



# RSU 16

MECHANIC FALLS • MINOT • POLAND

rsu16.org

Todd Sanders, Superintendent  
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## REQUEST FOR BIDS #2 Heating Oil - K-1 Kerosene - Propane

August 21, 2023

### INSTRUCTIONS TO BIDDERS

- General:** RSU 16 is accepting Fixed Price bids for supply and delivery of specific quantities of #2 Heating Oil & K-1 Kerosene meeting the specifications accompanying this document. Fixed price per gallon arrangements are to be for a term of 12 months.
- Bid Submittal:** Sealed bids using the attached bid sheet will be delivered and accepted by RSU 16's Director of Operations, 3 Aggregate Road, Poland, ME 04274 up to and including 3 P.M. on Thursday, September 7, 2023 at which time they will be open and read publically. Following examination of the bid submissions, the bids will be forwarded to the School Board for potential award. Bids shall be placed in a sealed envelope clearly marked "Heating Oil Bid" with the bidder's name and address indicated on the front of the envelope. Emailed or faxed bids will not be accepted.
- Withdrawn or Revision of Bids:** A bidder may withdraw or revise a bid after it has been received by the Director of Operations provided the request is made in writing before the submission deadline.
- Bid Award:** Bid award, if the School Board determines to award, will be made at their next meeting on Monday, September 11, 2023. The RSU reserves the right to reject or accept any and all bids in the best interest of the RSU without absorbing any liability against the RSU.
- Evaluation of Bids:** For purposes of evaluating the bids, in the event of any discrepancies on a proposal between the amount written out in words versus the same amount written out in numbers, the amount written out in words shall govern (if applicable). Similarly, unit prices shall prevail over extended totals. In the event of Additive Bid items, the "low bid" shall be based upon the least total for the highest combination of bid items. Bidders shall examine and familiarize themselves with the Specifications and Bid Documents. The bidder shall in no way be relieved of any obligation to provide the product, service and/or equipment specified through error, mistake or omission.
- Interpretation of Addenda:** It shall be the bidder's responsibility to make inquiry as to any interpretation of the specification requirements of the participants. Any changes in the original specifications shall be written by addenda to all parties.

7. **Delivery locations:** RSU 16 has five buildings requiring delivery services and they are as follows:
  - a. Poland Regional High School & Whittier Middle School, 1457 Maine Street, Poland
  - b. Poland Community School, 1250 Maine Street, Poland
  - c. Minot Consolidated School, 23 Shaw Hill Road, Minot
  - d. Elm Street School, 129 Elm Street, Mechanic Falls
8. **Term of Contract:** Date of contract award through July 31, 2024
9. **Invoices and Payment:** Invoices shall be mailed to the administrative offices of RSU 16 at 3 Aggregate Road, Poland, ME 04274. RSU 16 is tax exempt from State of Maine sales taxes and Federal excise taxes.
10. **Penalty Clause:** Not applicable
11. **Insurance:** The successful bidder, within fifteen (15) days of notification of contract award, shall provide proof of insurance as follows:
  - a. Workers Compensation (Minimum Allowances)
    - i. State – Statutory
    - ii. Employer Liability - \$500,000.00
  - b. Comprehensive General Liability (Minimum Allowances)
    - i. Bodily Injury - \$1,000,000.00
    - ii. Property Damage - \$1,000,000.00
    - iii. Fleet or Automobile Liability
      1. Bodily Injury - \$5000,000.00 each person, \$1,000,000.00 each occurrence
      2. Property Damage - \$1,000,000.00 each occurrence
12. **Performance Bond:** Not applicable.
13. **Special Restrictions and Covenants:** Bidder shall agree to a 15% over/under allowance and maintain the fixed price arrangement accordingly. The RSU agrees to pay the difference above or below a 15% threshold allowance according to the NYMEX published rate at the date determined - should purchases exceed 15% over specified limits or at the conclusion of this contract for any purchases greater than 15% below specified limits. However, the bidder can elect to waive these restrictions and should note in writing on the bid form.
14. **Cancellation:** The RSU reserves the right to cancel any unfulfilled portion of the contract if, in the opinion of the RSU, the service or materials supplied are unsatisfactory or are not in compliance with the terms and conditions of the specification. Cancellation shall be effective following ten (10) calendar days written notice to the bidder.
15. **Exceptions and Specifications:** These instructions to Bidders and General Paragraphs are an integral part of the specifications for #2 heating oil & K-1 kerosene and will be binding on the bidder. Bidders are advised that that shall be bound to the requirements of the specifications, instructions to bidders and general paragraphs unless exceptions are otherwise clearly noted in the proposal. Any exceptions shall be considered, however, in determining the most acceptable proposal.

