

Town of North Collins Highway Department

Superintendent of Highways, David J. Winter

2982 Shirley Road
North Collins, NY 14111

716-337-3967
716-863-4008

BID FORM AND SPECIFICATIONS

For

**MOTOR FUELS AND RELATED SERVICES FOR ONE-YEAR
PERIOD**

BID OPENING

DATE: March 10th, 2021

OPENING: 7:30 PM

**PLACE: North Collins Town Hall
10569 Main Street
North Collins, NY 17111**

COMPANY: _____

ADDRESS: _____

**TOWN OF NORTH COLLINS
NOTICE TO BIDDERS**

NOTICE IS HEREBY GIVEN, that sealed bids will be received by the Town Board of the Town of North Collins, New York, at the North Collins Town Hall, 10569 Main Street, North Collins, NY 14111 until 4:00 PM, March 10, 2021, where bids will be publicly opened and read on the following items:

**MOTOR FUELS and RELATED SERVICES
For the Town of North Collins
For a One Year Period
April 1, 2021 to March 31, 2022**

Specifications for these items are on file at the Town Clerk's Office. Bids must be submitted on forms provided by the Town made available at the Town Clerk's Office, 10569 Main Street, North Collins, New York 14111. All bids must be accompanied by a certificate of non-collusion supplied by the Town of North Collins as required by the General Municipal Law.

The Town Board reserves the right to reject bids and to re-advertise for new proposals.
All bids are F.O.B. North Collins, New York.

DATE: February 16, 2021

By Order of the Town Board of North Collins, New York

GENERAL INFORMATION

1. PRICE:

Price shall be net and will include delivery of new equipment to the Town of North Collins, all transportation and delivery charges prepaid to the point of delivery, fully equipped. All bid prices are to be firm and binding for 60 days from the date of bid opening.

2. GUARANTEED DATE OF DELIVERY:

Equipment is required as soon as possible and a guaranteed date of delivery will be taken into consideration in making award. Failure to deliver as guaranteed may disqualify bidder from future bidding. Delivery time must be stated in number of days after award. A signed receipt must acknowledge all deliveries.

3. GUARANTEE WITH BID:

To protect the interests of the Town, bidder guarantees that the deliveries of fuel shall accommodate all existing equipment (tanks, etc.) owned and used by the Town of North Collins.

4. BID FORMS:

Bids must be marked **Motor Fuels and Related Services for One-Year Period**. Bids must be submitted on the form provided. Only one copy of the bid is required.

5. TAX EXEMPTIONS:

Municipal tax exemptions apply: no taxes will be included in prices quoted. These tax exemptions include: federal excise tax, sales tax, and transportation tax.

6. MUNICIPAL WAIVER RIGHTS:

In awarding the bid, so as to assure the prudent and economical use of public moneys for the benefit of its inhabitants and to acquire facilities and commodities of maximum quality at the lowest possible cost, the Town Board of the Town of North Collins reserves the right to reject all bids, to waive minor deviations and nonmaterial variances from the specifications and to consider the reputation and experience of the bidder or the bidder's manufacturer in determining the responsible nature of the bidder.

7. DEVIATIONS:

The specifications indicate a product or a particular manufacturer, make or brand, showing “level of quality” desired, and for each item and “or equal” quality will be considered. Bid will receive careful consideration if such deviations do not depart from the intent of this Specification and are to be in the best interest of the using agency, as interpreted by the Town Board.

8. LEGAL CERTIFICATIONS:

Enclosed are “Non Collusive Bidding Certification” and “Certificate of Incorporation” these must be completed and included in the bid package.

INSTURCTIONS TO BIDDERS

1. Bids must be marked "MOTOR FUELS & RELATED SERVICES – NORTH COLLINS"
2. Warranty shall be stipulated.
3. All bid prices shall be F.O.B. Town of North Collins.
4. Bidders shall specify approximate date of delivery or performance of work.
5. Municipal tax exemptions apply: No taxes shall be included in prices quoted.
6. In awarding the bid, so as to assure the prudent and economical use of public monies for the benefit of its inhabitants and to acquire facilities and commodities of maximum quality at the lowest possible cost, the Town Board of the Town of North Collins reserves the right to reject cost. The Town Board of the Town of North Collins reserves the right to reject all bids, to waive informalities in the bidding, to waive minor deviations and non-material variances from the specifications and to consider the reputation and experience of the bidder or the bidder's manufacturer in determining the responsible nature of the bidder.

Signature of Bidder

(If bidder is a corporation, see next page for form to be used to show that corporate office is authorized to submit this bid.)

