



**REGIONAL COOPERATIVE PURCHASING**

**Invitation for Bid # SRPEDD004**

**GAS AND DIESEL FUEL**

**BID PACKAGE**

**BIDS DUE Wednesday, October 7, 2009 at 10:00 a.m.**

**SOUTHEASTERN REGIONAL PLANNING &  
ECONOMIC DEVELOPMENT DISTRICT**

**(SRPEDD)**

88 Broadway

Taunton, MA 02780

(508) 824-1367

**BID OPENINGS: Wednesday, October 7, 2009 at 1:00 p.m.**

Invitation for Bid

This IFB has been distributed electronically using the COMM-PASS system. It is the responsibility of every Bidder to check COMM-PASS for any addenda or modifications to an IFB to which they intend to respond. Southeastern Regional Planning & Economic Development District accepts no liability and will provide no accommodations to Bidders who fail to check for amended bids and submit inadequate or incorrect responses. Potential Bidders are advised to check the "last change" field on the summary page of bids for which they submit a response to ensure they have the most recent IFB files. Bidders may not alter IFB language or any IFB component files. Bidders must respond in accordance to the IFB directions and complete only those sections that prompt a Bidder for a response. Modifications to the body of this IFB, specifications, terms and conditions, or which change the intent of this IFB are prohibited.

**Invitation to Bid Form: The Bid Price Form must be submitted with your bid and must be in writing).**

**Bidder Information:**

**Receipt and Opening of Bids**

Sealed Bids **MUST BE SEALED** and sent to the Southeastern Regional Planning and Development District, 88 Broadway, Taunton, MA 02780 by **United States mail or other recognized delivery or courier service or hand delivered clearly marked with IFB number SRPEDD004 and the name of the Specification on the outside of the envelope “Gas and Diesel Fuel”, by 10:00 a.m. Wednesday, October 7, 2009.**

**Bids**

All bids must be submitted on the provided **BID PRICE FORM**. All bids will be examined and considered. In the event of a discrepancy in the bid between the lump-sum price written in words and figures, the price written in words and figures shall govern.

Sealed Bids must be clearly marked with the bidders' name and the designation **SRPEDD004 and the name of the Specification “Gas and Diesel Fuel” on the outside of the envelope by 10:00 a.m. Wednesday, October 7, 2009.** No telegraph or fax bids will be accepted. Late bids will not be accepted and the clock in the Southeastern Regional Planning and Economic Development District office will determine the bid time. Any bid received after that date and time will not be considered for selection. Additionally, any bids received that do not include all required paperwork will not be considered for selection. Bids may be held by the Regional Cooperative Purchasing Communities for a period not to exceed sixty (60) days from the date of the bid opening for the purpose of reviewing the bids and investigating qualifications of the bidders prior to awarding a contract. Bidders may not withdraw their bids during this time.

A bidder may correct, modify, or withdraw a bid by written notice if such amendment, modification, or withdrawal is sent in a sealed envelope marked “Amendment, Modification or Withdrawal of SRPEDD004 Bid – “Gas and Diesel Fuel” has the bidders name on it and is received at the SRPEDD office, 88 Broadway, Taunton, MA 02780 by 12:00 noon EST on Wednesday, September 30, 2009.

The term for this bid shall be for one (1) year, commencing on or about July 1, 2009 with the option of two additional one-year extensions at the sole discretion of the Regional Cooperative Purchasing Communities.

The Regional Cooperative Purchasing Communities shall base its award on the following criteria:

1. Meeting bid specifications
2. Cost

If, at the time of the IFB deadline, SRPEDD is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the IFB deadline date will be extended until the next business day until 1:00 p.m. EST. IFBs' will be accepted until that date and time.

As it relates to quantities, please be advised that the estimates are based on prior year's usage. The Regional Cooperative Purchasing Communities reserve the right to increase/decrease the purchase of materials under this bid at the price set forth by the successful bidder as determined by funding authorization.

**Please provide fourteen (14) copies of your bid.**

**Bid Deposit**

A Bid Deposit equal to 5% of the value of the bid payable to the Southeastern Regional Planning and Economic Development District (SRPEDD) must accompany the bid. Bid securities will be returned upon execution of the Contract or within 60 calendar days of the bid date if no award is made.

**Certificate of Non-Collusion**

The bidder shall submit with the bid a Certificate of Non-Collusion (found on COMM-PASS under the Forms and Terms Tab) to the effect that the bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this certification, the word "person" means any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals

**Compliance with Tax Laws**

All bidders shall execute an affidavit (found on COMM-PASS under the Forms and Terms Tab) to the effect that pursuant to M.G.L., Ch. 62c § 49A, he or she has complied with all of the laws of the Commonwealth of Massachusetts relating to the payment of taxes.

Failure on the part of the bidder to observe this provision shall be cause for rejection of his bid. This form shall be submitted with the bid.

**Signature Authorization Form:**

Required for Bidders responding to procurement over \$50,000 and submitted to the individual Town upon request.

**Affirmative Action Form:**

Required for Bidders responding to procurement over \$50,000 (found on COMM-PASS under the Forms and Terms Tab). Bidders are required for insuring that employees and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin.

**Business Reference Form:**

This form can be found on COMM-PASS under the Forms and Terms Tab and must be included in the bid.

**Award of Contract/Rejection of Bids**

A contract will be awarded by the individual Regional Cooperative Purchasing Community to the lowest responsible and eligible bidder, provided, such bidder possesses the skill, ability and integrity necessary for the faithful performance of the work. The individual Regional Cooperative Purchasing Community reserves the right to reject any and all bids and waive any informality in the bids received whenever such rejection or waiver is in the best interest of the individual Town. The award of the contract by the individual Town will be made within thirty (30) calendar days after approval by the individual Town.

**Performance Bond**

This form can be found on COMM-PASS under the Forms and Terms Tab and will be the responsibility of each South Coast Cooperative Purchasing Member Town at the time of the bid award.

**Bids for Unit Price Contract**

The estimated quantities given are to provide uniform basis for comparison of bids. The Regional Cooperative Purchasing Communities reserve the right to increase or decrease the estimated quantities shown in order to meet the actual requirements. In the case of a discrepancy between the unit price and the total amount bid, the unit price will govern.

**FORMS TO BE INCLUDED WITH SEALED BID:**

1. Quantity and Bid Price Form
2. Certificate of Non-Collusion
3. Tax Compliance Certification
4. Affirmative Market Program Plan Form
5. Bid Deposits

**FORMS TO BE SUBMITTED TO INDIVIDUAL REGIONAL COOPERATIVE PURCHASING COMMUNITY (As needed):**

1. Signature Authorization Form
2. Insurance Binders
3. Prevailing Wage
4. Business Reference Form
5. Performance Bond

**Deadline for Bids**

**Indicate Deadline Date: Wednesday, October 7, 2009**

**Indicate Deadline Time: 10:00 a.m. EST**

Will a Bid Opening be offered?  NO  YES (Indicate Date, Time and Place):

**Date:        Wednesday, October 7, 2009**

**Time:        1:00 p.m.**

**Place: SRPEDD, 88 Broadway, Taunton, MA 02780**

**Bids will be reviewed, evaluated and awarded by the individual Regional Cooperative Purchasing Communities.**

*The Southeastern Regional Planning & Economic Development District does not evaluate bids or decide award decisions.*

**Send to Bids to:**  
**SRPEDD**  
**Elaine F. Cristoferi**  
**88 Broadway**  
**Taunton, MA 02780**