



## *REQUEST FOR PROPOSAL – Timberlane Regional School District Heating Oil 2025-2026*

SAU 106 (Timberlane Regional School District “TRSD”) requests sealed proposals to provide fixed-price #2 heating oil for four schools during the 2025-2026 heating season, as outlined in the attached specification document. All sealed proposals must be submitted by Friday, June 13, 2025, at 9 a.m., with the bid opening on June 13 at 10 a.m.

The company shall submit a statement with the proposal, indicating school experience, along with the names of the school districts previously and/or currently served, the involved dates, and the scope of services performed.

Proposals must remain valid for 96 hours after the opening.

The SAU may conduct an investigation as necessary to determine the company's capacity to execute the work. The company is required to provide the SAU with all relevant information and data needed for this purpose upon request. The Superintendent retains the authority to accept or reject any and all proposals, or any individual item(s) within them, to waive any informalities in the procurement process, and to cancel, either partially or entirely, the request for proposals. The Superintendent will award the contract in a manner deemed to be in the best interests of the School District. The School District reserves the right to select the proposal that most effectively meets the District's requirements as determined by the Superintendent. Although price will be a significant factor in the evaluation, the Superintendent retains the right to select a vendor even if it does not submit the lowest cost proposal.

Each proposer must clearly express any deviation from the conditions and specifications in the appropriate space on the proposal form. Unless stated by the proposer and accepted by the districts, all conditions and specifications apply.

Any fraudulent or inaccurate statements or willful concealment of relevant information by the Proposer are grounds for rejecting that proposal and terminating any subsequent contract. The Proposer may not withdraw proposals after the proposal opening.

The successful proposer, known as the contractor, shall be ready to enter into a written contract with the school district following the District's written acceptance of the proposal. The contract will last until June 30, 2026.

Once the district has evaluated project costs, final decisions on quantities and any limits to the scope of work shall be noted in the agreement/contract.

All contractors or companies submitting proposals must provide the labor, materials, tools, and equipment necessary to complete the task and anything else reasonably implied for this contract's prompt and satisfactory completion.

All proposals must be submitted in a sealed envelope marked “RFP-Heating Oil” and addressed to Justin Krieger, Superintendent, Timberlane Regional School District, 30 Greenough Road, Plaistow, NH 03865, no later than **Friday, June 13, 2025, at 9 a.m. The bid opening will be on June 13 at 10 a.m.**

Please direct all questions to:

Frank Janvrin, Director of Facilities, [frank.janvrin@timberlane.net](mailto:frank.janvrin@timberlane.net)



## NH School Administrative Unit 106 | Timberlane Regional School District

30 Greenough Road, Plaistow, NH 03865 Voice: (603) 382-6119 Fax: (603) 382-3334

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### 2025 Specification Document

| School District | Building                 | Tank Location                          | Tank ID # | Tank Size  | Avg. Annual Usage in Gallons | Delivery Type<br>Pedal Truck (P/T)<br>Tractor Trailer (T/T) |
|-----------------|--------------------------|----------------------------------------|-----------|------------|------------------------------|-------------------------------------------------------------|
| Timberlane      | Atkinson Academy         | 17 Academy Ave.<br>Atkinson, NH 03811  | 111169    | 10,000 gal | 19,000                       | P/T                                                         |
| Timberlane      | TLC at Sandown Central   | 295 Main Street<br>Sandown, NH 03873   | 111167    | 10,000 gal | 11,000                       | P/T                                                         |
| Timberlane      | Sandown North Elementary | 23 Stagecoach Rd.<br>Sandown, NH 03873 | 115514    | 10,000 gal | 13,000                       | P/T                                                         |

Total 43,000



**Proposal Submittal**

Sealed proposals are due on Friday, June 13, 2025, at 9 a.m., with the bid opening on June 13 at 10 a.m. at the SAU 106 office building at 30 Greenough Road, Plaistow, NH 03865.

**COMPANY PROFILE**  
**and**  
**REQUIRED SUBMITTALS**

Please provide the following information about your business. This form is necessary for submitting your proposal. You may attach extra sheets or documents as needed.

1. DUNS Number or Federal Tax ID # \_\_\_\_\_
2. Size of Company: Total number of employees \_\_\_\_\_  
Total number of service employees \_\_\_\_\_
3. Number of years in business \_\_\_\_\_
4. Number of years under current management \_\_\_\_\_
5. Office locations (service, retail, other) \_\_\_\_\_
6. Please provide the website address: \_\_\_\_\_

List three references for which your company performed similar scope and size work. Include the company or agency name, contact name, telephone number, and email address.

- 1) \_\_\_\_\_  
\_\_\_\_\_
- 2) \_\_\_\_\_  
\_\_\_\_\_
- 3) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Authorized Signature & Title)

\_\_\_\_\_  
(Date)



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## PROPOSAL FORM Timberlane Regional School District 2024/2025 Oil Proposal

To: Mr. Justin Krieger  
Superintendent of Schools  
SAU 106/Timberlane Regional School District  
30 Greenough Rd.  
Plaistow, NH 03865

Having carefully examined the description of the Request for Bid, the undersigned agrees to perform the work for the following contract price:

### OIL PROPOSAL PRICE:

Price Per Gallon: \$ \_\_\_\_\_

Estimated Gallons: 43,000

Total Proposal Price: \$ \_\_\_\_\_

Submittals Included:  
\_\_\_\_ Company Profile

COMPANY NAME: \_\_\_\_\_

ADDRESS OF COMPANY: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SIGN HERE: \_\_\_\_\_

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME OF THE AUTHORIZED OFFICER

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