

Berkshire Regional Group Purchasing Program 2021-22 (FY22)



Invitation for Bids Highway Supplies & Services

FY22-14 Gasoline

FY22-15 Bio & Regular Petroleum Diesel Fuel

FY22-16 Bio & Regular Heating Oil

FY22-17 Liquid Propane Gas

The Berkshire Regional Group Purchasing Program (BRGPP) is inviting bids on behalf of participating municipalities as part of the 2021 – 2022 (FY22) Cooperative Highway Bid Program.

The **sealed bids**, plainly marked **“FY22-14 Gasoline Bid”**, **“FY22-15 Bio & Regular Petroleum Diesel Fuel Bid”**, **“FY22-16 Bio & Regular Heating Oil Bid”**, and **“FY22-17 Liquid Propane Gas Bid”** in the lower left corner of the envelope, must be mailed to:

**BRGPP c/o Berkshire Regional Planning Commission
1 Fenn Street, Suite 201
Pittsfield, MA 01201**

Bids will be received until **3:00 p.m., on Thursday, May 27, 2021**, when they will be opened publicly and read aloud.

Specifications and instructions for all bids may be obtained by calling (413) 442-1521 x 54, or by emailing rslick@berkshireplanning.org.

BRPC and BRGPP are Equal Opportunity/Affirmative Action Employers. Wage rates are subject to the minimum prevailing wage rates per M.G.L. Chapter 149, § 26 through § 27. M.G.L. Chapter 30 § 39M and Chapter 30B will also apply. An administrative fee equal to 1.5% of the total contract price will be collected by BRGPP.

BRGPP, the awarding authority, and the participating municipalities reserve the right to accept or reject any or all bids in total or in part or waive any informality in the proposals as they deem in the best interest of the public.

Berkshire Regional Group Purchasing Program,
Rebecca Slick, BRGPP Coordinator

Instructions for Bids and General Contract Terms

1. All bids must be submitted on the enclosed Bid Forms along with properly executed certifications which include the Tax Compliance/Non-Collusion Form, Signature Authorization, and any Addenda (if necessary). Any restrictions, qualifications or deviations from the specifications must appear on the bid form or an attachment hereto. One original and one copy are required.
2. Bids will be opened Thursday, May 27, 2021 at 3 PM. Bids for one or more types of fuel from a vendor may be placed in the same sealed envelope. If the BRGPP offices are closed for any reason, the bids will be opened the following day at the same time.
3. The municipalities are exempt from the payment of Federal Excise Taxes. However, the municipalities are responsible for any required Mass State Tax. Tax must be included in the bid price. If any additional state, federal or local taxes (for example, a so called "gas tax") are imposed during the course of the contract, the contracts will be amended to add that direct cost – likewise if they are revoked for any reason. All applicable fees must also be included in the Bid Price.
4. Awards will be made to the lowest responsible and responsive bidder for each product for each individual entity as specified. For #2 Heating Oil - If an entity desires Burner Service, they may award to the lowest price bidder offering Burner Service even if they are not the lowest overall price per gallon. If an entity desires BioFuel, they may award to the lowest price bidder offering that product.
5. Contracts will list specific towns and agencies involved and those towns and agencies will be held to those contracts once they are signed. BID BONDS and PERFORMANCE BONDS will not be required.
6. All questions relative to this IFB shall be directed to

Rebecca Slick

rslick@berkshireplanning.org

413-442-1521 Ext 54

7. The BRGPP and/or the participants reserve the right to reject any or all bids wholly or in part; to waive technicalities and informalities; to amend and/or cancel this bid prior to opening; to correct any award erroneously made as a result of a clerical error on the part of the participants or the BRGPP.

8. The period of the contract from this bid is from July 1, 2021 to June 30, 2022 for all items.
9. The vendor(s) will be bound by all applicable statutory provisions of law of the Federal Government and the Commonwealth of Mass.
10. The contractor(s) will be required to indemnify and hold harmless the Berkshire Regional Purchasing Program and all participating entities for all damages to life and property that may occur due to the contractor's negligence or that of his/her employees, subcontractors, etc., during the contract period.
11. Any inferior or damaged product will be replaced at the total expense of the contractor.
12. If, in the judgment of the Procurement Officer, any property is needlessly damaged by an act or omission of the contractor, the amount of damages will be deducted from money due the contractor or may be recovered from said contract in legal action.
13. The awarded bidder will be required to file Quarterly Reports of the total amount of money spent by each participating member under this contract. Each report shall be filed with the BRGPP within twenty-one days following the end of each quarter. Failure to submit such reports shall constitute a material breach of this contract entitling the Purchasing Dept. to terminate the contract forthwith.
14. The participants may terminate the contract/price agreement with a Vendor WHO FAILS TO PERFORM under the terms of this agreement. Notice of termination from any participant shall be in writing and notification shall be sent by registered or certified mail. Termination of contract/price agreement shall become effective upon receipt and will be exercised with no penalty to any participant.
15. If at any time, the Vendor is unable to furnish materials or services as ordered by the Customer, the Vendor shall be obligated to obtain delivery from another supplier and the Vendor will in turn invoice the Customer, at the price specified in such contract with the Customer, or, the Customer may order such materials or services from such places as available, and the Vendor shall pay to the participant all expenses incurred above such contract price.
16. All prices must be F.O.B. delivered to the individual destinations as shown within this Bid.

17. Products must meet U.S. Bureau of Standards as noted in each Specification, attached. The Customer may take sample(s) for analysis either at the shipping point or at the delivery point, to verify the quality of the product being supplied. The Vendor will be notified of such testing and shall be entitled to have a representative present and to take their own samples. If tests show the product is substandard, the Vendor shall immediately remove the product at the expense of the Vendor and pay for the testing costs. The Vendor must immediately supply compliant fuel from another source and deliveries will be suspended until standards are met. No additional cost for the price differential or removal costs or other damages or costs will be borne by the Customer. If the sample is found to be compliant, the Customer will pay for the testing costs.
18. The successful vendor is not restricted on how to secure the fuel. Each bidder must be in the trade of supplying fuel products as a business.
19. Tax Exempt certificates will be provided by any participant if required by the Vendor.
20. Deliveries shall be made to storage tanks in quantities as required at the various delivery points. Due care shall be taken by the vendor to prevent damage to any property including any spillage in making deliveries and the replacing of filler caps properly. As storage capacity at all delivery points is limited to a small portion of yearly requirement, the vendor shall be equipped and will be required to make prompt deliveries at all times during the contract period. All fuel delivered into storage tanks shall be measured by a meter which has been recently checked and sealed by an authorized Sealer of Measures. The delivery slip shall show a recording of the total fuel delivered into the tank; shall show the name and address of the Department where delivery is made, the date of delivery, type of fuel, and name of the contractor.
21. While performing work under this contract, the Vendor shall be responsible for completing clean up of spills (pursuant to MGL c. 21E and other relevant state/federal regulations), which were caused by the vendor, at no cost to the Customers or the BRGPP. The vendor shall notify all local, state, and federal authorities as required by law in the event of such a release. The Vendor will immediately notify the facilities contact person in the event of a spill, release, or threat of release to the environment and prior to initiating clean up response actions. If prior notification of the facility contact person is not possible, then the Vendor shall take appropriate response actions, and notify the contact person as soon as possible thereafter. In either case, the Vendor must provide a written summary to the contact person, and the BRGPP Procurement Officer, setting forth the response actions taken.

