



## **Town of North Kingstown, Rhode Island**

Department of Public Works  
2050 Davisville Road  
North Kingstown, RI 02852-1799  
Phone: (401) 268-1500  
Fax: (401) 267-9036  
Web: [www.northkingstown.org](http://www.northkingstown.org)

### **INVITATION FOR BIDS**

### **FUEL OIL & BOILER AND BURNER MAINTENANCE CONTRACTS**

Sealed proposals for the above will be accepted in the Office of the Purchasing Agent, Town Hall, 80 Boston Neck Road, North Kingstown, RI 02852-5762, until **10:00 a.m. on May 22, 2014**, and will then be publicly opened and read aloud.

**NO BIDS WILL BE ACCEPTED AFTER THE 10:00 A.M. DEADLINE.**

The bid shall be awarded on the basis of the lowest evaluated or responsive bid price for each Bid Option.

**A pre-bid will be held on May 14, 2014, at 10:00 a.m., beginning at the Public Works Facility, 2050 Davisville Road, North Kingstown, RI 02852.**

**A Certificate of Insurance showing 1 million General Liability and 1 million Any Auto, with the Town being named as additional insured, and Workers' Compensation, with a waiver of subrogation, will be required from the successful bidder of the Boiler, Burner, Heaters and Accessory Maintenance, Service and Cleaning Contract.**

The Town of North Kingstown reserves the right to reject any and all proposals or parts thereof; to waive any formality in same, or accept any proposal deemed to be in the best interest of the Town.

The Town of North Kingstown will provide interpreters for the hearing impaired at any pre-bid or bid opening, provided a request is received three (3) days prior to said meeting by calling (401) 294-3331, ext. 144.

Kendra Stringer,  
Purchasing Agent

## SELECTION CRITERIA

**The bid will be evaluated as to R.I.G.L. 45-55-5.(2) “Competitive Sealed Bidding”, and the award shall be made on the basis of the lowest evaluated or responsive bid price.**

The following factors will be considered in determining the lowest evaluated or responsive bid price:

Increment Price;

Response Time, Fuel delivery;

Response Time, emergency delivery;

Demonstrated experience in the type of work required;

Meeting the bid/insurance requirements;

Quality of work previously performed by the company for the Town of North Kingstown, if any;

Services offered;

Early Payment Discount.

SELECTION CRITERIA

TOWN OF NORTH KINGSTOWN, RHODE ISLAND  
INFORMATION FOR BIDDERS

ARTICLE 1. RECEIPT AND OPENING OF BIDS

Sealed bids must be submitted in SEALED ENVELOPES, addressed to the Purchasing Agent, Town Hall, 80 Boston Neck Road, North Kingstown, Rhode Island 02852, and clearly marked with the name of the item bid, and the date and time of opening. Bids will be received by the Purchasing Agent up to the specified time as noted on the Invitation To bid, and publicly opened and read aloud at the specified time.

Proposals submitted for a specified item must not be combined under the same cover with any other bid item.

It is the bidder's responsibility to see that his bid is delivered within the time and at the place prescribed. Proposals received prior to the time of opening will be securely kept unopened. No responsibility will attach to any officer or person for the premature opening of a proposal not properly addressed and identified.

Any bid received after the time and date specified shall not be considered, by messenger or by mail, even if it is determined by the Town that such non-arrival before the time set for opening was due solely to delay in the mails for which the bidder is not responsible. Conditional or qualified bids will not be accepted.

ARTICLE 2. PREPARATION OF BID

Each bid must be submitted on the prescribed form. All blank spaces for bid prices must be filled in, in ink or typewritten, both in words and figures. **If bid is handwritten then please make sure that it is NEAT and LEGIBLE.** Erasures or other changes must be explained or noted over the signature of the bidder.

Each bid must be submitted in sealed envelopes, clearly labeled, so as to guard against opening prior to the time set therefore.

The Town may consider any bid not prepared and submitted in accordance with the provisions hereof and reserves the right to reject any or all proposals in whole or in part, toward any item, group of items, or total bid; to waive any technical defect or formality in same, or to accept any proposal deemed to be in the best interest of the Town.

In the event more than one item is requested and/or listed on the Proposal Form, bidders may bid on any or all items. The Town reserves the right to make award on an item for item basis or aggregately, whichever may be in the best interest of the Town.

ARTICLE 3. TELEGRAPHIC MODIFICATION

Telephonic, telegraphic or oral bids, amendments or withdrawals will not be accepted.

ARTICLE 4. WITHDRAWAL OF BIDS

Bids may be withdrawn personally or by written request at any time prior to the time specified for the opening. Bids may be modified in the same manner. Negligence on the part of the bidder in preparing the bid confers no right of withdrawal or modification of his bid after such bid has been opened.

ARTICLE 5. QUALIFICATIONS OF THE BIDDER

The Town reserves the right to request each bidder to present evidence that he is normally engaged in purveying the type of product or equipment bid on. No bid shall be considered from bidders who are unable to show that they are normally engaged in purveying the type of product or equipment specified in the bid proposal.

