

GREENE COUNTY

NOTICE TO BIDDERS

Sealed bids for supplying Propane for the period September 1, 2016 to August 31, 2017 to several locations in Greene County Government will be received by the Greene County Legislature until 1:30 pm on Thursday July 7, 2016 at which time bids will be opened and publicly read.

All bids shall be contained in sealed envelopes, distinctly marked "PROPANE BID" and addressed to:

Acting Clerk of the Greene County Legislature
411 Main Street
Suite 408
Catskill, NY 12414

Bids shall be submitted on the official bid form available at www.greengovernment.com the County website or from the Office of the Acting Clerk at the above address accompanied by the Statement of Service, Certificate of Non-Collusion, and, if required Authorization to Bid.

Greene County reserves the right to reject any and/or all bids.

TAMMY L. SCIAVILLO
Acting Clerk
Greene County Legislature

For Publication as Follows:

Catskill Daily Mail

Thursday June 16, 2016

INVITATION:

Bids are invited for the sale and delivery of propane to various locations in Greene County for a one year period, from September 1, 2016 to August 31, 2017. A list of the sites for propane delivery is included on the Official Bid Form. Sealed bids should be forwarded as indicated in NOTICE TO BIDDERS.

CONDITIONS:

1. Propane supplied under the terms of the bid award contract shall be of a quality designed to burn properly. It shall be sufficiently free of dirt or sediment to insure freedom from clogging lines, burners and burner nozzles, and shall contain no chemicals liable to corrode metal parts.
2. Pursuant to Section 100 of the New York State General Municipal Law and Section 408-a of the New York State County Law, the County is authorizing any political subdivision, fire company or district located in whole or in part within Greene County to participate in contracts entered into by the County for the purchase of propane. These purchases would be made directly by the towns, villages or fire districts, from the winning bidder.
3. The successful bidder must have a source of supply directly from a reputable supplier and shall indicate said source on the Official Bid Form.
4. The bid price for propane specified shall be the net cost per gallon to the County, including delivery into the County's storage tanks. The submitted bid price shall be firm and not thereafter increased for claimed late payment or other addition.
5. All propane shall be delivered by automatic delivery. The County reserves the right to impose a \$150 a day penalty for every day a location runs out of propane. Delivery will be required to be made to all County locations between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, unless otherwise specified by the County. The amount of propane delivered must be determined by meter at the time of delivery. Delivery is to be made under the supervision of the County Superintendent of Buildings and Grounds and/or Superintendent of Highways, or their designee(s).
6. It is to be understood by the bidder that all quantities may be either increased or decreased at the discretion of the County according to need.

7. The successful bidder shall be responsible for all damage caused by over-filling the tanks, leaking lines, loose connections, delivery to the wrong buildings, or any other damage caused by the bidder's equipment.
8. Invoices for payment for propane delivered must be submitted upon the successful bidder's itemized billing form and be supported by delivery slips signed by the County Superintendent of Buildings and Grounds or the County Superintendent of Highways, or their designee(s).
9. Bidders are expected to make an on-site inspection of each location where propane is to be delivered in order to acquaint themselves with the area and what is necessary to accomplish access to the tanks and the length of hose required to reach.
10. Under the provisions of Section 103-d of the General Municipal Law, all bids submitted to a political subdivision of the State of New York must contain a Non-Collusive Bidding Certification. This Certification must be completed on the proper form contained herein and must accompany the bid when submitted.
11. Bidders shall submit a statement indicating the ability to provide adequate routine and emergency service on the propane equipment. The obligation to provide prompt and adequate service to the propane equipment on a time and material charge basis shall fall upon the successful bidder, and the facilities and ability to provide such services are required. Annual cleaning of equipment shall be accomplished at the beginning of the heating season.
12. Bidders may bid on any one or more of the specified locations indicated on the attached Official Bid Forms.
13. The successful bidder shall provide good and sufficient proof acceptable in form to the County Attorney of insurance in the amount of one million per occurrence / three million aggregate with the County of Greene as a named insured.
14. There is no requirement to supply propane tanks, as they are owned by the County of Greene.
15. There are two official bid forms attached: one is for bidding a fixed price for the entire contract period; the other is for bidding a variable price. Bidders may submit a fixed price, a variable price, or both.
16. The variable bid price for propane specified shall be the net cost per gallon to the County, including delivery into the County's storage tanks and shall be based on the Journal of Commerce Oil Price Daily under the heading of Propane – Selkirk, New York posted on **Thursday June 30, 2016**. The bid price shall be subject to increase or decrease during the contract period corresponding with the changes in the reseller's posted tank car price at Selkirk, New York as published in the Journal of Commerce for the date of delivery. The submitted bid price shall be firm and not thereafter increased for claimed late payment or other addition.

STATEMENT OF SERVICE

If successful in bid for supplying Propane for specified Greene County locations, I/we agree to provide routine and emergency service on the equipment at the locations I/we bid on, as follows:

A. Availability:

1. 24 hours/7 day per week Yes No

2. Other:

B. Response Time: _____ hours from time call received.

C. Cost: (Time and Materials):

1. Hourly rate: \$_____

2. Travel time: \$_____

3. Materials: Bidder's cost, plus _____

D. Successful bidder assumes responsibility for scheduling propane deliveries on a routine basis in accordance with approximate anticipated usage.

