

Town of Ledyard
Request for Proposals — Liquid Propane and New Propane Tank
#2020-08

1. Introduction

The Town of Ledyard, Connecticut is requesting pricing information for the purchase of Liquid Propane.

2. General Requirements

- Vendors making proposals must respond in writing to all requirements of this Request for Proposal (RFP). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information that is felt to be relevant by the responding firm should be included together with the submittal requirements.
- Proposer's return name and return address, along with the RFP number and name, must be affixed to the outer envelope of the proposal submittal.
- Proposals are due in Ledyard Town Hall no later than Thursday, April 2, 2020, at 2:00 P.M. and will be opened and read aloud at that time. No telephone, e-mail, or facsimile proposals will be accepted. Any proposals arriving after 2:00 P.M. on April 2 will not be accepted.
- Costs incurred for the preparation of a proposal in response to this RFP shall be the sole responsibility of the vendor submitting the proposal. The Town of Ledyard reserves the right to select or reject any vendor that it deems to be in the best interest provide the service specified. The Town reserves the right to accept the proposal on one or more items of a proposal, on all items of a proposal or any combination of items. The Town reserves the right to discontinue the selection process at any time prior to awarding of a contract. The Town reserves the right to waive defects and informalities of the proposals.
- Procurement information shall be a governmental record and shall be available to the public. Proprietary information shall be considered a governmental record.

3. Project Requirements

At the present time, the Town has five (5) locations that require delivery of liquid propane at various locations and tank sizes. Fuel is to be delivered either "as needed" in accordance with an agreed-upon, pre-arranged schedule, or as requested in response to a telephone request by an authorized Town of Ledyard representative.

The estimated quantity to be acquired for the 2020-2021 heating season is approximately 15,500 gallons. Fuel shall be of standard brand and quality. Quantities delivered to the different locations may differ slightly from those shown on the table.

The successful bidder will be required to insure that all tanks at the different locations with a pre-arranged delivery schedule are always filled with adequate quantities to keep the system and equipment operational at all times. The supplier will be held responsible for any costs incurred for repairs and/or services required due to these fuel tanks being allowed to reach empty status. Routine scheduled delivery will be the responsibility of the fuel supplier. The contract period for Liquid Propane would be July 1, 2020 through June 30, 2021.

Any deviations from the specifications must be so noted and any bid prices must be reflective of these deviations. The FOB Point is always to be the service address in Ledyard, Connecticut unless otherwise stated by the bidder. An FOB point other than the Town of Ledyard must be so stipulated by the bidder.

Questions should be directed Shawn Ruszczyk, Foreman, Public Works at (860) 884-4412 ext.2 at foreman.public.works@Ledyardct.org

4. Transition at Contract Inception

Within ten (10) days of the awarding of the contract, the selected vendor shall examine all locations and report to the Town of Ledyard the amount of propane in each tank.

No vendor shall fill tanks not owned by the Town, except upon the written permission of the Town of Ledyard.

5. Amounts Needed

Tank Location	Tank Size (Gallons)	Approx. Usage (Gallons)
Police Station 739 Colonel Ledyard Highway	One 1,000 gal	3,500
Emergency Services Building 11 Fairway Drive	One 1,000 gal	5,000
Public Works Garage 889R Colonel Ledyard Highway	One 500 gal Two 1,000 gal	1,900
Town Hall and Annex 741 Colonel Ledyard Highway	Two 1,000 gal	3,700
Animal Control Facility 889R Colonel Ledyard Highway	Two 500 gal	1,400
TOTAL		15,500

6. Insurance

The successful vendor will be required to submit a certificate of insurance showing minimum liability limits of \$1,000,000, types of liability coverage, and workers compensation participation. Thirty day notice is required for cancellation of policy and Town of Ledyard shall be listed as additional insured.

7. Commitments

Provide a description of the vendor's overall capability, resources, and assurance that it can meet its commitment to successfully complete deliveries.

8. Compliance with Laws

The successful bidder warrants and promises that it will comply with all state and federal requirements for the transportation, storage, and handling of fuels provided under this bid.