To receive full consideration, the bidder must submit literature and necessary details, when applicable, on the material or service he proposes to furnish in order that the Town may have full information available when analyzing the proposals.

ARTICLE 6. OBLIGATIONS OF THE BIDDER

At the time of opening of bids, each bidder will be presumed to have inspected the Specifications and Contract Documents (including all Addenda) which has been sent to the address given by such bidder. The failure or omission of any bidder to receive or examine any form, instrument, or document shall in no way relieve any bidder from any obligation in respect to his bid.

Any exceptions or deviations from the provisions contained in this Specification must be explained in detail and attached to proposal. If such deviations do not depart from the intent of this notice and are in the best interest of the Town, the proposal will receive careful consideration.

ARTICLE 7. PRICES

Bidders shall state the proposed price in the manner as designated in the Bid Proposal Form. In the event that there is a discrepancy between unit prices and the extended totals, the unit prices shall govern. In the event that there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern.

In the event a column headed "Vendor's Offering" is provided in the bid proposal, enter your offering, compliance or non-compliance in each space. DO NOT enter dollar amounts.

The prices in this bid shall be irrevocable for ninety (90) days, or until the bid is awarded by the Town Council. After award by the Town Council, said prices shall then remain firm for the duration of the Contract.

ARTICLE 8. TAX EXEMPTIONS

The Town is exempt from payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30 Para. I, as amended. The Town is exempt from payment of Federal Excise Taxes. The prices bid must be exclusive of taxes and will be so construed. Exemption certificates will be completed as required by the successful bidder.

ARTICLE 9. DELIVERY

Delivery shall be F.O.B. North Kingstown, Rhode Island or as specified on the Bid Proposal Form.

ARTICLE 10. CONTRACT PERIOD AND TERM OF AGREEMENT

Contract period: July 1, 2014 - June 30, 2015. If financially advantageous to the Town of North Kingstown, these contracts may be renewed or extended, from time to time, when agreed to, in writing, by both parties.

ARTICLE 11. LABOR REGULATIONS

The following paragraphs regarding nondiscrimination in employment shall be included and become part of these specifications:

- (a) Contractors shall comply with the provisions of the General Laws of Rhode Island and attention is called to Title 37, Chapter 13, Section 1-16, relative to the payment of wages, obligations and charges by Contractors on public works projects.
- (b) Non-resident Contractors are subject to Section 44-1-16 of the RIGL's, as amended. (OUT OF STATE CONTRACTORS.)
- (c) The successful bidder will be required to comply with the Davis-Bacon Act (40USC 2 to a-7) as supplemented by Department of Labor Regulations 29CFR Part 5.
- (d) The successful bidder will be required to comply with the Contract Work Hours and Safety Standards Act (40USC 327-330) as supplemented by Department of Labor Regulations 29CFR Part 5.
- (e) The successful bidder will be required to comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended, and as supplemented in Department of Labor Regulations 41CFR Part 60.

- (f) The successful bidder will be required to comply with the Copeland "Anti-Kickback" Act (18USC 874) as supplemented in Department of Labor Regulations 29CFR Part 3.
- (g) The successful bidder will be required to comply with the Safety and Health Regulations 29CFR Part 1926 and all subsequent amendments, as promulgated by the Department of Labor.
- (h) The successful bidder will be required to comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352).

ARTICLE 12. INSURANCE

The Contractor shall assume responsibility and liability for all injuries to persons or damages to property, directly or indirectly due to, or arising out of, his operations under the contract and shall be responsible for the proper care and protection of all work performed for the Town.

The Contractor shall also indemnify and save harmless the Town of North Kingstown against any and all claims of whatever kind and nature due to, or arising out of, his/her breach or failure to perform any of the terms, conditions, or covenants of the contract resulting from acceptance of his/her bid.

The Contractor shall furnish the Purchasing Department with certificates of insurance from companies acceptable to the Town of North Kingstown. All insurance companies listed on certificates must be licensed to do business in the State of Rhode Island. Contracts of insurance (covering all operations under this contract) shall be kept in force until the contractor's work is accepted by the Town.

The limits of the insurance must be at least in the amounts specified below:

- (R) Commercial General Liability - Occurrence Form \$1,000,000/
- (R) Automobile Liability - \$1,000,000.

Also: the Town shall be named as an additional insured on all such certificate of insurance.

- (R) Worker's Compensation (if legally allowed and available).

Waiver of subrogation applies to Worker's Compensation

\*Sample Certificate of Insurance attached; (R) Required:

The Contractor shall secure, pay for and maintain insurance as necessary to protect himself against loss of owned or rented capital equipment and tools with provision for waiver of subrogation against the Owner.

The Contractor shall require similar insurance in the above amounts to be taken out and maintained by each sub-contractor. The Contractor shall be fully responsible for the acts and omissions of his sub-contractors and of persons employed either directly or indirectly by them, as he is for the acts and omissions of persons directly employed by him. Nothing contained in the contract shall create any contractual relation between any sub-contractor and the Town of North Kingstown.

