

BOSTON PUBLIC HEALTH COMMISSION

Administration and Finance



Request For Proposal
for the procurement of
Diesel Fuel & Oil #2

December 19th 2022

| Request for Proposal Timeline | |
|--------------------------------------|---|
| 12/18/22 | Publication of Request for Proposal (RFP) printed in The Boston Globe |
| 12/19/22 | RFP and instructions available online at www.bphc.org/RFP at 10:00 AM |
| TBD | <p>Bidders conference/walkthrough is not mandatory and can be requested by contacting BPHC Project Manager Steven Barry (sbarry@bphc.org) to view fuel delivery locations.</p> <p>Vendors who fail to attend a walkthrough should be mindful of bidding on the locations without viewing. Failure to raise concerns over any issues at this opportunity will not be considered in any protest filed regarding such items that were known as of the walkthrough property locations.</p> |
| 1/2/23 | Questions are due in writing by 5:00 PM to sbarry@bphc.org |
| 1/5/23 | Responses to questions will be emailed to all interested parties. |
| 1/6/23 | <p>Bid due by 10:00AM – Submit (2) original bids (do not bind) and PDF file of bid on a USB flash drive. Bid documents must be submitted in separate sealed envelope or box addressed to:</p> <p style="text-align: center;">Boston Public Health Commission Attention: Steven Barry 205 River St Mattapan MA 02126</p> <p style="text-align: center;">No Exceptions to This Deadline</p> |
| 1/6/23 | Notification of Decision following Bid Opening |

The responsibility for submitting a bid to BPHC on or before the stated time and date will be solely and strictly the responsibility of the bidder. BPHC will in no way be responsible for delays caused by the United States Mail delivery or caused by any other occurrence. In case of delays as a result of weather emergencies, or natural or man-made disaster, bids may be accepted the next available business day.

OVERVIEW

The Boston Public Health Commission (BPHC) is the local public health department for the city of Boston. BPHC's mission is to protect, preserve, and promote the health and well-being of all Boston residents, particularly the most vulnerable populations.

BPHC is seeking request for bids from qualified vendors to provide Diesel Fuel and Oil #2. Qualified bidders are expected to begin this project promptly and complete the project on schedule to reduce any inconvenience to clients.

BPHC encourages small, local, minority, disadvantaged, women-owned, veteran and/or service-disabled owned business enterprises to participate in all procurement opportunities.

SCOPE

The Boston Public Health Commission acting by its Division of Property Management, hereinafter referred to as the awarding authority, invites bidders to submit proposal for the entitled product futures listed below. Bids shall be sealed, clearly identify as a bid, and signed by the vendor. All bids shall be titled: Long Island – Fuel Oil / Project No. LI-020-23. The Bids shall be submitted to the awarding authority representative at 205 River Street, Mattapan Campus **before 10:00 AM**, January 6 2023.

Late bids will not be accepted.

Scope of work:

- Provide a fixed price per gallon for #2 Fuel Oil for the Long Island Campus and
 - Provide a cap price, with downside protection, per gallon of #2 Fuel Oil for the Long Island Campus Facilities. Please provide the formula for pricing of fuel.
 - Two Pricing forms have been provided; Vendors must provide the following pricing options and/or amounts:
 - Oil No. 2 - 90,000 gallons
 - Vendors will have additional price forms for the following:
 - Diesel fuel - 5,000 gallons (stationary engines)
- (Stationary Engines existing at other locations: i.e. Albany Street, Boston)
- Oil No. 2 low Bid Price does not guarantee the award for diesel. The BPHC reserve the right to consider diesel as independent bids. Vendors shall use the price form attached.
 - Please see the attached map for tank sizes and locations.

Notes:

1. All oil deliveries will be barged to Long Island from: **125 Main Street, Hull MA.**
Barge Company Servicing BPHC is: **Acushnet Marine**;
Contact Person: Mike Mc Devitt
Phone Number: 781-925-2404 and/or 617-908-1006
Capacity of Barge: 40 Ton
2. The Contract term will be valid from January 6th 2023 through January 5th 2024 with an option to extend the contract for an additional year. The annual contract can be considered completed once full number of gallons are delivered. Whichever event comes first.

If you have any questions, or wish to schedule a site visit please call Steven Barry at the Property Management Office: 617-534-3073 or email sbarry@bphc.org

QUOTE FORM for OIL NO. 2 – Please Use

Name of Company:

Address:

Telephone #: _____ Fax # _____

Email: _____

Pricing for Oil #2 – 90,000 gallons \$ _____

(please provide formula)

Company Representative _____

Signature _____

Date: _____

Note: Vendors may provide additional information/documentation as needed

QUOTE FORM for 5,000 gallons of DIESEL – Please Use

Name of Company:

Address:

Telephone #: _____ Fax # _____

Email: _____

Pricing for Diesel – 5,000 gallons \$ _____

(please provide formula)

Company Representative _____

Signature _____

Date: _____

Note: Vendors may provide additional information/documentation as needed



Non-Collusion Form & Tax Compliance Form

Certificate of Non-Collusion

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

Signature of Individual submitting bid or proposal

Printed Name Individual submitting bid or proposal

Company or Entity Name

Tax Compliance Certification

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of Individual submitting bid or proposal

Printed Name Individual submitting bid or proposal

Company or Entity Name

End of Bid Form