SPECIAL INSTRUCTIONS TO BIDDERS

1. Pursuant to and in compliance without advertisement for bids for “MOTOR FUELS & RELATED SERVICES – NORTH COLLINS”, the notice to bidders, the instructions to bidders, any special instructions, and the detailed specifications, the undersigned offers to furnish and deliver the following items as specified for the price set forth below:

2. **PLEASE NOTE:**
 - 1) The specifications indicate a product or a particular manufacturer, make or brand, showing the “level of quality” desired, and for each item an “or equal” quality will be considered.
 - 2) If the bidder is bidding on a brand or manufacturer other than that specified, they should indicate in the alternate space provided in the proposal, the description of the item, the brand name and/or manufacturer on which they are bidding.
 - 3) All prices include delivery to “NORTH COLLINS HIGHWAY DEPARTMENT – NORTH COLLINS, NY.”
 - 4) Additional Quantities:
Additional quantities may be purchased at the contract price for a period not exceeding **380** days from acceptance of bid.
 - 5) The Town of North Collins reserves the right to purchase by individual item, group of items or by total of all items, in line with the best interest of the Town. The Town of North Collins states also, that all discounts will be considered in determining the lowest responsible bidder.
 - 6) **CONTRACT PERIOD:** Date of delivery will be specified by bidder and will be a factor for consideration by the Town Board in its determination of acceptance of a contract. Careful consideration must be given by the bidder to the specified delivery date, for damages at the rate of \$10.00 per day will be assessed for each and every day that there is a failure of delivery beyond the delivery date.
 - 7) **NOTE:** All bids to be F.O.B., North Collins, New York.
 - 8) Bid must be submitted on this form. (Only one copy of the bid required.)

**Specifications to bidders to supply the Town of North Collins with
various types of Motor Fuels and Related Services for One-Year,
April 1, 2021 to March 31, 2022**

Fuels and Service to be provided by vendor:

1. No Lead Gas
2. Number 2 Ultra Low Sulfur Diesel Fuel*
3. Hourly Rate for Service Work

*** Number 2 Ultra Low Sulfur Diesel Fuel will be cut up to thirty three percent Kerosene (or as specified by Highway Superintendent) for winter fuel at the direction of the Highway Superintendent.**

Price bid will be based on daily Buffalo market rack price effective Thursday, February 14, 2020, as published in Oil Price Information Services. Price fluctuation for duration of this bid will be as listed in the above publication. Five day written notification will be given to the Town of North Collins of any price changes due to governmental regulations. Bidder must state supplier of all fuels during duration of contract. Continuity of supplier will be considered in bid award.

Vendor will be responsible for maintenance and repair of the above ground equipment listed below as needed per the Superintendent.

1. Three 2000-gallon tanks.
2. Three multi key lock Gasboy pumps, and automatic nozzles, as parts are available.
3. Vendor is responsible for monitoring and maintaining adequate levels of fuel in tanks at all times.

Vendor will be available twenty-four hours per day, seven days per week, and on holidays for special delivery and for repair service should it be needed. Proper telephone numbers for this purpose shall be supplied with bids.

**TOWN OF NORTH COLLINS
 BID PRICING
 FOR
 MOTOR FUELS & RELATED SERVICES
 APRIL 1, 2021 THROUGH MARCH 31, 2022**

A BIDDER MAY SUBMIT ALTERNATE PROPOSAL CONTAINING DEVIATIONS IN DETAILED SPECIFICATIONS, CONTRACT PERIOD, ETC. BIDDER SHALL STATE IN DETAIL WHEREIN IT DIFFERS FROM THE TERMS OF THE PROPOSAL AND SPECIFICATIONS AS ISSUED. CONSIDERATION MAY BE GIVEN TO SUCH DIFFERENCES PROVIDED SUCH ACTION IS IN THE BEST INTEREST OF THE TOWN.

The bidder agrees by the submission of this proposal not to withdraw his proposal for a period of sixty (60) days from the date of the bid opening.

Purchases by the Town of North Collins are not subject to any sales or federal excise taxes. The Town of North Collins Town Clerk will furnish exemption certificates, upon request.

The Town of North Collins is also exempt from the Transportation Tax and no exemption certificates are required for this tax.

There is no exemption, however, for Social Security, Unemployment Insurance and like taxes, and the New York State Truck Mileage Tax.

Excise Taxes are not to be included in bid price.

ITEM	PRICE
No Lead Gas	
Number 2 Ultra Low Sulfur Diesel Fuel	
Number 2 Ultra Low Sulfur Diesel Fuel Mixed 70/30 with Kerosene to be used 11/15/2021 – 3/31/2022	
Hourly Rate for Service Work	/Hour

*** Is this the entire bid strictly in accordance with specifications? If not, explain deviations in detail below:**

CERTIFICATE OF INCORPORATION

The person or corporation to submit or not submit a bid or proposal certifies that they have fully informed themselves regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing and attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signatory of this bid or proposal in behalf of the corporate bidder.

Resolved that _____ be authorized to sign and
NAME OF CORPORATION
Submit the bid or proposal of this corporation for the following project _____

and to include in such bid or proposal, the certificate as to non-collision required by Section 103-D of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate, this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by
_____ corporation at a meeting of its Directors held on the
BOARD
_____ day of _____, 20____.

SEAL OF CORPORATION

Secretary

Bid of _____

Address _____

Official Title _____

Printed or typewritten copy of above signature

TOWN OF NORTH COLLINS

NON-COLLUSIVE BIDDING CERTIFICATION

(GENERAL MUNICIPAL LAW s 103-d)

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

The undersigned certifies, under penalty of perjury, that they are authorized to make this bid and execute this statement of non-collusion; that each of the statements contained in (1), (2), and (3) above are true; that he or she is familiar with the statements and restrictions and such statements and restrictions have been complied with by the bidder.

Name of individual, partnership or corporation

(SEAL)

By _____
Person authorized to sign