ARTICLE 13. LAWS, ORDINANCES AND CODES

All applicable Federal and State Laws, Ordinances and Codes of the Town of North Kingstown and regulations of all authorities having jurisdiction over this Project shall apply to this contract the same as though written herein in full.

The Town of North Kingstown will not award the Contract to any Contractor who is, at the time, ineligible under the provisions of any applicable regulations issued by the Secretary of Labor, United States Department of

Labor, or is not qualified under applicable Ordinances of the Town of North Kingstown, or the laws of the State of Rhode Island.

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED  
X

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: X	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSURER (ADD'L LTR. RIGHT)	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS								
	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X	X	X	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA OCCIDENT) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMPOP AGG \$ 1,000,000								
	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	X	X	X	COMBINED SINGLE LIMIT (EA accident) \$ 1,000,000  BODILY INJURY (Per person) \$  BODILY INJURY (Per accident) \$  PROPERTY DAMAGE (Per accident) \$								
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$								
	<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$								
	<b>WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER	X X	X X	X X	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">WC STATUTORY LIMITS</td> <td style="width: 50%;">OTHER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$ 100,000</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$ 100,000</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$ 500,000</td> </tr> </table>	WC STATUTORY LIMITS	OTHER	E.L. EACH ACCIDENT	\$ 100,000	E.L. DISEASE - EA EMPLOYEE	\$ 100,000	E.L. DISEASE - POLICY LIMIT	\$ 500,000
WC STATUTORY LIMITS	OTHER												
E.L. EACH ACCIDENT	\$ 100,000												
E.L. DISEASE - EA EMPLOYEE	\$ 100,000												
E.L. DISEASE - POLICY LIMIT	\$ 500,000												

SAMPLE ONLY

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS**  
 Town of North Kingstown is an Additional Named Insured  
 Waiver of Subrogation applies to Worker's Compensation

CERTIFICATE HOLDER	CANCELLATION
Town of North Kingstown 80 Boston Neck Road North Kingstown RI 02852-5762	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE

00103

**BID OPTION I  
TOWN OF NORTH KINGSTOWN**

**#2 FUEL OIL  
&  
#2 DIESEL/WINTER DIESEL BLEND**

**Contract Period: July 1, 2014 - June 30, 2015**

REQUIREMENTS: The quantities for Fuel Oil are only approximate. More or less may be actually required during the year. Any plus quantities shall be delivered at bid price. Any unused quantities shall be deemed cancelled as of June 30, 2014.

The Town of North Kingstown uses No. 2 Diesel in the summer months, and a No. 2 diesel with an additive blend (Winter Diesel) for improving cold weather performance in the winter months, in approximately 45 diesel operated pieces of equipment. We are required to pay the State Tax on fuel used in this manner, and all invoices for deliveries made to the pumps at the Public Works Facility (12) and School Dept. Maintenance Bldg. (13) must have the tax included thereon.

The bid is to be awarded on an item-by-item basis, except the diesel fuel and winter diesel (blend), which shall be awarded to a single vendor.

**To furnish approximately 125,000 gallons #2 Fuel Oil, more or less, to the following delivery points:**

<b>BUILDING</b>	<b>LOCATION</b>	<b>TANK CAPACITY</b>
1. Wickford Elem. School	99 Phillips Street	6,000 (For Sale)
2. Town Hall	80 Boston Neck Road	2-330 (660)
3. Town Hall Annex	55 Brown Street	2-330 (660)
4. Old Public Works Garage	55 Oak Hill Road	2-500 (1,000) (For Sale)
5. Public Works Facility	2050 Davisville Road	1-1,500
6. N.K. Police Station	8166 Post Road	2-275 (550)
7. N.K. Animal Pound	395 Hamilton-Allenton Road	275
8. Fire Station # 2	1865 Boston Neck Road	275
9. N.K. Free Library	100 Boone Street	2-330 (660)
10. Allen Harbor	Patrol Road	275
11. I. T. Building	120 Fairway Drive	2-275 (550)

**To furnish approximately 40,000 Gallons of # 2/Winter Diesel, more or less, to the following delivery points:**

<b>BUILDING</b>	<b>LOCATION</b>	<b>TANK CAPACITY</b>
12. DPW Facility	2050 Davisville Road	2,000
13. School Dept. Maint. Bldg	100 Fairway Drive	6,000

**Furnish approximately 36,000 Gallons of #2Diesel, more or less, to the following delivery points:**

<b>BUILDING</b>	<b>LOCATION</b>	<b>TANK CAPACITY</b>
14. Fire Station #1	8150 Post Road	(2) 2,000
15. Golf Course Maint. Bldg.	Davis St. (Off Callahan Rd.)	500
16. Public Works Facility	2050 Davisville Rd (generator)	350
17. Police Department	8166 Post Rd (generator)	1500
18. Fire Station #2	1865 Boston Neck Rd (generator)	500
19. Fire Station #3	6445 Post Rd (generator)	350

**SPECIFICATIONS:**

**Delivery:** All deliveries are to be made by METERED TRUCKS. Stamped meter slips shall be left with the custodian or Town/School staff at each location at time of delivery. In the event no one is at a location at time of delivery, the metered slips are to be forwarded to the Purchasing Agent’s office at the Town Hall or the North Kingstown School Dept. Other points of delivery may be added during the year, which the Vendor shall provide fuel service to at the bid price. The # 2 Fuel Oil shall be delivered on a degree-day basis with the exception of Wickford Elementary, which shall be delivered on an on-call, as needed basis. All deliveries are to be F.O.B. destinations to tank locations indicated; no extra charges for delivery, handling or other services will be honored.

