



Franklin Regional
Council of Governments

Bids for
Fuel + Diesel
- FRCOG -

TO: Towns, Districts, and Non Profit Agencies
FROM: Andrea Woods, Chief Procurement Officer
DATE: March 11, 2020
SUBJ: #2 Fuel Oil, Gasoline, Diesel for FY2021

We will soon be issuing collective bids for #2 fuel oil, gasoline, and diesel fuel and the contracts resulting from these bids will be for the period of July 1, 2020 through June 30, 2021. There will be a fee of \$150 per product for any Franklin County Town, District, or Non Profit Agency to participate in the bids. Outside Franklin County, the fee is \$170 per product. For these fees, we will produce and send the bid packages to vendors on your behalf, open all bids, collate the information, send bid opening information to you for your award approval, and then send award notices, prepare all contracts on your behalf and collect insurance certificates and quarterly reports. FRCOG will also be available to administer the contract / troubleshoot if any problems arise throughout the term of the contract. YOU ARE NOT COMMITTED TO SIGNING ON TO THIS CONTRACT BY PARTICIPATING IN THE BID, HOWEVER THE FEE WILL STILL APPLY.

If you are interested in participating in any of these collective bids, please return the survey(s) to me by FRIDAY MARCH 20, 2020. We have attached a spreadsheet showing recent amounts and ask you to Highlight the name of your town, insert your FY21 numbers and sign your approval (pg 3 of this letter), then return to me. You can type the info in an email if you don't want to return the spreadsheet.

If you have not participated in this bid before, please fill out your information on the blank row(s) at the end of the survey and return it or email all the required info to us. You will notice that the participants include towns throughout Western Mass this year.

Please be very careful when you provide your estimated annual usage amounts. On FIXED price contracts, you must use 100% of the gallons or pay a storage fee if you can't take all the gallons by the end of the contract period. You can, alternately, choose a Rack Price plus Markup Contract. If you will have leftover fixed price gallons from this year, please DEDUCT THEM FROM YOUR ESTIMATE. If you end up needing more than the 100% you estimate, you will have a choice to go out for price quotes on your own for the rest or switch to the Rack Price Plus Mark-up from the same vendor for the remainder of the contract period. The reason for the 100% usage requirement is because the vendor is purchasing your amounts on the Futures Market and they get locked into buying these amounts on your behalf and we get the best prices this way. **OUR RECOMMENDATION IS TO LOCK IN 80% OF YOUR NEEDED GALLONS TO BE SURE YOU DON'T HAVE TO PURCHASE GALLONS WITH A STORAGE FEE.**

Items of Note:

Cont.

FRCOG FUEL SURVEY LETTER

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*You may choose the Fixed Price or a Rack (wholesale) Price plus Mark-up after reviewing the bids and before you contract. Call me if you need more info on what these are.

*You may award to a bidder who does not offer the low price if you provide documentation to me of past service problems with that company in an email or on your letterhead. I know some of you had problems with delivery or billing in the past.

* Please be sure to indicate on your survey if you REQUIRE burner service for heating fuel and I will incorporate that in the Bid on your behalf. Some vendors do not provide service. If you require the service, you will not have to award to a bidder that doesn't provide burner service.

We will need approval from your SelectBoard / Director to contract on your behalf or you may choose to issue and administer the contract yourself. If you choose to issue and administer the contract yourself, we can provide you with a copy of the bid and our contract.

Please include any comments, suggestions, or any other information which may be useful.

If we don't receive the a response back from you, we will assume that your Town, District, or Agency will not be participating in the program. Please call Andrea at 413-774-3167 X 104 or Ellen at X131 with any questions or, for prior participants, a courtesy call or email to let us know you will not be participating this year.

QUESTIONS CAN BE DIRECTED TO Andrea at bids@frcog.org or Ellen at ebatchelder@frcog.org.

PLEASE RETURN COMPLETED SURVEY(S) BY FRIDAY, MARCH 20, 2020 TO: Andrea Woods, CPO, Franklin Regional Council of Governments, 12 Olive Street, Suite 2, Greenfield, MA 01301 or Via FAX at 413-774-3169 or scanned email to bids@frcog.org. (Note: our fax machine is available during FRCOG regular work hours (8AM to 5PM) due to energy conservation). Thank you.

Prices are currently pretty low, so the sooner we can get these locked in, the better.

TO: Andrea Woods, CPO, FRCOG, 12 Olive St., # 2, Greenfield, MA 01301
FAX 413-774-3169 or email bids@frcog.org

We wish to participate in the following bids and contracts for FY2021 and agree to pay:

- Within Franklin County: \$150 per product bid
- Outside Franklin County: \$170 per product bid

for #2 Fuel, Gasoline or Diesel as checked below *even if we reject the bid.*

#2 Fuel Oil Gasoline Diesel

You will have a choice of fixed price or mark-up over rack price.

- IF WE CHOOSE TO UTILIZE THE BID(S) RECEIVED BY FRCOG, we authorize the Franklin Regional Council of Governments (FRCOG) to contract on our behalf for the above mentioned bid(s).
- IF WE CHOOSE TO UTILIZE THE BID(S) RECEIVED BY FRCOG, we do not authorize the Franklin Regional Council of Governments (FRCOG) to contract on our behalf. We will be responsible for issuing and administering our own contract. We only authorize the FRCOG to include us in the Bid.
- If we choose a fixed price contract, we will be able to provide the FRCOG with an award decision within 3 working days of the bid opening to lock in the price(s). You will be provided with the date of the bid openings with at least two weeks' notice in order to schedule meetings as needed.

Company we currently use / suggested vendor(s) to contact: _____

We have enclosed the requested information either on the spreadsheet or in an accompanying email.

Duly authorized signatories, as required by your town/entity:

Signature

Chair, Board of Selectmen

Name & Title

Signature

Vice-Chair, Board of Selectmen

Name & Title

Signature

Pelham

Municipality/District/Agency

(413) 256-1061

Fax Number

Name & Title

4/11/2020

Date

(413) 253-5245

Phone Number

EMAIL ADDRESS CONTRACT CORRESPONDENCE WILL PRIMARILY BE VIA EMAIL
This form and appropriate survey forms need to be returned by MARCH 20, 2020