

**South Huntington Water District  
Town of Huntington  
Suffolk County, New York  
Bid Proposal:**

***#2 Fuel Oil, Heating Systems Service  
January 1, 2018 – December 31, 2018***

The Board of Water Commissioners  
South Huntington Water District

**Bid Opening:**

November 30, 2017

2:00 P.M.

District Administration Building

75 Fifth Avenue South

Huntington Station, N.Y. 11746

**Proposal #1**

**#2 Fuel Oil, Automatic Delivery, With Included Oil Heating Systems Service Contract, 2018**

1. This is a variable price contract. The “Overage Per Gallon” is the dollar amount you bid over and above the price of the “#2 Oil, Sprague Energy Terminal Price” (or specifically approved other Long Island Terminal) as listed in the daily Rack Price Sheet update on the business day immediately prior to the date of delivery. The combination of these two monetary amounts shall cover the supply and automatic delivery of the fuel oil as well as the oil heating system service listed in your attached, proposed Service Contract. **Show your Overage Bid to the fourth decimal place.**

**BID OVERAGE PER GALLON, With Included Heating Contract Service :**

\$ \_\_\_\_ . \_\_\_\_ \_\_\_\_ \_\_\_\_

**HOURLY LABOR RATE FOR “NOT COVERED SERVICE” \$ \_\_\_\_ . \_\_\_\_ \_\_\_\_**

**You must attach a copy of your proposed Oil Heating System Service Contract to your bid. The terms of your proposed service contract, as well as your “not covered” hourly labor rate will be considered in the award of this contract. See the attached specifications for minimum Service Contract requirements.**

Bidder

Company/Corporation: \_\_\_\_\_

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

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Bidder’s Name and Title: \_\_\_\_\_

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

## Proposal #2

### **#2 Fuel Oil Only, Automatic Delivery, No Included Oil Heating Service Service Contract, 2018**

1. This is a variable price contract. The “Overage Per Gallon” is the monetary amount you bid over and above the price of the “#2 Oil, Sprague Energy Terminal Price” (or specifically approved other Long Island Terminal) as listed in the daily Rack Price Sheet update on the business day immediately prior to the date of delivery. The combination of these two monetary amounts shall cover the supply and automatic delivery of the fuel oil to the Sites listed in this Proposal without any repair or maintenance service. **Show your Overage Bid to the fourth decimal place.**

**BID OVERAGE PER GALLON : \$** \_\_\_\_\_ . \_\_\_\_\_

Bidder

Company/Corporation: \_\_\_\_\_

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

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_

Bidder's Name and Title: \_\_\_\_\_

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

**Proposal #3**

**Oil Heating Systems Service Only, No Fuel Oil Deliveries, Scheduled and Emergency, All District Sites, 2018**

1. This proposal is for the supply of ***Oil Heating Systems Service only***, both scheduled and emergency, during calendar year 2018. Such service will include scheduled maintenance such as cleanings and tune-ups as well as emergency calls such as no heat or poor heating systems performance. (It is understood that all requisite parts are extra). There is no oil delivery connected to this hourly repair rate and calls would be on an as-needed basis.

***HOURLY LABOR RATE FOR OIL HEATING SYSTEMS SERVICE ONLY***

\$ \_\_\_\_\_ . \_\_\_\_\_

***AFTER HOURS OR HOLIDAY HOURLY LABOR RATE FOR OIL HEATING SYSTEMS SERVICE IF DIFFERENT THAN ABOVE***

\$ \_\_\_\_\_ . \_\_\_\_\_

Bidder

Company/Corporation: \_\_\_\_\_

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

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Bidder's Name and Title: \_\_\_\_\_

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

**Proposal #4**

***Natural Gas Heating Systems Service, Scheduled and Emergency, All District Sites, 2018***

- 2. This proposal is for the supply of Natural Gas Heating Systems Service, both scheduled and emergency, during calendar year 2018. Such service will include scheduled maintenance such as cleanings and tune-ups as well as emergency calls such as no heat or poor heating systems performance. (It is understood that all requisite parts are extra). All calls would be on an as-needed basis.

***HOURLY LABOR RATE FOR NATURAL GAS HEATING SYSTEMS SERVICE”***

\$ \_\_\_\_\_ . \_\_\_\_\_

***AFTER HOURS OR HOLIDAY HOURLY LABOR RATE FOR NATURAL GAS HEATING SYSTEMS SERVICE IF DIFFERENT THAN ABOVE***

\$ \_\_\_\_\_ . \_\_\_\_\_

Bidder

Company/Corporation: \_\_\_\_\_

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

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Bidder's Name and Title: \_\_\_\_\_

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

***Sites Requiring #2 Fuel Oil on Automatic Delivery and/or Oil Heating Service***

*Well #3*

Amityville Road, Melville (Generator Enclosure Only, 1,500 Gallons)