Deliveries shall be made promptly. Unless otherwise designated, delivery of the fuel shall be made within forty-eight (48) hours of call.

Standard # 2 Diesel is to be delivered during summer months – June through September at locations 12 & 13. #2/Winter Diesel Mix is to be delivered during winter months - October through May- at locations 12 & 13. Automatic weekly delivery shall occur at locations 12, 13 & 14.

The vendors, in making deliveries, shall exercise care in preventing spillage at the intake pipe and damage to yards. The Town of North Kingstown and/or the North Kingstown School Committee reserves the right to make claims against the Vendor for any undue damage caused by the Vendor at any delivery point.

**Cleaning of Spill Boxes:** Vendor shall be responsible for pumping out and cleaning the spill containment boxes for each individual tank, prior to and after each delivery, and properly disposing of any liquid and/or residue.

**Disposal of Liquid and/or Residue:** The Vendor shall be responsible for the disposal of any material removed from the spill containment boxes at no additional expense to the Owner and shall dispose of same in a lawful manner.

The procedure “sticking the tank” shall be mandatory prior to delivery at all School tanks.

**#2 FUEL OIL SPECIFICATIONS:**

Fuel Oil is to conform to the United States National Bureau of Standards, the American Society for Testing Materials (ASTM); flash point within range approved by the National Board of Fire Underwriters.

**DIESEL SPECIFICATIONS:**

**(#2 Diesel Fuel& Winter Diesel)**

CETANE MINIMUM:	45
WATER AND SEDIMENT:	.05% MAXIMUM
ASH:	.003 MAXIMUM PREFERRED, SHALL NOT EXCEED .01% MAXIMUM
SULFUR	.25% MAXIMUM PREFERRED; SHALL NOT EXCEED .5% MAXIMUM
API GRAVITY:	34-36
WATER AND SEDIMENT % VOLUME:	.025% MAXIMUM
BTU CONTENT:	138,000/GAL MINIMUM
CARBON RESIDUE ON 10% BOTTOMS:	0.010 MAXIMUM
BACTERIA AND FUNGUS:	0 CFU/ML

**Winter Diesel:** Percentage blend of Winter Fuel must be specified on the delivery ticket at the time of delivery in addition to the listed requirements. The finished product shall exhibit good filterability and shall be essentially free of all foreign contaminants including, but not limited to, soaps, gels, emulsive materials and reactive materials such as metals and inorganic basic or acidic compounds. Winter Diesel shall be supplied by the vendor with the lowest increment for diesel fuel. Pricing will be based on the low posted price for winter diesel plus the increment bid and all applicable taxes. All winter diesel supplied must meet specifications for premium diesel fuel. Cloud point and pour point must be appropriate for the geographical area where the fuel will be used by the Town of North Kingstown

and North Kingstown School Department and for the season of the year and ambient air temperature according to ASTM D975 as a minimum.

All diesel fuel supplied shall meet all Federal and State Regulations concerning low-sulfur content.

Fuel must conform to ASTM Designation 396-69 (or Revised). Diesel furnished under this contract shall conform to all latest applicable and safety standards ASTM Specifications D975-046 and EPA Standards.

**Charge Rate:** Prices charged shall be the posted consumer tank wagon or truck transport, whichever is applicable at the time of delivery, incremental delivery cost and applicable taxes. The increment proposed shall remain firm throughout the term of the contract.

The source document to be used for the posted price used herein shall be the Oil Price Information Service (OPIS) Providence Harbor Pricing, published daily.

**Price Change:** The successful bidder shall be required to notify the Superintendent of Schools and the Town's Purchasing Agent, in writing, of any increase or decrease in the posted price.

**Tests:** If, in the opinion of the School Committee or the Public Works Department, an analysis of the delivered fuel is desired, the contractor must agree to meet the cost of no more than two tests to be made at a laboratory acceptable to both parties. In the event such tests show a wide discrepancy in the tested oil, the contractor shall agree to supply the School Department and/or the Public Works Department with proportionate additional fuel at no cost.

**Payments:** #2 Fuel Oil location #11, and Diesel Fuel/Winter Diesel Mix location 13, shall be billed individually and directly to the North Kingstown School Department. All other Fuel Oils shall be billed individually and directly to the North Kingstown Finance Department, Town Hall.

Upon the receipt of proper invoices, payments will be made within our regular payment schedule. Cash discount, if allowed, will be based on the date each invoice is received by the appropriate office.

