

## INSTRUCTIONS TO BIDDERS

1. It is the intent of the Town of Greenfield to secure bids for the period of one year for #2 Fuel Oil and 87 Octane or better gasoline. Sealed bids will be received until 7:00 PM on Thursday December 6th, 2018 at which time bids will be publicly opened and read aloud.
2. Bids must be addressed to the Town of Greenfield, Town Hall, PO Box 10, Greenfield Center, NY 12833 and must be in a sealed envelope plainly marked - BID FOR FUEL OR BID FOR GASOLINE.
3. All bids must remain in effect for a period of one year beginning Tuesday, January 1<sup>st</sup> 2019 - with all delivery charges to be included in the bid.
4. Bids will be awarded on a per item basis.
5. Each bidder must sign and submit with their bid a Non-Collusive Bidder Certificate (included).
6. Failure to comply with any of the above terms or any evidence of poor quality or service will be considered cause for discontinuing business with the successful bidder.
7. The Town of Greenfield through its Town Board reserves the right to reject parts of any or all bids.
8. All questions regarding bids should be directed to:

Louise Okoniewski, Town Clerk  
Town of Greenfield  
7 Wilton Road  
PO Box 10  
Greenfield Center, NY 12833

Telephone: (518) 893-7432 Ext. 301

PROPOSAL

We agree to furnish the following item(s) to the Town of Greenfield for the contract period from January 1<sup>st</sup>, 2019 to December 31<sup>st</sup>, 2019.

<u>Fuel</u>	<u>Brand</u>	<u>Price</u>	<u>Albany Tank Car Price Day of Bid</u>	<u>Delivery</u>
#2 Fuel Oil	_____	_____	_____	_____
87 Octane or Higher Gasoline	_____	_____	_____	_____
On Road Diesel	_____	_____	_____	_____

Guaranteed delivery time \_\_\_\_\_ hours from receipt of order

Approximate quantity to be purchased by Town of Greenfield is as follows:

#2 Fuel Oil - 12,000 gallons during the contract period

87 Octane or Higher Gasoline - 10,000 gallons during the contract period

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

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

\_\_\_\_\_

Signature of Authorized Representative

\_\_\_\_\_

**NON-COLLUSIVE BIDDING CERTIFICATION**  
**Section 103-d of the General Municipal Law**

“By submission of this bid, each bidder and each person signing on behalf of any bidder certifies and, in the case of a joint bid, each part thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor, and

No attempt has been made or will be made by any bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.”

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Title

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Title