22. It is the policy of the BRGPP to contract with organizations who agree not to engage in any discriminatory employment practices or in any discrimination in the provision of services based on race, color, religion, national origin, ancestry, age, sex, sexual preference, or disability. The BRGPP does not discriminate on the basis of disability with respect to the admission to, access to, or operation of its programs, services or activities.
23. Because the BRGPP is a Fee-For-Service Program and charges participants to participate in these and other bids and contracts, vendors are not allowed to allow other towns/agencies to "piggyback" on this bid without permission from the BRGPP.

Insurance Requirements

The bidder shall at all times during the contract maintain in full force and effect Employer's Liability, Worker's Compensation, Bodily Injury Liability and Property Damage, and General Liability Insurance, including contractual liability coverage.

All insurance shall be by insurers and for policy limits acceptable to BRGPP and before commencement of work hereunder the contractor agrees to furnish BRGPP certificates of insurance of other evidence satisfactory to BRGPP to the effect that such insurance has been procured and is in force.

For the purpose of the contract, the contractor shall carry the following types of insurance in at least the minimum amounts specified below:

Coverage Type	Policy Limits
Worker's Compensation	Statutory*
Employer's Liability	\$1,000,000
Automobile Liability	\$1,000,000 combined single limit for bodily injury and property damage
General Liability	\$1,000,000 each occurrence; \$3,000,000 aggregate
Excess/Umbrella Liability	\$4,000,000

* A *Worker's Compensation Insurance Affidavit: General Business* as issued by the Massachusetts Department of Industrial Accidents will be required of the winning bidder(s) at contract signing. See <https://www.mass.gov/orgs/executive-office-of-labor-and-workforce-development>

BRGPP and the participating municipalities shall be named as an additional insured under the liability and automobile insurance. The excess/umbrella liability insurance policy should contain a broad-form general liability endorsement.

FY22-14 Gasoline and FY22-15 Bio & Regular Petroleum Diesel Fuel Bid Specifications

Motor Fuel Products:

1. Minimum of 87 Octane Gasoline
2. Diesel Fuel*

*The awarded vendor for diesel fuel must provide a 60% fuel/40% kerosene blend, or any equivalent treated winter fuel, for the period of November 1 through March 31 for all entities. Pricing for the diesel/kerosene mixture must be adjusted accordingly for this period based on the diesel/kerosene postings from the New York Journal of Commerce mentioned below:

1. Scheduling and delivery instructions will be arranged between the awarded bidder and each of the respective Participants' procurement officer or their representative. Whenever possible, the vendor shall combine same day deliveries for two or more adjoining participants within a given District with the total amount to be delivered used to determine the delivered price.

Example: If on the same day the City of Pittsfield schedules a delivery of 1,500 gallons and Town of Lanesborough schedules 1,000 gallons, the delivery price would be based on 2,500 gallons billed to each individual community for the quantities purchased. This provision shall apply when the delivery is made within the capacity of one.

2. The estimated quantities for this bid are provided herein after the specifications. The information provides the names of the participating entities, their estimated annual needs and the tank sizes for most entities. Estimated quantities are provided for information purposes only, the actual amount to be purchased may be more or less than the amount specified.
3. Bidders must supply their bid prices on the enclosed Bid Sheets that show pricing for gasoline products and the following Diesel Fuel options:

Diesel Fuel Option A

A delivery charge above the daily Albany, New York Journal of Commerce Daily Petroleum Price.

Diesel Fuel Option B

A delivery charge above the Fixed Price Futures Program for 85% of the estimated annual usage for the Participants, a list will be provided on the day of lock in, for a lock-in price on the day of for the period of July 1, 2021 to June 30, 2022.

1. For Option A, the base price will be the Albany Low tank car posted in the New York Journal of Commerce Daily Petroleum Price. The base price will fluctuate up or down according to the posted price for the day of the delivery. The awarded bidder will be required to supply copies of the Albany Low Posting in the New York Journal of Commerce to all participants with each invoice to verify all base price charges posted on the day each delivery is made.
2. Also, for Option A, the Bid Sheet allows vendors the opportunity to bid a different fixed delivery price for each renewal period, should BRGPP decide to renew with the awarded vendor.
3. For Option B, the Bid Sheet will state a fixed delivery charge that will be added to the Fixed Price Futures Program which will be determined by the New York Mercantile Exchange (NYMEX). Price as listed in the Wall Street Journal Future Prices for July of 2021 on the day that the awarded vendor is notified to lock on a futures price for all BRGPP participants who want to lock in. BRGPP will act as the designee for locking in a futures price for Participants of this bid that want to lock-in. To clarify, BRGPP will contact the vendor on the date of lock-in with a list of the Participants that want to lock-in for the Fixed Price Futures Program that is determined by NYMEX for July 2021 and that price will be added to the fixed delivery charge.
4. On the date BRGPP notifies the awarded bidder that they want to lock in a list of towns that have committed to Option B Fixed Price Fuel Program will be provided. On that date the Participants will be committing to purchase at least 85% of their estimated quantities for the year. If they require more than 100% of their estimated quantity, then they may need to purchase the extra amount at the variable price. If the lock-in date is later than November, then the estimated quantities may be changed by BRGPP.

If the participant does not use 85% of their estimated quantity, the unused portion of their allocation can go to a town or towns that need more than 100% of their estimated quantity. If there are none, then the towns would be responsible for paying the charges on the gallons that represent the difference between what the town used and 85% of their estimated quantity. It should be noted that the vendor should make every effort to use that

difference for another participating community, and thus not charge a community for unused quantities.

