

**PUBLIC NOTICE**  
**Town of Blenheim**  
**Automatic Delivery and Supply of Propane**  
**Bid Number: 612022**

The Town of Blenheim is seeking bids for Automatic Propane Delivery for the Blenheim Municipal Complex (BMC) located at 103 Blenheim Municipal Way, Blenheim, NY. The BMC is located just off State Rt. 30.

The annual propane usage of the Town of Blenheim (BMC) per year is approximately 3,500 gallons. The Town utilizes two (2) 1,000 gallon tanks in a side by side arrangement with easy access.

Bids should be priced on a “per gallon” basis and be guaranteed firm for the one year contract period.

The Town requires the successful bidder guarantee, with acceptance of a Town of Blenheim Purchase Order, to deliver propane on or before tanks reach a minimum average of 25% of capacity.

By submission of a bid, successful bidder agrees to provide a Certificate of Insurance naming the Town of Blenheim as an additional insured within (ten) 10 days of notification of award. Liability Insurance limits must be not less than \$1,000,000 per occurrence.

Bids must be submitted in writing on company letterhead or other suitable company / bidder quote form. Verbal bids will NOT be accepted or considered.

The Term of Contract is for One (1) Year. Term of Contract is from June 1, 2022 through May 31, 2023. The Town reserves the right to renew the contract at same cost at term end if mutually agreeable to the contract holder(s).

Bids may be delivered in-person at the Blenheim Municipal Complex Tuesday through Thursday between the hours of 1:00PM – 5:00PM or via U.S. Mail to Post Office Box 928, North Blenheim, NY. 12131.

Submitted Bids should be in a sealed envelope clearly marked as follows:

**“Town of Blenheim Propane Bid #612011”**

**Bids are due no later than 6:30PM on June 1, 2022. Late bids will NOT be accepted or considered. Accepted bids will be opened and publicly read aloud at the Blenheim Town Board Meeting on June 1, 2022 at the Blenheim Town Hall (BMC).**

The Town of Blenheim reserves the right to accept or reject any and all bids as deemed to be in the best interest of the Town. This bid is to be considered a Best Value procurement.

For additional information or questions, please contact Town Clerk, Robin Alley, at 518-827-6115 or by email: [blenheimclerk@midtel.net](mailto:blenheimclerk@midtel.net).