



1 Mercantile Street – Suite 520  
Worcester, MA 01608  
508.756.7717 P  
508.792.6818 F  
[www.cmrpc.org](http://www.cmrpc.org)

---

## Invitation for Bids

### SPECIFICATIONS -FISCAL YEAR 2024 PROPANE BID

July 1, 2023 - June 30, 2024

---

The Central Massachusetts Regional Planning Commission (CMRPC) is inviting sealed Bids for an estimated 69,882 gallons of PROPANE to be delivered to the following Central Massachusetts communities from July 1, 2023 through June 30, 2024: Ayer, Barre, Charlton, East Brookfield, Hardwick, Harvard, Millville, Oakham, Princeton, Sturbridge, West Boylston, Winchendon and the Winchendon Housing Authority (collectively, the “Towns”). Bidders have the option of bidding for all thirteen (13) communities or for any of the Towns individually. Sealed bids will be received by CMRPC, 1 Mercantile Street – Suite 520, Worcester, MA 01608 on or before, May 22, 2023 at 10am. Specifications may be obtained by email from Ethan Melad ([emelad@cmrpc.org](mailto:emelad@cmrpc.org)) beginning May 1st, 2023 at 10am.

All questions regarding the bids must be submitted before May 15, 2023. Any questions should be directed to Ethan Melad, [emelad@cmrpc.org](mailto:emelad@cmrpc.org).

The CMRPC reserves the right to accept or reject any or all bids, to waive any informality contained therein, and to award the contract as deemed by them to be in the best interest of the participants. Prices (markup) must remain firm for at least 30 days so participating communities can decide whether to opt in and contract with the successful bidder. Once the contract is executed, the vendor must hold markup prices firm for the duration of the contract (through June 30, 2024).

### Propane Specifications

1. Propane Gas shall meet or exceed ASTM specifications for Liquefied Petroleum (LP) Gases, Designation D1835-05, and NFPA 58 standards for the storage and handling or the latest revision(s) thereof.

2. ALL TAXES and FEES must be included in the total price per gallon. Awarded vendors must set up a billing system where Customers are not charged taxes or fees in addition to their total awarded bid price. Repeated over-billing of Customers will be grounds for contract termination.
3. The awarded contractor(s) will contact the Customers to determine if they desire automatic deliveries or not. Town/Agency personnel are not required to assist in the deliveries and contractors are cautioned to notify their shippers that adequate assistance must be provided at the point of delivery. Contractors are required to verify delivery conditions before bidding on this contract.
4. The contractor(s) must specify the lead time (hours, days, etc.) for call-in deliveries, both for regular deliveries and emergencies.
5. Some participating towns are also looking for their provider to maintain and service their tanks. As part of the bid sheet, bidders will be asked to submit their hourly rate for maintenance and service or attach a complete description of its relevant services and detailed pricing.
6. **BID PRICES (markup) must remain firm for at least 30 days so that participating communities can decide whether to opt in and contract with the successful bidder. Once the contract is executed, the vendor must hold markup prices firm for the duration of the contract (through June 30, 2024).**

## Insurance

Before commencing any work, the contractor shall submit a certificate of insurance naming participating Towns as "Additional Insured". The following minimum limits shall apply:

- Commercial General Liability - Per occurrence/aggregate - \$1,000,000/\$2,000,000
- Automobile Liability - Bodily Injury and Property Damage - Minimum of \$1,000,000 on a combined single limit for bodily injury and property damage
- Employer's Liability Insurance - Worker's Compensation - Limits as required under the laws of the Commonwealth of Massachusetts
- Umbrella or Excess Liability Insurance - Not less than \$2,000,000 over and above primary limits

## Spills and/or Accidents

While performing work under this contract, the contractor shall be responsible for completing clean-up of any spills or accidental releases to the environment (pursuant to MGL c. 21E and other relevant regulations) at no cost to the participating Town. The contractor shall notify all local, state, and federal authorities as required by law in the event of such a release or threat of release. The contractor will immediately notify the user facility contact person, in writing, in the event of a spill, release, or threat of a release to the environment and prior to initiating clean up response actions. If prior notification of the facility contact is not possible, then the contractor shall take appropriate response actions, and notify the contact person, in writing, as soon as possible

thereafter. The contractor must provide a written summary of the response actions taken in any case within the timelines established for reporting of spills and /or contamination, as set forth in MGL C. 21E. A copy must also be sent to the Town Manager/Administrator/Executive Secretary of the participating Town.

## Tax Exemption

The Towns are exempt from the payment of Federal Excise Taxes and State Sales Taxes. However, the Towns are responsible for any required Mass State Tax. Tax must be included in the bid price. If any additional state, federal or local taxes (for example, a so called “gas tax”) are imposed during the course of the contract, the contracts will be amended to add that direct cost – likewise if they are revoked for any reason. All applicable fees must also be included in the Bid Price.