5. Bid Forms must be submitted for a bid price for the supply and delivery of gasoline products and diesel fuel to all participants for July 1, 2021, to June 30, 2022. The Bid Form requests pricing for gasoline products and two options for diesel fuel: Option A Non-Fixed Pricing: list other stable charges (delivery charges) and Option B Fix Price Future Programs: list other stable charges (delivery charge) that will be added to the futures price for the date of the decided lock-in price.
6. More than one contract may be awarded for this bid. The contract/s resulting from this bid will be awarded to the responsible and responsive bidder based upon lowest bid price, past performance and reliability of the bidder, quality of product and/or service, and degree of exclusions, exemptions, or restrictions on bid form.
7. Determination of Pricing:

- a. Option A – Non-Fixed Pricing:

Determined by the Journal of Commerce, Albany Low, Albany, NY Journal of Commerce for heating oil and diesel. PLUS the margin and overhead bid price of the awarded vendor. The base price will fluctuate up or down according to the posted price for the day of the delivery. The awarded bidder will be required to supply copies of the Albany Low Posting in the New York Journal of Commerce to all participants with each invoice to verify all base price charges posted on the day each delivery is made. Also for Option A, the delivery charge will remain fixed for each year of the contract if renewed. The Bid Sheet allows vendors the opportunity to bid on a different fixed delivery price for each renewal period, should the Berkshire Region Group Purchasing Program decide to renew with the awarded vendor. All suppliers must submit with each of their invoices a dated copy of the Journal of Commerce, referencing the Albany Reseller #2 Low, for each delivery made during the contract period. A copy of the Albany Low Journal of Commerce for the delivery dates must be included with the vendor's invoice, Albany, NY Journal of Commerce for heating and diesel fuel.

- b. Option B – Fixed Price Fuel Future Program:

Fixed Price Fuel Future Program will be for towns that will commit to a lock-in price as defined as the July 2021 settle price for "Heating Oil

No. 2" on the New York Mercantile Exchange NYMEX for a futures fixed price in addition to the delivery charge submitted on the Bid Form. The Berkshire Regional Group Purchasing Program, on behalf of the participants that want to lock-in, will contact the awarded bidder on the date they want to lock-in. All Participants will lock in on that one day designated by the BRGPP.

8. Contract Renewal:

If this contract is renewed under the conditions set forth below, futures pricing for the ensuing years will be based on the NYMEX January price of the following year. The vendor shall be notified by May 1st of the intent to renew, a price will be submitted to allow for locking into a Fixed Futures Price Program, for the contract starting the following July.

- a. In the event that this contract is renewed for an additional year, The Berkshire Region Group Purchasing Program will send written notice to the vendor of its intent to exercise its option to renew this contract under the same terms and conditions set forth in this bid. If an individual participant/town/unit chooses, they may elect to exercise their option not to renew, and may withdraw their participation for the ensuing renewal period commencing July 1st, no later than March 1st (four months prior to the start of the next renewal contract). The individual unit must notify the Berkshire Region Group Purchasing Program in writing of this decision and the vendor will be notified accordingly. Each unit may also be allowed to change their annual estimated usage and percentage commitment to the fixed program at the time of renewal.
 - b. Once the committed amount of fuel is bought under the Fixed Price Future Program, a unit will buy fuel according to the terms of Option A unless another town has unused quantities that can be utilized under the terms of Option B.
9. For bidding purpose this bid will accommodate the participants and is being bid in various ways:
- a. Option A – Pumper Truck Deliveries
 - b. Option B – Large Tanker Deliveries

For bidding purposes participants have been split into three price categories:

- a. **North Berkshire County:** Adams, Cheshire, Clarksburg, Florida, New Ashford, North Adams, Williamstown
- b. **Central Berkshire County:** Dalton, Lanesborough, Lenox, Peru, Pittsfield, Richmond, Washington, Windsor
- c. **South Berkshire County:** Alford, Becket, Egremont, Lee, Monterey, Mt. Washington, Otis, Sheffield, Stockbridge, Tyringham, West Stockbridge

***The Towns above are all Berkshire County Towns/Cities, please see bid pricing sheet for specific quantities requested.**

10. Billing:

The Vendor shall render bills to the Participant promptly after deliveries by mailing the original bill to the representative of the Participants. a dated copy of the Journal of Commerce, referencing the Albany, NY low for diesel fuel and New Haven Connecticut for gasoline products for each delivery made during the contract period must accompany each invoice. For Bio fuels a copy of the supplier's invoice for their purchase of bio fuel must accompany the invoice to the participant as back up for the invoice.

11. The price per gallon will be good during normal working hours.

12. Diesel fuel must meet the current ultra-low sulfur Federal EPA and MA guidelines.

13. Bio Fuels:

The awarded vendor must agree to adhere to all laws in effect during the contract period. If necessary, a Contract Amendment will be implemented upon verification from the Commonwealth of the effective date of implementation and the Vendor of the actual additional cost.

14. The awarded bidder will be required to file QUARTERLY REPORTS of the total amount of money spent by and gallons delivered to each participating member under this contract. Each report shall be filed with the BRGPP's office and is due twenty-one (21) days following the end of each quarter. Failure to submit such reports shall constitute a material breach of this contract entitling the BRGPP to terminate the contract forthwith.

15. Materials only bids do not require 5% bid deposit.

16. All gasoline products must meet State and Federal requirements for reformulated gasoline.

17. Inspection of Records:

The Vendor shall make available to the Participant for inspection and audit all of its bills of lading, freight bills, vouchers, bills, books of account, and other records concerning such fuels.

18. Record of Delivery:

The Vendor shall make and keep a full, accurate and complete record of the number of gallons of fuel delivered to each drop point and with each delivery a copy of the delivery record, showing the number of gallons of delivered, as recorded by meter on all delivery trucks, shall be delivered by the Vendor to the Participant's procurement officer or their representative when delivery is made.

19. Liability and Defense of Claims:

The Vendor shall be liable for any and all damages caused to property of said Participant eligible to purchase from this agreement in the performance of this agreement or by the negligence or carelessness of the Vendor's agents, servants or employees in connection therewith; and that the said Vendor shall assume the defense of, and keep the Participants harmless from, and indemnified against any claim, action or cause of action, for property damage or personal injuries arising from or out of any acts, omissions or negligence on the part of the said Vendor, or his agents or employees.

20. Insurance:

The Vendor shall purchase and maintain all insurance coverage required by law; and in addition thereto, shall furnish to the Berkshire Region Group Purchasing Program a liability insurance policy, in the principal sum of \$25,000 for personal injuries

21. Unavoidable Delays:

The Vendor shall purchase and maintain all insurance coverage required by law; and in addition thereto, shall furnish to the Berkshire Regional Group Purchasing Program a liability insurance policy, in the principal sum of \$25,000 for personal injuries.

