

FRANKLIN REGIONAL COUNCIL OF GOVERNMENTS

425 Main Street, Suite 20, Greenfield, MA 01301-3313
Telephone 413-774-3167 • Fax 413-774-3169 • www.frcog.org
Executive Director • Linda Dunlavy



TO: Towns, Districts, and Agencies
FROM: Andrea Woods, Chief Procurement Officer
DATE: March 4, 2011
SUBJ: #2 Fuel Oil, Gasoline, and Diesel FY2012

I will soon be issuing cooperative bids for #2 fuel oil, gasoline, and diesel fuel and the contracts resulting from these bids will be for the period of July 1, 2011 through June 30, 2012. There will be a fee of \$145 per product for any Franklin County Town, District, or Agency to participate in the bids. Outside the County, the fee is \$165 per product. For these fees, I will produce and mail the bid packages to numerous vendors on your behalf, open all bids, collate the information, send bid opening information to you for your award approval, and then I will do the awards and prepare all contracts on your behalf and collect insurance certificates and quarterly reports. I'll also be available to administer the contract / troubleshoot if any problems arise.

If your Town, District, or Agency is interested in participating in any of these cooperative bids, please fill out or modify the attached survey(s) and **return the survey(s) to me by FRIDAY, APRIL 1, 2011**. If you have participated in the past, I have enclosed a copy of your most recent survey(s) for you to mark any changes and sign your approval, then return to me. If you are not currently participating, please fill out a blank survey and return it to me.

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. If you need 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.

Items of Note:

***You may choose Fixed Price, Rack Price plus Mark-up, or Capped Price 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 on your letterhead. I know some of you had problems with delivery or billing.**

***I realize that the fuel prices right now are EXTREMELY volatile, so I expect your budgets will be hit hard – but it's impossible to know if it makes sense to wait longer or lock in gallons as soon as possible. That's why I am sending this out a couple weeks early to have more flexibility on the lock in date.**

***Some of you chose a vendor last year who does not provide Burner Service and that was a problem. Please be sure to indicate on your survey that you REQUIRE burner service and I will incorporate that in the Bid on your behalf.**

I will need approval from your Board / 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, I can provide you with a copy of the bid and the contract.

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

If I don't receive the enclosed form(s) back from you, I will assume that your Town, District, or Agency will not be participating in the program. Please call me at 774-3167 X 104 with any questions or, for prior participants, a courtesy call to let me know you will not be participating this year.

PLEASE RETURN COMPLETED SURVEY(S) BY APRIL 1, 2011 TO: Andrea Woods, CPO, Franklin Regional Council of Governments, 425 Main Street, Suite 20, Greenfield, MA 01301-3313 or Via FAX at 413-774-3169 or scanned email to bids@frcog.org. Thank you.

TO: Andrea Woods, CPO
FRCOG, 425 Main Street, Suite 20, Greenfield, MA 01301-3313
FAX 413-774-3169 or email bids@frcog.org

We wish to participate in the following bids and contracts for FY2012 and agree to pay a cost of \$145 per product bid as checked below even if we reject the bid (\$165 per product bid outside Franklin County):

#2 Fuel Oil **Gasoline** **Diesel**

You will have a choice of fixed price, mark-up over index price, or “downside protection”/capped 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 appropriate surveys.
Duly authorized signatories, as required by your town/entity:

_____ Signature	_____ Name & Title
_____ Signature	_____ Name & Title
_____ Signature	_____ Name & Title
_____ Municipality/District/Agency	_____ Date
_____ Fax Number	_____ Phone Number

EMAIL ADDRESS

This form and appropriate surveys need to be returned by APRIL 1, 2011

#2 FUEL OIL

TOWN, DISTRICT, OR AGENCY _____

CONTACT PERSON(S) _____

TELEPHONE # _____ FAX # _____ Email _____

Billing Location _____

Do you want automatic delivery? Yes No

Do you require Burner Service? Yes No

Our specification calls for WINTER BLEND delivery from November 1-March 31 for outside tanks.

For fixed price contracts, your 100% gallon usage is based on TOTAL GALLONS per entity, not on individual delivery location usage.

Delivery Location	Tank Size in gallons	Annual Use in gallons	<u>Outside Tanks/Winter Blend Needed Y or N?</u>
Total Gallons			
Your Comments:			