## Purchases

If the Contractor fails for any reason to comply with the provisions contained herein, the Towns shall be at liberty to buy heating fuel in the open market, and to charge against the Contractor any excess in price of the fuel so purchased over the price named in the contract, and the whole or any part of any sums of money due the Contractor may be applied to meet such excess cost.

The following towns have indicated a desire to purchase propane cooperatively through this bid. If any Towns determine the bid is not advantageous, they may decline to participate. Each Town shall enter into an individual contract and shall be billed directly for its purchases. These quantities are based on past usage and are not guaranteed for future use. Tank locations and capacities may change as town operations change and are not guaranteed for the duration of the award period. Estimated Heating Fuel requirements are as follows:

Community	Contact	Email	Phone	Propane Estimated Need (Gallons)
Ayer	Pam Martin	<a href="mailto:pmartin@ayer.ma.us">pmartin@ayer.ma.us</a>	978-772-8240	3000
Barre	Sandra Hood	<a href="mailto:shood@townofbarre.com">shood@townofbarre.com</a>	978-355-2504	790
Charlton	Kara Hmielowski	<a href="mailto:kara.hmielowski@townofcharlton.net">kara.hmielowski@townofcharlton.net</a>	508-248-2206	19,032
East Brookfield	Mike Olson	<a href="mailto:ebhighway@eastbrookfieldma.us">ebhighway@eastbrookfieldma.us</a>	(508) 867-6575	600
Hardwick	Nicole Parker	<a href="mailto:admin@townofhardwick.com">admin@townofhardwick.com</a>	413-477-6197 x101	-
Harvard	Tim Kilhart	<a href="mailto:tkilhart@harvard.ma.us">tkilhart@harvard.ma.us</a>	978-456-4130	2,000
Millville	Peter Caruso	<a href="mailto:townadmin@millvillema.org">townadmin@millvillema.org</a>	5088872878	4,960
Oakham	Maribel Larange	<a href="mailto:maribel.larange@oakham-ma.gov">maribel.larange@oakham-ma.gov</a>	508-882-5549 x300	100
Princeton	Phil Connors, Ben Metcalf, Sherry Patch	<a href="mailto:bidgmaint@town.princeton.ma.us">bidgmaint@town.princeton.ma.us</a> ; <a href="mailto:highwaydept@town.princeton.ma.us">highwaydept@town.princeton.ma.us</a> ; <a href="mailto:townadministrator@town.princeton.ma.us">townadministrator@town.princeton.ma.us</a>	978-758-9368, 978-464-2120	9,500
Sturbridge	Robyn Chrabascz	<a href="mailto:rchrabascz@sturbridge.gov">rchrabascz@sturbridge.gov</a>	508-347-2515	2,900
West Boylston	Michael Coveney	<a href="mailto:mcoveney@westboylstonwater.org">mcoveney@westboylstonwater.org</a>	508.835.3025	3,500

Winchendon	Mary Calendrella, David Connor	<a href="mailto:mcalandrella@winchendon-ma.gov">mcalandrella@winchendon-ma.gov</a> ; <a href="mailto:dconnor@winha.org">dconnor@winha.org</a> ;	978-297-5431	8,500
Winchendon Housing Authority	David Connor	<a href="mailto:dconnor@winha.org">dconnor@winha.org</a>		15,000
<b>Total</b>				<b>69,882</b>

### Additional Information Regarding Tanks

- Any tanks owned by the vendor are noted in the table above. If a Town failed to indicate vendor-owned tanks, vendors are allowed to bill them for the cost to supply/install tanks.

## Bid Price Provisions

Bid Price will include the following:

- It is the contracted vendor's (hereinafter called "Supplier") responsibility to inform the Participant of any changes required at the site before the contract is set if that change will result in fees/charges or changes to the site.
- If the Participant will use vendor-owned tank(s), providing, installing and maintaining proper storage tanks at the Participant's location/s of delivery. If new tank installation is required, Supplier will complete all installations within 21 days of receipt of the new contract. No extra charge for installation allowed.
- Providing and delivering Propane to the Participant at their individual locations in a timely manner.
- Proper inspection of all piping, equipment, valves and connections and immediate notification of any condition that is dangerous or hazardous. Supplier will immediately shut off the flow of fuel to any defective part.
- Supplier will be responsible for obtaining all permits required by law.
- Supplier will be responsible for all rules, regulations and laws of the Federal Government and the Commonwealth of Massachusetts regarding the storage, handling, shipping, transporting and installation of storage tanks.
- Supplier will be completely responsible for maintaining their equipment, including but not limited to: piping, valves, connections, and fittings and will respond immediately to any notification of known or suspected leakage.
- If annual delivery amount is less than 100 gallons, a \$50 flat fee will be charged to the town/entity by the Supplier.