Name of Company/Corporation

By: _____

Title

CERTIFICATE OF NON-COLLUSION

To: County of Greene

Date: _____

Re: Attached Bid(s)

I, _____

HEREBY CERTIFY, as follows:

1. That the attached bid(s) has/have been independently arrived at without collusion with any other bidder or with any competitor or potential competitor.
2. That the bid(s) has/have not been knowingly disclosed prior to the opening of bids to any other bidder or competitor.
3. That no attempt has been or will be made to induce any other person or firm to submit or not to submit a bid.
4. That the statements are accurate, under penalty of perjury.
5. That attached hereto (if a corporate bidder) is a certified copy of a resolution authorizing the execution of the certificate by the signator of this bid or proposal on behalf of the corporate bidder.

Name of Company or Corporation

By:

Signature of Officer

Title

Address of Company

This certification is made pursuant to an amendment to the State Finance Law, the General Municipal Law and the Public Authorities Law, relating to non-collusion in public bids and proposals, which became effective September 1, 1965. (Chapter 751 of the Laws of 1965).

AUTHORIZATION TO BID

RESOLVED, that _____
Name of Individual

be authorized to sign and submit the bid or proposal of _____
Name of Corporation

for the following project: Greene County Propane supply for the period of September 1, 2016 to August 31, 2017 and to include in such bid or proposal the Certificate of Non-Collusion required by Section 103-d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by _____
Name of Corporation

at a meeting of this board of directors held on the _____ day of _____

Secretary

(CORPORATE SEAL)

**BID FORM – FOR FIXED PRICE DELIVERY OF PROPANE
FOR THE ENTIRE CONTRACT PERIOD:**

LOCATIONS FOR DELIVERY OF PROPANE GAS:

<u>Building</u>	<u>Tank Size</u> (gallons)	<u>Approx. Annual Usage</u> (gallons)	<u>Delivery Charge</u>	<u>Cost per Gallon</u>
1. Emergency Operations Center 25 Volunteer Drive, Cairo, NY	2 – 1000 gal. tanks	3,400 gallons	_____	_____
2. Seven Bay Garage 40 Volunteer Drive, Cairo, NY	1 – 1000 gal. tank	3,500 gallons	_____	_____
3. Fire Training Center 70 Volunteer Drive, Cairo, NY	1 – 500 gal. tank	875 gallons	_____	_____
4. Rivertown Senior Center 2 South Warren Street, Athens, NY	1 – 1000 gal. tank	3,700 gallons	_____	_____
5. Greene County Highway Dept. Bldg 2, 67 Scott Lane, Athens, NY	1 – 1000 gal. tank	4,200 gallons	_____	_____
6. Greene County Highway Dept. Shop 1, 65 Scott Lane, Athens, NY	1 – 1000 gal. tank	5,100 gallons	_____	_____
7. Greene County Highway Dept. Bldg 4, 4047 CR 67, Freehold, NY	1- 1000 gal. tank	4,300 gallons	_____	_____
8. Greene County Highway Dept. Bldg 5, 75 Highland Road, Hunter, NY	1 – 1000 gal. tank	4,300 gallons	_____	_____
9. Acra Senior Center Old Route 23B, Acra, NY	1 – 500 gal. tank	900 gallons	_____	_____
10. Greene County Buildings & Grounds 90 Allen Street, Catskill, NY	1-1000 gal. tank	3,700 gallons	_____	_____
11. Any other political subdivision, fire company or district, pursuant to Section 408-a of the New York State County Law			_____	_____

Source / Supplier: _____

Company or Corporation

Signature of Officer, Title

Date

BID FORM – FOR VARIABLE PRICE DELIVERY OF PROPANE

LOCATIONS FOR DELIVERY OF PROPANE GAS:

<u>Building</u>	<u>Tank Size</u> (gallons)	<u>Approx. Annual Usage</u> (gallons)	<u>PORT OF SELKIRK RESELLER TANK CAR PRICE</u> 6/30/16	<u>DELIVERY CHARGE</u>	<u>COST PER GALLON</u>
1. Emergency Operations Center, 25 Volunteer Drive Cairo, NY	2-1000 gal. tanks	3,400 gallons	_____	_____	_____
2. Seven Bay Garage, 40 Volunteer Drive Cairo, NY	1-1000 gal. tank	3,500 gallons	_____	_____	_____
3. Fire Training Center, 70 Volunteer Drive Cairo, NY	1-500 gal. tank	875 gallons	_____	_____	_____
4. Rivertown Senior Center, 2 South Warren Street Athens, NY	1-1000 gal. tank	3,700 gallons	_____	_____	_____
5. Greene County Highway Dept. Bldg 2, 67 Scott Lane Athens, NY	1-1000 gal. tank	4,200 gallons	_____	_____	_____
6. Greene County Highway Dept. Shop 1, 65 Scott Lane Athens, NY	1-1000 gal. tank	5,100 gallons	_____	_____	_____
7. Greene County Highway Dept. Bldg 4, 4047 CR 67 Freehold, NY	1-1000 gal. tank	4,300 gallons	_____	_____	_____
8. Greene County Highway Dept. Bldg 5, 75 Highland Road Hunter, NY	1-1000 gal. tank	4,300 gallons	_____	_____	_____
9. Acra Senior Center, Old Route 23B Acra, NY	1-500 gal. tank	900 gallons	_____	_____	_____
10. Greene County Buildings & Grounds, 90 Allen Street Catskill	1-1000 gal. tank	3,700 gallons	_____	_____	_____
11. Any other political subdivision, fire company or district, pursuant to Section 408-a of the New York State County Law:			_____	_____	_____

Source / Supplier: _____

Company or Corporation

Signature of Officer, Title

Date