

GREENE COUNTY

NOTICE TO BIDDERS

Sealed bids for supplying No. 2 Fuel Oil for the period June 1, 2023 to May 31, 2024 to locations in Greene County Government will be received by the Greene County Legislature until 1:30 p.m. on Thursday, April 6, 2023 at which time bids will be opened and publicly read.

All bids shall be contained in sealed envelopes, distinctly marked "FUEL BID" and addressed to:

Acting Clerk of the Greene County Legislature  
411 Main Street  
Suite 408  
Catskill, NY 12414

Bids shall be submitted on the official bid form available at [www.greenegovernment.com](http://www.greenegovernment.com) the County website or from the Office of the Acting Clerk at the above address accompanied by the Statement of Service, Certificate of Non-Collusion, Bidders and Vendors Acknowledgement, Title VI and, if required Authorization to Bid.

Greene County reserves the right to reject any and/or all bids.

TAMMY L. SCIAVILLO  
Acting Clerk, Greene County Legislature

For Publication as Follows:

Times Union  
The Mountain Eagle

Thursday, March 16, 2023  
Thursday, March, 16, 2023

## INVITATION:

Bids are invited for the sale and delivery of No. 2 Fuel Oil to Greene County for the period June 1, 2023 – May 31, 2024. Sealed bids should be forwarded as indicated in NOTICE TO BIDDERS.

## CONDITIONS:

1. No. 2 Fuel Oil supplied under the terms of the bid award contract shall be of a quality designed to burn properly in the burners now installed at the various locations. It shall be sufficiently free of dirt or sediment to insure freedom from clogging of lines, burners and burner nozzles, and shall contain no chemicals liable to corrode metal parts.
2. Pursuant to Section 100 of the New York State General Municipal Law and Section 408-a of the New York State County Law, the County is authorizing any political subdivision, fire company or district located in whole or in part within Greene County to participate in contracts entered into by the County for the purchase of fuel oil. These purchases would be made directly by the towns, villages or fire districts, from the winning bidder.
3. The successful bidder must have a source of supply directly from a reputable oil refinery and shall indicate said source on the Official Bid form.
4. The bid price for fuel oil specified shall be the net cost per gallon to the County, including delivery into the County's storage tanks, and shall be based on the Journal of Commerce Albany Reseller Tank Car Low Price posted on **Thursday, March 30, 2023**. The bid price shall be subject to increase or decrease during the contract period corresponding with the changes in the reseller's posted tank car price at the Port of Albany as published in the Journal of Commerce for the date of delivery. The submitted bid price shall be firm and not thereafter increased for claimed late payment or other addition.

5. All oil shall be delivered by automatic delivery. Delivery will be required to be made to each of the County's buildings as listed between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday, unless otherwise specified by the County. The amount of fuel oil delivered must be determined by meter at the time of delivery. Delivery is to be made under the supervision of the County Superintendent of Buildings and Grounds and/or Superintendent of Highways, or their designee(s).
6. It is to be understood by the bidder that all quantities may be either increased or decreased at the discretion of the County according to need.
7. The successful contractor shall be responsible for all damage caused by over-filling the tanks, spillage from leaking hose, loose connections, delivery to the wrong buildings, or any other damage caused by the contractor's equipment.
8. Invoices for payment for fuel oil delivered must be submitted upon the successful bidder's itemized billing form and be supported by delivery slips signed by the County Superintendent of Buildings and Grounds or Superintendent of Highways or their designee(s).

Invoices may be mailed to:

Greene County  
Buildings and Grounds  
411 Main Street  
Catskill, NY 12414

Or emailed to [werrol@discovergreene.com](mailto:werrol@discovergreene.com)

9. Bidders are expected to make an on-site inspection of each location where oil is to be delivered in order to acquaint themselves with the access to the storage tanks and length of hose required to reach fill pipes.
10. Under the provision of Section 103-d of the General Municipal Law, all bids submitted to a political subdivision of the State of New York must contain a Non-collusive Bidding Certification. This certification must be completed on the proper form contained herein and must accompany the bid when submitted.

11. Bidder shall submit a statement indicating ability to provide adequate routine and emergency service on the oil heating equipment. The obligation to provide prompt and adequate service to the oil heating equipment on a time and material charge basis shall fall upon the successful bidder, and facilities and ability to provide such services are required. Annual cleaning of equipment shall be accomplished at the beginning of the heating season.
12. Bidders may bid on any one or more of the specified locations indicated on the list of LOCATIONS FOR DELIVERY OF NO. 2 FUEL OIL.

GREENE COUNTY

LOCATIONS FOR DELIVERY OF NO. 2 FUEL OIL

	<u>Building</u>	<u>Estimated Usage (Gallons)</u>	<u>Storage Tank Size (Gallons)</u>
1.	CAIRO OFFICE BUILDING 905 Mountain Avenue, Cairo	13,000	3,000
2.	RIVERTOWN SENIOR CENTER 2 <sup>nd</sup> & Warren Streets, Athens	5,500	1,000
3.	HIGHWAY GARAGE (Bldg 3) 13039 St. Route 23, Ashland	650	275
4.	Any other political subdivision, fire company or district, pursuant to Section 408-a of New York State County Law	_____	_____

STATEMENT OF SERVICE

If successful in bid for supplying No. 2 fuel oil for specified Greene County locations, I/we agree to provide routine and emergency service on the oil heating equipment at these locations as follows:

A. Availability:

- 1. 24 hours/7 day per week      Yes                  No
- 2. Other: \_\_\_\_\_  
\_\_\_\_\_

B. Response Time: \_\_\_\_\_ hours from time call received.

C. Cost: (Time and Materials):

- 1. Hourly rate: \$ \_\_\_\_\_
- 2. Travel time: \$ \_\_\_\_\_
- 3. Materials: Bidder's cost, plus \_\_\_\_\_

D. Do you provide waste oil burner service?                  Yes                  No

E. Successful bidder assumes responsibility for scheduling oil deliveries on a routine basis in accordance with approximate anticipated usage.