Bid price does NOT include:

- Modifications to interior appliances to meet code requirements or additional piping required beyond the exterior wall of a building to bring a facility up to safety code compliance or the addition of compliance.
- Repair or maintenance services for existing user owned tanks or infrastructure. Repair and maintenance are included for all Supplier-provided tanks.

## INSTRUCTIONS FOR BIDS

### Bid Instructions:

1. Bids must be delivered by **May 22, 2023 at 10AM** to 1 Mercantile Street – Suite 520, Worcester, MA 01608, and clearly labeled "FY23 PROPANE BID".
2. Bids will be opened publicly on **May 22, 2023 at 10AM** at CMRPC offices, 1 Mercantile Street – Suite 520, Worcester, MA 01608

3. The Towns are exempt from the payment of Federal Excise Taxes. However, the Towns are responsible for any required Mass State Tax. Tax must be included in the bid price. If any additional state, federal or local taxes (for example, a so called “gas tax”) are imposed during the course of the contract, the contracts will be amended to add that direct cost – likewise if they are revoked for any reason. All applicable fees must also be included in the Bid Price.
4. No award will be made to any bidder who cannot satisfy the awarding authority that he/she has sufficient ability and experience in this class of work and sufficient capital and plant to enable him/her to properly furnish and deliver the material within a normal period of time. The awarding authority’s decision or judgment on these matters shall be final, conclusive, and binding.
5. Contracts will list specific towns and agencies involved and those towns and agencies will be held to those contracts once they are signed. BID BONDS and PERFORMANCE BONDS will not be required.
6. The CMRPC and/or the participants reserve the right to reject any or all bids wholly or in part; to waive technicalities and informalities; to amend and/or cancel this bid prior to opening; to correct any award erroneously made as a result of a clerical error on the part of the participants or the CMRPC.
7. The period of the contract from this bid is from **July 1, 2023, to June 30, 2024** for all items.
8. All bids must be submitted on the enclosed Bid Forms along with properly executed certifications which include the Tax Compliance Form, Non-Collusion Form, Certificate of Authority and Signature Authorization. Any restrictions, qualifications or deviations from the specifications must appear on the bid form or an attachment hereto required.

### Attachments

The following documents are attached: Attachments A, B, and C should be returned with the bid proposal. Attachments D and E will be completed upon award.

- A. Bid Sheet
- B. Compliance Certifications
- C. Certificate of Authority
- D. Hold Harmless Agreement (completed upon award)
- E. Draft Town Contract (completed upon award)
- F. Draft Contract for the Winchendon Housing Authority (completed upon award if included)

### GENERAL CONTRACT TERMS

Any damage occurring to a Town vehicle or building due to fuel that varies from or otherwise fails to satisfy these specifications shall be repaired at the cost of the bidder. Any damage caused to Town property by tank wagons, trucks, fuel hose, fuel spillage, etc. will be charged to the bidder. Any damage to property, equipment or installations resulting from the failure of the bidder to deliver fuel will be charged to the bidder.

Unless indicated otherwise by the town, the Bidder shall provide "watch-dog" service to all locations to trigger deliveries. Each Town will provide the successful bidder with the usage for the previous years upon such bidder's request.

The delivered fuel is to be invoiced at the guaranteed firm price per gallon. The price quoted shall include all relevant costs, including costs of transportation, labor, materials, taxes and insurance.

If the Contractor fails for any reason to comply with the provisions contained herein, the Towns shall be at liberty to buy PROPANE in the open market, and to charge against the Contractor any excess in price of the fuel so purchased over the price named in the contract, and the whole or any part of any sums of money due the Contractor may be applied to meet such excess cost.

### Surcharge/Administrative Fee

The vendor agrees to pay to CMRPC a three percent (3%) surcharge or administrative fee on all purchases from Vendor by the CMRPC participating communities. The fee would be assessed on net sales and must be included in the bid price. The Vendor agrees to remit these fees with a quarterly report as required within thirty days of the end of each calendar quarter.

Quarterly report and Administrative Fee Due Dates:

- Oct 31, 2023 covering Jul 1, 2023 – Sept 30, 2023
- Jan 30, 2024 covering Oct 1, 2023 – Dec 31, 2023
- Apr 30, 2024 covering Jan 1, 2024 – Mar 31, 2024
- Jul 30, 2024 covering Apr 1, 2024 – Jun 30, 2024

Payments to CMRPC will be by check to:

CMRPC  
1 Mercantile Street – Suite 520  
Worcester, MA 01608  
Attn: Connor Robichaud, FUEL Procurement Program

**Quarterly and Other Reports:** The Contractor agrees to provide summary information on the purchases by CMRPC participating communities through the purchasing program associated with this bid on a quarterly basis to allow CMRPC to monitor the program's use and benefit to its members. Quarterly reports are due on the same schedule as the administrative fee due dates indicated above.

