

EAST HOPEWELL TOWNSHIP

BOARD OF SUPERVISORS

8916 HICKORY ROAD, FELTON, PA 17322

TELEPHONE (717)993-6529 FAX (717)993-9386

CONTRACT DOCUMENTS

JUNE 3, 2026 - JUNE 3, 2027

PROPANE

BIDS DUE BY 12:00 PM JUNE 2, 2026

EAST HOPEWELL TOWNSHIP ADMINISTRATION OFFICE

BIDS WILL BE OPENED 12:00 PM JUNE 2, 2026

EAST HOPEWELL TOWNSHIP ADMINISTRATION OFFICE

BIDS WILL BE AWARDED ON JUNE 3, 2026

DURING THE BOARD OF SUPERVISORS' MEETING

EAST HOPEWELL TOWNSHIP ADMINISTRATION OFFICE

This package includes all documents required to be submitted to be considered as a successful bidder.
Please return this entire completed package with the appropriate information.

Proposal Submitted By:

Propane - 2026-2027



PROPOSAL AND CONTRACT FOR EQUIPMENT AND/OR MATERIALS ONLY *

INSTRUCTIONS ON PAGE 3

(THIS PROPOSAL INCLUDES INSTRUCTIONS TO BIDDERS)

A. DEPOSIT OF PROPOSALS.

- All envelopes containing Bid proposals shall be clearly marked "Bid Proposal for letting of 6/2/2026 ."
 DATE

East Hopewell Township
MUNICIPALITY (NAME & TYPE)

Laura A. Vasold
SECRETARY

- Sealed Proposals will be received on or before 12:00 pm , on the above Letting Date.
 TIME

8916 Hickory Road
Felton, PA 17322

ADDRESS

717-993-6529

MUNICIPAL CONTACT PHONE NUMBER

- Bids will be opened and read at approximately 12:00 pm , on the above Letting Date.
 TIME

PROPOSALS MUST BE MAILED OR OTHERWISE DELIVERED TO THE ABOVE ADDRESS.

- Supplier agrees to furnish and deliver those items for which prices have been indicated on the Schedule of Prices (Attachment 1) in accordance with the current PennDOT Specifications (Pub. 408), except bidders need not be prequalified by PennDOT (Sec. 102.01). It is understood that: (1) Bituminous materials will be purchased weight or converted gallons at 60 F. (2) Supplier must furnish Form CS-4171, CERTIFICATE OF COMPLIANCE and/ or TR-465 DAILY BITUMINOUS MIX CERTIFICATION. (3) The Municipality reserves the right to make an award on the basis of quotations received for any item or on the basis of the aggregate total for all like items on which quotations are received.
- Contract shall expire in one year from Date of Award or June 3, 2027
 (DATE)

B. CONTRACTOR'S CERTIFICATION

Proposal of _____
 (NAME OF CONTRACTOR)

(ADDRESS)

- It is hereby certified as follows:
 - The only person (s) having an interest in this proposal is (are) [include owners of leased equipment]:

 - None of the above persons are employees of the municipality.
 - This proposal is made without collusion with any other person, firm or corporation.
 - All specifications referred to above have been examined by the suppliers. The supplier understands that the quantities indicated herein are approximate and are subject to change as may be required; and that all work is payable on the basis of the unit prices listed on the Schedule of Prices (Attachment 1).
- Accompanying this proposal is a certified check or bid bond in the amount of \$ _____ made payable to the municipality, as a proposal guarantee which, it is understood, will be forfeited in case the supplier fails to comply with the requirements of the proposal.
- Name(s) of source(s) of supply of bituminous materials.

* For Contract Projects, use MS-944.

- 4. The supplier will comply with all requirements of the laws and implementing regulations of the Commonwealth of Pennsylvania and of the United States relating to human relations, equal opportunity and non-discrimination in employment, and will pay to workmen employed in the performance of the contract the wages to which they may be entitled and, when required by law, not less than the applicable prevailing wage.
- 5. The supplier will provide the municipality with a performance bond in the amount of 50% of the contract, conditioned upon the faithful performance of the contract.

