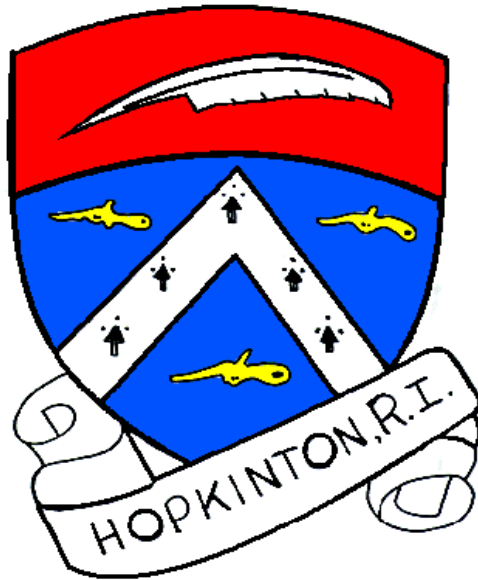


Town of Hopkinton, Rhode Island



## **SPECIFICATIONS**

### **Diesel Fuel**

**SPECIFICATIONS:**  
**DIESEL FUEL BID - Town of Hopkinton, RI FY 2009-FY 2011**

1. Bid is predicated on an estimated usage of 15,000 to 25,000 gallons of Diesel Fuel annually.
2. The Bid Price is to be presented as a FIXED ADD to the low posting of the Daily Petroleum Pricing of Diesel Fuel prices at the Port of Providence, RI as listed in the Journal of Commerce on the day of delivery. A copy of the Journal of Commerce posting shall be enclosed with the bid, for reference.
3. The FIXED ADD will remain constant and be added to the low posting of the Diesel Fuel Prices at the Port of Providence, RI as listed in the Journal of Commerce on the date of delivery.
4. Diesel Fuel deliveries shall be made to the following locations:

| Location                             | Address                                   | Tank Type    | Tank Size    |
|--------------------------------------|---|--------------|--------------|
| Hopkinton<br>Public Works<br>Complex | 395 Woodville Road<br>Hopkinton, RI 02833 | above ground | 3,000 gallon |

5. All prospective bidders are encouraged to visit this site to ensure that proper access is available for deliveries.
6. Bids will be submitted in a sealed envelope endorsed on its face with the bidders name, the date of presentation and marked " **DIESEL FUEL BID**", to the Town Clerk, Town of Hopkinton, 1 Town House Road, Hopkinton, RI 02833. Bids shall be delivered not later than 3:00 PM Eastern Daylight Time on **Monday, April 20<sup>th</sup>, 2009** Bids will be opened on **Monday, April 20<sup>th</sup>, 2009** at 3:15 PM at the Town Hall Meeting Room, 1 Townhouse Rd, Hopkinton, RI. No bids, changes or amendments to any bids submitted after that hour will be considered. It shall be the sole responsibility of the bidder to deliver their quote to the Town Clerk on or before the closing hour and date.
7. The bidder shall not separate the specifications, instructions/conditions, insurance summary and bid contract form from the proposal form and must return same complete.
8. The Hopkinton Town Council reserves the right to reject any and all bids received and award the bid in a manner which in their opinion serves the best interest of the Town of Hopkinton.
9. A copy of the Diesel Fuel Price at the Port of Providence, RI as listed in the Journal of Commerce on the date of delivery will be sent with the invoice for payment.

## **INSURANCE SUMMARY:**

10. The successful bidder shall provide insurance as follows:

The Town of Hopkinton shall be named as an additional insured.

Bidder shall submit a certificate of insurance with the bid proposal evidencing coverage meeting the following minimum requirements:

1. Workers' Compensation:
  - a. State – Statutory
  - b. Employer's Liability - \$500,000
  
2. Comprehensive General Liability:  
(Including Premises-Operations; Independent Contractors; Protective; Broad Form)
  - a. Bodily Injury:
    - i. \$1,000,000 – Each Occurrence
    - ii. \$1,000,000 – Annual Aggregate
  - b. Property Damage:
    - i. \$500,000 – Each Occurrence
    - ii. \$500,000 – Annual Aggregate
    - iii. Property Damage Liability Insurance which will provide X, C or U coverage, as applicable.
  - c. Contractual Liability:
    - i. Bodily Injury - \$1,000,000 Each Occurrence
    - ii. Property Damage - \$500,000 each occurrence; \$500,000 annual aggregate.
  - d. Personal Injury, with Employment Exclusion Deleted:
    - i. \$500,000 Annual Aggregate.
  - e. Comprehensive Automobile Liability:
    - i. Bodily Injury - \$500,000 each person, \$1,000,000 each occurrence
    - ii. Property Damage - \$500,000 each occurrence.
  - f. All Risk:
    - i. As required – NO deductible

**BID AND CONTRACT FORM**

**TITLE OF SPECIFICATION: Diesel Fuel Bid**

WHEREAS the Town of Hopkinton has duly requested bids for the supply of goods and/or services in accordance with the aforementioned specifications;

The person or entity below does irrevocably offer to perform services and/or furnish the goods in accordance with the specifications, which are hereby incorporated by reference in exchange for the bid price stated below;

The offer shall remain open and irrevocable until the Town of Hopkinton shall transform this bid into a contract.

BIDDER NAME: \_\_\_\_\_

BIDDER ADDRESS: \_\_\_\_\_

\_\_\_\_\_

BIDDER SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

BID PRICE: \$ \_\_\_\_\_ Fixed add per gallon – Diesel Fuel