

# **Request for Proposals**

**#2 Heating Fuel Oil & Delivery**

**for**

**Northern Maine Development Commission**

**October 4, 2017**

## **OVERVIEW**

Northern Maine Development Commission (NMDC) is soliciting #2 Heating Fuel delivery for a two-year period beginning October 23, 2017 and ending September 30, 2019. The selected Proposer would be responsible for all services associated with heating fuel delivery to 11 West Presque Isle Road in Caribou, ME. The Proposer would then be expected to execute an agreement for that timeframe with NMDC under the terms outlined in their proposal.

## **SCOPE OF SERVICES**

When compiling proposals, the following is the Scope of Services expected to be provided:

- #2 Heating Fuel Delivery to 11 West Presque Isle Road in Caribou, ME
  - For reference, in the time frame from July 1, 2016 to June 30, 2017 there were 3,778.60 gallons of #2 Heating Fuel delivered to the location
- Automatic Delivery & Tank Monitoring Services
- Employee Heating Fuel Program (NMDC pays and is reimbursed by employee)
  - For reference, current delivery ranges from Fort Kent to Houlton and other points in-between, with 3,492.70 gallons of #2 Heating Fuel delivered between July 1, 2016 to June 30, 2017.

## **REQUIRED DOCUMENTS**

To constitute a complete proposal, the following documents must be submitted:

- Brief description of the individual/company and experience providing these services which provides assurance the Scope of Services listed above can be met.
- Cost Proposal Sheet (attached)
- Point of Contact Form (attached)

## **SELECTION CRITERIA**

Proposals will be reviewed by the administrative staff at NMDC using the following criteria:

- Completeness of proposal, following the “Required Documents” bullets listed above
- Cost
- Ability to perform all services as outlined under “Scope of Services” section above

## **NMDC CONTACT**

Inquiries regarding this proposal and award should be submitted to Matt Tompkins via email at [mtompkins@nmdc.org](mailto:mtompkins@nmdc.org) or by written letter delivered to PO Box 779 Caribou, ME 04736.

## **PROPOSAL SCHEDULE**

<i>Advertisement for Proposals</i>	October 6, 2017
<i>Proposals Due In-Hand to NMDC</i>	October 13, 2017 at 3:00 PM
<i>Proposal Opening</i>	October 13, 2017 at 3:00 PM
<i>Notification of Results</i>	October 13, 2017
<i>Agreement Begins</i>	October 23, 2017

## **PROPOSAL SUBMISSION**

Proposals submitted to NMDC should be done in a **sealed** 8 ½” x 11” mailing envelope and are to either be dropped off in-person at the NMDC Office located at 11 West Presque Isle Road in Caribou, Maine or mailed to the following address:

Attn: Matt Tompkins  
Northern Maine Development Commission  
PO Box 779  
Caribou, ME 04736

All envelopes should include “**Heating Fuel Proposal**” written in the bottom left corner to ensure they are not accidentally opened. Failure to do so will result in any proposals without the proper notation that are accidentally opened being dismissed from consideration.

It is the responsibility of the Proposer to ensure any submissions reach NMDC prior to 3:00 PM on October 6<sup>th</sup>, 2017 to ensure consideration. Proposals that are attempted to be dropped off after 3:00 PM will not be accepted, and any received by mail will be returned, unopened, to sender with the date and time of receipt marked on the outside of the envelope.

NMDC is not at fault and will not consider any bids delivered by carrier after the stated deadline.

## **LEGAL**

NMDC reserves the right to reject any and all proposals and instead negotiate directly with a provider if no reviewed proposals are deemed better than what administrative staff conducting the review feel can be obtained through negotiation. In submitting a proposal, the Proposer agrees to enter into an agreement with NMDC for the services and timeframe outlined in the proposal if selected, including any quoted prices.

## COST PROPOSAL SHEET

*Please Type in All Fields*

**Proposed Tank Car Price, Per Gallon:** \$ \_\_\_\_\_

**Proposed Freight & Margin Cost, Per Gallon** \$ \_\_\_\_\_

**Proposed Total Cost, Per Gallon (Sum of Two Previous Lines)\*:** \$ \_\_\_\_\_

*\* Proposer may just enter a Proposed Total Cost, Per Gallon without filling previous lines out.*

By signing below, I affirm that the prices listed above are what will be charged to NMDC for the #2 Heating Fuel Oil & Delivery requested as outlined in this proposal for the period beginning October 16, 2017 and ending September 30, 2019. In the event of a successful proposal, these are the prices which will be carried over and reflected on a contract for the stated period. Any deviation from these prices at the contract stage will result in this proposal being considered null and void, releasing NMDC to execute a contract with another contractor for the services requested.

\_\_\_\_\_  
**AUTHORIZED SIGNATURE**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**PRINTED NAME**

\_\_\_\_\_  
**DATE**

## POINT OF CONTACT INFORMATION FORM

*Please Type in All Fields*

### **BASIC INFORMATION**

NAME & TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

### **CONTACT INFORMATION**

MAILING ADDRESS: \_\_\_\_\_

TOWN: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_