

CITY OF PORTSMOUTH  
DEPARTMENT OF PUBLIC WORKS  
PORTSMOUTH, NEW HAMPSHIRE

**“Annual Fuel Bid #36-23”**  
**INVITATION TO BID**

The City of Portsmouth is soliciting bids for its primary supply and emergency supply of fuel.

**Sealed** bid proposals, plainly marked with the **“Bid #36-23 Annual Fuel Bid,” on the outside of the mailing envelope and the sealed bid envelope, delivered to City Hall, 1 Junkins Avenue, Portsmouth, NH 03801** addressed to the **Finance/Purchasing Department**, will be accepted until **2:00 p.m., March 9, 2023**, at which time they will be publicly opened and read aloud for the following:

Annual Contracts:

**Biodiesel Fuel**  
**Unleaded Gasoline**  
**Blended Diesel/Kerosene**  
**Dyed Off-Road Diesel**

Bid packages may be obtained from the City’s web site:

[www.cityofportsmouth.com/finance/purchasing](http://www.cityofportsmouth.com/finance/purchasing), by contacting the Finance/Purchasing Department on the third floor at the above address, or by calling the Purchasing Coordinator at 603-610-7227. Addenda to this bid document, if any, including written answers to questions, will be posted on the City of Portsmouth website at [www.cityofportsmouth.com/finance/purchasing](http://www.cityofportsmouth.com/finance/purchasing) under the project heading. Addenda and updates will NOT be sent directly to vendors. Questions may be addressed to the Purchasing Coordinator.

The City of Portsmouth reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the City.

CITY OF PORTSMOUTH  
DEPARTMENT OF PUBLIC WORKS  
PORTSMOUTH, NEW HAMPSHIRE

**“ANNUAL FUEL BID”**

**Intention:**

The City is seeking proposals to establish pricing for our primary supply of biodiesel fuel, unleaded gasoline, blended diesel/kerosene, and dyed off road diesel for Fiscal Year 2024 (July 1, 2023 through June 30, 2024).

**Special Instructions:**

The annual consumption for each type of fuel is an estimate only and the City reserves the right to purchase only the quantities necessary, whether more or less than the estimated amount needed. See attached listings for tank sites and capacities. Tank sites and/or capacities may be changed, and emergency or temporary needs may arise during the course of the contract year.

The brand and quality of the products being offered shall conform to industry standards. Bidders, also referred to as Vendors, shall specify the name and location of their wholesale supplier. Deliveries shall be made to the individual tank locations and it shall be the responsibility of the successful bidder to verify each fill location and to maintain sufficient quantities at each location to assure proper operation. Failure to do so may result in the assessment of damages.

Each type of fuel will be awarded separately. Bidders may submit a bid for each individual item. This bid does not require any bidder to submit an "all-or-nothing" bid. The City anticipates awards to multiple suppliers.

Bid pricing shall be based on cost per gallon markup over wholesale price or guaranteed price. The markup or guaranteed price shall be firm for the contract period, which will be from July 1, 2023 until June 30, 2024. All bid prices shall include any and all taxes, surcharges, and fees. All bid prices shall be FOB delivery location. The City will make the final determination as to which method of purchasing fuel is in the best interest of the City.

**General Instructions:**

1. Preparation of Bid Proposal

The bidder shall submit the proposal upon the form furnished by the City (included). All figures shall be in ink or typed. Corrections shall be in ink or typed, and initialed. The bidder's proposal must be signed by an employee, officer or agent of the corporation legally qualified to do so with title clearly noted.

Addenda to this bid document, if any, including written answers to questions, will be posted on the City of Portsmouth website at [www.cityofportsmouth.com/finance/purchasing](http://www.cityofportsmouth.com/finance/purchasing) under the project heading. Addenda and updates will NOT be sent directly to firms. Vendors submitting a

bid should check the web site daily for addenda and updates after the release date. Firms should print out, sign and return addenda with the proposal. Failure to do so may result in disqualification.

2. Disqualification

Bid proposals may be disqualified and rejected for any of the following reasons:

- a) If the proposal is on a form other than that furnished by the City or if the form is altered;
- b) If the proposal contains unauthorized additions, conditions or altered bids;
- c) Evidence of collusion among bidders;
- d) Failure to submit all required information as requested in the specifications;
- e) Disqualification is in the best interest of the City.

3. Delivery of Bid Proposals

When sent by mail, the sealed proposal shall be addressed to the Owner at the address and in the care of the official in whose office the bids are to be received. All proposals shall be filed prior to the time and at the place specified in the invitation for bids. Proposals received after the time for opening of the bids will be returned to the bidder, unopened. Faxed bid proposals are not acceptable.