22.Rights of Participants for Breach:

If the Vendor shall fail, neglect or refuse to deliver motor fuels in accordance with the requirements of this agreement, due to any causes for which he is responsible, the Participants may secure such fuel from any other source, and the Vendor shall be liable to the Participants for any damage resulting there from including in such damages any additional price which the Participants may pay or be required to pay for such fuel over and above the price therefore under this agreement. The expression of this right or remedy of the Participants for any breach by the Vendor shall not operate to exclude any other right or remedy open or available to the Participants by reason of any such breach.

23.Gasoline Products which are determined defective upon delivery shall be replaced by the Vendor free of charge with the specific understanding that all replacements shall carry the same guarantee as the original product.

FY22-14 Gasoline Bid Quantities

The following is a list of estimates for gasoline provided by the participants. In all cases, it is meant to aid the bidders in their bid pricing.

Municipality	Tank Size	Location	Gallons
Dalton	2,000	40 Gulf Rd.	11,000
Lanesborough	1,000	8 Prospect St.	10,000
Lenox	3,000	275 Main St.	24,000
Pittsfield	4,000	232 W. Housatonic St.	120,000
Richmond	500	53 Firehouse Ln.	5,000
Washington	1,000	433 S. Washington State Rd.	1,500
Central County			171,500
Alford	300	5 Alford Center Rd.	125
Becket	2,000	47 Lyman St.	11,000
Egremont	500	171 Egremont Plain Rd.	5,000
Monterey		40 Gould Rd.	3,100
Mt. Washington	550	38 Cross Rd.	2,000
Otis	1,000	417 N. Main Rd.	3,800
Sheffield	500	35 Pike Rd.	15,000
Tyringham	500	27 Monterey Rd.	1,550
West Stockbridge	500	24 Albany Rd.	5,000

South County			46,575
County Total			218,075

FY22-15 Bio & Regular Petroleum Diesel Bid Quantities

The following is a list of estimates for diesel provided by the participants. In all cases, it is meant to aid the bidders in their bid pricing.

Municipality	Tank Size	Location	Gallons
Adams	2,000	92 N. Summer Str.	9,000
Cheshire	1,500	6 Main St.	10,000
Clarksburg	1,000	714 W. Cross Rd.	4,500
North Adams	500	10 Summer St.	2,500
Williamstown	1,00	675 Simonds Rd.	19,000
North County			45,000
Dalton	1,000	40 Gulf Rd.	18,000
Lanesborough	2,000	8 Prospect St.	10,000
Lenox	3,000	275 Main St.	12,000
Pittsfield	2,000	232 W. Housatonic St.	60,000
Richmond	1,000	53 Firehouse Ln.	8,000
Washington	1,000	433 S. Washington State Rd.	5,000
Windsor	1,000	2024 Rt. 9	10,000

Central County			123,000
Alford	500	5 Alford Center Rd.	2,500
Becket	4,000	47 Lyman St.	12,000
Egremont	1,000	171 Egremont Plain Rd.	5,000
Monterey		40 Gould Rd.	8,500
Mt. Washington	550	38 Cross Rd.	2,500
Otis	2,000	417 N. Main Rd.	8,400
Sheffield	500	35 Pike Rd.	6,000
Tyringham	1,000	27 Monterey Rd.	5,000
West Stockbridge	500	24 Albany Rd.	5,000
South County			54,900
County Total			222,900

FY22-14 Gasoline Bid Form

Central Berkshire County

Dalton, Lanesborough, Lenox, Pittsfield, Richmond, Washington

1. Minimum 87 Octane Gasoline

Delivery Quantity (Pumper Truck)	Delivery Charge per Gallon above Base Price per Quantity of Delivery
1g – 1,000g	\$
1,001g – 2,500g	\$
2,500g +	\$

Delivery Quantity (Tanker Truck)	Delivery Charge per Gallon above Base Price per Quantity of Delivery
1g – 2,999g	\$
3,000g – 5,000g	\$
5,000g +	\$

South Berkshire County

Alford, Becket, Egremont, Monterey, Mt. Washington, Otis, Sheffield, Tyringham,
West Stockbridge

1. Minimum 87 Octane Gasoline

Delivery Quantity (Pumper Truck)	Delivery Charge per Gallon above Base Price per Quantity of Delivery
1g – 1,000g	\$
1,001g – 2,500g	\$
2,500g +	\$

Delivery Quantity (Tanker Truck)	Delivery Charge per Gallon above Base Price per Quantity of Delivery
1g – 2,999g	\$
3,000g – 5,000g	\$
5,000g +	\$

2. Minimum 89 Octane Gasoline

Delivery Quantity (Pumper Truck)	Delivery Charge per Gallon above Base Price per Quantity of Delivery
1g – 1,000g	\$
1,001g – 2,500g	\$
2,500g +	\$

Delivery Quantity (Tanker Truck)	Delivery Charge per Gallon above Base Price per Quantity of Delivery
1g – 2,999g	\$

3,000g – 5,000g	\$
5,000g +	\$

3. Minimum 93 Octane Gasoline

Delivery Quantity (Pumper Truck)	Delivery Charge per Gallon above Base Price per Quantity of Delivery
1g – 1,000g	\$
1,001g – 2,500g	\$
2,500g +	\$

Delivery Quantity (Tanker Truck)	Delivery Charge per Gallon above Base Price per Quantity of Delivery
1g – 2,999g	\$
3,000g – 5,000g	\$
5,000g +	\$

Company:

Address:

Signature:

Name:

Tel:

Date:

Email:

FY22-15 Bio & Regular Petroleum Diesel Bid Form

North Berkshire County

Adams, Cheshire, Clarksburg, North Adams, Williamstown

1. Base Price Albany Low Posting (Date of Delivery)

Delivery Quantity	Delivery Charge per Gallon above Base Price per Quantity of Delivery
1g – 1,000g	\$
1,001g – 2,500g	\$
2,500g +	\$

2. Fixed Price Futures/July 2021 NYMEX Price

Delivery Quantity	Delivery Charge per Gallon above Base Price per Quantity of Delivery
1g – 1,000g	\$
1,001g – 2,500g	\$
2,500g +	\$

Central Berkshire County

Dalton, Lanesborough, Lenox, Pittsfield, Richmond, Washington, Windsor

1. Base Price Albany Low Posting (Date of Delivery)

Delivery Quantity	Delivery Charge per Gallon above Base Price per Quantity of Delivery
1g – 1,000g	\$
1,001g – 2,500g	\$
2,500g +	\$

2. Fixed Price Futures/July 2021 NYMEX Price

Delivery Quantity	Delivery Charge per Gallon above Base Price per Quantity of Delivery
1g – 1,000g	\$
1,001g – 2,500g	\$
2,500g +	\$

South Berkshire County

Alford, becket, Egremont, Monterey, Mt. Washington, Otis, Sheffield, Tyringham,
West Stockbridge

1. Base Price Albany Low Posting (Date of Delivery)

Delivery Quantity	Delivery Charge per Gallon above Base Price per Quantity of Delivery
1g – 1,000g	\$
1,001g – 2,500g	\$
2,500g +	\$

2. Fixed Price Futures/July 2021 NYMEX Price

Delivery Quantity	Delivery Charge per Gallon above Base Price per Quantity of Delivery
1g – 1,000g	\$
1,001g – 2,500g	\$
2,500g +	\$

Company:

Address:

Signature:

Name:

Tel:

Date:

Email:

List three references, including contact person and telephone number of three similar accounts:

1.