**TOWN OF NORTH KINGSTOWN, RHODE ISLAND**

**BID OPTION I  
#2 FUEL OIL  
#2 DIESEL/WINTER DIESEL BLEND**

**PROPOSAL FORM**

**TO: Town of North Kingstown  
80 Boston Neck Road  
North Kingstown, RI 02852-5762**

I, (We), the undersigned, agree to furnish to the Town of North Kingstown the following approximate gallons of Fuel Oil for the period as stated, in accordance with the specifications as outlined. The price completed on bid form is the incremental price (for delivery) that will be charged in addition to the CPP daily price and required taxes.

The diesel fuel and winter diesel mix will be awarded to a single vendor.

<b>QUANTITY</b>	<b>DESCRIPTION</b>	<b>DELIVERY PRICE PER GALLON</b>
*****		

125,000 Gallons # 2 Fuel Oil (Approximately)		Increment: \$ _____
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40,000 Gallons (Approximately)	Winter Diesel Blend	Increment: \$ _____
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36,000 Gallons (Approximately)	#2 Diesel Fuel	Increment: \$ _____
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Response Time-Fuel: \_\_\_\_\_ Hours;

Response Time-Emergency delivery Service: \_\_\_\_\_ Hours

Terms: \_\_\_\_\_ -

COMPANY NAME: \_\_\_\_\_

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

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

\_\_\_\_\_  
(Please print name and title)

TEL: \_\_\_\_\_ DATE: \_\_\_\_\_

E-mail address: \_\_\_\_\_

PROPOSAL FORM – Fuel Oil/Diesel/Mix

**BID OPTION II  
TOWN OF NORTH KINGSTOWN**

**BOILER AND BURNER MAINTENANCE CONTRACT**

**Contract Period: July 1, 2014 - June 30, 2015**

**BOILER, BURNER, HEATERS AND ACCESORY MAINTENANCE, SERVICE AND CLEANING:**  
**An annual cleaning, preventive maintenance and boiler service contract will be awarded to ONE vendor.**

The successful bidder for the boiler service contract will be required to meet the Town's insurance requirements. A sample copy is inserted in this bid package.

The supplier must provide routine and 24 hour emergency service maintenance for all heating systems.

*The successful bidder is required to provide an annual cleaning of/inspection/maintenance for each boiler/tank located in Town facilities, as part of its routine preventive maintenance schedule. A comprehensive written report must be provided to the Department of Public Works detailing the condition of each boiler after its annual cleaning. A certification tag must be affixed to each boiler noting date of inspection and date maintenance last performed.*

Prevailing Wages: Bidders are advised that all provisions of Title 37, Chapter 13 of the General Laws of Rhode Island apply to the work covered by this request, and the payment of the general prevailing rate of per diem wages and the general prevailing rate for the regular, overtime and other working conditions existing in the locality for each craft, mechanics, teamster, or type of workman needed to execute this work is a requirement for both contractors and subcontractors.

Prevailing wages do not apply to maintenance work performed on a regularly scheduled basis.

The contract is to be bid as follows: Bid all items, and bid each separately. Contract shall begin July 1, 2014.

- A. Routine annual preventive maintenance & cleaning to be billed at \$ \_\_\_\_\_ per man hour plus material/parts.
- B. Emergency repairs during business hours, to be billed at \$ \_\_\_\_\_ per man hour plus material/parts. Specify minimum hours: \_\_\_\_\_ hours
- C. Vehicle Charge: \_\_\_\_\_  
**No vehicle charge for annual preventative maintenance and cleaning.**
- D. Emergency repairs during non-business hours, including weekends & holidays, to be billed at \$ \_\_\_\_\_ per man hour plus material/parts. Specify minimum hours: \_\_\_\_\_ hours
- E. Vehicle Charge \_\_\_\_\_  
**No vehicle charge for annual preventative maintenance and cleaning.**
- F. List approximate incidental costs not included in parts and labor; Environmental charges, usage charges, equipment charges, fuel surcharge, disposal fees, etc. \_\_\_\_\_

Terms: \_\_\_\_\_ Early Payment Discount: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

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

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

\_\_\_\_\_  
(Please print name and title)  
TEL: \_\_\_\_\_ DATE: \_\_\_\_\_

1. **Site Visits are recommended and will begin at the Department of Public Works Facility at 2050 Davisville Road at 10:00 a.m. on May 14, 2014 (Pre-bid Conference).**
2. **Attach copies of applicable licenses.**
3. **Attach list of experience and qualifications.**
4. **Attach references.**
5. **Attach list of incidental costs if additional space necessary.**

