

**TOWN OF HARDWICK  
INVITATION TO BID  
LOW SULFUR DIESEL FUEL, #2 HEATING FUEL FOR PUBLIC BUILDINGS,  
PROPANE AND HEATING EQUIPMENT SERVICE  
SPECIFICATIONS  
FY 2018**

**ITEM 1. Low Sulfur Diesel Fuel** – Highway Department (2,000 gallon tank)

**ITEM 2. Public Buildings:**

1. Municipal Bldg.: Myron E. Richardson Bldg., 307 Main Street, Gilbertville
2. Gilbertville Public Library: 259 Main Street, Gilbertville
3. WPCF Gilbertville Plant: 64 Mill Road, Gilbertville
4. WPCF Wheelwright Plant: 17 Off Maple Street, Wheelwright
5. Paige Memorial Library: 87 Petersham Road, Hardwick
6. Fire Station: 165 Petersham Road, Hardwick
7. Highway Department: 179 Petersham Road, Hardwick
8. Town House: 32 Common Street, Hardwick
9. Future Police Department, 402 Lower Road, Gilbertville
10. Paige Building: 43 Barre Road, Hardwick
11. Ruggles Hill School: 58 Ruggles Hill Road, Hardwick

**ITEM 3. Propane Gas**

**ITEM 4. Heating Equipment Service Rates:** Rates will be broken out to show the following:

1. Annual Cleaning & Efficiency Test
2. Labor/Weekdays
3. Labor/Evenings
4. Labor/Sundays & Holidays

**Delivery**

All deliveries are to be made on an automatic basis. Each delivery a fill-up of the tank capacity.

Deliveries shall begin after October 1, 2017 and shall continue at the bid price until June 30, 2018.

**Billing**

All bills and invoices shall be submitted promptly, not less than once every thirty days. A confirming slip must be left at each location with the same information, at each delivery. Provider shall be responsible for payment of Diesel tax to the Commonwealth of Massachusetts.

## **Bid Submission**

Your bid must be presented on the form provided, together with the Certificate of Tax Compliance and Certificate of Non-collusion, in a sealed envelope marked plainly with the item number and description of the item on the outside.

Ex: "Item 2: #2 Heating Oil

**Bids will be received no later than 4:00 PM on Monday, September 25, 2016.**

Bids will be opened and publicly read at the Selectmen's Meeting held at the Municipal Office Building, 307 Main Street, Gilbertville, MA on Monday September 25, 2015 at 6:30 PM.

Bids may be mailed or delivered to the Town Administrator's Office, Municipal Office Building, 307 Main Street, P.O. Box 575, Gilbertville, MA 01031.

Awarding Authority: Board of Selectmen  
Chief Procurement Officer: Theresa A. Cofske

**BID FORM  
TOWN OF HARDWICK  
#2 HEATING OIL ALL PUBLIC BUILDINGS, PROPANE AND HEATING EQUIPMENT  
SERVICING**

The Contractor named below is pleased to submit the following fixed price for goods and services outlined in the specifications:

**Item 1.**

Premium Low Sulfur Diesel Fuel (2,000 gallon tank)

\$ \_\_\_\_\_ per gallon

**Item 2.**

**#2 Heating Oil**

Journal of Commerce Oil Price Daily - Boston Low Tank Price

\$ \_\_\_\_\_ per gallon

Your add on/markup

\$ \_\_\_\_\_ per gallon

**Item 3.**

**Propane Gas**

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**Item 4.**

**Service Rates**

Annual Cleaning & Efficiency Test \_\_\_\_\_ per \_\_\_\_\_

Labor/Weekdays \_\_\_\_\_ per \_\_\_\_\_

Labor/Evenings \_\_\_\_\_ per \_\_\_\_\_

Labor/Sundays/Holidays \_\_\_\_\_ per \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**CERTIFICATE OF TAX COMPLIANCE**

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I,  
\_\_\_\_\_, authorized signatory for \_\_\_\_\_, do  
hereby certify under the pains and penalties of perjury that said contractor has complied  
with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of  
employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**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.

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
Name of person signing bid or proposal

SEAL if proposer is by corporation

Name of business: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_