



# TOWNS OF CAMPTON & THORNTON

## *Boards of Selectmen Offices*



### INVITATION TO BID

Sealed bid proposals, plainly marked with the “Annual Heating Fuel Bid” on the outside of the mailing envelope, addressed to the Town Administrator – 16 Merrill Access Road, Thornton, NH 03285, will be accepted until 4:00 p.m., September 16, 2024. The bids will be publicly opened by the Town Administrators of Campton & Thornton on Tuesday, September 17 at 1:00 pm at the Thornton Town Hall. The winning bid will be announced on Friday, September 27.

#### CAMPTON:

#2 Heating Oil	2,050 gal.
Liquid Propane	6,100 gal.

#### THORNTON:

#2 Heating Oil	2,000 gal.
Liquid Propane	1,600 gal.

Bid packages may be obtained by contacting the Town Administrator at the above address or on the Town websites [www.camptonnh.org](http://www.camptonnh.org) or [www.townofthornton.org](http://www.townofthornton.org). Questions may be addressed to at [townadmin@thorntonnh.gov](mailto:townadmin@thorntonnh.gov).

This bid proposal represents the fuel purchases for all municipal buildings within Campton & Thornton. The Towns reserve the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that they may deem to be in their individual best interest.

Bids should include any fuel and propane discounts that are available for the Town employees.

## SCOPE OF WORK

It is the intent of this proposal to establish a primary source of supply for #2 Heating Oil and Propane for the 2024-2025 heating season.

The annual consumption for each type of fuel is an estimate only and the Owner reserves the right to purchase only the quantities necessary, whether more or less than the estimated amount needed with no impact to the bid price. See attached listings for tank sites. Tank sites and/or capacities may be changed during the course of the contract year. The brand and quality of the products being offered shall conform to industry standards. Deliveries shall be made to the individual tank locations, and it shall be the responsibility of the successful Bidder to verify each fill location and to maintain sufficient quantities at each location to assure proper operation. Failure to do so may result in the assessment of damages.

**Deliveries are to be billed respectively to:**

Town of Campton  
12 Gearty Way, Campton NH 03223

And

Town of Thornton  
16 Merrill Access Rd., Thornton, NH 03285

Each invoice must reference the fill location and include the fill ticket & be sent to the appropriate Town.

Each fuel type will be awarded separately; bidders are not required to submit bids for each type of fuel.

Bids are being solicited on Price per gallon markup.

The markup amount shall be firm for the contract period, which will be from the award date through **September 30, 2025. All bid prices shall include any and all surcharges and fees. The Owners are exempt from any and all Federal Excise Taxes and the NH Road Toll.** All bid prices shall be FOB delivery location.

Through the term of the contract, the successful bidder shall be subject to the insurance requirements and indemnity provision as shown in Attachment A hereto.

The successful Bidder shall, upon Notice of Award, furnish a Certificate of Insurance showing general liability, automotive, and worker's compensation in the amounts required by this Bid.

The Owner reserves the right to request background information on the bidder such as place of incorporation, principal and local offices and years in operation. In addition, the Owner reserves the right to request references from any and/or all bidders for evaluation. By submitting a bid, the Bidder warrants and promises that it will comply with all state and federal requirements for the transportation, storage, and handling of the fuels to be provided under this bid.

**This bid proposal represents the fuel purchases for all municipal buildings. The Towns of Campton & the Town of Thornton reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that they may deem to be in their individual best interest.**

**#2 Heating Oil Tank Sites**

CAMPTON:

Tank Location: **Campton-Thornton Fire Rescue Department Annex**  
486 NH RTE. 175, Campton NH 03223

Estimated Consumption: 750 gallons- automatic deliveries

Tank Location: **Campton Town Clerk/Tax Collector- Durgin Building**  
10 Gearty Way, Campton, NH 03223

Estimated Consumption: 400 gallons- automatic deliveries

Tank Location: **Campton Historical Society**  
529 NH RTE. 175, Campton, NH 03223