16. **Inquiries:** Any questions concerning the bid request should be directed to Craig Worth, Director of Operations, RSU 16, 3 Aggregate Road, Poland, ME 04274, at cworth@rsu16.org or by calling 998-2727 x113.

17. **General Paragraphs:** See Bid Specifications

**RSU 16  
Bid Specifications  
#2 Heating Oil & K-1 Kerosene**

**General** - RSU 16 is accepting Fixed Price bids for supply and delivery of specific quantities of #2 Heating Oil and K-1 kerosene meeting the specifications accompanying this document. Fixed price arrangements are to be for a term of 12 months.

**Payment** –RSU 16 will arrange for payments to be made in accordance with the contractor requirements or throughout the course of normal business transactions, whichever is preferred. Invoices should be mailed to RSU 16, 3 Aggregate Road, Poland, ME 04274.

**Estimated Total Quantity to be Used – #2 Heating Oil**

- Total: +/- 79,750 gallons

Poland Regional High School	49,500
Poland Community School	5,500
Minot Consolidated School	11,500
Elm Street School	13,250

**Estimated Total Quantity to be Used – K-1 Kerosene**

- Total: +/- 24,500 gallons

Poland Community School	24,500
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NOTE: The same tank is used at PCS for #2 and K-1. As the weather becomes colder, the tank is switched from #2 to K-1 for the winter and back to #2 for the spring/summer.

**Estimated Total Quantity to be Used – Propane**

- Total: +/- 16,250 gallons

Poland Regional High School	1,993
Whittier Middle School	5,757
Poland Community School	1,274
Minot Consolidated School	9,023
Elm Street School	4,557

**Delivery Requirements –**

- Deliveries shall be scheduled as automatic delivery cycles.
- Approved delivery times for Poland Community School, Minot Consolidated School and Elm Street School shall be prior to 7:30 A.M. daily or any time after 3:30 P.M.
- Approved delivery times for Poland Regional High School shall be prior to 7:00 A.M. or any time after 3:00 P.M.

- Approved delivery time for Central Office – no restrictions.

**Delivery Locations / Storage Capacities –**

	<u>Oil/K1</u>	<u>Propane</u>
Poland Regional High School	10,000 gallons	1,000 gallons
Whittier Middle School	N/A	1,000 gallons
Poland Community School	4,000 gallons	500 gallons
Minot Consolidated School	4,000 gallons	(4) 120 Gallons
Elm Street School	4,000 gallons	(1) 1,000, (1) 500 Gallons & (2) 120 gallons

**Reporting Requirements** – If possible, the delivery driver will leave a metered slip in the administrative office of each facility upon delivery. If not possible, metered slips shall be mailed with invoices.

**RSU 16  
BID SHEET**

**Bidding Company's Name:** \_\_\_\_\_

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

**Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Heating Oil Price**

**#2 Heating Fuel Base Price:** \_\_\_\_\_

**Additive Bid Items:** \_\_\_\_\_

**Total Per Gallon Price (\$):** \_\_\_\_\_

**K-1 Kerosene Base Price:** \_\_\_\_\_

**Additive Bid Items:** \_\_\_\_\_

**Total Per Gallon Price (\$):** \_\_\_\_\_

**Propane Base Price:** \_\_\_\_\_

**Additive Bid Items:** \_\_\_\_\_

**Total Per Gallon Price (\$):** \_\_\_\_\_

**Exceptions Taken:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_