WITNESS OR ATTESTED BY:

 TITLE:



 SUPPLIER
 BY: _____
 TITLE:



TO BE EXECUTED ONLY IN THE EVENT THE ABOVE PROPOSAL IS ACCEPTED

ACCEPTED ON:

ATTESTED BY:

 TITLE: Laura A. Vasold
 Secretary/Treasurer

(SEAL)

 June 3, 2026
 DATE

 East Hopewell Township
 MUNICIPALITY

BY: _____
 TITLE: Dean H. Miller, Chairman

 TITLE: Roy E. Hiller III, Supervisor

TOTAL AMOUNT OF CONTRACT:
 \$ _____

 TITLE: Todd A. Warner, Supervisor

ITEMS INCLUDED IN CONTRACT:

Five Thousand (5,000) gallons, more or less, of Propane.

SCHEDULE OF PRICES FOR EQUIPMENT AND / OR MATERIALS

EQUIPMENT Type, Make, Model, Specifications: _____

Delivery Date: _____ F.O.B. _____

PRICE \$ _____

OUTRIGHT PURCHASE - Trade-in \$ _____

Net \$ _____

RENTAL WITH PURCHASE OPTION (Rental to be applied to purchase price.)
Rental: _____ per _____
(Hour, day, week, month, etc.)

PRICE \$ _____

- Trade-in \$ _____

Net \$ _____

PROPOSAL AND CONTRACT INSTRUCTIONS

1. The proposal must be typewritten or printed.
2. If more than one proposal on any project is submitted by any individual, firm or partnership, corporation or association under the same or different names, only one lowest proposal will be considered.
3. Bid bonds may be waived by municipality by crossing it out on Proposal Form 963.
4. Part A of page 1 is to be completed by the municipality. Part B of page 1 is to be completed by the supplier. Schedule of Prices - under equipment section the municipality must complete description, delivery date, delivery site, and check appropriate block (s) for outright purchase or rental with purchase option. Under material section all like materials must be listed together and space provided for a total of all like materials. EXAMPLE: All classes of concrete, all sizes of concrete pipe, all sizes corrugated metal pipe, all asphalt materials, etc. Columns 1, 2, 3, 4, and 5 (be sure to include delivery date) must be filled in by the municipality to insure equitable bidding. All of Columns 6, A, 7, B, 8, and C must be filled in by the supplier, unless otherwise indicated. (Unit Price delivered as directed does not apply to bituminous pavements. Use form MS-944.) If more space is needed, add note at the bottom of the page: " Continued on Attachment 1 - A" and add additional sheet designated as Attachment 1-A, 1-B, etc. Repeat note for each additional sheet required. Municipality may eliminate one or two pairs of Columns 6 through C, if no bids are desired under one or two of the options.
5. Performance bonds are provided by only the successful bidder. Bond must be in 50% of contract amount.
6. Where Materials for a Wearing Surface Treatment are part of the contract Average Daily Traffic (ADT) Count must be included in the description.
7. Contractor awarded the bid shall receive an approved copy of the contract.
8. Form MS-963 is not to be used for purchasing bituminous or other pavements in place. IF ALTERNATE BIDS MUST BE SECURED, BOTH MS-963 AND MS-944 MUST BE USED.
9. This form is PRIMARILY for use when work is performed by Local Forces.
10. An ESCALATOR CLAUSE is optional; however, it must be included in the proposal prepared by the Municipality. An escalator clause MAY NOT be inserted by the contractor.
11. Freight On Board (FOB) asphalt is subject to the requirements of Publication 408, Section 110.04(a) Price Adjustment of Bituminous Materials.

SCHEDULE OF PRICES - MATERIALS

BIDDER NAME: _____

1	2	3*	4**	5	6	A	7	B	8***	C
ITEM NO.	APPROX. QUANTITY	UNIT	DESCRIPTION	REMARKS AND / OR DELIVERY DATES	UNIT PRICE FOB PLANT	TOTAL (2 x 6)	UNIT PRICE DELIVERED AT JOB SITE	TOTAL (2 x 7)	UNIT PRICE DELIVERED AS DIRECTED	TOTAL (2 x 8)
1	5,000	Gallons (more or less)	Propane	As directed by the Board of Supervisors. Escalator provisions apply. Attachments become part of this bid.						