4. Withdrawal of Bid Proposals

A bidder will be permitted to withdraw the proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

**Award:**

Within 30 calendar days after the opening of bids, awards will be made separately for each fuel to the lowest responsible and qualified bidder whose bid complies with all the requirements prescribed. Bidders will be notified by e-mail that the bid has been accepted.

The award shall not be considered official until such time that a Purchase Order, fully executed contract, or an award letter has been issued by the Finance Director. No presumption of award shall be made by the bidder until such documents are in hand. Verbal notification of award is not considered official. Any action by the bidder to assume otherwise is done so at his/her own risk and the City will not be held liable for any expense incurred by a bidder that has not received an official award.

**Reservation of Rights:**

The City reserves the right to reject any or all bids, to waive technicalities, and to advertise for new bids, if in the judgment of the City, the best interest of the City of Portsmouth will be promoted thereby. The City also reserves the right to request corporate and background information on the bidder and to request references.

**Terms of Award:**

Those successful bidders (“Suppliers”) to whom an award is made shall within ten (10) days of receipt of the Notice of Award furnish the following:

- 1) List of vehicles to be used to service the accounts, including year, make and capacity, is it gravity fed or pump trucks with capacity;
- 2) Certificate of Insurance showing general liability, automotive and worker’s compensation in the amounts required by this Bid;
- 3) Posted wholesale price, when requested.

During July 1, 2023 through June 30, 2024 the supplier shall:

- 1) Be subject to the insurance requirement in Attachment A;
- 2) Comply with all state and federal requirements for the transportation, storage and handling of the fuels to be provided under this bid;
- 3) Indemnify and hold harmless the Owner from and against all suits, claims, judgments, awards, losses, costs or expenses (including without limitation attorneys’ fees) arising in any way out of the Contractor’s breach of, or failure to perform any obligation of Contractor under this Award/Agreement. Contractor will defend all such actions with counsel satisfactory to Owner at its own expense, including attorneys’ fees, and will satisfy any judgment rendered against Owner in such action;
- 4) Allow for the consumption of Emergency needed fuel at outside Vendors where applicable.
- 5) Adjust to temporary and emergency tank adjustments when necessary.
- 6) Meet the fuel and delivering specifications described in this bid document.
- 7) Send separate invoices for each delivery to the City of Portsmouth, Public Works Department 680 Peverly Hill Road, Portsmouth, NH 03801. Each invoice should reference the fill location. The City of Portsmouth’s payments terms are net 30 days.

## **FUEL REQUIREMENTS**

### **B-20 BIODIESEL BLEND STOCK REQUIREMENTS:**

The Public Works Department requests B-20 biodiesel fuel blend on a year round basis. The B-20 biodiesel product supplied shall be formulated utilizing “premium ultra low sulfur #2” blend stock on a year round basis. Below, are the guidelines for the minimum protection cloud points required. All fuel delivered shall meet or exceed the cloud point requirements as stated below unless superseded by requirements stated at time of order.

### **ADDITIVE WINTER PREMIUM DIESEL CLOUD POINT REQUIREMENTS:**

- October 1<sup>st</sup> through to March 15<sup>th</sup> – B5 fuel delivered with a required cloud point that meets or exceeds -5° F cloud point.
- March 15<sup>th</sup> to September 30<sup>th</sup> – B-20 fuel delivered with a required cloud point meets or exceeds +20° F cloud point.

### **DYED AG OFF-ROAD DIESEL**

The Public Works Department requests #1 Diesel Off-Road, red, for generators/equipment on a year-round basis.

### **#1 & #2 BLENDED DIESEL/KEROSENE REQUIREMENTS:**

The Public Works Department requests Blended Diesel/Kerosene year-round consumption for generators on a year-round basis.

**Tank Sites and Capacities**

**BIODIESEL FUEL**

Tank Location: Portsmouth Public Works Department  
680 Peverly Hill Road  
Portsmouth New Hampshire

Tank Size: 12,000 Gallon Tank

Estimated Annual Quantity: 75,000 gallons

Invoices to be mailed to: Portsmouth Public Works Department  
680 Peverly Hill Road  
Portsmouth, NH 03801

**Note:** Customer anticipates new fueling station to be built in the fourth quarter of 2023 or calendar year 2024. Specifications will change at that time. In addition, outside vendor arrangements will be required during construction. Length of time undetermined at the time of this bid.