The quarterly report will provide total sales by participating Towns regardless of the amount purchased during any period. The vendor is responsible for establishing an accounting system or process that will enable the tracking and reporting of sales to participating towns and departments under this bid.



The vendor agrees to complete a brief, semi-annual survey to determine satisfaction with the program, identify any issues or problems, and make suggestions for improvement.

### **Basis of Award**

This procurement will be awarded to the responsive and responsible low-bidder based on the propane price provided on the Bid Sheet. While vendors are asked to provide pricing for maintenance and service, the award will be based on their price for propane. Past performance will be a factor in awarding this bid. For each Town, CMRPC will choose the lowest responsive and responsible bidder. Should there be a tie in the lowest bid price, a coin flip will decide the award.

## ATTACHMENT A: BID SHEET - FISCAL YEAR 2024 – PROPANE (1 of 3)

Name of Bidder: \_\_\_\_\_

Having read the attached conditions and agreeing to comply fully with them unless otherwise noted on this form, the undersigned proposes the following.

Bidders have the option of bidding for all participating towns, or bidding on individual Towns. CMRPC will award the bid to the lowest responsive and responsible bidder for each Town. Bidder submits a bid for the specified fuel for the following (Choose between option 1 and 2, marking the boxes of towns you're bidding on):

### 1. All Towns

- Ayer, Barre, Charlton, East Brookfield, Hardwick, Harvard, Millville, Oakham, Princeton, Sturbridge, West Boylston, Winchendon, and Winchendon Housing Authority (collectively, the "Towns").

### 2. Individual Towns

- |  |   |
|--|---|
| <input type="checkbox"/> Ayer            | <input type="checkbox"/> Oakham                       |
| <input type="checkbox"/> Barre           | <input type="checkbox"/> Princeton                    |
| <input type="checkbox"/> Charlton        | <input type="checkbox"/> Sturbridge                   |
| <input type="checkbox"/> East Brookfield | <input type="checkbox"/> West Boylston                |
| <input type="checkbox"/> Hardwick        | <input type="checkbox"/> Winchendon                   |
| <input type="checkbox"/> Harvard         | <input type="checkbox"/> Winchendon Housing Authority |
| <input type="checkbox"/> Millville       |   |

## ATTACHMENT A: BID SHEET - FISCAL YEAR 2024 - PROPANE (2 of 3)

Bidders must submit pricing for approximately 69,882 gallons of PROPANE for FY24 (July 1, 2023 through June 30, 2024).

### Guaranteed Price

CMRPC is seeking a **markup per gallon price**. For the baseline price, we will use the daily Mont Belvieu, TX price. Remember you must include all taxes and fees in your bid. As an example, if the Mont Belvieu, TX price is \$2.50 per gallon and your markup is \$0.50 per gallon, you would indicate the Mont Belvieu, TX Price of \$2.50 per gallon, your markup per gallon of \$0.50 and the total price of \$3.00 per gallon. CMRPC will make the award to the lowest price vendor based on their markup price per gallon. Please also indicate a markup price for any winter blends.

Pricing information can be found here: <https://www.eia.gov/todayinenergy/prices.php>

PROPANE for FY2024. (July 1, 2023 through June 30, 2024)

Mont Belvieu, TX Price Per Gallon on Day of Submission	\$ /gal.
<b>VENDOR MARKUP PER GALLON</b> <i>*Basis for Award*</i>	\$ /gal.
Total Price Per Gallon <b>on day of submission</b>	\$ /gal.

<b>Bidder's Name:</b>	
<b>Authorized Signature:</b>	
<b>Title:</b>	
<b>Mailing Address:</b>	
<b>Fed. ID #:</b>	
<b>Telephone:</b>	
<b>Date:</b>	

## ATTACHMENT A: BID SHEET - FISCAL YEAR 2024 - PROPANE (3 of 3)

### Maintenance and Service Pricing

Some towns also require maintenance and service of their tanks. **Bidders are asked to submit pricing for their hourly rate charged for maintenance and service or attach a complete description of their services and pricing.**

Maintenance and Service Description	
Hourly Rate	\$ /gal.

## ATTACHMENT B: COMPLIANCE CERTIFICATIONS

**Certificate of Non-Collusion** The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

**Non-Discrimination and Affirmative Action** The Contractor agrees to comply with all applicable Federal and State statutes, rules and regulations prohibiting discrimination in employment, including but not limited to, the Americans with Disabilities Act 42 USC 12101, 28 CFR Part 35, or as amended; 29 USC S.791 et. seq.; Executive Orders 227, 237, 246; MGL C. 151B; and MGL C. 272, S. 92A, S98 et.seq., or any amendments to these provisions. Pursuant to Executive Orders 227 and 246, the Contractor is required to take affirmative actions designed to eliminate the patterns and practices of discrimination including providing written notice of its commitment to non-discrimination to any labor association with which it has an employment agreement, and to certified minority and women-owned businesses and organizations or businesses owned by individuals with disabilities. The CMRPC shall not be liable for any costs associated with the consultant's defense of claims of discrimination.