* Gallons - Tons - Feet - etc.

** Includes Class - Size - Diameter

***For Bituminous or other Pavements in Place, Use Form 944
ALL COLUMNS MUST BE COMPLETED UNLESS OTHERWISE INDICATED.

USE OF CUTBACK ASPHALT IS PROHIBITED BETWEEN MAY 1 st AND OCTOBER 31 st EXCEPT AS NOTED IN BULLETIN NO. 25.

The following clause becomes a part of this bid and shall be known as:

ATTACHMENT A

"Bidder shall have the right to increase the contract unit price in an amount equal to the Bidder" increase in costs of materials and supplies occurring subsequent to the date on which such Bid is submitted (hereinafter referred to as "base date") to the Board having authority to award contracts. Any increase (or decrease) in the Bidder's cost of materials and supplies after the base date shall be verified by proper documents furnished to the responsible awarding Board which shall include proof of price to the Bidder from the Bidder's source of supply.

Should the Bidder's allocation of any item be materially reduced by the Bidder's source of supply, the Bidder may reduce proportionately the quantity of such item to be delivered in accordance with this Bid.

The Township may withdraw or reduce the quantity of any item or terminate or reduce the scope of the contract: (a) if the unit cost of any item covered by these escalator provisions is increased more than fifteen percent (15%) above the base price, or (b) if, because of an increase in the unit cost of one or more items covered by these escalator provisions is increased more than fifteen percent (15%) above the base price, or (b) if, because of an increase in the unit cost of one or more items covered by these escalator provisions, the total estimated cost of the contract is increased more than ten percent (10%) above the base price."

East Hopewell Township
BOARD OF SUPERVISORS

ATTACHMENT B

Bids must be in the hands of the Township Secretary on or before Tuesday, June 3, 2026 at 12:00 pm. at which time they will be publicly read. Bids will be awarded at the regular meeting on Wednesday, June 3, 2026. Sealed envelopes must be plainly marked "BIDS FOR PROPANE".

Bidder shall provide a Certificate of Liability Coverage for operations with policy limits equal to or exceeding \$1,000,000.00.

Truck drivers making deliveries or doing work in/for East Hopewell Township must have a current Commercial Drivers License, as required by law.

The Board reserves the right to accept or reject any bids in the best interest of the Township.

East Hopewell Township
BOARD OF SUPERVISORS

**PERFORMANCE BOND
(With Corporate Surety)**

Attachment # 2

KNOW ALL MEN BY THESE PRESENTS, That we, _____

as Principal and _____

a corporation incorporated under the laws of the State of _____

as Surety, are held and firmly bound unto _____

in the full and just sum of _____

(\$ _____) dollars lawful money of the United States of America, to be paid to the above

Municipality or its assigns, to which payment well and truly to be made, we bind ourselves, our heirs, executors administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the above bounden Principal has entered into a contract with the above Municipality, bearing even date herewith, for the undertaking of certain obligations as therein set forth,

NOW, THEREFORE, the condition of this obligation is such that if the above bounden Principal, as Contractor, shall in all respects comply with and faithfully perform the terms and conditions of said contract, including the Specifications and conditions referred to and made a part thereof, and such alterations as may be made in said Specifications as therein set forth, then this Obligation shall be void, but otherwise the same shall be and remain in full force, virtue and effect.

It is further provided that any alteration which may be made in the terms of the contract or its specifications with the express approval to the Municipality or the Principal to the other, shall not in any way release the Principal and the Surety or either or any of them, their heirs, executors, administrators, successors or assigns from their liability hereunder, notice to the Surety of any such alteration or forbearance being hereby waived.

IN WITNESS WHEREOF, the said Principal and Surety have duly executed this Bond under Seal, pursuant to due and legal action authorizing the same to be done on _____
(DATE OF BOND)



Attest / Witness

CONTRACTOR

TITLE

BY

TITLE:



Attest / Witness

SURETY COMPANY

TITLE

TITLE:

