

Rockingham County Facilities Operations  
116 North Road  
Brentwood, NH 03833  
Jude Gates/Director of Facilities, Planning & IT  
603-679-9375  
[jgates@co.rockingham.nh.us](mailto:jgates@co.rockingham.nh.us)

**Proposal Submission Deadline:**  
02/19/2026 at 7:30 a.m. Eastern Time  
\*Proposal Opening is noted on page 2

**Mandatory Site Visit:**  
NOT REQUIRED

**REQUEST FOR PROPOSALS**  
**FUEL: #2 DIESEL ULS, LP, DIESEL & GASOLINE**  
**FACILITIES OPERATIONS**  
**02/3/2026**

You (ORGANIZATION) are hereby invited to submit a proposal in accordance with the specifications outlined in this Request for Proposal (RFP). All necessary information required to complete your submission is contained within this document. Please refrain from adding our e-mail addresses to your marketing or distribution lists. Failure to comply may result in your domain being blocked, which could hinder the receipt of future proposals or communications from you.

Rockingham County, New Hampshire (Rockingham County) is a public entity composed of various departments, including general administrative offices, a nursing home, an assisted living facility, a correctional facility, facilities operations, and offices of Elected Officials such as the Commissioners, the Delegation, County Attorney, High Sheriff, Register of Deeds, and Treasurer.

**QUESTIONS?**

For questions specific to the product or service listed in this RFP, please direct inquiries to the contact listed in the upper-left corner of this page. For questions regarding the proposal submission process, please send an email to the RFP submission email listed below.

Please note: Any alteration or modification of documents or proposal forms downloaded from Rockingham County or Public Purchase is strictly prohibited. Such actions may result in disqualification from the proposal process.

**INSTRUCTIONS**

Proposals can be submitted through one of the following methods:

**1. Hard Copy Submission**

Submit two (2) copies, or one (1) copy along with a thumb drive, in a sealed envelope labeled "**RFP – (#2 DIESEL ULS, LP, DIESEL & GASOLINE)**". Deliver to:

**Rockingham County Commissioners  
94 North Road  
Brentwood, NH 03833**

**2. Email Submission**

Email your proposal as a PDF attachment to [rfp@co.rockingham.nh.us](mailto:rfp@co.rockingham.nh.us). Ensure that no submissions are sent to any other Rockingham County email address, as this may result in disqualification. File attachments must not exceed 20 MB in total. If your attachments exceed this limit, send multiple emails as needed. You will receive a confirmation email within one business day. If you do not receive confirmation, please contact the individual listed in the upper-left corner of this document.

**3. Online Submission**

Proposals may also be submitted online via Public Purchase. Account registration is free, but please allow 24 hours for activation. Visit the Public Purchase: [Rockingham County Home Page](#), or [www.rockinghamcountynh.org/rfpbidding](http://www.rockinghamcountynh.org/rfpbidding) for more information and the submission link.

### **Submission must include:**

- Organization legal name with DBA if applicable.
- Tax ID.
- Physical address and mailing address (if different).
- Organization representative name and contact information (phone, fax, and email).
- Itemized pricing (including shipping or freight, if applicable).
- Cut sheets, specifications, brochures, etc. for all products quoted, if applicable.
- Equivalents must be clearly identified, with all variations from the specification annotated and are subject to approval.
- Complete details about warranty and service availability.
- The proposed start and completion time schedule for after bid has been awarded.
- Insurance requirements, non-appropriations and indemnification obligations.

### **Proposal Openings**

Authorization to open proposals will be given during the regularly scheduled Rockingham County Board of Commissioners meeting on **02/19/2026**. Please note that proposals will not be reviewed during this meeting. Instead, they will be forwarded to the respective department that issued the RFP for thorough review after the meeting. Proposals will be awarded or rejected once Rockingham County has completed a comprehensive evaluation and comparison of all submissions.

Meetings are held in the Lobby Conference Room at the Rockingham County Municipal Building, located at 94 North Road, Brentwood, NH. Remote attendance is available via Zoom. To register for virtual access, please contact the Commissioners' Office at 603-679-9350 at least 24 hours prior to the meeting.

Please note that meeting schedules are subject to change. For the most up-to-date information, visit: [www.rockinghamcountynh.org/events](http://www.rockinghamcountynh.org/events).

### **Proposal Award**

Proposals will be formally awarded and publicly announced at a regular scheduled Rockingham County Board of Commissioners meeting. Following the announcement, formal notification of the award decision will be provided.

### **Pricing**

Proposal prices must remain valid for a period of sixty (**60**) days from the proposal opening date and must remain firm once the proposal is awarded to the successful organization(s).

- Vendors holding a state bid/contract are encouraged to offer the corresponding pricing.
- If any variations, such as discounts or penalty clauses, may affect the proposed price, please specify them clearly in your submission.

### **Additional Materials**

Organizations may be invited to participate in the final selection process following the review and screening of all proposals. This process may include providing additional information, such as cost adjustments or other clarifications, as requested by Rockingham County.

### **Performance Clause**

In the event that the successful organization or Rockingham County defaults on any stipulations outlined the RFP, and such default is not corrected within thirty (30) days of receiving written notice, either party may opt to cancel the agreement.

### **Contractual Obligations**

Should the proposal require contracts for the provision of materials, equipment, or services, the Rockingham County Board of Commissioners reserves the right to review and amend these contracts to ensure compliance with county legal requirements. All agreements or contracts requiring our signature must be submitted in Microsoft Word format to facilitate efficient review and tracking. All contracts must include Non-Appropriation and Indemnification clauses, as specified in the RFP. Sample language for these clauses is provided below.

## **Non-Appropriation**

Rockingham County is obligated to pay only such contract amounts that can lawfully be made from funds budgeted and appropriate for that purpose during Rockingham County's then current fiscal year, subject to annual approval by the Rockingham County Delegation. Should Rockingham County fail to budget, appropriate, or otherwise make available funds to make payments under this contract, such contract shall be deemed terminated at the end of the then current term. Rockingham County agrees to deliver prompt notification after any decision to non-appropriation is made, but failure to give such notice will not extend the term beyond such Original or Renewal Term.

## **Indemnification**

To the fullest extent permitted by law, (ORGANIZATION) shall protect, indemnify, save, defend and hold harmless Rockingham County, including its officials, agents, volunteers and employees, ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of this Contract or the activities of (ORGANIZATION) or its agents, employees, contractors or subcontractors, and even if caused in whole or in part by any negligent or intentional act or omission of Indemnified Parties.

In addition, and regardless of respective fault, (ORGANIZATION) shall defend, indemnify and hold harmless the Indemnified Parties for any costs, expenses and liabilities arising out of a claim, charge or determination that (ORGANIZATION) officers, employees, contractors, subcontractors or agents are employees of the Indemnified Parties, including but not limited to claims or charges for benefits, wages, fees, penalties, withholdings, damages or taxes brought in connection with laws governing workers compensation, unemployment compensation, social security, Medicare, state or federal taxation, and/or any other similar obligation associated with an employment relationship.

(ORGANIZATION'S) obligations to defend, indemnify and hold harmless the Indemnified Parties hereunder shall survive the term of this Contract.

Rockingham County shall not be required to defend or indemnify (ORGANIZATION) or its agents, employees, contractors or subcontractors or any professional service provider.

## **Insurance Requirements**

The organization shall maintain insurance coverage throughout the duration of this proposal. Subcontractors engaged by the organization must also maintain the required coverage. Any requests for modifications to these insurance requirements must be submitted in writing with the proposal and will be subject to evaluation.

### **1. Coverage Requirements**

The organization must have professional liability/errors and omissions insurance with limits of no less than \$1,000,000 per occurrence. The insurance certificate and coverage must be issued by a carrier authorized to conduct business in the State of New Hampshire, with an A.M. Best Company rating of "A" or better.

### **2. Workers' Compensation Insurance**

The organization shall carry workers' compensation insurance as mandated by the State of New Hampshire.

### **3. Comprehensive General Liability Insurance**

The organization must maintain a comprehensive general liability insurance policy, including contractual liability coverage, with limits of no less than \$1,000,000 per occurrence.

### **4. Motor Vehicle Insurance**

The organization must carry motor vehicle insurance, including coverage for bodily injury, property damage, and uninsured motorists, with a combined single limit of no less than \$1,000,000 per accident.

### **5. Insurance Certificate**

The organization shall provide an insurance certificate confirming the required coverage. Certificates must be filed with Rockingham County and included with the proposal submission. A 30-day notice is required for cancellation or material changes to coverage, and notices must be sent directly to the Rockingham County Commissioners' Office, 94 North Road, Brentwood, NH 03833.

**NOTICE:**

1. The Rockingham County Board of Commissioners reserves the right to accept or reject any proposals or parts thereof, select the proposal deemed to be in the best interest of Rockingham County, and waive any formalities in the bidding process.
2. Proposals are subject to public review and cannot include proprietary, confidential, or restricted information that conflicts with New Hampshire's Right to Know law.
3. The information provided in this RFP is solely for the purpose of preparing proposals detailing costs and services for Rockingham County. Organizations are expected to carefully review these specifications. Failure to meet specified conditions may result in invalidation.
4. Although believed to be accurate, the information provided herein is not warranted and should be verified independently.
5. Rockingham County reserves the right to award contracts to multiple providers.
6. All modifications to the specifications must receive prior approval from Rockingham County.
7. Any variations, including discounts or penalty clauses, that may affect pricing, must be clearly specified in the proposal.
8. Payment for satisfactory work completion or product delivery is subject to Rockingham County's standard accounts payable process.

**DETAIL OF ITEM(S), SCOPE OF SERVICE(S), SERVICES**

**A. SPECIFICATIONS**

Attachment A

**B. PRICE SHEET**

An itemized price proposal is required with submission unless otherwise noted

**C. GENERAL**

Sincerely,



Jude Gates, Director of Facilities, Planning/IT

JG/dsr

**ATTACHMENT A**

Rockingham is seeking written proposals from qualified vendors to enter a contract for a minimum period of one year with the purpose of supplying fuel as noted in section A. Contract to begin 01 April 2026.

**A. Specifications**

1. Current contracts ending 3/31/26
2. Cost per gallon includes all applicable taxes and environmental fees.
3. Types of Fuels/Estimated Quantities used 4/01/25 – 3/31/26
  - . 15,000 +/- gal. - #2 ULS Fuel - Various locations (see tank sizes/locations below)
  - . 4,000 +/- gal. - Diesel Fuel - Vehicle Pump
  - . 46,000 +/- gal. - #2 ULS Fuel – Nursing Home Boilers - delivered in 5,000-gallon drops
  - . Gasoline, unleaded (89 octane min.). Please bid various octanes available.
4. Payment is subject to Rockingham's standard accounts payable process.  
Please state if paying with a credit card is accepted by your company.
5. Please use the attached Bid Forms for your proposal.
6. Tank Locations and Sizes – tanks are automatic fill unless noted as **on call**

<u>Location</u>		<u>Tank Size</u>	<u>UST/AST</u>	<u>Type of Fuel</u>
Nursing Home Boiler Plant/ <b>on call</b>		10,000	UST	Diesel ULS
Jail/Sheriff's Dept/ <b>on call</b>		8,000	AST	#2 oil ULS
Nutrition Building		275	AST	#2 oil ULS
Fire Pump House / <b>on call</b>		350	AST	#2 oil ULS
Administration Bldg.		275 (2)	AST	#2 oil ULS
Facilities Operations Bldg.		275 (2)	AST	#2 oil ULS
Delegation Building		275	AST	#2 oil ULS
Water Treatment Plant		550	AST	#2 oil ULS
Wastewater Plant		1000	UST	#2 oil ULS
Blaisdell Generator/ <b>on call</b>		500	AST	#2 ULS Winter blend
Diesel/ <b>on call</b>		2000	AST	Diesel
Gasoline		12,000	UST	Gasoline
Nursing Home	heat/cooking	1000 (3)*	AST	LP
Nursing Home Boiler Plant	heat	120	AST	LP
Jail/Sheriff's Dept	laundry	1000 (3)	AST	LP
Grounds Building	heat	500	UST	LP
Motor Services	heat	1000	AST	LP
Fire Pump House	heat	240 (2)	AST	LP
Well House #2	heat	120	AST	LP

<u>Location</u>		<u>Tank Size</u>	<u>UST/AST</u>	<u>Type of Fuel</u>
Well House #3	heat	120	AST	LP
Well House #4	heat	1000	AST	LP
Radio Shop	heat	500	AST	LP
Water Tower	generator	100 (2)	AST	LP
Municipal Building	generators	120 (3)	AST	Diesel
Municipal Building Main	heat	1000 (4)	UST	LP
Municipal Building DOC	heat	1000 (2)	UST	LP

**C. Price Sheet**

Bid price proposal forms are attached and required with submission. Detailed specifications and special considerations are included in the proposal form to be acknowledged by the providers. Do not alter or modify any documents or proposal forms downloaded from Rockingham County of Public Purchase. Altering or modifying such documents or forms may result in disqualification.

Please be advised that consideration will be given to proposals with a contract period of one, two- or three years' duration. Should you be interested in entering a contract, please specify in your proposal.

Any changes to the above specifications shall meet with the approval of the Board of Rockingham County Commissioners.

## ROCKINGHAM COUNTY COMPLEX

### Bid Price Proposal Form – 2026 Contract

Each item should be initialized by an authorized individual signifying understanding and acceptance of the specifications.

In accordance with the specifications, the undersigned hereby submits the following proposal:

1. Types of Fuels/Quantities shown are usage amounts for one year.

#2 ULS Fuel 15,000 +/- gallons (Various locations)

Sulfur content to comply with law: \_\_\_\_\_  
Cost/gallon: 1 yr \_\_\_\_\_  
2 yr \_\_\_\_\_  
3 yr \_\_\_\_\_

#2 ULS Fuel 56,000 +/- gallons (Nursing Home Boilers/5000 gal drops)

Sulfur content to comply with law: \_\_\_\_\_  
Cost/gallon: 1 yr \_\_\_\_\_  
2 yr \_\_\_\_\_  
3 yr \_\_\_\_\_

Diesel Fuel 4,000 +/- gallons (Diesel Tank)

Sulfur content to comply with law: \_\_\_\_\_  
Cost/gallon: 1 yr \_\_\_\_\_  
2 yr \_\_\_\_\_  
3 yr \_\_\_\_\_

LP/Propane 78,000 +/- gallons

Cost/gallon: \_\_\_\_\_

Gasoline

Town	Annual Gallons	Min. Drop	Tank Size	Current Contract Ends	1 Year	2 Year	3 Year	Other
County Complex	45000 +/-	7000	12,000	3/31/25				

1. Please provide a complete price breakdown per type of fuel requested. Prices quoted “Rack plus x,” with or without the offer of a cap and/or fixed price, are most desirable to facilitate comparison. If additional room is needed, please use a separate sheet.
2. Bidders shall acquaint themselves with the size and the quantity of the existing tanks to be filled. Individuals wishing to tour the facility and view the tanks may contact Facilities Operations at (603) 679-2256, ext. 9148.
3. Fuels are to be delivered no later than twenty-four (24) hours from the time of notification. All deliveries are to be made on weekdays only, excluding holidays, between the hours of 7:00 AM and 3:00 PM. The driver must have a facilities operations employee sign the delivery slip.  
\_\_\_\_\_
4. Residential heating fuel shall be on a “Keep Full” basis, to be delivered automatically and upon request.  
\_\_\_\_\_
5. Diesel fuel for generators and vehicles shall be delivered upon request.  
\_\_\_\_\_

Should you have any variations (discounts and/or penalty clauses) which would affect the price, please specify in your proposal.

Special Considerations:

1. Any changes to the above specifications shall meet with the approval of the Board of Rockingham County Commissioners.  
\_\_\_\_\_
2. The cleanup of all overfills and spillage shall be the responsibility of the awarded provider.  
\_\_\_\_\_
3. A copy of the location, size of tanks, and type of fuel shall be issued to the awarded provider. Rockingham County will not be responsible for installing/removal of fuel tanks.  
\_\_\_\_\_
4. A Certificate of Insurance shall be provided to the County by the awarded provider(s).  
\_\_\_\_\_

5. Each fuel delivery shall be billed separately stating a specific location.
6. The price shall be consistent with the date of delivery of fuel. Price quotes will be given on the day of delivery as requested.

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7. Deliveries from the successful bidder shall meet the guidelines and specifications of the Boston Trade Deliveries.

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8. You acknowledge having read, understood and acceptance of the "performance Clause" in the request for proposal.

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9. This Proposal is for a contract period of one / two / three years (circle one). \_\_\_\_\_

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10. EACH DELIVERY SLIP MUST BE MARKED AS TO THE SULFUR CONTENT OF THE FUEL DELIVERED.

The undersigned is submitting this bid without collusion with any other individual or corporation.

Submitted For:

Rockingham County Complex  
116 North Road  
Brentwood, NH 03833

Submitted By:

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

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

Name/Title: \_\_\_\_\_

Phone: \_\_\_\_\_

## **TOWN OF NEWINGTON FUEL SPECIFIC REQUIREMENTS**

### **ATTACHMENT B**

#### **I. General requirement for Proposing and Instructions to Providers**

##### **A. Introduction and Background**

Town of Newington (Newington) is a public entity composed of the Old Town Hall, Town Garage, Meeting House, Fire Station, Police Station, Town Hall, Stone School, Newington School, Old Parsonage, Library and Fox Point Rental Property.

Newington is seeking written proposals from qualified vendors to enter into a contract with the purpose of supplying various fuels.

#### **B. Specifications**

1. Cost per gallon includes all applicable taxes and environmental fees.
2. Types of Fuels/Average Annual Usage (gal) for 4/1/24-3/31/25.

. LP Gas/Propane – Various Locations 7173.1 +/-

. Diesel – Fire Department 2159.2 +/-

3. Tank Locations/Sizes

<u>Location</u>	<u>Tank Size – LP Gas Propane</u>
Old Town Hall	1000
Town Garage	1000 (2)
Meeting House	120 (2)
Fox Point Rental Property	320

<u>Location</u>	<u>Tank Size – Type of Fuel</u>
Town Garage	Gasoline 500 (2) Diesel

Gasoline

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<b>Town - Newington</b>	<b>Annual Gallons</b>	<b>Min. Drop</b>	<b>Tank Size</b>	<b>Current Contract Ends</b>
County Complex	2000 +/-	300-400	500	3/31/25

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Request for Proposal  
Town of Newington/Fuel Contract  
Attachment B, page 2

5. Payment is subject to Newington's standard accounts payable process. Please state if paying with a credit card is accepted by your Company.

Please be advised that consideration will be given to proposals with a contract period of one, two- or three-year duration. Should you be interested in entering such a contract, please specify in your proposal.

Any changes to the above specifications shall meet the approval of the Newington's Board of Selectmen.

**C. Non-Appropriation**

This Agreement's renewal is subject to the funding as appropriated at the Annual Town Meeting.

**D. Insurance**

The Contractor shall obtain and maintain at its sole expense the insurance coverage listed below. Contractor shall name the Town of Newington as an additional insured on its comprehensive general and automobile liability coverage to the extent of Contractor's liability under this Agreement.

<u>Coverage's</u>	<u>Limits of Liability</u>
Worker's Compensation	Statutory
Employer's Liability	\$3,000,000
Personal/Bodily Injury Liability	\$5,000,000
Property Damage Liability	\$5,000,000
Automobile Bodily Injury	\$10,000,000
Automobile Property Damage	\$10,000,000
	Combined Single Limit

Coverage includes all owned, non-owned, leased and hired automobiles.

A 30-day notice is required for cancellation and /or material change of coverage, sent directly to the Town of Newington, 205 Nimble Hill Road, Newington, NH 03801.

**E. Indemnification**

The Contractor shall indemnify and hold harmless the Town of Newington and its agents and employees from and against all claims, damages, losses and expenses including reasonable attorney's fees attributable to bodily injury, sickness, disease or death, or destruction to tangible property including the loss of use resulting there from, to the extent caused by the negligent act or omission of the Contractor or its representatives or employees.

The Town shall indemnify and hold harmless the Contractor and its agents and employees from and against all claims, damages, losses and expenses including reasonable attorney's fees attributable to bodily injury, sickness, disease or death, or destruction to tangible property including the loss of use resulting there from, to the extent caused by the negligent act or omission of the Town of Newington or its representatives or employees. In no event, whether in contract, tort or otherwise shall either party be liable to the other for any incidental, consequential, special, indirect, or punitive damages.