2.

3.

FY22-16 Bio & Regular Heating Oil Bid Specifications

1. Scheduling and delivery instructions will be arranged between the awarded bidder and each of the respective participants' procurement officer or their representative. Whenever possible, the vendor shall combine same-day deliveries for two or more adjoining participants within a given district with the total amount to be delivered used to determine the delivered price.
Example: If on the same day the City of Pittsfield schedules a delivery of 1,500 gallons and the Town of Lanesborough schedules 1,000 gallons, the delivery price would be based on 2,500 gallons billed to each individual community for the quantities purchased. This provision shall apply when the delivery is made within the capacity of one truck.
2. Estimated quantities from each participating town are attached to this bid package. The information provides the names of the participating entities, their estimated annual needs and the tank sizes for most entities. Estimated quantities are provided for informational purposes only; the actual amount may be more or less than the amount specified.
3. Bidders must supply their bid prices on the enclosed Bid Form(s) that show pricing for the following options:
 - a. Option A:

A delivery charge above the daily Albany, New York Journal of Commerce Daily Petroleum Price
 - b. Option B:

A delivery charge above the Fixed Price Futures Program for 85% of the estimated annual usage for the participants, a list will be provided on the day of lock in, for a lock-in price on the day of for the period of July 1, 2021 to June 30, 2022.
4. For Option A, the base price will be the Albany Low tank car posted in the New York Journal of Commerce Daily Petroleum Price. The base price will fluctuate up or down according to the posted price for the day of the delivery. The awarded bidder will be required to supply copies of the Albany Low Posting in the New York Journal of Commerce to all participants with each invoice to verify all base price charges posted on the day each delivery is made.

5. For Option B, the Bid Form will state a fixed delivery charge that will be added to the Fixed Price Futures Program which will be determined by the New York Mercantile Exchange (NYMEX) Price as listed in the Wall Street Journal Future Prices for July of 2021 on the day that the awarded vendor is notified to lock in on a futures price for all of the BRGPP's participants that want to lock in. The BRGPP will act as the designee for locking in a futures price for participants of this bid that opt to lock-in. To clarify, the BRGPP will contact the vendor on the date of lock-in with a list of the Participants that want to lock-in for the Fixed Price Futures Program that is determined by the NYMEX for July 2021 and that price will be added to the fixed delivery charge.
6. Option B Fixed Price Fuel-On the date the BRGPP notifies the awarded bidder that they want to lock in a list of the towns that have committed to the BRGPP Option B Fixed Price Fuel Program will be provided. On that date, the participants will be committing to purchase at least 85% of their estimated quantities for the year. IF they require more than 100% of their estimated quantity then they may need to purchase the extra amount at the variable price. If the lock in date is later than November then the estimated quantities may be changed by the BRGPP.
7. If the Participant does not use 85% of their estimated quantity, the unused portion of their allocation can go to a town or towns that need more than 100% of their estimated quantity. If there are none, then the town would be responsible for paying the charges on the gallons that represent the difference between what the town used and 85% of their estimated quantity. It should be noted that the vendor should make every effort to use that difference for another participating community, and thus not charge a community for unused quantities.
8. The Bid Form must be submitted for a bid price for the supply and delivery of heating fuel to all participants for July 1, 2021 to June 30, 2022. The Bid Form requests pricing for Option A Non-Fixed Pricing: list other stable charges (delivery charge) and Option B Fix Price Future Programs: list other stable charges (delivery charge) that will be added to the futures price for the date of the decided lock-in price.
9. More than one contract may be awarded for this bid. The contract(s) resulting from this bid will be awarded to the responsible and responsive bidder based upon lowest bid price, past performance and reliability of the bidder, quality of product and/or service, and degree of exclusions, exemptions, or restrictions on this bid form.

10.Determination of Pricing:

a. Option A – Non-Fixed Pricing

Determined by the Journal of Commerce, Albany Low, Albany, NY Journal of Commerce for heating oil and diesel. PLUS the margin and overhead bid price of the awarded vendor. The base price will fluctuate up or down according to the posted price for the day of the delivery. The awarded bidder will be required to supply copies of the Albany Low Posting in the New York Journal of Commerce to all participants with each invoice to verify all base price charges posted on the day each delivery is made. Also for Option A, the delivery charge will remain fixed for each year of the contract if renewed. The Bid Form allows vendors the opportunity to bid on a different fixed delivery price for each renewal period, should the BRGPP decide to renew with the awarded vendor. All suppliers must submit with each of their invoices a dated copy of the Journal of Commerce, referencing the Albany Reseller #2 Low, for each delivery made during the contract period. A copy of the Albany Low Journal of Commerce for the delivery dates must be included with the vendor's invoice, Albany, NY Journal of Commerce for heating and diesel fuel.

b. Option B – Fixed Price Fuel Future Program:

Fixed Price Fuel Future Program will be for towns that will commit to a lock-in price as defined as the July 2021 settle price for "Heating Oil No. 2" on the NYMEX for a futures fixed price in addition to the delivery charge submitted on the bid form. The BRGPP, on behalf of the participants that want to lock-in, will contact the awarded bidder on the date they want to lock-in. All participants will lock in on that one day designated by the BRGPP.

11. Once the committed amount of fuel is bought under the Fixed Price Futures Program, a town will buy fuel according to the terms of Option A unless another town has unused quantities that can be utilized under the terms of Option B.
12. The price per gallon will be good during normal working hours.
13. The successful bidder agrees to furnish and deliver No. 2 oil as specified in the most recent U.S. Bureau of Standards, Fuel Oils Commercial Standards, at the Port of Albany Low Posting, Albany, NY Journal of Commerce for heating oil and diesel.

14. Bio Fuels:

The awarded vendor must agree to adhere to all laws in effect during the contract period. If necessary, a contract amendment will be implemented upon verification from the Commonwealth of the effective date of implementation and the vendor of the actual additional cost.

15. Fuel oil, which becomes defective within ten days of delivery shall be replaced by the vendor free of charge with the specific understanding that all replacements shall carry the same guarantee as the original product.