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**DYED OFF-ROAD DIESEL FUEL**

Tank Location: Madbury Plant High Service Building  
60 Freshet Rd  
Madbury, NH 03823

Tank Size: 330 Gallon Tank

Estimated Annual Quantity: 400 gallons

Invoices to be mailed to: Portsmouth Public Works Department  
680 Peverly Hill Road  
Portsmouth, NH 03801

Tank Location: Madbury Plant  
60 Freshet Rd  
Madbury, NH 03823

Tank Size: 275 Gallon Tank Skid Steer

Estimated Annual Quantity: 900 gallons

Invoices to be mailed to: Portsmouth Public Works Department  
680 Peverly Hill Road  
Portsmouth, NH 03801

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Tank Location: Newington Pump Station  
162 Arboredum Dr  
Newington, NH 03801

Tank Size: 275 Gallon Tank generator

Estimated Annual Quantity: 150 gallons

Invoices to be mailed to: Portsmouth Public Works Department  
680 Peverly Hill Road  
Portsmouth, NH 03801

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Tank Location: Foundry Parking Garage  
100 Foundry Place  
Portsmouth, NH 03801

Tank Size: 300 Gallon Tank generator

Estimated Annual Quantity: 120 gallons

Invoices to be mailed to: Portsmouth Public Works Department  
680 Peverly Hill Road  
Portsmouth, NH 03801

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Tank Location: Portsmouth High School  
50 Alumni Drive  
Portsmouth, NH 03801

Tank Size: 1250 Gallon Tank generator

Estimated Annual Quantity: 600 Gallons

Invoices to be mailed to: Portsmouth Fire Dept.  
re: EOC  
170 Court Street  
Portsmouth, NH 03801

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Tank Location: Fire Station 1  
170 Court Street  
Portsmouth, NH 03801

Tank Size: 100 Gallon Tank generator

Estimated Annual Quantity: 50 Gallons

Invoices to be mailed to: Portsmouth Fire Dept.  
170 Court Street  
Portsmouth, NH 03801

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Tank Location: Portsmouth City Hall  
1 Junkins Ave.  
Portsmouth, NH 03801

Tank Size: 1574 Gallon Tank generator

Estimated Annual Quantity: 600 Gallons

Invoices to be mailed to: Portsmouth Public Works Department  
680 Peverly Hill Road  
Portsmouth, NH 03801

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**BLENDING DIESEL/KEROSENE FUEL - GENERATOR**

Tank Location: Mechanic St Pump Station  
113 Mechanic Street  
Portsmouth, NH 03801

Tank Size: 700 Gallon Tank

Estimated Annual Quantity: 500 gallons

Invoices Mailed to: Pump Stations  
Portsmouth Public Works Department  
680 Peverly Hill Road  
Portsmouth, NH 03801

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Tank Location: Deer St Pump Station  
2 Deer Street  
Portsmouth, NH 03801

Tank Size: 650 Gallon Tank

Estimated Annual Quantity: 450 gallons

Invoices Mailed to: Pump Stations  
Portsmouth Public Works Department  
680 Peverly Hill Road  
Portsmouth, NH 03801

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Tank Location: Lafayette Rd Pump Station  
630 Lafayette Road  
Portsmouth, NH 03801

Tank Size: 1000 Gallon Tank

Estimated Annual Quantity: 1,100 gallons

Invoices Mailed to: Pump Stations  
Portsmouth Public Works Department  
680 Peverly Hill Road  
Portsmouth, NH 03801

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Tank Location: Gosling Rd Pump Station  
120 Gosling Road  
Portsmouth, NH 03801

Tank Size: 225 Gallon Tank

Estimated Annual Quantity: 300 gallons

Invoices Mailed to: Pump Stations  
Portsmouth Public Works Department  
680 Peverly Hill Road  
Portsmouth, NH 03801

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Tank Location: Heritage Ave. Pump Station  
329 Heritage Ave.  
Portsmouth, NH 03801

Tank Size: 300 Gallon Tank

Estimated Annual Quantity: 300 gallons

Invoices Mailed to: Pump Stations  
Portsmouth Public Works Department  
680 Peverly Hill Road  
Portsmouth, NH 03801

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**UNLEADED GASOLINE**

Tank Location: Portsmouth Public Works Department  
680 Peverly Hill Road  
Portsmouth, New Hampshire

Tank Size: 5,000 Gallon Tank

Estimated Annual Quantity: 75,000 gallons

Invoices to be mailed to: Portsmouth Public Works Department  
680 Peverly Hill Road  
Portsmouth, NH 03801

**Note:** Customer anticipates new fueling station to be built in the fourth quarter of 2023 or calendar year 2024. Specifications will change at that time. In addition, outside vendor arrangements will be required during construction. Length of time undetermined at the time of this bid.

CITY OF PORTSMOUTH  
DEPARTMENT OF PUBLIC WORKS  
PORTSMOUTH, NEW HAMPSHIRE

**BID PROPOSAL FORM**

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**Annual Fuel Bid #36-23**

**2023-2024 Annual Fuel Contract**

To the City of Portsmouth, New Hampshire, herein called the Owner.

