as part of the bid package.

INSTRUCTIONS TO BIDDERS

Sealed bids will be received at the Seymour Board of Education, 98 Bank Street, Seymour, CT 06483 until the time and date specified on the cover sheet. Bids received later than the time specified will not be accepted. Amendments to or withdrawal of any section of the submitted bid received later than the time & date set for the bid opening will not be considered. Bid proposals must remain in effect for a minimum of 30 days unless otherwise noted elsewhere in the bid specifications.

REPLIES: whether bid or no bid, must have the bid number clearly identified on the outside of the envelope. Bidders not marking the envelopes with the Bid number and date/time of opening on the envelope will have no recourse against the Seymour Board of Education or its employees. Such bidders run the risk of the bid being opened prior to the scheduled Bid Opening time. Once opened such bids are public record. Any alleged oral agreement made by a bidder or contractor with any agency or employee of the Seymour Board of Education will be disregarded.

QUESTIONS: Request for interpretation of any portion of the bid may be made by telephone to Arthur Poole at 203-888-4564 x1905 or email at apoole@seymourschools.org.

IDENTICAL BIDS: In the event of receipt of identical bids as to offerings, delivery, service, content, price, etc., the bid will be awarded in accordance with the information contained in the bid document, based on first received as to date and time of receipt of the bid.

NON-COLLUSION STATEMENTS: In order for bids to be considered, a non-collusive statement must be submitted with the bid. A sample non-collusive bid statement is attached. Bidders may elect to submit their own notarized non-collusion statement.

CONDITIONAL, QUALIFIED OR NON-RESPONSIVE BIDS/PROPOSALS: All bids/proposals shall be submitted in the form and manner as indicated by the bid documents and bid forms. Any proposal which is not submitted in the form and manner indicated by the bid documents or which contains information, statements, conditions, or qualifications which place conditions or qualifications on the proposal submittal for purposes of making an award, or which alter any proposal terms, conditions, specifications, or forms, which has not been previously approved by written addendum from the Seymour Board of Education, or which does not meet legal requirements, shall be declared as a qualified, conditional, or non-responsive proposal and shall be rejected without further consideration. Any proposal response that does not fully respond to and comply with all detailed specifications or requests for information, including execution of proposal forms, may be declared "non-responsive" and recommended for rejection. The Seymour Board of Education shall not be responsible for any errors or omissions by the vendor.

TAXES: Omit all State and Federal taxes from the bid. The Seymour Board of Education is exempt from the payment of taxes imposed by the Federal government and/or the State of Connecticut.

LANGUAGE DISPUTES: Any disputes over the interpretation and/or meaning of any individual terms, conditions, and/or language within this Request for Bid/Proposal document shall be resolved by and at the sole discretion of the Seymour Board of Education in a manner that is in the best interest of, and best advantage to the Seymour Board of Education, provided any such interpretation shall be reasonable.

QUALITY: The Seymour Board of Education reserves the right to reject any proposal in whole or in part offering materials and/or services that in its or its agent's opinion does not meet the quality standards desired. Such decision is final and not subject to further recourse by the bidder.

OPTION TO RENEW: This bid, once awarded, may be extended by mutual consent for up to two (2) additional one-year periods.

The Seymour Board of Education reserves the right to accept or reject any or all bids or any portion thereof, to waive technicalities, and to award the bid as deemed to best serve the public interest.

SAMPLE FORM

Bid # 19-01

NON-COLLUSION AFFIDAVIT

STATE OF _____ COUNTY OF _____

I, _____ being first duly sworn, deposes and says that:

1. I am _____ of _____, the bidder that has submitted the attached request for bid for _____;
2. I am fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;
3. Such bid is genuine and is not a collusive or sham bid;
4. Neither the bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the work for which the attached bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the bid price or the price of any bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Seymour Board of Education or any person interested in the proposed bid; and
5. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signed _____

Title _____

Subscribed and sworn to before this

_____ day of _____, 20_____.

My commission expires _____