

77 Main Street  
Post Office Box 369  
Warwick, NY 10990  
[www.villageofwarwick.org](http://www.villageofwarwick.org)



(845) 986-2031  
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**VILLAGE OF WARWICK**  
INCORPORATED 1867

**NOTICE OF BID  
NATURAL GAS SUPPLY**

**PLEASE TAKE NOTE** that the Village of Warwick is seeking proposals for the supply of natural gas. Sealed proposals marked, “**Natural Gas Supply Proposals 2024/26**” on the outside of the mailing envelope must be submitted to the Village Clerk at 77 Main Street, Warwick, NY on or before April 22, 2024, at 12:00 p.m. at which time and place all Bids will be opened and publicly read aloud. Vendors should be aware that there could be an initial administrative delay of up to a month for the utility to change over accounts.

A listing of the Village of Warwick Orange and Rockland account numbers are available at the Village Clerk’s office. The vendor submitting an RFP is responsible for obtaining historical data usage. Vendors must submit, via email to [clerk@villageofwarwick.org](mailto:clerk@villageofwarwick.org), on a form written by the Vendor, a request for historical data usage. The Vendor is responsible for submitting this form to the utility and acquiring the historical data usage.

Specifications for the bid may be found on the Village of Warwick’s website [www.villageofwarwick.org](http://www.villageofwarwick.org) or by emailing the Village Clerk’s Office at [clerk@villageofwarwick.org](mailto:clerk@villageofwarwick.org).

The Village Clerk may be contacted by email at [clerk@villageofwarwick.org](mailto:clerk@villageofwarwick.org) or by phone 845-986-2031 ext. 102. Questions are to be directed in writing to the Village Clerk at the above address and phone number. All questions must be received by April 12, 2024.

**BY ORDER OF THE BOARD OF TRUSTEES  
VILLAGE OF WARWICK, NEW YORK  
RAINA ABRAMSON  
VILLAGE CLERK**

**Dated: March 12, 2024**

Village of Warwick  
77 Main Street/PO Box 369  
Warwick NY 10990  
Villageofwarwick.org

Natural Gas Supply Request for Proposal

**INVITATION FOR PROPOSAL**

The Village of Warwick, New York is seeking proposals for the supply of natural gas. Sealed proposals plainly marked "Natural Gas Supply Proposal 2024/2026" on the outside of the mailing envelope, must be submitted to the Village Clerk at 77 Main Street, Warwick, New York on or before April 22, 2024, at 12:00 p.m. local time. Vendors should be aware that there could be an initial administrative delay of up to a month for the utility to change over accounts. Page 4 of this form will be used to review proposals and award a contract.

The Village of Warwick is requesting qualifications and fixed price information from interested vendors for the Village's purchase of natural gas supply to be used at all municipal buildings.

The selected vendor will be expected to supply natural gas for the period of June 1, 2024, through May 31, 2026. Addenda to this project, if any, will be posted on the Village of Warwick website, [WWW.villageofwarwick.org](http://WWW.villageofwarwick.org), under the project heading. Interested parties may supply an email or mailing address to the Village of Warwick Clerk in advance of the "RFP" opening to receive updates to this project.

The Village of Warwick reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the Village and to negotiate the terms and conditions of any proposal leading to execution of an Agreement for Services.

Questions may be directed to the Village Clerk, in writing, to: [clerk@villageofwarwick.org](mailto:clerk@villageofwarwick.org), and must be received by Friday, April 12, 2024, by 4:00 p.m.

**GENERAL INFORMATION:**

The Village of Warwick is requesting fixed price information for the purchase of natural gas to be used at all Village of Warwick buildings and facilities. The term period shall be from June 1, 2024 through May 31, 2026. A listing of the Village of Warwick Orange and Rockland account numbers is available by contacting the Village Clerk at [clerk@villageofwarwick.org](mailto:clerk@villageofwarwick.org). The vendor (submitting an RFP) is responsible for obtaining historical data usage. Vendors must submit, in person, to the Village Clerk, on a form written by the Vendor, a request for historical data usage. The Vendor is responsible for submitting this form to the utility and acquiring the historical data usage.

Vendors making proposals must respond in writing to all requirements of this Request for Proposal (RFP). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements.