**Public Contracts Debarment** In connection with this bid and all procurement transactions, by signature thereon, the respondent certifies that neither the company nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from the award of contracts, procurement or non-procurement programs from the Commonwealth of Massachusetts, United States Federal Government and/or the Towns. "Principals" means officers, directors, owners, partners and persons having primary interest, management or supervisory responsibilities with the business entity. Vendors shall provide immediate written notification to the Towns at any time during the period of the contract of prior or prior to the contract award if the vendor learns of any changed condition with regards to the debarment of the company or its officers. This certification is a material representation of fact upon which reliance will be placed when making the business award. If at any time it is determined that the vendor knowingly misrepresented this certification, in addition to other legal remedies available to the Towns, the contract will be cancelled and the award revoked.

**Qualifications** The Contractor represents that it is qualified to perform the services required under this contract and possesses or shall obtain all requisite licenses and permits.

**Tax Compliance Certification** Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

**Employment Security Contributions and Compulsory Workers' Compensation Insurance** Pursuant to MGL C.151A, S.19 and MGL C.152, the Contractor certifies with all laws of the Commonwealth relating to payments to the Employment Security System and all Commonwealth laws relating to required worker's compensation insurance policies.

---

Signature

---

Date

---

Name of Person Signing Proposal

---

Name of Business

**ATTACHMENT C: CERTIFICATE OF AUTHORITY**

**(For Corporations/LLC's/LLP's/Entities Only)**

At a duly authorized meeting of the Board of Directors/Members/Partners of the \_\_\_\_\_ (Name of Entity) held on \_\_\_\_\_ (Date) at which all the Directors/Members/Partners were present or waived notice, it was voted that

\_\_\_\_\_ (Authorized Signer's Name), the \_\_\_\_\_ (Officer/Title) of this company, be and he hereby is authorized to execute contracts and bonds in the name and behalf of said company, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this company's name on its behalf of such \_\_\_\_\_ (Officer) under seal of the company, shall be valid and binding upon this company.

A TRUE COPY,  
ATTEST:

\_\_\_\_\_  
(Signature/Title)

Place of Business: \_\_\_\_\_  
\_\_\_\_\_

I hereby certify that I am the \_\_\_\_\_ (Title) of the \_\_\_\_\_ (Name of Corporation) that \_\_\_\_\_ (Officer, Name) is duly elected \_\_\_\_\_ (Title) of said company, and the above vote has not been amended or rescinded and remains in full force and effect as of the date of this contract.

\_\_\_\_\_  
(Signature/Title)

\_\_\_\_\_  
(Typed Name/Title)

\_\_\_\_\_  
(Date)

Subscribed and sworn to before me  
If applicable (i.e., not necessary for sole proprietorships or partnerships)  
this \_\_\_\_ day of \_\_\_\_\_, 2023

(Corporate Seal)

\_\_\_\_\_  
Notary Public

(Notary Seal)

My Commission Expires \_\_\_\_\_

**ATTACHMENT D: DRAFT HOLD HARMLESS AGREEMENT (completed upon award)**

The Contractor, \_\_\_\_\_, agrees to indemnify and hold harmless the Town of \_\_\_\_\_ its officers, employees, and agents from and against any and all liabilities, claims, damages or expenses resulting from or incurred in connection with work performed under this contract.

The Contractor agrees to indemnify and hold the Town of \_\_\_\_\_ harmless from and against any and all suits, causes of action, judgments or damages, including attorneys' fees, arising out of or resulting from bodily injury or death or destruction of property, in connection with work performed under this contract.

**By:**

<b>Date</b>	
<b>Signature</b>	
<b>Name of person signing bid or proposal</b>	
<b>Name of business</b>	

## ATTACHMENT E: DRAFT MUNICIPAL AGREEMENT (completed upon award)

TOWN OF \_\_\_\_\_, MASSACHUSETTS

### AGREEMENT

THIS AGREEMENT made this day \_\_\_\_\_ of \_\_\_\_\_, 2023 by and between the Town of \_\_\_\_\_, a municipal corporation duly organized under the laws of Massachusetts and having a usual place of business at \_\_\_\_\_, Massachusetts, hereinafter referred to as the "TOWN", and, [a corporation] having a usual place of business at \_\_\_\_\_, hereinafter referred to as the "CONTRACTOR".

### WITNESSETH

WHEREAS, the TOWN invited the submission of bids for the purchase and delivery of FISCAL YEAR 2024 PROPANE, hereinafter "the Project"; and

WHEREAS, the CONTRACTOR submitted a bid to perform the work required completing the Project, and the TOWN has decided to award the contract therefore to the CONTRACTOR.

