

**TOWN OF HAMPTON FALLS  
1 Drinkwater Road  
Hampton Falls, New Hampshire 03844**

**RFP NO. 2010:05  
REQUEST FOR PROPOSALS  
Propane**

Issued: **July 7, 2010**

The Town of Hampton Falls is accepting proposals for propane for two municipal buildings; the Town Hall and Public Safety Building.

1 Drinkwater Road, Town Hall	3,000 gallons
3 Drinkwater Road, Public Safety Building	3,500 gallons

**RFP PACKAGE**

The Request for Proposals may be obtained upon request from the Office of the Town Administrator, Town of Hampton Falls, 1 Drinkwater Road, Hampton Falls, NH 03844.

**INSURANCE REQUIREMENTS**

By signing and submitting a proposal under this solicitation, the Proposer certifies that if awarded the contract, it will provide a current certificate of liability and vehicle insurance, naming the Town of Hampton Falls as “**Additional Insured**” and demonstrating that the Proposer has coverage for worker’s compensation insurance (if not a sole proprietor), employer’s liability insurance, comprehensive general and automobile liability insurance, contractual liability insurance with limits not less than \$1,000,000 per occurrence.

The Contractor further certifies that it will maintain these insurance coverages during the entire term of the project, and that all insurance coverage will be provided by insurance companies authorized to sell insurance in New Hampshire.

**SUBMITTAL OF PROPOSALS**

Proposals will be accepted at the Town Hall, 1 Drinkwater Road, Hampton Falls, NH 03844, no later than **6:30 p.m., August 4, 2010**. Proposals will be opened that evening at the Selectmen’s meeting. The RFP must be submitted in one sealed envelope clearly marked “**RFP: 2010-05 Propane**”

**ACCEPTANCE OF PROPOSALS**

The Town reserves the right to reject any or all proposals or any part thereof, to waive any informality in the process and to accept the Proposal considered in the best interest of the Town. Failure to submit all information called for may disqualify a proposal.

**CLARIFICATIONS**

Questions should be directed to Town Administrator Eric N. Small, 926-4618, extension 3.

**NOTIFICATION**

Please enclose a stamped, self-addressed envelope for notification of the decision.

\_\_\_\_\_  
Eric N. Small, Town Administrator

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**1. REQUEST FOR PROPOSALS**

The Town of Hampton Falls, NH seeks proposals for one, two or three year propane pricing for the winter season 2010-2011.

**2. SCOPE OF WORK**

Propane prices submitted with this Request for Bid must be FIRM for the entire contract period (August 1, 2010 through July 31, 2010). The quantities listed are ESTIMATES ONLY for the contract period. Actual order quantities may vary. The Town of Hampton Falls reserves the right to increase or decrease these quantities during the contract period. The unit price per gallon must include all freight/handling/delivery costs and should not be listed as a separate item on any invoices.

The proposer shall supply Material Safety Data Sheets to the Town of Hampton Falls representative at each location.

The Town of Hampton Falls is receptive to bids that include the Town owning its own tank(s) or the vendor owning the tank(s) as well as pre-payment or budget payment options.

**3. LOCATIONS**

Propane tanks are to be located at 1 Drinkwater Road and 3 Drinkwater Road, Hampton Falls, NH.

**4. MINIMUM REQUIREMENTS AND DELIVERY**

The proposer will be required to monitor propane usage and top off tanks on an as-needed basis, unless other arrangements are made with the Town of Hampton Falls representative responsible for the tank at a specific location.

**5. PAYMENT**

Payment shall be made within thirty days of receipt of bill.

**6. REFERENCES**

Provide three references for propane services that your company has provided.

**7. QUESTIONS FOR THE PROPOSER**

Proposer must complete this page (Page 4).

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**PROPOSAL FORM**

**PROPANE**

**Town Administrator  
Town of Hampton Falls  
1 Drinkwater Road  
Hampton Falls, NH 03840**

In accordance with the specifications, the undersigned hereby submits the following proposal:

Propane: \_\_\_\_\_

<b>Delivery Address</b>	<b># of Gallons</b>		<b>One Year</b>	<b>Two Year</b>	<b>Three Year</b>
1 Drinkwater Road	3,000 gallons	Town Hall			
3 Drinkwater Road	3,500 gallons	Public Safety Building			

The undersigned is submitting this proposal without collusion with any other individual or corporation.

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**August 4, 2010, 6:30 p.m.  
Board of Selectmen's Meeting  
Proposals will not be accepted after 6:30 p.m.**

**CLEARLY LABEL SEALED ENVELOPE: "RFP 2010:05 Propane"**

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**QUESTIONS FOR THE PROPOSER:**

1. Within the last five (5) years, has your organization, its officers, partners, employees, shareholders or principals been a party in any litigation or other legal proceedings as a defendant relating to services provided by your entity? If so, provide an explanation and indicate the current status or disposition of any situation. Yes \_\_\_\_\_ No \_\_\_\_\_
2. Has your organization, its officers, partners, employees, shareholders or principals been disqualified or terminated by any public agency or town? If so, please explain under what circumstances this disqualification or termination occurred. Yes \_\_\_\_\_ No \_\_\_\_\_

**RESPONSE TO QUESTION 1:**

**RESPONSE TO QUESTION 2:**