9. Pricing

Liquid Propane - based on an agreement for an estimated number of gallons over a 12-month term.

This should address the purchase of an estimated number of gallons of liquid propane (15,500 gallons) from July 1, 2020 through June 30, 2021.

Please state your pricing as follows:

Option 1: Fixed Pricing

Fixed Price per Gallon \$ _____

List Taxes per Gallon \$ _____

Total per Gallon \$ _____

Option 2: Differential Pricing on Rack Rate

Pricing Differential per Gallon \$ _____

Taxes per Gallon \$ _____

State what the price effect would be if the total actual number of gallons came in either less than or greater than the quantity guaranteed?

Identify any unusual features of your program that might make it unique or better than others.

Please describe your price protection plan and the cost if the Town were to purchase this option.

10. REFERENCES

Recent names and phone number information must be provided for at least three (3) other customers for whom these types of services have been provided.

11. CONTACT INFORMATION, SUSPENSION & DEBARMENT CERTIFICATE, AND SIGNATURE REQUIRED:

Contact information:

Official Entity Name		Warranty/Guarantee	
Address		FOB Information	
City, State, Zip		Availability	
E-mail Address		State of Incorporation	
Telephone Number		Price holds for	
Fax Number			

Suspension and Debarment Certificate:

I certify that this vendor has not been suspended or debarred from participating in any federal or State contract or grant.

Signature

Date

Name Printed

12. RFP TERMS AND CONDITIONS

- a) **BID ACCEPTANCE AND REJECTIONS:** The Town of Ledyard reserves the right to accept any bid, and to reject any or all bids; to award the bid to other than the low bidder if deemed to be in the best interests of the Town; to accept the bid on one or more items of a proposal, on all items of a proposal, or any combination of items of a proposal; and to waive any defects in bids.
- b) **FINAL BID PRICE:** Terms and FOB point are always part of the bid. FOB point is always to be Ledyard, Connecticut unless otherwise indicated by the bidder. It is the bidder's responsibility to so designate an FOB point other than Ledyard. If the bidder has any special payments or delivery clauses which could effect the final delivery price of an item up for bid, that too shall be made part of the bid. If, however, this is not included in the bid, the seller will be solely responsible for any increased prices due to any circumstances.
- c) **LATE PROPOSALS/BIDS:** Any bids received after the specified date and time will not be considered, nor will late bids be opened.
- d) **PAYMENT TERMS:** It is customary for the Town of Ledyard to pay its bills within 20 - 30 working days following delivery of, and receipt for, all items covered by the purchase order. In submitting bids under these specifications, bidders should take into account all discounts, both trade and time, allowed in accordance with the above payment policy.
- e) **BRAND NAMES:** When the item is offered of a brand that is not known for use and/or reputation and financial stability is not well and favorably known to these officials, bids on such unknown brand may be rejected because of this lack of knowledge alone. Prospective bidders with such unknown brand should give information concerning it to the Finance Director so that it may be checked into for bids for the coming year. The bidder will state in the proposal the brand name and any guarantees of the proposed materials. The brand name is to be for the material that meets all specifications.
- f) **PROPER DOCUMENTATION:** Any respondent to a bid request should sign off on and return to the Finance Department the original Bid Documentation Package which explains the scope of the bid request. Said signature, in the spaces provided, indicates receipt of, familiarity with, and understanding of, and acceptance of the specifications provided, except as otherwise noted by the respondent.

- g) INDEMNIFICATION: The Bidder will indemnify the Town against all suits, claims, judgments, awards, loss, cost, or expense (including without limitation to attorneys' fees) arising in any way out of the Bidder's performance or nonperformance of its obligations under this contract. Bidder will defend all such actions with counsel satisfactory to the Town at its own expense, including attorneys' fees, and will satisfy any judgment rendered against the Town in such action.

13. BID OPENING AND RESULTS

Proposals will be opened and read aloud in Ledyard Town Hall on Thursday, April 2, 2020, at 2:00 P.M. Proposers are welcomed to attend.

Bid results will be posted on the Town's website within one day after the bids are opened. The Town will not respond to phone inquiries or emails for bid results.