NOW, THEREFORE, the TOWN and the CONTRACTOR agree as follows:

1. Contract Documents. The Contract Documents consist of this Agreement, the Invitation for Bids, Instructions to Bidders, and the CONTRACTOR's Bid. The Contract Documents constitute the entire Agreement between the parties concerning the work, and all are as fully a part of this Agreement as if attached hereto.
2. The Work. The Work consists of furnishing and delivering PROPANE to various Town-owned buildings.
  - A. If the town is engaging the vendor in supplying maintenance and service of their tanks, the bidder will provide the agreed upon services at the price described in their bid for Propane.
3. Term of Contract. This Agreement shall be in effect from July 1 2023 and shall expire on June 30, 2024, unless terminated earlier pursuant to the terms hereof.
4. Compensation. The TOWN shall pay, as full compensation for items and/or services furnished and delivered in carrying out this agreement, at a firm price of \_\_\_\_\_ per gallon.
5. Payment of Compensation. The TOWN shall make payments within thirty (30) days after its receipt of Invoice.
6. Liability of the TOWN. The TOWN's liability hereunder shall be to make all payments when they shall become due, and the TOWN shall be under no further obligation or liability. Nothing in this Agreement shall be construed to render the TOWN or any elected



or appointed official or employee of the TOWN, or their successors in office, personally liable for any obligation under this Agreement.

7. Independent Contractor. The CONTRACTOR acknowledges and agrees that it is acting as an independent CONTRACTOR for all work and services rendered pursuant to this Agreement, and shall not be considered an employee or agent of the TOWN for any purpose.
8. Indemnification. The CONTRACTOR shall indemnify, defend, and hold the TOWN harmless from and against any and all claims, demands, liabilities, actions, causes of actions, costs and expenses, including attorney's fees, arising out of the CONTRACTOR's breach of this Agreement or the negligence or misconduct of the CONTRACTOR, or the CONTRACTOR's agent or employees.
9. Insurance.
  - A. The CONTRACTOR shall obtain and maintain during the term of this Agreement the insurance coverage in companies licensed to do business in the Commonwealth of Massachusetts and acceptable to the TOWN.
  - B. All policies shall indemnify the TOWN as an additional insured (except Worker's Compensation) and shall provide that the TOWN shall receive written notification at least 30 days prior to the effective date of any amendment or cancellation. Certificates evidencing all such coverage shall be provided to the TOWN upon the execution of this Agreement. Each such certificate shall specifically refer to this Agreement and shall state that such insurance is as required by this Agreement. Failure to provide or to continue in force such insurance shall be deemed a material breach of this Agreement and shall be grounds for immediate termination.
10. Assignment. The CONTRACTOR shall not assign, sublet or otherwise transfer this Agreement, in whole or in part, without the prior written consent of the TOWN, and shall not assign any of the moneys payable under this Agreement, except by and with the written consent of the TOWN.
11. Termination for Cause. If at any time during the term of this Agreement the TOWN determines that the CONTRACTOR has breached the terms of this Agreement by negligently or competently performing the work, or any part thereof, or by failing to perform the work in a timely fashion, or by failing to perform the work to the satisfaction of the TOWN, or by not complying with the direction of the TOWN or its agents, or by otherwise failing to perform this Agreement in accordance with all of its terms and provisions, the TOWN shall notify the CONTRACTOR in writing stating therein the nature of the alleged breach and directing the CONTRACTOR to cure such breach within ten (10) days. The CONTRACTOR specifically agrees that it shall indemnify and hold the TOWN harmless from any loss, damage, cost, charge, expense or claim arising out of or resulting from such breach regardless of its knowledge or authorization of the actions resulting in the breach. If the CONTRACTOR fails to cure said breach within ten (10) days, the TOWN may, at its election at any time after the expiration of said ten (10) days, terminate this Agreement by giving written notice thereof to the CONTRACTOR specifying the effective date of the termination. Upon receipt of said notice, the CONTRACTOR shall cease to

incur additional expenses in connection with this Agreement. Upon the date specified in said notice, this Agreement shall terminate. Such termination shall not prejudice or waive any rights or action which the TOWN may have against the CONTRACTOR up to the date of such termination, and the CONTRACTOR shall be liable to the TOWN for any amount which it may be required to pay in excess of the compensation provided herein in order to complete the work specified herein in a timely manner. Upon such termination, the CONTRACTOR shall be entitled to compensation for all satisfactory work completed prior to the termination date, as determined by the TOWN.