Questions may be directed to the Village of Warwick Clerk at: [clerk@villageofwarwick.org](mailto:clerk@villageofwarwick.org). Questions submitted by phone, written correspondence, or in person will not be accepted.

Vendors are required to hold their proposals until the signing of the contract. The sealed envelopes will be opened on April 22, 2024 at 12:00 p.m. An award will be made, and an agreement will be signed,

prior to 4:00 p.m. May 31st, 2024 to lock in a rate, if the Village of Warwick agrees to all conditions and pricing data of a submitted proposal.

Vendors must be licensed to market natural gas in the State of New York and provide qualifying documentation.

**SUBMITTAL REQUIREMENTS:**

Vendors are required to submit two (2) copies of the proposal package. The following shall be included as part of the proposal package:

1. A letter providing Vendor Company summary of qualifications and contact information.
2. A description of the vendor's overall capability, resources and assurance that it can meet its commitment to successfully provide these services.
3. References: Submit references for three (3) major municipal or commercial customers and their aggregate dollar value of such contracts with which they have supplied the natural gas during the past two (2) years. Include contact name, company name, address and telephone number.
4. Specifications, Requirements Documents, and Addendum initialed at the bottom of each page.
5. Completed and signed Proposal Form (Page four of this document).
6. Completed and signed W-9 (Tax Form).
7. State of New York License to market natural gas.
8. Proposed Agreement for Services.
9. Such other documentation regarding programs and features as vendor deems helpful to the Village's evaluation.

Failure to include the above referenced items at the time of proposal submittal may disqualify the vendor.

**EVALUATION CRITERIA:**

Proposals will be evaluated based on the following:

- Vendor qualifications and capabilities.
- Vendor responsiveness, price structure, supplier financial viability, and experience and market presence.
- Programs and features of Vendor that may make it unique or better than others.
- Price
- Proposed Agreement for Services

**No Proposal will be considered unless the company submitting the Proposal has been engaged in business for a minimum of twenty-four (24) months.**

**RESERVATION OF RIGHTS:**

The Village of Warwick reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the vendor and to evaluate the proposal submitted. Vendors may be requested to execute releases for information. Failure to provide a release upon request may result in disqualification.

The Village of Warwick reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the Village and to negotiate the terms and conditions of any proposal.

## **REQUIREMENTS OF AGREEMENT FOR SERVICES:**

1. The term of the contract for this proposal will be June 1, 2024 through May 31, 2026.
2. A single invoice will be submitted to the Village for all buildings and facilities monthly.
3. The successful Vendor will provide a monthly invoice with the total CCF of natural gas delivered for each building for that month. The vendors must be prepared to accept that weather conditions, or other factors, could increase or decrease the amount of power actually consumed to a level above or below the historical data provided by the utility.
5. The successful Vendor shall not assign the contract without receiving prior express written approval of the Village.
6. The successful Vendor shall submit a statement that will indemnify, defend, and hold harmless, the Village of Warwick, against all claims for loss, damage, cost, and injury of any kind to property and persons, including death, resulting from, or arising out of, or occurring in connection with, the performance of the contract by the successful Vendor, its officers, agents, or employees.
7. Failure to adhere to and comply with any of the conditions of the Agreement for Services and specifications of this RFP will result in cancellation of the Agreement upon written notice. In the event of cancellation of the Agreement and the necessity to negotiate a new Agreement for natural gas supply with another supplier, the Vendor will be responsible for making whole the Village of Warwick for its loss, damages and costs incurred.
8. A cost saving analysis at the end of the contract year is required as part of the Agreement for Services.

## **9. SEXUAL HARASSMENT POLICY**

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all its employees. Such policy shall, at minimum, meet the requirements of Section 201-G of the New York State Labor Law.

Village of Warwick  
77 Main Street/PO Box 369  
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## Price Proposal Form for Natural Gas Supply

**June 1, 2024 through May 31, 2026 - Fixed Price per CCF:**

Fixed Price per CCF: \_\_\_\_\_ Fixed Price per CCF

Signature of Authorized Representative: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

Please Print Representative's Name: \_\_\_\_\_

Please indicate number of years as an established company: \_\_\_\_\_

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

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

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

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