*Well #4*

New York Avenue, Melville (Generator Enclosure Only, 1,500 Gallons)

*Well #5*

E.17th Street, Huntington Station Tank Removed 2017

*Well #6*

Ledgewood Drive, Huntington 500 Gallons Hot Air

*Well #7*

W. Whitman Road, Melville 1,500 Gallons Hot Water and Generator Enclosure, 1,500 gallon

*Well #9*

Gwynne Road, Melville (Generator Enclosure Only, 2,000 Gallons)

*Well #10*

Whitson Road, Huntington 500 Gallons Hot Air and 1500 Gallon Generator Set

*Plant#11*

Reservoir Road, Melville 500 Gallons Hot Air and Generator Combined

*Plant #12*

Pidgeon Hill Road, Huntington Station 550 Gallons Hot Air and Generator Combined

*Well #15*

Downs Road, Huntington 500 Gallons Hot Air & 2000 Gallon Generator Enclosure

*Well #16*

East Mall Drive, Melville 1,000 Gallons Hot Water and Generator Combined

*Well #18*

Cottontail Road, Melville 1,500 Gallon Generator Enclosure Only

*Well #19*

Mount Misery Road, Melville 500 Gallon Hot Air & 2,500 Gallon Generator Enclosure

*Well #20*

Rivendell Court (Villages Development) 2,500 Gallon Generator Set in Enclosure Only

## *Sites Requiring Gas Heating System Service*

### *Administration Building, Offices*

75 5<sup>th</sup> Avenue South, Huntington Station      Hot Water

### *Administration Building, Front and Rear Garages*

75 5<sup>th</sup> Avenue South, Huntington Station      Hot Air Units

### *Wells #3-2, #3-3, and Treatment Building*

Amityville Road, Melville                      Hot Air

### *Well #4*

New York Avenue, Melville                      Hot Air

### *Well #8*

Wolf Hill Road, Melville                      Hot Air

### *Well #17*

Oakwood Road, Huntington                      Hot Air

### *Well #18*

Cottontail Road                                      Hot Air

### *Well #20*

Rivendell Court, Melville                      Hot Air

## *References*

Bidder must supply a list of current or recently supplied commercial or government accounts similar to or larger than the South Huntington Water District proposal. These references will be considered in the award of this contract.

<i>Company</i>	<i>Date Supplied</i>	<i>Contact Person and Phone</i>



### ***Specifications, #2 Fuel Oil and Oil Burner Heating Service***

- 1) The contract period for all of the four attached Proposals is for one year, beginning January 1, 2018 and ending December 31, 2018. You are welcome to bid on any or all of the Proposals.
- 2) #2 Fuel Oil is to be delivered on an automatic basis to the tanks and emergency power generators described on the annexed list. *Due to the vital mission of the Water District, emergency deliveries for power generators may be required and fuel deliveries must be made within 12 hours of order placement.*
- 3) There are two variable priced Fuel Oil Proposals attached. For both Proposals, your #2 Fuel Oil pricing for each delivery will consist of the “#2 Oil, Sprague Energy Terminal Price” (or other specifically approved Long Island Terminal) as listed in the daily Rack Price update for the business day prior to the delivery, **plus** your “Overage Per Gallon Bid”. **Proposal #1** Overage pricing **will include** all service contract repairs and maintenance for the District fuel oil heating units on the attached list. **Proposal #2** pricing **will not include** any repairs and maintenance in your fuel oil Overage Price. Additionally, there are two hourly rate ‘repair only’ Proposals: **Proposal #3** will be the hourly labor rate charge for oil heating systems repairs on a “will call” basis if the District elects to buy fuel oil separately. **Proposal #4** will be the hourly labor charge for gas heating system repairs on a “will call” basis. The South Huntington Water District reserves the right to award any, all, or none of the Proposal, whichever it deems to be in the District’s best interests.
- 4) Oil prices quoted F.O.B. Huntington shall be deemed to mean the net price as computed above and shall include all transportation and handling charges to the locations shown on the attached specification sheet. No additional delivery charges shall be levied.
- 5) Purchases by the South Huntington Water District are not subject to any local or New York State sales taxes nor Federal excise taxes.
- 6) Quantities for supply, when given, are estimates only. Payment shall be made for the quantities actually ordered and delivered during the life of the contract.
- 7) Invoices for #2 Fuel Oil **must** include a photocopy of the “#2 Oil, Sprague Energy Terminal Rack Price” as it appears on the daily Rack Price update fax for the business day immediately prior to the day of delivery. ***Invoices will not be paid without this photocopy!***
- 8) For Proposal #1, your bid price for #2 Fuel Oil shall cover the costs of your standard Oil Burner Service Contract, including emergency service. You must include a copy of your standard Oil Burner Service Contract with your bid and its terms will be considered by the District in the award of this proposal. The Service Contract must list all covered items, including labor to repair or replace them, and must include a yearly tune up and vacuuming for each heating unit at no additional cost. This scheduled tune up and vacuuming must take place in the Spring or Summer months of this contract period.