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**YEAR TWO (2015-2016)**

- A. Routine annual preventive maintenance & cleaning to be billed at \$ \_\_\_\_\_ per man hour plus material/parts.
- B. Emergency repairs during business hours, to be billed at \$ \_\_\_\_\_ per man hour plus material/parts. Specify minimum hours: \_\_\_\_\_ hours
- C. Vehicle Charge: \_\_\_\_\_  
**No vehicle charge for annual preventative maintenance and cleaning.**
- D. Emergency repairs during non-business hours, including weekends & holidays, to be billed at \$ \_\_\_\_\_ per man hour plus material/parts. Specify minimum hours: \_\_\_\_\_ hours
- E. Vehicle Charge \_\_\_\_\_
- F. List approximate incidental costs not included in parts and labor; Environmental charges, usage charges, equipment charges, fuel surcharge, disposal fees, etc. \_\_\_\_\_

Terms: \_\_\_\_\_ Early Payment Discount: \_\_\_\_\_

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**YEAR THREE (2016-2017)**

- A. Routine annual preventive maintenance & cleaning to be billed at \$ \_\_\_\_\_ per man hour plus material/parts.
- B. Emergency repairs during business hours, to be billed at \$ \_\_\_\_\_ per man hour plus material/parts. Specify minimum hours: \_\_\_\_\_ hours
- C. Vehicle Charge: \_\_\_\_\_  
**No vehicle charge for annual preventative maintenance and cleaning.**
- D. Emergency repairs during non-business hours, including weekends & holidays, to be billed at \$ \_\_\_\_\_ per man hour plus material/parts. Specify minimum hours: \_\_\_\_\_ hours
- E. Vehicle Charge \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_

F. List approximate incidental costs not included in parts and labor; Environmental charges, usage charges, equipment charges, fuel surcharge, disposal fees, etc. \_\_\_\_\_.

Terms: \_\_\_\_\_ Early Payment Discount: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

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

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

\_\_\_\_\_  
(Please print name and title)

TEL: \_\_\_\_\_ DATE: \_\_\_\_\_

**REQUEST FOR PROPOSAL  
BOILER AND BURNER MAINTENANCE CONTRACT  
SPECIAL TERMS AND CONDITIONS**

**PART I: GENERAL**

**1.1 SUMMARY**

This Service Contract shall provide necessary maintenance, service calls, and emergency services throughout the year for the Town's installations. The Town reserves the right to extend this contract for a period up to the full original contract terms or parts thereof.

Equipment to be serviced shall include existing oil and gas fired burners, boilers, furnaces, unit heaters, pumps, thermostats (electric and pneumatic), temperature control compressors, automatic valves, feed water valves, low water valves, electric heaters, domestic hot water heaters, and all related operating controls.

Cleaning of units includes all devices in the heating system to include condensate return pumps. No safety device will be disconnected from any of the units at any time. Any safety device that is disconnected will be immediately repaired and replaced.

Nothing in this specification is intended to allow less than first class workmanship in total compliance with applicable codes. The boiler exterior and boiler room floors are to be left clean and to the satisfaction of the area point of contact or designee.

Upon completion of boilers and burners worked on, Contactor shall submit to the Town their condition in writing. A copy of this report shall remain with the boiler point of contact. Contractor shall report any problems, other than cleaning to the Town.

After completing work, Contractors shall leave premises in a clean, orderly and acceptable condition. Dispose of all material following all statutes and regulations, including DEM and EPA. Contractor shall provide the Town with a manifest indicating the proper disposal of soot.

**Contractor shall provide copies of all certificates/ licenses**

**See attached listing of facilities.**

**1.2 PAYMENT TERMS**

Payment for work relating to this Contract shall consist of:

- a. An hourly fee for the one-time annual maintenance service of all heating equipment at the listed facilities.
- b. Reimbursement throughout the Contract period for invoiced, on-call services (both normal and emergency) performed at the time and material rates (hourly/percentage mark-up over cost) submitted as part of the Contractor's bid.

**1.3 NORMAL SERVICE**

Normal service labor costs for each area listed shall be that work performed during the hours of 7:00 a.m. to 4:00 p.m., Mondays through Fridays. **Normal labor rate shall be charged for services performed while "on site" only.** Contractor must sign in/out with boiler Point of Contact, or designee, upon entry/exit to any site. Overtime shall not be authorized for normal service. Normal service must first be authorized and scheduled by

the Town.

**A Contractor's repairman shall respond on-site to normal service calls within forty-eight (48) hours of the agency's request.**

#### **1.4 EMERGENCY SERVICE**

Emergency service shall be that work initiated outside normal working hours as defined above, including holidays, and that initiated during normal working hours, but identified by the agency as "emergency service".

Emergency service rendered under this Contract shall be available continually on a twenty-four (24) hour per day basis. Twenty-four hour (24) emergency-service capability shall include answering service response system. Home telephone numbers or recording devices are unacceptable in lieu of an answering service capability.

Vendor must provide twenty-four (24) hour a day phone response with call back response within one (1) hour. Twenty-four (24) hour, seven (7) days per week telephone number for emergency service.

**A Contractor's licensed repairman shall respond to on-site emergency service calls within four (4) hours of the agency's request.**

#### **1.5 QUALIFICATION OF BIDDER**

The bidder shall include with his proposal, a listing of two Contract customers of equal size and complexity where he has maintenance coverage as described herein, including sub-contractors. The agency retains the option of contacting any or all of those listed for reference purposes.

