

**Revised 1/7/12  
PROPOSALS REQUESTED**

**BY**

**THE TOWN OF OLD ORCHARD BEACH**

**for**

**Propane Contract for All Municipal Facilities**

The Town of Old Orchard Beach will receive sealed bids for a Propane Contract for the following Old Orchard Beach Municipal facilities:

OOB Fire Station – Chief John Glass – 136 Saco Avenue – 937-5858  
OOB Police Station – Deputy Chief Keith Babin – 16 E. Emerson Cummings Blvd. – 937-5802  
Waste Water Facility – Superintendent Chris White – 24 Manor Street, Ocean Park – 934-4416  
Public Works Department – Director Bill Robertson – 103 Smithwheel Road -934-2250  
Transfer Station – Director Bill Robertson – Dirigo Drive – 934-2250  
OOB Ballpark – Gen Mgr. Jen DeRice - 14 E. Emerson Cummings Blvd. – 934-0860

**Specifications/Requirements may be obtained from and any inquiries directed to:**

V. Louise Reid – Assistant Town Manager  
*Also listed on our web site: [www.oobmaine.com](http://www.oobmaine.com)*

- **Proposals will only be received at:**

Town of Old Orchard Beach Town Hall  
1 Portland Ave  
Old Orchard Beach, Me 04064  
Attn: V. Louise Reid, Assistant Town Manager  
Phone: (207) 934-5714, extension 226

- **Proposals are due Friday, January 20, 2012 no later than 12:00 noon and bids will be publicly opened in the Town Hall Conference room at 12:10 p.m. It should be noted that the Council will award the bid at the Tuesday, February 7, 2012 Town Council meeting at 7:00 p.m. in the Town Council Chamber.**
- **The Town reserves the right to reject any or all proposals. Any objections to the specifications/requirements as set forth should be filed in writing prior to the proposal deadline.**

# **Propane Contract for Heating the Municipal Facilities**

## **A Introduction**

The Town of Old Orchard Beach is requesting bids from vendors to provide propane fuel for all Municipal facilities for an eighteen (18) month period beginning February 1, 2012 through June 30, 2013.

## **B Scope of Work**

The proposal shall include regular monitoring and delivery of propane fuel, routine regular maintenance of all propane storage and heating equipment as prescribed by the manufacturer's specifications and emergency response for equipment repair.

## **C Requirements for Proposal**

The Town of Old Orchard Beach prefers proposals to be concise and easy to understand. Do not include unnecessary or extraneous information. Please format the proposal with the following sections. Include all information requested.

### **Section I – Executive Summary**

This section should include a brief overview of the key elements of your proposal. Highlight any features or areas that differentiate your services and products from competitors.

### **Section II – Corporate Profile**

This section should include a brief overview and history of your company; proof of insurance; and a listing of similar accounts.

Also include a list of at least three customer references with similar needs. Include company name, address, phone number, and point of contact.

### **Section III—Appendices**

Include any additional information relevant to the proposal.

### **Section IV—Service Pricing**

Pricing should include the hourly rate for labor, service and repairs. Propane price should be a floating price per gallon over a rail price (or similar terminology such as Rack price) but not a fixed price.

Section IV – Addendum

TOWN OF OLD ORCHARD PROPANE

<u>Facility</u>	<u>Own Tank</u>	<u>Tank Size</u>	<u>Estimated Annual Usage</u>
<u>Fire Station</u>	<u>No</u>	<u>1-1000UG</u>	<u>8,000</u>
<u>Police Station</u>	<u>Yes</u>	<u>2-1000UG new building, approx.</u>	<u>8,000</u>
<u>Waste Water</u>	<u>No</u>	<u>2-120 gallon</u>	<u>800</u>
<u>Public Works</u>	<u>No</u>	<u>1-120 gallon</u> <u>2-24 gallon</u> <u>3-FLCyls</u> <u>1-20 lb.</u>	<u>400</u>
<u>Transfer Station</u>	<u>No</u>		<u>500</u>
<u>Ballpark</u>	<u>No</u>	<u>4 tanks – 300 lbs each</u>	<u>553.1</u>
<u>This includes three for the Club House and one for concession stand</u>			
<u>Approximate Use</u>			<u>18,000 gallons</u>