16. Record of Delivery:

The vendor shall make and keep a full, accurate and complete record of the number of gallons of fuel oil delivered to each drop point and with each copy of the delivery record, showing the number of gallons of fuel oil delivered, as recorded by meter on all delivery trucks, shall be delivered by the vendor to the participant's procurement officer of their representative when delivery is made. A copy of the Albany Low, Journal of Commerce, Albany, NY Journal of Commerce for heating oil and diesel for the delivery date must accompany the participant's invoice.

17. Billing:

The vendor shall render bills to the participant promptly after deliveries by mailing the original bill to the representative of the participants. A copy of the Albany Low Journal of Commerce for the delivery dates must be included with the participant's invoice, Albany, NY Journal of Commerce for heating oil and diesel – New Haven, CT for gasoline.

18. Companies capable of providing burner service please provide labor rates for both normal working hours and overtime on the bid forms in this packet.

19. Materials only bids do not require a 5% bid bond.

20. For bidding purposes, participants have been split into three categories:

- a. **North Berkshire County:** Adams, Cheshire, Clarksburg, Florida, New Ashford, North Adams, Williamstown
- b. **Central Berkshire County:** Dalton, Lanesborough, Lenox, Peru, Pittsfield, Richmond, Washington, Windsor

- c. **South Berkshire County:** Alford, Becket, Egremont, Lee, Monterey, Mt. Washington, Otis, Sheffield, Stockbridge, Tyringham, West Stockbridge

21. In the event spillage should occur during the performance of this contract, the vendor shall be responsible for clean-up of any spills or accidental releases to the environment (pursuant to MGL c. 21E and other relevant regulations) at no cost to the participating member.
22. It is the responsibility of the awarded vendor to contact each participant to set up delivery arrangements. The fuel oil is to be delivered in such quantities and at such times as to maintain an adequate supply in the tanks at all times. If an emergency delivery is necessary, the vendor will make the delivery within 12 hours of being notified.
23. Bidders must guarantee that delivery and bill will not be based upon a temperature of 60 degrees or other factor, but rather upon wet gallons delivered.

24. Inspection of Records:

The vendor shall make available to the participant for inspection and audit all of its bills of lading, freight bills, vouchers, invoices, bills, books of account, and other records concerning such fuel oil.

25. Unavoidable Delays:

The vendor shall be allowed a reasonable extension of time for deliveries if the delay is caused by or results from strikes or acts of God; provided, however, that the participants shall have the right to secure fuel oil elsewhere if necessary during such period.

26. Rights of Participants for Breach:

If the vendor shall fail, neglect or refuse to deliver fuel oil in accordance with the requirements of this agreement, due to any causes for which he is responsible, the participants may secure such fuel oil from any other source and the vendor shall be liable to the participants for any damage resulting there from including in such damages any additional price which the participants may pay or be required to pay for such fuel oil over and above the price therefore under this agreement. The expression of this right or remedy of the participants for any breach by the vendor shall not operate to exclude any other right or remedy open or available to the participants by reason of any such breach.

FY22-16 Bio & Regular Heating Oil Bid Quantities

The following is a list of estimates for heating oil provided by the participants. In all cases, it is meant to aid the bidders in their bid pricing.

Municipality	Tank Size	Location	Gallons
Adams	275	149 Bellevue Ave.	1,300
	1,320	92 Park St.	5,600
<i>Total</i>			<i>6,900</i>
Clarksburg	330	714 W. Cross Rd.	2,000
	660	111 River Rd.	4,700
	333	712 W. Cross Rd.	1,100
	333	181 Cross Rd.	700
	2,500	777 W. Cross Rd.	13,800
<i>Total</i>			<i>22,300</i>
Williamstown	2,000	675 Simonds Rd.	2,900
	275	611 Main St.	900
	550	32 New Ashford Rd.	1,100
	275	605 Main St.	900
<i>Total</i>			<i>5,800</i>
North County			35,000
Dalton		462 Main St.	3,000
Lanesborough	550	83 N. Main St.	1,200
	275	8 Prospect St.	1,000

<i>Total</i>			2,200
Richmond	275	53 Firehouse Ln.	1,600
	275	2821 State Rd.	1,000
	275	1529 State Rd.	1,000
	10,000	1831 State Rd.	30,000
<i>Total</i>			33,600
Windsor	660	1890 Rt. 9	100
	660	1927 Rt. 9	1,500
	330	2025 Rt. 9	2,500
<i>Total</i>			4,100
Central County			42,900
Alford	275	5 Alford Center Rd.	1,800
Egremont	275	104 Townhouse Hill Rd.	600
	275	36 Main St.	1,200
<i>Total</i>			1,800
Monterey		435 Main Rd.	1,400
		411 Main Rd.	1,400
<i>Total</i>			2,800
Mt. Washington	275	38 Cross Rd.	1,200
Otis	330	7 N. Main Rd.	2,400
	330	48 N Main Rd.	2,000
	750	Highway Dept.	2,000

	330	Wastewater Treatment Plant	2,600
<i>Total</i>			<i>9,000</i>
Sheffield	275	35 Pike Rd.	2,200
	1,000	48 Main St.	3,500
	500	21 Depot Sq.	3,200
<i>Total</i>			<i>8,900</i>
Tyringham	275	116 Main Rd. – Town Hall	850
	275	116 Main Rd. – Highway Dept.	850
	275	118 Main Rd.	850
<i>Total</i>			<i>2,550</i>
West Stockbridge	660	24 Albany Rd.	5,500
	3,000	21 State Rd.	8,200
<i>Total</i>			<i>13,700</i>
South County			41,750
County Total			199,650

FY22-16 Bio & Regular Heating Oil Bid Form

North Berkshire County

Adams, Clarksburg, Williamstown

1. Base Price Albany Low Posting (Date of Delivery)

Delivery Quantity	Delivery Charge per Gallon above Base Price per Quantity of Delivery
1g – 1,000g	\$
1,001g – 2,500g	\$
2,500g +	\$

2. Fixed Price Futures/July 2021 NYMEX Price

Delivery Quantity	Delivery Charge per Gallon above Base Price per Quantity of Delivery
1g – 1,000g	\$
1,001g – 2,500g	\$
2,500g +	\$

Central Berkshire County

Dalton, Lanesborough, Richmond, Windsor

1. Base Price Albany Low Posting (Date of Delivery)

Delivery Quantity	Delivery Charge per Gallon above Base Price per Quantity of Delivery
1g – 1,000g	\$
1,001g – 2,500g	\$
2,500g +	\$

2. Fixed Price Futures/July 2021 NYMEX Price

Delivery Quantity	Delivery Charge per Gallon above Base Price per Quantity of Delivery
1g – 1,000g	\$
1,001g – 2,500g	\$
2,500g +	\$

South Berkshire County

Alford, Egremont, Monterey, Mt. Washington, Otis, Sheffield, Tyringham, West
Stockbridge

1. Base Price Albany Low Posting (Date of Delivery)

Delivery Quantity	Delivery Charge per Gallon above Base Price per Quantity of Delivery
1g – 1,000g	\$
1,001g – 2,500g	\$
2,500g +	\$

2. Fixed Price Futures/July 2021 NYMEX Price

Delivery Quantity	Delivery Charge per Gallon above Base Price per Quantity of Delivery
1g – 1,000g	\$
1,001g – 2,500g	\$
2,500g +	\$

Company:

Address:

Signature:

Name:

Tel:

Date:

Email:

List three references, including contact person and telephone number of three similar accounts:

1.

