



15 Village Green Ln, P.O.B. 1757, Naples, ME 04055 (207) 693-6364  
[townofnaples.org](http://townofnaples.org)

August 09, 2024

To whom it may concern,

This letter shall serve to solicit a bid for heating oil and propane for buildings in Naples.

Sealed bids, addressed to Town Manager, PO Box 1757, Naples, ME 04055, with "HEATING FUEL BID 2024" and the bidder name and address clearly indicated on the outside of the envelope must be received no later than **11:00 AM on August 22, 2024**, at which time they will be publicly opened and read. No bids will be accepted after the above-stated time and date.

Each bid must be made upon the form provided.

Questions regarding the bid should be made directly to Stephen Merkle, Maintenance Director, by emailing [smerkle@townofnaples.org](mailto:smerkle@townofnaples.org) or by calling 207-595-5100

Sincerely,

A handwritten signature in black ink, appearing to read "Jason E. Rogers", is written over a white background.

Jason Rogers  
Town Manager

**General:**

The Town of Naples is accepting Fixed Price bids for supply and delivery of specific quantities of #2 Heating Oil, K1, and Propane, meeting the specifications accompanying this document. Fixed price per gallon arrangements is to be for a term of 12 months beginning September 1, 2024.

**Bid Submittal:**

Bids must be delivered to the Town of Naples, PO Box 1757, 15 Village Green Lane, Naples, ME 04055 in a sealed envelope. The envelope must be clearly marked with "Heating Fuel Bid" along with the bidder's name and address indicated on the front. ***Emailed or faxed bids will not be accepted.*** Bids will be accepted up to and including **11:00 AM of August 22, 2024**, at which time they will be opened and read publicly. After examining the bid submissions, the bids will be forwarded to the Select Board for potential award.

**Withdrawn or Revision of Bids:**

A bidder may withdraw or revise a bid after the Town has received it, provided the request is made in writing *before the submission deadline*.

**Bid Award:**

If the Select Board decides to award, the bid award will be made at their meeting on Monday, August 26, 2024. The Town of Naples reserves the right to reject or accept any or all bids in the best interest of the Town without absorbing any liability against the Town of Naples.

**Evaluation of Bids:**

For evaluating the bids, in case 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). The bidder shall not be relieved of any obligation to provide the product, service, and equipment specified through error or omission.

Upon evaluation of Bids, the Town of Naples will give preference to a single source provider but will reserve the right to award bids separately, based on fuel type proposed pricing that would be in the town's best interest.

**Interpretation of Addenda:**

It shall be the bidder's responsibility to inquire 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.

**Quantities:**

The Town of Naples can reasonably expect to use the following amounts of fuel in one year:

#2 Heating Oil –	6,350 gallons
Propane -	5,500 gallons
Kerosene -	450 gallons

**Delivery locations:**

The Town of Naples has five locations requiring delivery services, and they are as follows:

- Naples Town Office, 15 Village Green Lane, Naples
- The Singer Center, 18 Village Green Lane, Naples
- The Historical Society Museum, 19 Village Green Lane, Naples
- Naples Marine Safety, 21 Village Green Lane, Naples

District 3 Maintenance Building, 206 Casco Road, Naples  
Fire / Rescue Building, 1100 Roosevelt Trail, Naples

**General Assistance:**

The Town of Naples is periodically obligated to supply heating fuel to residents in Naples when income levels determine eligibility or in certain situations when fuel has run out. Although we will make every effort to schedule deliveries to recipients to meet the supplier's routines and regular business hours, there are times when we will request deliveries either after hours, weekends/holidays, or when the regular delivery route is not the same day as the request. The Town requests that fees for such deliveries be waived or reduced and indicated on the bid form. The Town historically does not have this occur more than two or three times per year.

**Term of Contract:**

September 1, 2024 – August 31, 2025

**Invoices and Payment:**

Invoices shall be mailed to Town of Naples, P O Box 1757, Naples, ME 04055. The Town is exempt from State of Maine sales taxes and Federal excise taxes.

**Special Restrictions and Covenants:**

Bidder shall agree to a 10% under/over allowance and maintain the fixed price arrangement accordingly. The Town of Naples agrees to pay the difference under/above a 10% threshold allowance according to the NYMEX published rate at the date determined - should purchases exceed 10% over specified limits or after this contract for any purchases greater than 10% below specified limits. However, the bidder can elect to waive these restrictions and should note them in writing on the bid form.

If the Town should select another propane vendor other than the current provider, the vendor will need to list any cost associated with change over to the new vendor's storage tanks on the bid form.

**Cancellation:**

The Town of Naples reserves the right to cancel any unfulfilled portion of the contract if, in the opinion of the Town of Naples, 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 of written notice to the bidder.

**Exceptions and Specifications:**

These instructions to bidders and general paragraphs are an integral part of the specifications for #2 heating oil, K1 Kerosene and Propane and will be binding on the bidder. Bidders are advised that they 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.

**Inquiries:** Any questions concerning the bid request should be directed to Stephen Merkle, Maintenance Director, by emailing [smerkle@townofnaples.org](mailto:smerkle@townofnaples.org) or calling 207-595-5100.

**BID FORM**

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ITEM: HEATING FUEL  
BID OPENING: **August 22, 2024 at 11:00 AM**  
CONTRACT YEAR: September 1, 2024 – August 31, 2025

ITEM	BID COST
Heating Oil fixed price per gallon	\$
Propane fixed price per gallon	\$
Kerosene fixed price per gallon	\$

Price change for Over/Under limit waived (circle one):                      YES              NO

Fee for changing out two propane storage tanks (if applicable): \$ \_\_\_\_\_

The undersigned hereby states that they have read and understand the accompanying invitation to bid, the bid stipulations as stated, the bid specifications, and the bid proposal form and submit their quote accordingly.

Name of Firm: \_\_\_\_\_

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

Authorized Signature \_\_\_\_\_

Printed Name, Title: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_