**The Contractor shall have been incorporated in the boiler and burner service maintenance business for at least seven (7) years.**

The bidder shall have all current and applicable State of Rhode Island License's and certificates and have two or more employees with a current State of Rhode Island License's and certificates to perform the work.

**The winning bidder must provide the Town a copy of the above-mentioned licenses for all employees who perform work on this Contract.**

Bidders are urged to attend a pre-bid site visit.

The successful bidder must comply with all current Federal, State and local codes, statutes, ordinances, and any other regulatory requirements.

Should vendor fail to provide satisfactory service, maintain required certification, or react to service requests in a timely fashion, this agency can terminate this Contract and award it to the next lowest bidder, with the **current** vendor required to reimburse the Town for the difference between the costs for each bid for all services provided as a penalty for non-performance, in addition to any penalties required by the Town.

This agency can use another source for the services described herein in the event that the awarded vendor cannot provide these services satisfactorily and in a timely manner.

The Town reserves the right to cancel this Contract for any reason beneficial to the Town upon a thirty (30) day written notice to the vendor.

#### **1.6 MECHANICAL EQUIPMENT**

Contractor shall have available, an adequate inventory to perform service in accordance with specifications.

Before and after an award is made, the Town reserves the right to visit the bidder's place of business at anytime throughout the duration of the Contract to examine and verify the existence of an adequate inventory and necessary test equipment.

**1.7 SUBCONTRACTING**

Subcontracting of any portion of this Contract shall **not** be permitted.

**PART 2: PRODUCTS**

**2.1 GENERAL**

In the event that parts required are unavailable due to obsolescence or extended delivery dates, the Contractor (upon approval of the Facilities Project Manager or designee), will substitute new or rebuilt parts of equal quality.

**PART 3: EXECUTION**

**3.1 ANNUAL SERVICES**

Annual boiler/furnace, unit heater and burner services shall be service calls to each of the listed installations and completed during normal service periods.

A summary of needed repairs, including cost estimates, must be submitted to the Town no later than October of each year for each boiler.

Schedule of an annual service shall be submitted to the Town one week prior to the service. Annual services shall take place between **July and September** of each year. Annual service shall include an efficiency test.

**3.2 REPORTS**

Upon completion of the annual inspections and servicing, a complete and separate report for each system shall be submitted in duplicate to the Facilities Project Manager.

**3.3 FIRETUBE BOILERS**

**a. FIRESIDE CLEANING:**

- (1) Open all fireside (front and rear) doors of boiler. Power turbine, wire brush for soft scale and soot or clutter heads for hard scale deposits at 4000 rpm, with 125-psi air.
- (2) Wire brush front and rear tube sheets and fire tube. Vacuum all soot and scale deposits and dispose off-premises. Inspect refractory, burner throat tiles, baffles and notify the Town of any necessary repairs.
- (3) Close all fireside openings with 2" 2500 degree fiber-fax ceramic fiber.

**b. WATERSIDE CLEANING:**

- (1) Cool boiler and drain. Open all manhole and handhole openings and flush loose scale and sediment from waterside surfaces. Every effort is to be made in order to remove scale and sediment from waterside surfaces, particularly along bottom of shell.
- (2) Low water cut-off and level controls are to be opened, inspected and flushed. Check switching for proper operation. Clean and flush all scale and sediment and close with new gaskets. **NOTE:** Check switching for proper operation.
- (3) Remove plugs from equalizing piping to determine that all piping is clean and free of any obstructions. Replace dirty gauge glass and gaskets. Visually inspect waterside surfaces and inform the Facilities Project Manager or designee of deficiencies such as excessive scale deposits, corrosion, etc. Close boiler with new gaskets; hydrostatically test to 10-12 psi.

### **3.4 CAST IRON BOILERS**

#### **a. FIRESIDE CLEANING**

- (1) Open all fireside doors, inspection openings, smoke hoods, etc. Wire brush all fireside surfaces and power vacuum. Clean soot deposits and accumulations from smoke hoods, secondary air openings and all flue passages, baffles, etc.
- (2) Inspect refractory, combustion chambers, fireside seals, casing and boiler insulation. Notify the Town of any required repairs.
- (3) Close all fireside openings with new seals and gaskets as required.

#### **b. WATERSIDE CLEANING**

- (1) Cool and drain boiler. Remove blow down valves, piping, plug caps in mud drums or bottom of wet base boilers. Flush all loose scale and sediment from drums. NOTE: Excessive scale deposits in drums should be brought to Facilities Project Manager or designee's attention for any corrective action.
- (2) Open, clean low water cut-offs, equalizing piping and close with new gaskets. NOTE: Check switching for proper operation

### **3.5 BREECHING AND BASES OF STACKS**

All breeching from boiler/furnace connection to include chimney will be cleaned and power vacuumed to remove all soot and ash deposits. Base of stack will be accessed through available clean out door and all soot and ash removed with power vacuum.