2.

3.

FY22-17 Liquid Propane Bid Specifications

1. Quality of Propane:

The bidder/vendor/contractor guarantees that the product supplied will meet or exceed the ASTM Specifications for Liquefied Petroleum (LP) Gases, Designation D1835-91 and NFPA58 Standard for the storage and handling, or latest revision thereof.

2. Title to Propane Fuel:

The contractor/vendor warrants that it has good and merchantable title to the Propane fuel supplies that will be supplied in meeting its obligations pursuant to this solicitation and resulting contract. Further, the contractor warrants that the propane fuel that it sells to the BRGPP and its participants and/or other eligible contract user is free from liens and adverse claims of every kind. The contractor or its successor shall indemnify and hold the BRGPP and its participants harmless against all loss, damage, and expense of every kind on account of adverse claims which attach before delivery to the contract users' sites. The title to such propane fuel will pass to the contract user (buyer) at the delivery point(s).

3. Quantity of Propane Fuel:

The contractor is obligated to supply the full propane requirements of the contract user to include the purchase, transport, and delivery of propane fuel to each contract user. The contractor is responsible for all costs associated with the transport of propane fuel to the contract user's tank.

4. Reliable Supply:

The contractor/vendor will take all reasonable and prudent steps to insure the contract users of a continuous supply of Propane fuel.

5. Replacement Costs:

Upon determining if the contractor is unable to supply the required volume of propane fuel, and the contract user purchases propane fuel from another supplier, the contractor will be responsible to pay the price differential and any associated penalties incurred by the contract user. The contractor shall be responsible for the net cost difference between replacement fuel supply cost and the cost of the contracted propane fuel supply, plus any associated penalties, if the contractor is unable to fulfill the obligations for reasons other

than force majeure. The BRGPP and its participants and any other eligible contract user reserve the right to withhold that portion of the previous month's balance due to satisfy the contractor's obligation in this section.

6. The Successful Bidder Guarantees:

- a. That his/her products against defective material or workmanship and to repair or replacement any damages or marring occasioned in transit;
- b. To furnish adequate protection from damage for all work and to repair damages of any kind or which he or his workmen are responsible, to the building or equipment, to his own work, or to the work of other successful bidders;
- c. To carry adequate insurance to protect the owner from loss in case of accident, fire, theft, etc.;
- d. That all deliveries will be equal to the accepted bid sample.

The successful bidder will supply the Participants with LP Gas for the period of July 1, 2021 to June 30, 2022, for, but not limited to the Participants in the General Instructions.

1. A bidder must submit a bid for each participant and deliver to the locations designated by them.
2. The Berkshire Region Group Purchasing Program has the right to split this bid for the benefit of the Participants.
3. Automatic delivery/call in will be at the option of the Participant at various locations.
4. Successful bidder may be required to install and connect the storage tanks and service the gas heaters as necessary. The successful bidder must be able to respond immediately to emergency calls.
5. Product will comply with the Commercial Propane NLPA average, subject to normal manufacturing tolerances.
6. All deliveries will be metered.
7. The estimated quantities on the bid form are estimates only. Actual orders may be more or less than quantities listed. If a town does not have a

quantity you can list a price next to their town or submit a price the very bottom "Price for any town that did not submit a quantity".

8. The price quoted shall be maintained during the life of the contract.
9. The successful bidder is to assume the responsibility for the immediate and proper clean-up of any and all gas/oil spilled during the delivery. The Participant is to be notified of any such spills immediately.
10. The successful contractor will need to provide the Berkshire Region Group Purchasing Program with a certificate of insurance naming the BRGPP as additionally insured.
11. The vendor must submit a bid for each unit/town/city
12. No Participant: Community/Town/City or District will be subject to any penalties if the actual quantity exceeds or does not meet the estimated quantity on the Estimated Quantity Bid Form
13. BRGPP requests that each vendor bid a fixed price.

Any merchandise provided under the contract, which is or becomes defective during the guarantee period shall be replaced by the successful bidder free of charge with the specific understanding that all replacements shall carry the same guarantee as the original equipment. The successful bidder shall make any replacements immediately upon receiving notice from the Participant.

Signed: _____

Dated: _____

FY22-17 Liquid Propane Bid Quantities

The following is a list of estimates for liquid propane provided by the participants. In all cases, it is meant to aid the bidders in their bid pricing.

Municipality	Tank Size	Location	Gallons
New Ashford	2,000	188 Mallery Rd.	1,200
	1,000	4 Ingraham Rd.	600
<i>Total</i>			<i>1,800</i>
North County			1,800
Lanesborough	500	10 Maple Ct.	2,500
Lenox	2,000	471 Reservoir Rd.	3,000
Pittsfield		1484 East St.	500
Washington	1,000	443 S. Washington State Rd.	3,500
	1,000	8 Summitt Hill Rd.	3,200
	100	443 S. Washington State Rd.	100
<i>Total</i>			<i>6,800</i>
Windsor	500	2024 Rt. 9	2,000
	500	2025 Rt. 9	500
<i>Total</i>			<i>2,500</i>
Central County			15,300
Alford	500	5 Alford Center Rd.	3,000

	500	86 N. Egremont Rd.	3,000
<i>Total</i>			<i>6,000</i>
Becket	1,000	47 Lyman St.	2,400
	500	629 Jacob Ladder Rd.	2,000
	500	162 Washington St.	2,000
	1,000	557 Main St.	4,000
<i>Total</i>			<i>10,400</i>
Egremont	1,000	171 Egremont Plain Rd.	1,700
	1,000	175 Egremont Plain Rd.	1,200
	500	171 Egremont Plain Rd.	800
	120	171 Egremont Plain Rd.	120
	500	133 Mt. Washington Rd.	750
	240	1 Button Ball Ln.	600
<i>Total</i>			<i>5,170</i>
Monterey		452 Main Rd.	1,400
		40 Gould Rd.	1,400
		468 Main Rd.	1,400
<i>Total</i>			<i>4,200</i>
Tyringham	500	116 Main Rd.	50

