



Office of the Town Clerk
Diane M. Wilhelm

Registrar of Vital Statistics

Records Management Officer

Marriage Officer

TO: Supervisor Walter, Councilpersons Dunleavy, Wooten, Giglio, Hubbard, Maryann Tague

FROM: Julie O'Neill, Deputy Town Clerk

DATE: February 29, 2016

RE: Open Bid Report for Propane, Tank Replacement & Maintenance 2016

2 bids were received and/or opened on February 29, 2016 at 2:05pm.
See attached

631 Propane Inc
PO Box 1590
Southampton NY 11969
631 776-7263
frank@631propane.com

Peconic Propane Inc.
PO Box 607
Calverton NY 11933
631 369-4299
peconicpropane@gmail.com

TOWN OF RIVERHEAD – PURCHASING DEPARTMENT

200 HOWELL AVENUE RIVERHEAD, NY 11901,

PHONE: 631-727-3200

BID NAME: PROPANE, TANK REPLACEMENT & MAINTENANCE

BID NO. 16-0003-PR

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3. **CONTRACT PERIOD: ONE YEAR FROM DATE OF AWARD.** At the termination of this contract, the contract may be extended (not to exceed one extension) for a total two (2) year contract at the sole discretion of the Town of Riverhead and with the consent of the vendor. The Town also reserves the right to cancel this contract at any time without notice.

PLEASE FILL IN DOLLAR AMOUNTS ON THE PAGES IN THIS DOCUMENT

BID PROPOSAL SHEET

**PROPANE FUEL
BID # 160003-PR**

We agree to sell to the Town of Riverhead Propane Fuel under the terms and conditions set forth on the specification sheet and bid contract at the following delivered price:

Selkirk posted price ~~PLUS~~ MINUS .40 CENTS PER GALLON.

PLEASE WRITE PRICE IN WHOLE DOLLAR AMOUNTS
(i.e., Price at ten cents per gallon margin over posting)

TOWN OF RIVERHEAD – PURCHASING DEPARTMENT

200 HOWELL AVENUE RIVERHEAD, NY 11901,

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BID NAME: PROPANE, TANK REPLACEMENT & MAINTENANCE

BID NO. 16-0003-PR

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MAINTENANCE TO EQUIPMENT

Town of Riverhead

LABOR:

Hourly rate for 1 man crew to perform maintenance work, as required:

8 hours @ (\$ 80) Total: \$ 640

A. Weekdays after 8 hours and Saturdays

(Hourly rate \$ 80 x 1.5 % = (\$ 120)/hour

B. Sunday/holiday

(Hourly rate \$ 80 x 2 % = (\$ 160)/hour

TOTAL (A + B): \$ 280 -

PARTS:

Compensation for furnishing brand-name parts and components:

A. Up to \$100 Certified Cost plus 50 % = Sub-total \$ 150 -

B. Up to \$500 Certified Cost plus 40 % = \$ 700 -

C. Up to \$1000 Certified Cost plus 30 % = \$ 1300 -

D. Up to \$5000 Certified Cost plus 25 % = \$ 6,250 -

E. Above \$5000 Certified Cost plus 25 % = \$ 6,250 -

TOTAL: \$ 14,650 -

TANK REPLACEMENT

Town of Riverhead

**Complete install/purchase of new 100 gallon (420#) ASME propane tank.
ASME Tanks will be purchased by the Town of Riverhead NOT leased.**

1. Cost & Manufacturer of tank \$ _____
(If needed use a separate blank page for detailed specifications)

2. Labor/equipment to install new tank to existing heater TOTAL: \$ 700 -

3. Labor/equipment to install 2 tanks at same location to existing heater
TOTAL: \$ 1,350 -

****Note: A bill of sale must be provided with each install.**

TOWN OF RIVERHEAD – PURCHASING DEPARTMENT

200 HOWELL AVENUE RIVERHEAD, NY 11901,
PHONE: 631-727-3200

BID NAME: PROPANE, TANK REPLACEMENT & MAINTENANCE

BID NO. 16-0003-PR

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3. **CONTRACT PERIOD: ONE YEAR FROM DATE OF AWARD.** At the termination of this contract, the contract may be extended (not to exceed one extension) for a total two (2) year contract at the sole discretion of the Town of Riverhead and with the consent of the vendor. The Town also reserves the right to cancel this contract at any time without notice.

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BID PROPOSAL SHEET

**PROPANE FUEL
BID # 160003-PR**

We agree to sell to the Town of Riverhead Propane Fuel under the terms and conditions set forth on the specification sheet and bid contract at the following delivered price:

Selkirk posted price PLUS +.40 CENTS PER GALLON.

PLEASE WRITE PRICE IN WHOLE DOLLAR AMOUNTS
(i.e., Price at ten cents per gallon margin over posting)

Price at forty cents per gallon margin over posting

Reconic Propane

TOWN OF RIVERHEAD – PURCHASING DEPARTMENT

200 HOWELL AVENUE RIVERHEAD, NY 11901,
PHONE: 631-727-3200

BID NAME: PROPANE, TANK REPLACEMENT & MAINTENANCE

BID NO. 16-0003-PR

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MAINTENANCE TO EQUIPMENT

Town of Riverhead

LABOR:

Hourly rate for 1 man crew to perform maintenance work, as required:

8 hours @ (\$ 84.00) Total: \$ 672.00

A. Weekdays after 8 hours and Saturdays

(Hourly rate \$ 84.00 x 1.5 % = (\$ 126.00)/hour

B. Sunday/holiday

(Hourly rate \$ 84.00 x 2 % = (\$ 168.00)/hour

TOTAL (A + B): \$ 294.00

PARTS:

Compensation for furnishing brand-name parts and components:

- A. Up to \$100 Certified Cost plus 60 % = Sub-total \$ 160.00
- B. Up to \$500 Certified Cost plus 50 % = \$ 750.00
- C. Up to \$1000 Certified Cost plus 40 % = \$ 1400.00
- D. Up to \$5000 Certified Cost plus 30 % = \$ 6500.00
- E. Above \$5000 Certified Cost plus 30 % = \$ 6500.00

TOTAL: \$ 15,310.00

TANK REPLACEMENT

Town of Riverhead

**Complete install/purchase of new 100 gallon (420#) ASME propane tank.
ASME Tanks will be purchased by the Town of Riverhead NOT leased.**

1. Cost & Manufacturer of tank \$ 545.00 Worthington
(If needed use a separate blank page for detailed specifications)
2. Labor/equipment to install new tank to existing heater TOTAL: \$ 723.45
3. Labor/equipment to install 2 tanks at same location to existing heater
TOTAL: \$ 1381.08

****Note:** A bill of sale must be provided with each install.