The undersigned, as Bidder, declares as follows:

1. All interested in the Bid as Principals are named herein.
2. This bid is not made jointly, or in conjunction, cooperation or collusion with any other person, firm, corporation, or other legal entity;
3. No officer, agent or employee of the Owner is directly or indirectly interested in this Bid.
4. The bidder has carefully read and examined the bid documents and agrees to be bound by the terms and conditions, including the obligation to indemnify, set forth therein;
5. The bidder understands that the bidder will supply or perform all labor, services, plant, machinery, apparatus, appliances, tools, supplies and all other activities required by the bid documents in the manner and within the time therein set forth, and that the bidder will take in full payment therefore the following item prices as set forth below.

All Bids are to be submitted on this form and in a sealed envelope, plainly marked on the outside with the Bidder's name and address and the Project name as it appears at the top of the Proposal Form.

The undersigned further agrees to provide and deliver Blended Biodiesel Fuel, Off –Road Diesel, Blended Diesel/Kerosene and/or Unleaded Gasoline to the City of Portsmouth, FOB the delivery locations, as per the bid documents, as follows:

**The markup or guaranteed price shall be firm for the contract period, which will be from July 1, 2023 until June 30, 2024.**

**Each type of fuel will be awarded separately.**

**BID PROPOSAL FORM**  
**Page 2 of 3**

**1) Biodiesel Blend**

**OPTION A:** Cost per gallon, markup over wholesale \$ \_\_\_\_\_

**OPTION B:** Guaranteed Price \$ \_\_\_\_\_

**The bid prices listed for Option A and for Option B shall include any and all taxes, fees, and/or surcharges.**

Specify protection offered if wholesale price, plus markup drops below guaranteed price:

\_\_\_\_\_

Wholesale Supplier \_\_\_\_\_

**2) Unleaded Gasoline**

**OPTION A:** Cost per gallon, markup over wholesale \$ \_\_\_\_\_

**OPTION B:** Guaranteed Price \$ \_\_\_\_\_

**The bid prices listed for Option A and for Option B shall include any and all taxes, fees, and/or surcharges.**

Specify protection offered if wholesale price, plus markup drops below guaranteed price:

\_\_\_\_\_

Wholesale Supplier \_\_\_\_\_

**BID PROPOSAL FORM**  
**Page 3 of 4**

**3) Blended Diesel/Kerosene**

**OPTION A:** Cost per gallon, markup over wholesale \$ \_\_\_\_\_

**OPTION B:** Guaranteed Price \$ \_\_\_\_\_

**The bid prices listed for Option A and for Option B shall include any and all taxes, fees, and/or surcharges.**

Specify protection offered if wholesale price, plus markup drops below guaranteed price:

\_\_\_\_\_  
\_\_\_\_\_

Wholesale Supplier \_\_\_\_\_

**4) Dyed Off-Road Diesel**

**OPTION A:** Cost per gallon, markup over wholesale \$ \_\_\_\_\_

**OPTION B:** Guaranteed Price \$ \_\_\_\_\_

**The bid prices listed for Option A and for Option B shall include any and all taxes, fees, and/or surcharges.**

Specify protection offered if wholesale price, plus markup drops below guaranteed price:

\_\_\_\_\_  
\_\_\_\_\_

Wholesale Supplier \_\_\_\_\_

**BID PROPOSAL FORM**  
**Page 4 of 4**

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

Submitted by: \_\_\_\_\_  
(PRINT NAME AND TITLE)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax :( ) \_\_\_\_\_

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

## **INSURANCE REQUIREMENTS Attachment A**

The bidder shall purchase and maintain, throughout Fiscal Year 2024 insurance of the limits and types specified below from an insurance company approved by the City.

Insurance shall be in such form as will protect the Contractor from all claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract whether such operation by himself or by anyone directly or indirectly employed by him. **Insurance must cover the accidental discharge of fuel during the course of performance of this contract.**

### AMOUNT OF INSURANCE

- A) Comprehensive General Liability:  
Bodily injury or Property Damage - \$2,000,000  
Per occurrence and general aggregate
- B) Automobile and Truck Liability:  
Bodily Injury or Property Damage - \$2,000,000  
Per occurrence and general aggregate

(Excess or umbrella coverage may satisfy requirements)

Additionally, the Contractor shall purchase and maintain the following types of insurance:

- A) Full Workers Comprehensive Insurance coverage for all people employed by the Contractor to perform work on this project. This insurance shall at a minimum meet the requirements of the most current laws of the State of New Hampshire.
- B) Contractual Liability Insurance coverage in the amounts specified above under Comprehensive General Liability.

### EVIDENCE OF INSURANCE

As evidence of insurance coverage, the Owner may, in lieu of actual policies, accept official written statements from the insurance company certifying that all the insurance policies specified below are in force for the specified period. The Contractor shall submit evidence of insurance to the Owner at the time of execution of this contract. Written notice shall be given to the City of Portsmouth, NH at least thirty (30) days prior to cancellation or non-renewal of such insurance coverage.

Insurance coverage is subject to approval by the City Attorney.