	200	100 Main Rd.	1,875
	500	2 Church Rd.	900
<i>Total</i>			2,825
South County			28,595
County Total			45,695

FY22-17 Liquid Propane Bid Form

Region	Gallons Requested	Bid Price per Gallon	Bid Total
North County	1,800	\$	\$
Central County	15,300	\$	\$
South County	28,595	\$	\$

Total Bid Value

\$

**Administrative Fee
(1.5%)**

\$

Company:

Address:

Signature:

Name:

Tel:

Date:

Email:

FY22-14 Gasoline, FY22-15 Bio & Regular Petroleum
Diesel, FY22-16 Bio & Regular Heating Oil, and FY22-17
Liquid Propane Bid Signature Page

I/We hereby agree to provide services for which we have provided pricing in accordance with the specifications in this bid.

Authorized Signature:

Printed Name:

Date:

Company Name*:

Postal Address:

City:

State:

Zip Code:

Email Address:

Phone Number:

The Office of the Attorney General, Washington, D.C., requires the following information on all bid proposals amounting to \$1,000 or more

Federal Tax ID Number (this number is regularly used by companies when filing their *Employer's Federal Tax Return*, U.S. Treasury Form 941:

If bidder's company is a corporation, include with bid a corporate resolution listing all duty authorized signers on behalf of the corporation and check here:

If bidder's company is a partnership, include a list of names/addresses of all partners and check here:

If bidder’s company is a proprietorship, completely fill out information above only and check here:

Tax Compliance and Non-Collusion Statements

Any person or corporation that fails to date, sign with original signature, and submit the following statements as shown on the following two pages shall not be awarded this contract due to submission of an incomplete bid.

Tax Compliance Certification

Chapter 233, § 35 & 36 of the Acts and Resolves of 1983 enacted the Revenue Enforcement and Protection Program effective July 1, 1983. One aspect of the law requires providers of goods and/or services to attest under penalty of perjury that they are in compliance with all laws of the Commonwealth relating to taxes.

Pursuant to M.G.L. Chapter 62C § 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, am in compliance with all laws of the Commonwealth of Massachusetts relating to taxes, the filing of all state tax returns and paid all state taxes as required under the law, and as to the reporting of employees and contractors, and withholding remitting for child support.

Corporate Name:

Social Security Number or

Federal ID Number:

Authorized Official's

Signature:

Type or Printed Name of

Signatory:

Title:

Date:

Certificate of Non-Collusion

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

Date:

Authorized Official's Signature:

Typed or Printed Name:

Company or Corporation:

Quarterly Reporting

The winning bidder agrees to submit quarterly reports on supplies and services delivered. Reports will be submitted via email to rslick@berkshireplanning.org no later than 21 days after the end of the quarter.

Name of Person submitting

Quarterly Reports:

Email Address:

Phone #:

FY22 BRGPP Participating Municipalities Contacts

Municipality	Contact	Phone #	Email Address
Adams	Michelle DeRose	(413) 743-8325	mderose@town.adams.ma.us
	Robert Tober	(413) 743-8325	rtober@town.adams.ma.us
Alford	Monty Green	(413) 528-6327	highway@townofalford.org
Becket	Edward Pickert	(413) 623-8988	highway@townofbecket.org
Cheshire	Robert Navin	(413) 743-3376	highway@cheshire-ma.gov
Clarksburg	Kyle Hurlbut	(413) 663-3451	dpw@clarksburgma.gov
	Rebecca Stone	(413) 663-8250	townadministrator@clarksburgma.gov
Dalton	John Roughley	(413) 684-6115	jroughley@dalton-ma.gov
Egremont	Jim Noe	(413) 528-1106	highway@egremont-ma.gov
Florida	Jim White	(413) 664-6274	floridahighway.floridamass@gmail.com
Great Barrington	Sean VanDeusen	(413) 528-0867	svandeusen@townofgb.org
Hancock	Lydia Cassavaugh	(413) 738-5225	bos@fairpoint.net
Hinsdale	Bud Hall	(413) 665-2300	dpw.highways@hinsdalema.gov
Lanesborough	William Decelles	(413) 443-1921	dpw.director@lanesborough-ma.gov
Lee	Shanon Albee	(413) 243-5520	salbee@town.lee.ma.us
	Al Zerbato	(413) 243-5520	azerbato@town.lee.ma.us
Lenox	Bill Gop	(413) 637-5525	lenoxdpw@townoflenox.com
Monterey	Shawn Tryon	(413) 528-1734	dpw1@montereyma.gov
Mt. Washington	Jonathan Hoskins	(413) 528-2730	hwd@townofmtwashington.com
New Ashford	Keith Lacasse	(413) 212-2639	keithlacasse91@gmail.com
	Ken McInerney	(413) 822-3576	kenmcinerney@townofnewashford.com
New Marlborough	Charles Loring	(413) 229-8165	cloring@newmarlboroughma.gov
North Adams	Paul Markland	(413) 652-3162	pmarkland@northadams-ma.gov
Otis	Derek Poirer	(413) 269-0106	Highway@townofotisma.com
Peru	Justin Russell	(413) 655-8312	highwaydept@townofperuma.com
Pittsfield	Vinny Bardarotta	(413) 499-9314	vbarbarotta@cityofpittsfield.org
Richmond	Pete Beckwith	(413) 698-3833	highway@richmondma.org
Sandisfield	Brad Curry	(413) 258-4711	highways@sandisfieldma.gov
Savoy	Daniel LaBonte	(413) 743-1286	savoyhighway@outlook.com
Sheffield	Ed Pickert	(413) 229-7000	highway@sheffieldma.gov
	Rhonda LaBombard	(413) 229-7000 ext 152	rlabombard@sheffieldma.gov
Stockbridge	Len Tisdale	(413) 298-5506	highway@townofstockbridge.com
Tolland	Edwin Deming	(413) 258-4531	DPW@TOLLAND-MA.COM
Tyringham	Noah Choquette	(413) 243-1749	tyringhamhighway@gmail.com
Washington	Tom Johnson	(413) 623-8383	washingtondpw@gmail.com
West Stockbridge	Curt Wilton	(413) 232-0305	highwaysuperintendent@weststockbridge-ma.gov
Williamstown	Chris Lemoine	(413) 458-5159	cleoime@williamstownma.gov
Windsor	John Denmo	(413) 684-3780	highway@windsormass.com