Request for Proposal  
Town of Newington/Fuel Contract  
*Attachment B, Page 3*

**F. Notice**

Information provided in these specifications is to be used only for the purposes of preparing a proposal detailing cost and services to be provided to Newington. It is expected that each provider will read these specifications with care. Failure to meet certain conditions may invalidate proposals.

The information contained herein is believed to be accurate, but should not be considered as warranted in any way and is otherwise provided "AS IS". Questions or requests for additional information should be directed to.

Jude Gates, Director  
Facilities Operations  
Rockingham County Complex  
116 North Road, Brentwood, N.H. 03833  
(603) 679-9375 or [jgates@co.rockingham.nh.us](mailto:jgates@co.rockingham.nh.us)

**G. Preparation Of Proposals**

Following the review and screening of all proposals, providers may be invited to participate in the final selection process, which may include the submission of additional information regarding cost or other issues, as requested by Newington.

**NOTE:**

**The Newington Selectmen reserve the right to accept or reject all proposals or parts thereof, to accept the proposal which they deem to be in the best interest of the Town of Newington and to waive any bid formality.**

# TOWN OF NEWINGTON

## Proposal Form

Each item should be initiated by an authorized individual signifying understanding and acceptance of the specifications.

In accordance with the specifications, the undersigned hereby submits the following proposal:

1,2. Types of Fuels/Quantities shown are annual estimates.

Diesel Fuel 2159.2 +/- gallons (Town Garage.)

Sulfur content to comply with law: \_\_\_\_\_

Cost/gallon: \_\_\_\_\_

LP/Propane 7173.1 +/- gallons (Various locations)

Cost/gallon: \_\_\_\_\_

Gasoline

Town - Newington	Annual Gallons	Min. Drop	Tank Size	Current Contract Ends	1 Year	2 Year	3 Year	Other
County Complex	2000 +/-	300-400	500	3/31/25				

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Please provide a complete price breakdown per type of fuel requested. Prices quoted "rack plus x," with or without the offer of a cap and/or fixed price, are most desirable to facilitate comparison. If additional room is needed, please use a separate sheet.

3. Bidders shall acquaint themselves with the size and the quantity of the existing tanks to be filled. Individuals wishing to tour the facility and view the tanks may contact Martha Roy, Administrator at [mroy@townofnewingtonnh.com](mailto:mroy@townofnewingtonnh.com)
  
4. Fuels are to be delivered no later than twenty-four (24) hours from the time of notification. All deliveries are to be made on weekdays only, excluding holidays, between the hours of 7:00 AM and 3:00 PM.

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**Town of Newington**

*Proposal form*

*page 2 of 2*

5. Diesel fuel for vehicles shall be delivered upon request.

Should you have any variations (discounts and/or penalty clauses) which would affect the price, please specify them in your proposal.

Special Considerations:

1. Any changes to the above specifications shall meet with the approval of the Board of Selectmen.
2. The clean-up of all overfills and spillage shall be the responsibility of the awarded provider.
3. A copy of the location, size of tanks, and type of fuel shall be issued to the awarded provider. Town of Newington will not be responsible for install/removal of fuel tanks.
4. A Certificate of Insurance shall be provided to the Town of Newington by the awarded provider(s).
5. Each fuel delivery shall be billed separately stating a specific location.
6. Price shall be consistent with the date of delivery of fuel. Price quotes will be given on the day of delivery as requested.
7. Deliveries from the successful bidder shall meet the guidelines and specifications of Boston Trade Deliveries.
8. You acknowledge having read, understood and acceptance of the "performance Clause" in the request for proposal.
9. This Proposal is for a contract period of one / two / three years (circle one).
10. EACH DELIVERY SLIP MUST BE MARKED AS TO THE SULFUR CONTENT OF THE FUEL DELIVERED.

The undersigned is submitting this bid without collusion with any other individual or corporation.

Submitted For:

Town of Newington  
205 Nimble Hill Road  
Newington, NH 03801

Submitted By:

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

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

Name/Title: \_\_\_\_\_

Phone: \_\_\_\_\_