12. **Inspection and Reports.** The TOWN shall have the right at any time to inspect the work of the CONTRACTOR, including the right to enter upon any property owned or occupied by the CONTRACTOR, whether situated within or beyond the limits of the TOWN. Whenever requested, CONTRACTOR shall immediately furnish to the TOWN full and complete written reports of his operation under this Contract in such detail and with such information as the TOWN may request.
13. **Successor and Assigns.** This Agreement is binding upon the parties hereto, their successors, assigns and legal representatives. Neither the TOWN nor the CONTRACTOR shall assign or transfer any interest in the Agreement without the written consent of the other.
14. **Compliance with Laws.** The CONTRACTOR shall comply with all Federal, State and local laws, rules, regulations and orders applicable to the work provided pursuant to this Agreement, such provisions being incorporated herein by reference, and shall be responsible for obtaining all necessary licenses, permits, and approvals required for the performance of such work.
15. **Notice.** Any and all notices, or other communications required or permitted under this Agreement, shall be in writing and delivered by hand or mailed postage prepaid, return receipt requested, by registered or certified mail or by other reputable delivery service, to the parties at the addresses set forth on Page 1 or furnished from time to time in writing hereafter by one party to the other party. Any such notice or correspondence shall be deemed given when so delivered by hand, if so mailed, when deposited with the U. S. Postal Service or, if sent by private overnight or other delivery service, when deposited with such delivery service.
16. **Severability.** If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.
17. **Governing Law.** This Agreement shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts and the CONTRACTOR submits to the jurisdiction of any of its appropriate courts for the adjudication of disputes arising out of this Agreement.
18. **Entire Agreement.** This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations and

representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

I certify that an appropriation is available for this Contract.

TOWN OF \_\_\_\_\_, MA  
By its \_\_\_\_\_

\_\_\_\_\_  
(Town Accountant Signature)

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Name & Title)

\_\_\_\_\_  
(Name & Title)

CONTRACTOR:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name & Title)

## **ATTACHMENT F: Draft Contract for the Winchendon Housing Authority (completed upon award)**

### **WINCHENDON HOUSING AUTHORITY PROPANE CONTRACT**

THIS AGREEMENT made this day \_\_\_\_\_ of \_\_\_\_\_, 2023 by and between the Winchendon Housing Authority, duly organized under the laws of Massachusetts and having a usual place of business at 108 Ipswich Dr, Winchendon, MA 01475, hereinafter referred to as the “WHA”, and, [SUCCESSFUL BIDDER] having a usual place of business at \_\_\_\_\_, hereinafter referred to as the “CONTRACTOR.”

#### **WITNESSETH**

WHEREAS the WHA invited the submission of bids for the purchase and delivery of FISCAL YEAR 2024 PROPANE, hereinafter “the Project,”; and

WHEREAS the CONTRACTOR submitted a bid to perform the work required to complete the Project, and the WHA has decided to award the contract, therefore, to the CONTRACTOR.

NOW, THEREFORE, the WHA and the CONTRACTOR agree as follows:

1. **Contract Documents.** The Contract Documents consist of this Agreement, the Invitation for Bids, Instructions to Bidders, and the CONTRACTOR’s Bid. The Contract Documents constitute the entire Agreement between the parties concerning the work, and all are as fully a part of this Agreement as if attached hereto.
2. **The Work.** The Work consists of furnishing and delivering PROPANE to various WHA-owned buildings. The WHA supplies a bulk fuel system for the CONTRACTOR to distribute propane for its tenants.
  - A. If the WHA engages the vendor in supplying maintenance and service of their tanks, the bidder will provide the agreed-upon services at the price described in their bid for Propane.
3. **Term of Contract.** This Agreement shall be in effect from July 1, 2023, and shall expire on June 30, 2024, unless terminated earlier pursuant to the terms hereof.
4. **Compensation.** While WHA owns the bulk fuel system, propane will be billed directly to Tenants as it goes through each individual meter. Tenants shall pay, as full compensation, for items and/or services furnished and delivered in carrying out this agreement, at a markup price of \_\_\_\_\_ per gallon. The base price is wholesale propane per <https://www.eia.gov/todayinenergy/prices.php>
5. **Payment of Compensation.** CONTRACTORS must bill tenants promptly each month. Tenants shall make payments within thirty (30) days of receiving the Invoice. CONTRACTOR will be responsible for any actions required to obtain payment from tenants.