\_\_\_\_\_  
Name of Company

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

\_\_\_\_\_  
Title

CERTIFICATE OF NON-COLLUSION

To: County of Greene

Re: Attached Bid

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

I, \_\_\_\_\_

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HEREBY CERTIFY, as follows:

1. That the attached bid has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor.
2. That the bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor.
3. That no attempt has been or will be made to induce any other person or firm to submit or not to submit a bid.
4. That the statements are accurate, under penalty of perjury.
5. That attached hereto (if a corporate bidder) is a certified copy of a resolution authorizing the execution of the certificate by the signatory of this bid or proposal in behalf of the corporate bidder.

\_\_\_\_\_  
Name of Company

By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

This certification is made pursuant to an amendment to the State Finance Law, the General Municipal Law and the Public Authorities Law, relating to non-collusion in public bids and proposals, which became effective September 1, 1965.  
(Chapter 751 of the Laws of 1965)

BIDDERS AND VENDORS ACKNOWLEDGEMENT

ALL VENDORS AND BIDDERS ACKNOWLEDGE AND AGREE TO BE BOUND BY THE GREENE COUNTY SEXUAL HARASSMENT PREVENTION POLICY (adopted 11/20/18) and THE GREENE COUNTY DISCRIMINATORY HARASSMENT PREVENTION POLICY (adopted 11/20/18)

By signing below, all bidders and/or vendors hereby acknowledge and agree that he/she/they/it have carefully reviewed Greene County’s policy(ies) prohibiting sexual harassment and/or discriminatory harassment, as referenced above, and agree to be subject to and bound by all terms and conditions contained herein.

All bidders and vendors hereby agree to indemnify and hold harmless Greene County, inclusive of reasonable attorney fees, from any and all claims related to any violation(s) of the above referenced policies allegedly arising from the conduct of their/its principals, employees, agents, hires and/or assigns.

All bidders and vendors hereby acknowledge and agree that if he/she/they/it reasonably believe that he/she/they/it are subjected to harassment/discrimination in violation of either of these above referenced policies, he/she/they/it shall be responsible for reporting the harassing and/or discriminatory conduct as outlined in said policies.

I HAVE CAREFULLY REVIEWED THE GREENE COUNTY SEXUAL HARASSMENT PREVENTION POLICY and THE GREENE COUNTY DISCRIMINATORY HARASSMENT PREVENTION POLICY, which I viewed in their entirety, at [www.greenegovernment.com](http://www.greenegovernment.com) on \_\_\_\_\_, 2023.  
From Greene Government tab, top left to Legal Notices, top right.

\_\_\_\_\_  
Name of Company

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

\_\_\_\_\_  
Title

THIS EXECUTED ACKNOWLEDGEMENT MUST BE ATTACHED TO ANY AND ALL GREENE COUNTY BID and/or PROPOSAL SUBMISSIONS



GREENE COUNTY TITLE VI – NOTICE TO THE PUBLIC

Greene County hereby gives public notice that it is the County of Greene’s policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, gender or national origin be excluded from the participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity for which Greene County received federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with Greene County. Any such complaint must be in writing and filed with the County Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained at no cost to the complainant on our website at [www.greenegovernment.com](http://www.greenegovernment.com) or by calling (518) 719-3540.

I HAVE CAREFULLY REVIEWED THE GREENE COUNTY TITLE VI POLICY

\_\_\_\_\_  
Name of Company

By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

THIS EXECUTED ACKNOWLEDGEMENT MUST BE ATTACHED TO ANY AND ALL GREENE COUNTY BID and/or PROPOSAL SUBMISSIONS

AUTHORIZATION TO BID

RESOLVED, that \_\_\_\_\_  
(Name of Individual)

be authorized to sign and submit the bid or proposal of

\_\_\_\_\_  
(Name of Corporation)

for the supply of fuel and to include in such bid or proposal the Certificate of Non-Collusion required by Section 103-d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

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The foregoing is a true and correct copy of the resolution adopted by

\_\_\_\_\_ at a meeting of this board of directors held on  
(Name of Company)

the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Secretary

(CORPORATE SEAL)

BID FORM – GREENE COUNTY NO. 2 FUEL BILL

<u>Locations</u>	<u>Port of Albany Reseller Tank Car Price</u>	<u>Delivery Charge</u>	<u>Cost per Gallon to County</u>
Cairo Office Bldg 905 Mountain Ave Cairo Est Annual Consumption 13,000 gal	_____	_____	_____
Rivertown Senior Ctr 2 <sup>nd</sup> and Warren Streets Athens Est Annual Consumption 5,000 gal	_____	_____	_____
Highway Garage (Bldg 3) 13039 St. Route 23 Ashland Est Annual Consumption 650 gal	_____	_____	_____
Any other political subdivision fire company or district pursuant to Section 408-a of the NYS County Law	_____	_____	_____

BID PRICE based on the Journal of Commerce, Albany, Reseller Tank Car Low Price posted on **March 30, 2023** which was \$ \_\_\_\_\_ per gallon.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State and Zip