

**INVITATION FOR BIDS (IFB)  
SUPPLY AND DELIVERY PROPANE PRODUCTS**

The Town of Wells invites qualified bidders to submit bids for the supply and delivery of Propane for the period beginning October 18, 2018 – October 18, 2019.

**I. GENERAL INFORMATION AND BID SUBMISSION REQUIREMENTS.**

- 1) Bids will be accepted at the Town of Wells Town Hall, 208 Sanford Road, Wells, ME 04090, until 12:00 PM, October 11, 2018 and will be publicly opened at the Town Manager's Office at 12:05PM.

***Bid for Supply and Delivery of Propane Products***

- 2) Award date. Award will be made by the Board of Selectmen at their meeting on October 16, 2018. All bids submitted shall be valid for a minimum period of sixty (60) calendar days following the date established for acceptance.
- 3) If any changes are made to this IFB, an addendum will be issued. Addenda will be mailed or faxed to all bidders on record as having requested the IFB.
- 4) Questions concerning this IFB must be submitted in writing to: Jon Carter, Town Manager. Questions may be delivered, mailed, emailed to Jcarter@wellstown.org. Written responses will be e-mailed or faxed to all bidders on record as having requested the IFB.
- 5) Bids may be modified, corrected or withdrawn only by written correspondence received by the Town of Wells prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope clearly labeled "Modification No. \_" and must reference the original IFB.
- 6) After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the Town of Wells or fair competition. Minor informalities will be waived or the bidder will be allowed to correct them. If a mistake and the intended bid are clearly evident on the face of the bid document, the mistake will be corrected to reflect the intended bid, and the bidder will be notified in writing; the bidder may not withdraw the bid. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid, but the intended correct bid is not similarly evident.
- 7) The Town of Wells reserves the right to reject any and all bids and to waive any informality in bids received whenever such rejection or waiver is in its best interest.
- 8) The Town of Wells will not be responsible for any expenses incurred in preparing and submitting bids. All bids shall become the property of the Town of Wells.
- 9) Responders must be willing to enter into the Town of Wells' standard form of contract that will include the scope of services description of this IFB.

- 10) The bid, and any subsequent contract for the services, is hereby issued in accordance with applicable Maine Laws. The selected bidder shall be expected to comply with all applicable state and federal laws in performance of service.
- 11) Bids received prior to the date of opening will be securely kept, unopened or received by fax, placed in an enveloped and sealed. No responsibility will be attached to an officer or person for the premature opening of a bid not properly addressed and identified.
- 12) Any bids received after the advertised date and time for opening will be returned to the responder unopened.
- 13) Purchases by the Town of Wells are exempt from federal, state and municipal sales and/or excise taxes.
- 14) Unexpected closures. If, at the time of the scheduled bid opening, Town Hall is closed due to uncontrolled events such as fire, snow, ice, wind or building evacuation, the bid opening will be postponed until 2:00 PM on the next normal business day. Bids will be accepted until that date and time.
- 15) The Town of Wells is an Affirmative Action/Equal Opportunity Employer.
- 16) Bidders should be aware that many overnight mailing services do not guarantee service to Wells.

## II. SCOPE OF SERVICES.

### **TERMS**

The successful bidder(s) awarded this contract(s) shall herein after be referred to as "Contractor." The Town of Wells (herein after "Town") shall include all of the departments and political subdivisions receiving services under any and all resulting contracts of this invitation for bids.

### **DELIVERY SPECIFICATIONS**

1. All deliveries shall conform in every respect with all applicable laws of the Federal Government, State and/or the Town.
2. The contractor shall clean the premises of product after all deliveries and leave the grounds and buildings in good condition.
3. The contractor must upon notice of the Town or other Authorized Municipal Officer make prompt, and without charge, replacements of any Product furnished which fails to conform to specifications.
4. In case any of the municipal property is damaged in the process of the delivery of product, the damage shall be the responsibility of the contractor and must be repaired or replaced to the satisfaction of the Town.
5. Product must be delivered within twenty-four (24) hours of receipt of the order, except as otherwise provided for in this invitation for bids.