6. Fuel Already in the Bulk Fuel System. The successful bidder must pay for the amount of propane left by the previous Contractor in the bulk fuel system at the current wholesale price, plus a \$75.00 delivery fee. The same arrangement will apply to any fuel left in the bulk fuel system left by the contractor upon transfer to a new vendor.
7. Liability of the WHA. The WHA's liability hereunder shall be to maintain the bulk fuel system and encourage prompt Tenant payment of invoices in partnership with the CONTRACTOR. The WHA shall be under no further obligation or liability. Nothing in this Agreement shall be construed to render the WHA or any elected or appointed official or employee of the WHA or their successors in office personally liable for any obligation under this Agreement.
8. Independent Contractor. The CONTRACTOR acknowledges and agrees that it acts as an independent CONTRACTOR for all work and services rendered pursuant to this Agreement and shall not be considered an employee or agent of the WHA for any purpose.
9. Indemnification. The CONTRACTOR shall indemnify, defend, and hold the WHA harmless from and against any and all claims, demands, liabilities, actions, causes of actions, costs, and expenses, including attorney's fees, arising out of the CONTRACTOR's breach of this Agreement or the negligence or misconduct of the CONTRACTOR, or the CONTRACTOR's agent or employees.
10. Insurance.
  - A. The CONTRACTOR shall obtain and maintain during the term of this Agreement the insurance coverage in companies licensed to do business in the Commonwealth of Massachusetts and acceptable to the WHA.
  - B. All policies shall indemnify the WHA as an additional insured (except Worker's Compensation) and shall provide that the WHA shall receive written notification at least 30 days before the effective date of any amendment or cancellation. Certificates evidencing all such coverage shall be provided to the WHA upon the execution of this Agreement. Each such certificate shall specifically refer to this Agreement and shall state that such insurance is as required by this Agreement. Failure to provide or to continue in force such insurance shall be deemed a material breach of this Agreement and shall be grounds for immediate termination.
11. Assignment. The CONTRACTOR shall not assign, sublet, or otherwise transfer this Agreement, in whole or in part, without the prior written consent of the WHA and shall not assign any of the money payable under this Agreement, except by and with the written consent of the WHA.
12. Termination for Cause. If at any time during the term of this Agreement, the WHA determines that the CONTRACTOR has breached the terms of this Agreement by negligently or competently performing the work, or any part thereof, or by failing to perform the work in a timely fashion, or by failing to perform the work to the satisfaction of the WHA, or by not complying with the direction of the WHA or its agents, or by otherwise failing to perform this Agreement in accordance with all of its terms and

provisions, the WHA shall notify the CONTRACTOR in writing stating therein the nature of the alleged breach and directing the CONTRACTOR to cure such breach within ten (10) days. The CONTRACTOR agrees explicitly that it shall indemnify and hold the WHA harmless from any loss, damage, cost, charge, expense, or claim arising out of or resulting from such breach, regardless of its knowledge or authorization of the actions resulting in the breach. If the CONTRACTOR fails to cure said breach within ten (10) days, the WHA may, at its election at any time after the expiration of said ten (10) days, terminate this Agreement by giving written notice thereof to the CONTRACTOR specifying the effective date of the termination. Upon receipt of said notice, the CONTRACTOR shall cease to incur additional expenses in connection with this Agreement. Upon the date specified in said notice, this Agreement shall terminate. Such termination shall not prejudice or waive any rights or action that the WHA may have against the CONTRACTOR up to the date of such termination. The CONTRACTOR shall be liable to the WHA for any amount which it may be required to pay more than the compensation provided herein to complete the work specified herein promptly. Upon such termination, the CONTRACTOR shall be entitled to compensation for all satisfactory work completed before the termination date, as determined by the WHA.

13. **Inspection and Reports.** The WHA shall have the right at any time to inspect the work of the CONTRACTOR, including the right to enter upon any property owned or occupied by the CONTRACTOR, whether situated within or beyond the limits of the WHA. Whenever requested, CONTRACTOR shall immediately furnish to the WHA full and complete written reports of his operation under this Contract in such detail and with such information as the WHA may request.
14. **Successor and Assigns.** This Agreement is binding upon the parties, their successors, assigns, and legal representatives. Neither the WHA nor the CONTRACTOR shall assign or transfer any interest in the Agreement without the written consent of the other.
15. **Compliance with Laws.** The CONTRACTOR shall comply with all Federal, State, and local laws, rules, regulations, and orders applicable to the work provided pursuant to this Agreement, such provisions being incorporated herein by reference, and shall be responsible for obtaining all necessary licenses, permits, and approvals required for the performance of such work.
16. **Notice.** Any and all notices, or other communications required or permitted under this Agreement, shall be in writing and delivered by hand or mailed postage prepaid, return receipt requested, by registered or certified mail or by another reputable delivery service, to the parties at the addresses set forth on Page 1 or furnished from time to time in writing hereafter by one party to the other party. Any such notice or correspondence shall be deemed given when so delivered by hand if so mailed when deposited with the U. S. Postal Service or if sent by private overnight or another delivery service when deposited with such delivery service.
17. **Severability.** If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal, or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.

18. Governing Law. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the Commonwealth of Massachusetts. The CONTRACTOR submits to the jurisdiction of any of its appropriate courts to adjudicate disputes arising out of this Agreement.

19. Entire Agreement. This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties concerning the matters described. This Agreement supersedes all prior agreements, negotiations, and representations, either written or oral. It shall not be modified or amended except by a written document executed by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

Winchendon Housing Authority

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Name & Title)

CONTRACTOR:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name & Title)