

Town of Wolfeboro
Fuel Oil and Propane Request for Bids
Contract year 2023-2024

1. Summary of Request

The Town of Wolfeboro is seeking bids from qualified firms interested in providing fuel oil, diesel, unleaded fuel, and propane to the Town of Wolfeboro.

The contract term is July 1, 2023, through June 30, 2024.

2. Intent

The Town's intent and the requirements of this Request for Bids are to provide the Town with the appropriate level of service, in the best interest of the Town, as determined by the Town in their sole discretion.

3. Submission of Responses

- a. The bids shall be submitted on the attached bid form. Bids should be mailed or electronically transmitted to the address listed below with the *required* subject line.

“FUEL OIL and PROPANE BID 2023 - 2024”
PO Box 629 Wolfeboro NH
84 South Main Street
bids@wolfeboronh.us
Attention: Town Manager

- b. Bids must be received no later than **3:00 PM, Thursday June 22, 2023**. It is the responsibility of the bidder to ensure the bids are received before the deadline.
- c. Any bids received after the specified date and time will not be considered, nor will late bids be opened.
- d. Any questions concerning this bid shall be in writing. Bidders who have questions may contact Amy Capone Muccio, at tmsecretary@wolfeboronh.us

4. Background

a. Town

The Town has nine (9) properties, each property has different storage capacities, and some locations have multiple services . Tank size, fuel type, average gallons per year and Town delivery locations are listed in Appendix A.

b. Town

The Town has propane fill locations, heating oil fill locations, dyed off road diesel fill locations, clear diesel locations and an unleaded fueling station.

5. Scope of Services Required

Bidders may bid on fuel oil or propane or both. Bidders may bid on just unleaded fueling station and diesel.

#2 Fuel Oil

If providing a bid for fuel oil, the successful bidder will be responsible for delivering fuel oil to all locations.

Propane

If providing a bid for propane, the successful bidder will be responsible for delivering propane to all Town locations. The successful bidder will be responsible for providing proper and adequate propane tanks including any and all costs associated with installing proper tanks and connecting them to building systems, including making arrangements with current tank owners. Regarding underground tanks, pricing should be quoted to accommodate the servicing of the tanks without removing them. The successful bidder will retain all liability related to the propane tanks, their care and upkeep, and any required or necessary maintenance of said tanks.

Unleaded fuel and diesel fuel

If providing a bid to supply regular unleaded gasoline to our fueling location and/or diesel fuel to our fueling location, this will be for a one (1) year contract period; Deliveries are typically requested on “will call” for anywhere between 1,000-4,000 gallons per delivery.

Equipment Inspection/Testing

Within ninety (90) days of award of contract, the successful bidder shall:

- Perform cathodic testing on all underground tanks
- Perform visual safety inspection on all propane and oil tanks

Bid Submission Form

Name of Bidder: _____

Street Address: _____

Town: _____ State: _____ Zip: _____

Business Phone Number: _____

Business Contact Name: _____

Email: _____

#2 Fuel Oil

Fixed net price per gallon valid from July 1, 2023 through June 30, 2024:

\$ _____

Propane

Fixed net price per gallon valid from July 1, 2023 through June 30, 2024:

\$ _____

Unleaded Fuel

Fixed net price per gallon from July 1, 2023 through June 30, 2024:

\$ _____

Dyed off road diesel

Fixed net price per gallon from July 1, 2023 through June 30, 2024:

\$ _____

Bids should be mailed, hand delivered or electronically transmitted to the address listed below with the required subject line.

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Attention: Town Manager

Submit bids no later than 3:00 PM on Thursday June 22, 2023.

APPENDIX A

Fuel Tank size	Average usage gallons	Product	Department
1000 g	2,000	Propane	Abenaki Ski Area
3x1000	9,000	Propane	Pop Whalen
320 g	1,200	Propane	Abenaki Maintenance
2x1000	6,000	Propane	Pop Whalen Ice Arena
275 g	1,000	Oil	Community Center
500	1,000	Propane	Water Treatment Plant
500	250	Propane	Water Treatment Plant
500	500	Propane	Pine Hill Cemetery Pump
500	900	Propane	Water/Sewer pump
4 x 100 lb	1,800	Propane	Public Works
4 x 100 lb	1,100	Propane	Public Works
6,000	30,000	Unleaded fuel	Public Works
6,000	35,000	Clear Diesel	Public Works Garage
500	700	Dyed Off Rd Diesel	Solid Waste Disposal
275g	800	Oil	Fire/Rescue
2 x 1000g	3,500	Propane	Public Safety Building
2x330 gal	5,000	Oil	Brewster Bldg
500	500	Propane	Dispatch Communications
200	200	Dyed Off Rd Diesel	Water/Sewer
200	200	Dyed Off Rd Diesel	Water/Sewer
200	200	Dyed Off Rd Diesel	Water/Sewer
200	200	Dyed Off Rd Diesel	Water/Sewer
200	220	Dyed Off Rd Diesel	Water/ Sewer
2000	2,000	Dyed Off Rd Diesel	Water/Sewer
395	75	Dyed Off Rd Diesel	Brewster Bldg