6. Deliveries made to the Town of Wells or other political subdivision shall be in the presence of an authorized agent of that governmental entity. Deliveries of Products are to be by metered trucks and delivery slips shall be stamped by the metering device indicating the amount of product delivered at each delivery. Deliveries shall be made between the hours of 8:00 a.m. and 4:00 p.m. Signed delivery slips are to be forwarded to the purchaser with invoices. Extreme caution shall be exercised by drivers upon entering and leaving municipal property.
7. The Town of Wells is listed with all locations and estimated usage. These quantities are being set forth for the comparison of bids only and the actual amount of materials may not correspond therewith. The Town reserves the right to adjust the quantities in accordance with the actual amount of fuel required during the contract year. A contractor may submit a bid on any or all sections as specified on the bidsheet. A list of Contact persons will be supplied at the execution of the contract with the successful bidder.

## **SUPPLY AVAILABILITY**

If at any time the contractor is unable to furnish materials as ordered or required by the Town:

- 1) The contractor shall be obligated to obtain delivery from another supplier and the contractor will return invoice the Town or other political subdivision so affected, at the price specified in such contract with the Town or other political subdivision affected; or
- 2) The Town or other political subdivision may order such materials from such places as are available, and the contractor shall pay to the affected Town or other political subdivision all expenses incurred above such contract price.

## **PRODUCTS**

### **PROPANE**

1. Best quality Propane - LP116.
2. The contractor shall make deliveries of Propane, as directed and ordered into a storage location or storage tank at the locations specified in the table below, "Destination and Estimated Yearly Consumption, Propane." All goods must be delivered in first class condition. Deliveries found otherwise are subject to rejection and replacement. All dispensing equipment shall be in good repair to make deliveries without leaking propane at the points of delivery.

3. The contractor's attention is directed to the fact that all applicable State Laws, Municipal Ordinances, and the rules and regulations of all authorities having jurisdiction over bid/purchase shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full.
  
4. The Town of Wells has the following Propane Tanks\* as follows:

\*Note: tanks were installed by Maine Gas /Suburban and may be their property.

Department	Location	Estimated Yearly Usage (Gal.)
Town Hall	208 Sanford Road	156
Highway Department	585 North Berwick Road	3,527
Fire Station Corner *	1563 B Post Road	1,986
Activity Center	113 Sanford Road	2,562
Fire Station - Branch	1358 Branch Road	146
Harbormaster -Office	362 Harbor Road	365
High Pine Station	51 High Pine Loop Rd	150
Recreation Department	412 Branch Road	722
<b>Estimated Total</b>		<b>9,614</b>

**\*Underground tank**

The numbers of gallons listed are for the purpose of determining the low bid. It is not a guarantee of actual usage and is not meant to hold the town to a specific consumption. Actual usage required on the contract may be higher or lower than the number of gallons stated.

**Bid Submittal Requirements**

1. Bids submitted must be on the bid form enclosed in this bid packet. Additional bid information is to be attached or accompany the bid.
  
2. Bids may be faxed and or sent by mail, but must be received by the bid deadline of **12 Noon on October 11, 2018**. Faxed bids to # 207-646-2935 (please call Town Manager's Office if faxed to confirm receipt.). Mail bids to Town of Wells, Attn. Town Manager, 208 Sanford Road, Wells, Me 04090 with a note on the envelope "Propane Bid". Finally Bids may be brought to the bid opening, but must be submitted to the Town Manager's Office by Noon on October 11, 2018.

**RULE FOR AWARD**

The contract will be awarded to the responsive, responsible bidder offering the lowest price per gallon including tank installs and other requirements.

**BID RESPONSE FORM  
SUPPLY AND DELIVERY OF PROPANE PRODUCTS**

The undersigned proposes to in the Town of Wells the contract price stated below for the supply and delivery of Propane products in accordance with the specifications contained herein.

**Bid Price must include all labor costs, all material costs and all other expenses.  
There will be no reimbursable expenses allowed in the contract.**

**Propane**

Estimated Usage	Price Per Gallon
9,614	\$ _____

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Name of bidder

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Telephone Number

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FEIN or SSN:

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Address, City, State and Zip Code

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Bidder's signature:

Date

**NOTE:** *If the bidder is a corporation, indicate state of incorporation under signature and affix corporate seal; if a partnership, give full names and residential addresses of all partners; if an individual, give residential address if different from business address.*



**Legal Advertisement**  
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