### **3.6 INSPECTION**

Fireside, waterside, low water cut-offs, etc., will be left open to allow for the Town or insurance inspection. After inspection and approval, seal all openings with new factory approved gaskets. Test fire for leaks and efficiency per manufacturer's standards.

### **3.7 BURNER CLEANING**

The following items, where applicable, will be disassembled, cleaned and adjusted as required:

- o Fan housing
- o Forced draft fan
- o Inlet air damper
- o Blast tube
- o Oil drawer assembly
- o Gas/electric pilot
- o Oil filter – replace core, clean strainers and replace gaskets
- o Nozzles – replace on all #2 burners
- o Clean, lubricate and adjust all linkage
- o Scanner

- Diffusers
- Check burner throat refractory
- Test ignition transformer
- Replace worn ignition leads
- Inspect all parts for wear, corrosion, etc. Notify the Town, in writing, if any recommended repairs/replacements are required
- Inspect thermostatic control systems for proper operation.
- Check oil storage tanks
- Remove and recondition safety valves.
- Check oil pumps
- Check boiler feed pumps
- Tighten all electrical terminals
- Perform routine annual service on electric, hydronic and gas unit heaters, in accordance with the manufacturer's operation and service manuals
- Air filters – replace all disposable type with new, clean ones; clean and replace reusable type where applicable.

Replacement parts relating to normal wear and tear required for the execution of annual services shall be shall be invoiced at the time and material rates bid for normal services. Labor and material cost resulting from faults identified during annual services shall be invoiced at the time and material rates bid for normal services after the Town's approval.

### **3.8 INSPECTION SCHEDULE**

In addition to the annual services to the Town's boilers/ burners and associated equipment the following preventative maintenance will be performed annually. These are minimum recommendations; any normal and customary maintenance may be included with approval from the Town.

- |   |  |
|---|--|
| Check for tight closing of fuel valves          | Inspect for flue gas leaks.              |
| Check fuel and air linkage                      | Inspect for hot spots.                   |
| Check indicating lights and alarms.             | Review boiler blowdown procedures.       |
| Check operating and limit controls.             | Check combustion air supply.             |
| Check safety and interlock controls.            | Check all filter elements.               |
| Check low water cutoff(s) operation.            | Check fuel systems.                      |
| Check for leaks, vibration, unusual conditions. | Check belt drives.                       |
| Check operation of all motors.                  | Check lubrication requirements.          |
| Check general burner operation.                 | Check oil preheater.                     |
| Check lubricating oil levels.                   | Clean low water cut-offs(s).             |
| Check flame scanner assembly.                   | Inspect refractory.                      |
| Check packing glands.                           | Clean oil pump strainer and filter.      |
| Inspect burner.                                 | Clean air cleaner and air/oil separator. |
| Analyze combustion.                             | Check pump coupling alignment.           |
| Check cams.                                     | Reset combustion.                        |

Inspect mercury switches.

Post maintenance checklist log for each location should be forwarded to the Facilities Project Manager or his designee upon completion of service.

## **PART 4: PRE-BID SITE VISITS**

### **4.1 PRE-BID CONFERENCE**

There will be a pre-bid conference for bidders to visits each site on May 14, 2014 at 10:00 a.m. beginning at the Public Works Facility, 2050 Davisville Road, North Kingstown. Bidders unable to attend pre-bid conference may contact John Nelson, Facilities Project Manager, at 294-3331, x610 to schedule site visit(s).

**TOWN OF NORTH KINGSTOWN  
BOILER, BURNER, HEATERS AND ACCESSORY  
MAINTENANCE, SERVICE & CLEANING  
LOCATION and BOILER LIST**

**TOWN BUILDINGS**

1. Town Hall 9053 sq. ft. 80 Boston Neck Road  
Boiler: H B Smith 18-9 Burner: Carlin 301 CRD Oil
2. Town Hall Annex 5519 sq. ft. 55 Brown Street  
Boiler: Weil McLain 1682 Burner: Beckett Oil
3. Public Works Garage (old) 6252 sq. ft. 55 Oak Hill Road  
Boiler: Mills Burner: Beckett AFG Oil  
Furnace: Dayton 11120BGA Oil
4. Police Station 13,642 sq. ft. 8166 Post Road  
Boiler: Burnham V911A Burner: Carlin301CRD Oil  
Beck 241E Hot Water Heater Oil
5. Wickford Elementary School 32,252 sq. ft. 99 Phillips Street  
Boiler: Smith 19A Burner: Carlin 702CRD Oil
6. Animal Pound 2600 sq. ft. Hamilton-Allenton Road  
Boiler: Burnham V904A Burner: Carlin 301A Oil
7. Fire Station 2 2960 sq. ft. 1865 Boston Neck Road  
Boiler: American Standard A-501/3BJ2 Burner: Carlin301CRD Oil
8. Free Library 16,880 sq. ft. 100 Boone Street  
Boiler: Burnham V1110 Burner: Beckett CF2300A Oil
9. Public Works Facility 23,388 sq. ft. 2050 Davisville Road  
Boiler: Weil McLain 1078 Burner: Carlin 702 CRD-W Oil