

November 5, 2012

**Invitation to Bid**  
**Gasoline/Diesel delivered to Brentwood Highway Shed**

You are cordially invited to submit a quote for delivery of gasoline/diesel fuel in accordance with the attached specifications, terms and conditions. Prospective bidders are advised to read this information over carefully prior to submitting a bid.

Quotes must be submitted in a sealed envelope, clearly marked:

“Sealed Bid – Gasoline/Diesel delivered to Brentwood Highway Shed”  
Town of Brentwood Selectmen’s Office  
1 Dalton Road  
Brentwood, NH 03833

Or emailed to [selectmen@brentwoodnh.gov](mailto:selectmen@brentwoodnh.gov)

**All Bids must be received no later than 4:00 p.m. on November 20, 2012.**

Bids will be opened at the Selectmen’s meeting to be held Tuesday, November 20<sup>th</sup> at 6:15 p.m. The Board of Selectmen have the right to accept and/or reject any or all bids on any basis which it determines to be in the best interest of the Town.

Karen Clement  
Town Administrator

**TOWN OF BRENTWOOD  
INVITATION TO QUOTE GASOLINE/DIESEL DELIVERED  
TO HIGHWAY SHED**

The Town of Brentwood, NH is requesting pricing information and availability on the purchase of unleaded 87 octane fuel and diesel fuel to be delivered to the Brentwood Highway Shed at 207 Middle Road. Specifications and general information are as follows:

As part of Brentwood's daily operations, the police cruisers, fire and highway vehicles use approximately 10,000 gallons of regular unleaded fuel and 8,500 gallons of diesel fuel (based on 2010 actual usage) from two 500 gallon tanks located at 207 Middle Road. The tanks are accessible for deliveries daily between 8:00am and 4:30pm. Deliveries will take place in accordance with an agreed-upon, pre-arranged schedule.

Vendors responding must be properly licensed for fuel delivery. Vendor must carry applicable insurance coverage.

Any questions pertaining to this request shall be directed to Karen Clement, Town Administrator, at (603)642-6400 x10.

Pricing options: **Fixed Price per Gallon \$**\_\_\_\_\_

**Or**

**Fixed Price over rack price on day of delivery \$**\_\_\_\_\_

**The Town of Brentwood is exempt from state and federal taxes. The billing must properly reflect that.**

**Pricing offered must hold from December 1, 2012 thru December 31, 2013.**

**Provide 3 names and contact information for which similar services have been successfully provided.**

**Signature Authorization:**

**Submitted by:**

**Address:**

**Email address:**

**Telephone #:**

**Fax #:**

**Date:**

**Signature:**

**Town of Brentwood Invitation to Quote  
Gasoline and Diesel Delivered to Highway Shed**

**BID, RFP AND QUOTE TERMS AND CONDITIONS**

1. **BID ACCEPTANCE AND REJECTIONS:** The Town of Brentwood reserves the right to accept any bid and to reject any or all bids; to award the bid to other than the low bidder if deemed “bid most advantageous to the Town”; to accept the bid on one of more items of a proposal, on all items of a proposal or any combination of items of a proposal and to waive any defects in bids.
2. **FINAL BID PRICE:** Terms and delivery address are always part of the bid. The delivery address will be 207 Middle Road, Brentwood, NH. If the bidder has any special payment or delivery clauses which could affect the final delivery price of any item up for bid that too shall be made part of the bid. If, however, this is not included in the bid, the seller will be solely responsible for any increased prices due to any circumstances.
3. **LATE PROPOSALS/BIDS:** Any bids received after 4:00 p.m. on October 17, 2011 will not be considered, nor will late bids be opened.
4. **PAYMENT TERMS:** It is the custom of the Town of Brentwood to pay its bills within 20-30 working days following delivery of, and receipt for, all items. In submitting bids under these specifications, bidders should take into account all discounts, both trade and time, allowed in accordance with the above payment policy.
5. **PROPER DOCUMENTATION:** Any respondent to a bid request should sign off on and return to the Selectmen’s Office the original Bid Documentation Package which explains the scope of the bid request. Said signature, in the spaces provided, indicates receipt of, familiarity with and understanding of, and acceptance of the specifications provided, except as otherwise noted by the respondent.
6. **BID RESULTS:** The Selectmen’s office will not respond to phone inquiries regarding bid results, other than to identify the apparent low bidder and his total bid price quotation. Individuals or company representatives may secure a comprehensive bid analysis by either attending the bid opening (which is open to all interested parties); by coming to the Selectmen’s office after the bid opening and asking to look through the file, or by sending a written request for the bid analysis along with a self-addressed stamped envelope.