

WILTON PUBLIC WORKS  
DEPARTMENT

(203) 563-0152



TOWN HALL ANNEX  
238 Danbury Road  
Wilton, Connecticut 06897

April 14, 2023

Bill Prince  
Standard Oil of Connecticut, Inc.  
299 Bishop Avenue  
Bridgeport, CT 06607

Re: Unleaded Gasoline, Diesel Fuel and #2 Heating Oil  
RFP Number 2023-02  
Summary Bid No. 2

Dear Mr. Prince

The Town of Wilton has received and accepted your Bid in response to Summary Bid No.2 issued April 10, 2023 for the fixed price for fuel as described in Summary Bid No. 2. Standard Oil of Connecticut is being Conditionally Awarded the supply and purchase of the following items:

Unleaded Gasoline, Alternate – Fixed Price: \$2.72 per gallon

#2 Heating Oil, Alternate – Fixed Price: \$3.04 per gallon

Final acceptance is contingent upon approval of the Board of Selectmen.

Deliveries of Unleaded Gasoline and #2 Heating Oil will commence beginning July 1, 2023 and continue through to June 30, 2024. The agreement may be extended for the next three (3) years at one year increments at fair market pricing by mutual agreement.

Please forward your proof of Insurance which should meet the following requirements. Upon acceptance of the required insurance, a Supply Contract will be issued for Santa Buckley Energy's signature.

#### Insurance Requirements

- 1.1. The Vendor shall, at its own cost and expense, procure and maintain Comprehensive General Liability Insurance, Comprehensive Auto Liability Insurance, and Comprehensive Catastrophe Liability Insurance, as well as

Workers' Compensation Insurance as required by the appropriate Workers' Compensation Law. Evidence of insurance shall be in the form of a formal certificate of insurance properly executed by a licensed representative of the participating insurers and must contain a clause granting at least thirty (30) days prior written notice to the Town of intent to affect cancellation, non-renewal, or other material change which may have an adverse effect on the policies of insurance referred to in the certificate. The interests of the Town must be added to the aforementioned liability policies of insurance as an additional insured.

- 1.2. The minimum coverage and limits of liability required are as follows..
  - 1.2.1. Comprehensive General and Auto Liability Insurance Combined single limit of liability as respects bodily injury, personal injury and property damage liability shall be as follows.
  - 1.2.2. Comprehensive General Liability:
  - 1.2.3. \$1,000,000 per occurrence/ \$2,000,000 aggregate
  - 1.2.4. Comprehensive Automobile Liability:
  - 1.2.5. \$1,000,000 per occurrence
  - 1.2.6. Comprehensive Catastrophe Liability (Umbrella):
  - 1.2.7. \$5,000,000 per occurrence/aggregate
- 1.3. The above limits of liability shall apply to all premises-operations, independent contractors, products-completed operations, contractual liability, broad form property damage, automobiles (owned and non-owned, including hired automobiles) and other coverage which may be required to satisfy the Town. The Comprehensive General Liability coverage must be provided on an occurrence basis and will be primary and shall not contribute in any way to any insurance or self-insured retention carried by the Town.
- 1.4. Workers' Compensation Insurance. The policy shall be written in accordance with the statutory provisions of the State of Connecticut, and shall include a broad form "All States" endorsement in the event the operations require any interstate involvement as respects employers-employee relationship.
- 1.5. Certificates: Vendor shall deliver certificate(s) of insurance (or evidence of insurance) forms to the Town's designated representative prior to signing the contract or purchase order.

Sincerely yours,



Jeffrey Pardo  
Town of Wilton  
Assistant Director of Public Works/Facilities Manager

Cc: File