Estimated Consumption: 900 gallons- automatic deliveries

THORNTON:

Tank Location: **Thornton-Campton Transfer Station**  
1629 NH Route 175, Thornton, NH 03285

Estimated Consumption: 400 gallons - Will Call Deliveries

Tank Location: **Thornton Highway Garage**  
3225 US Route 3, Thornton, NH 03285

Estimated Consumption: 1,600 gallons - Automatic Deliveries

**Propane Tank Sites**

CAMPTON:

Tank Location: **Campton Municipal Building**  
12 Gearty Way, Campton, NH 03223

Estimated Consumption: 1,600 gallons- automatic deliveries

Tank Location: **Campton Highway Garage**  
16 Gearty Way, Campton, NH 03223

Estimated Consumption: 2,000 gallons- automatic deliveries

Tank Location: **Campton-Thornton Fire Rescue Department**  
186 NH RTE. 49, Campton NH 03223

Estimated Consumption: 2,500 gallons- automatic deliveries

THORNTON:

Tank Location: **Thornton Municipal Building**  
16 Merrill Access Rd., Thornton, NH 03285

Estimated Consumption: 1,600 gallons - Automatic Deliveries

Tank Size: (2) 1,000 Vendor Owned Underground Tanks

**BID PROPOSAL FORM**  
**FY 2024 Annual Heating Fuel Contract**

To the Towns of Campton & Thornton, New Hampshire, herein called the Owners, the undersigned, as Bidder, declares as follows:

1. All interested in the Bid as Principals are named herein.
2. This bid is not made jointly, or in conjunction, cooperation or collusion with any other person, firm, corporation, or other legal entity.
3. No officer, agent or employee of the Owner is directly or indirectly interested in this Bid.
4. The Bidder has carefully read and examined the bid documents and agrees to be bound by the terms and conditions set forth therein.
5. The Bidder understands that the Bidder will supply or perform all labor, services, plant, machinery, apparatus, appliances, tools, supplies and all other activities required by the bid documents in the manner and within the time therein set forth, and that the Bidder will take in full payment therefore the following item prices as set forth below.

**Bids are to be submitted on this form**, in a sealed envelope, plainly marked on the outside with the Bidder's name and address and the Bid Proposal name as it appears at the top of the Proposal Form.

Owner reserves the right to reject any and all bids and to use good judgment in the determination of fair value. Although price is the main factor, vendors are advised that other factors will also be considered which may result in the award of a contract to a non-lowest price bidder. In the event of a tie, the owner reserves the right to further negotiate terms after bid opening with one or more bidders to determine which vendor offers the best overall value.

The undersigned further agrees to provide and deliver #2 Heating Oil and Liquid Propane to the Owner, FOB the delivery locations, as per the bid documents, as follows:

**BID PROPOSAL FORM  
2024 Annual Heating Fuel Contract**

**Town Pricing**

**1) #2 Heating Oil**

Price per gallon, markup-not to exceed: \$ \_\_\_\_\_

**Delivered** Price as of September 19, 2024 \$ \_\_\_\_\_

**2) Propane**

Price per gallon, markup-not to exceed: \$ \_\_\_\_\_

**Delivered** price on September 19, 2024 \$ \_\_\_\_\_

**Town Employee Pricing**

**1) #2 Heating Oil**

**Delivered** Price per Gallon as of October 1, 2024 \$ \_\_\_\_\_

**2) Propane**

**Delivered** Price per Gallon as of October 1, 2024 \$ \_\_\_\_\_

**BID PROPOSAL FORM**  
**2024 Annual Heating Fuel Contract**

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this bid document, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

Submitted by: \_\_\_\_\_  
(PRINT NAME AND TITLE)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_

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

Town/State/Zip: \_\_\_\_\_

Telephone: ( \_ ) \_\_\_\_\_ email \_\_\_\_\_