9) To assist in your bidding, District heating systems may be inspected, by appointment only, on Monday, November 20, 2017 between 8:00 AM and 3:00 PM. The list of District heating systems is attached. You must call the District Chief Plant Operator by Friday, November 17, 2017, no later than 1:00 PM, in order to tour the sites on the noted date.

**10) Fuel Oil Bidders must respond to District requests for emergency generator fuelings in power failures, storm conditions, or similar emergency instances within 12 hours or less of the order placement, 24-hours per day, 7-days per week.**

11) Upon the award of this Contract you must immediately supply the South Huntington Water District with a Certificate of Insurance in the minimum amounts and limitations noted on this Specification attachment. The Certificate shall be effective as of 1/1/18 and must be renewed as required in order to remain in effect for one year thereafter. The Certificate must name as covered the South Huntington Water District, its employees, its appointed and elected officials and volunteers. You must also sign and date the enclosed "Hold Harmless Agreement".

South Huntington Water District

**Insurance Requirements For Independent Contractors/Sub-Contractors**

**Page One of Two**

The independent contractor shall maintain at a minimum the following insurance giving evidence of same to South Huntington Water District on **the form of Certificates of Insurance, copies of the General Liability Declaration Page and copy of the Additional Insured Endorsement, providing 30 days notice of cancellation, non-renewal or material change.** New York State licensed carrier is preferred; any non-licensed carriers will be accepted at the Municipalities discretion. The insurance carrier must have an A.M. Best Rating of at least A- IX. All subcontractors must adhere to the same insurance requirements.

I. Workers Compensation and NYS Disability

Coverage	Statutory
Extensions	Voluntary Compensation; All States Coverage Employers Liability - Unlimited

II. Commercial General Liability

Coverage and Limits	Occurrence - 1988 ISO or equivalent
	General Aggregate \$2,000,000
	Products & Completed Operations \$2,000,000
	Personal & Advertising Injury \$1,000,000
	Per Occurrence Limit \$1,000,000
	Fire Damage \$ 50,000
	Medical Expense \$ 5,000
Additional Insured	South Huntington Water District, all elected and appointed officials, employees and volunteers using ISO

Form CG2010 (B) or equivalent including Products and Completed Operations.

Extension – Mandatory

Aggregate Limits to apply per project.

Contractual Liability

Extension – If possible

Endorsement showing that this policy is considered primary and non-contributory.

Waiver of Subrogation in favor of the additional insured.

III. Automobile Insurance

Limit

\$1,000,000. Combined Single Limit

If possible:

Additional Insured

South Huntington Water District, all elected and appointed officials, employees and volunteers.



**INDEMNIFICATION/HOLD HARMLESS AGREEMENT**

The Vendor/Contractor shall indemnify and hold harmless the South Huntington Water District, its officers, employees, and/or agents from any and all liability, damage, loss, claims, demands and actions of any nature whatsoever, for any reason whatsoever, foreseeable of unforeseeable, which arises out of or is connected with, or is claimed to arise out of to be connected with, any undertaking, product, goods, merchandise, products, services sold and/or work supplied, furnished or performed by the Vendor/Contractor or its subcontractors, agents, servants, or employees, including without limiting the generality of the forgoing, all liability, damages, loss, claims, attorneys, court and adjusting fees, demands and actions on account of personal injury, death or property loss to the South Huntington Water District its officers, employees, agents or to any other persons, third parties, or property, but shall not include claims resulting from the gross negligence or willful misconduct of the South Huntington Water District. This indemnity and hold harmless is intended to be as broad as is permitted by law and to include claims of every kind and nature – for tort, under contract; for strict liability or other liability without fault; under statute, rule, regulation or order; and otherwise.

IN WITNESS WHEREOF, the undersigned has duly executed this Agreement the \_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
(Please Print Name and Title)

Witness:  
\_\_\_\_\_

Signature  
\_\_\_\_\_

Date  
\_\_\_\_\_

Print Name

**South Huntington Water District Hold Harmless and Indemnification Agreement**

The fuel oil distributor/heating contractor noted below shall indemnify and hold harmless the South Huntington Water District and its employees, appointed and elected officials and volunteers against any claim of liability or loss including the cost of defense for personal injury or property damage resulting from or arising directly or indirectly out of or resulting from the fuel oil distributor/heating contractor's operations within the South Huntington Water District, including losses arising out of the negligence acts or omissions of the contractor, its servants or agents, and any subcontractor and its servants or agents.

Corporate Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Authorized Corporate Officer (Print): \_\_\_\_\_

Corporate Title: \_\_\_\_\_

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

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