



REQUEST FOR TENDER

DOCUMENT NO. 19-08

TENDER FOR: SUPPLY AND DELIVERY OF PROPANE, CLEAR AND COLOURED DIESEL FUEL

CLOSING DATE: July 24, 2019 at 11:00 a.m. Local Time

SUBMITTED BY:

(Insert company name)

SUBMITTED TO:

The Township of Tudor and Cashel
PO Box 436
371 Weslemkoon Lake Road
Gilmour, ON, K0L 1W0
admin@tudorandcashel.com

Attn: Nancy Carrol, Deputy Clerk/Treasurer.

Official Documents

Only documents found on the Municipality's website are to be considered "official". The Township of Tudor and Cashel accepts no responsibility for the accuracy of information found on other websites. The onus is on the bidder to check this site to verify they have received all relevant bid information. Addendums will be posted to the Municipalities website, directly beneath the original posting. It is recommended potential bidders check the site regularly for updates. No addendums will be issued with less than 7 days remaining until the bid opening. If an addendum is necessary during the last week, the bidding date may be reset accordingly.

POLICIES AND PROCEDURES

The following pages outline the general intention of this contract and the procedures that will be followed throughout the tender process-introduction to award. These procedures apply to all competitive bids and are in addition to any project specific requirements identified in the body of this document

GENERAL CONDITIONS

This tender provides for the supply and delivery of Propane, Furnaces Fuel, Clear and Coloured diesel fuel. The quantities are estimations based on previous year consumption. New Propane Furnaces have been installed at 371 Weslemkoon Lake Road, there are no previous numbers to support the estimates made with regards to this building. Bids will be accepted via email or hard copy via delivery. They must be received by July 24, 2019 @ 11:00 a.m.

Attn.; Nancy Carrol
Township of Tudor and Cashel
PO Box 436
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1. INTERPRETATION OF ESTIMATES

The quantities as shown on the tender form are estimates only. The actual quantities used could be more or less than indicated depending upon the requirements.

2. WITHDRAWAL OF TENDER

A bidder will be permitted to withdraw his tender unopened after it has been deposited if such a request is received in writing prior to the time specified for the opening of tenders.

3. DISQUALIFICATION OF BIDDERS

More than one tender from an individual firm, partnership, corporation or association under the same or different names will not be considered. Collusion between bidders will be sufficient for rejection of all tenders so affected. Bid not received prior to July 24, 2019 @ 11:00 a.m.

4. ACCEPT/REJECT

The Municipality reserves the right to reject any or all Bids, for any reason whatsoever and to accept only Bids considered best for its interest and to waive formalities as the interests of the Municipality may require without stating a reasons, therefore, the lowest or any Bid may not necessarily be accepted.

5. EQUIPMENT

All equipment, storage tanks and pumps are to be installed and are the property of the supplier. Supplier is to provide details on proposed storage tanks and pumps.

Tanks shall be as follows:

Clear Diesel Fuel 4500 Litres
Coloured Diesel Fuel 1000 Litres
Propane Tanks 2 tanks @ - 1000 Litres
Propane Tank – 500 Litre (or similar sized)

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6. DURATION OF CONTRACT

This contract will be awarded for a period of Forty-Eight (48) months commencing September 01, 2019 to August 31, 2023.

7. UNIT OF MEASURE

All prices will be based on the metric unit of measure.

8. DELIVERIES/TICKETS

Deliveries to all sites listed shall be within a maximum six (6) hours after notification any day of the week. All deliveries shall be made by metered tankers. A duplicate delivery slip showing printout of the total liters delivered shall be left at the delivery site.

9. INDEMNIFICATION

The contractor will indemnify and hold harmless the Corporation of the Township of Tudor and Cashel, their agents and employees from and against claims, demands, lawsuits, costs, damages, actions, losses, suits or proceedings from Third parties arising out of, or attributable to, the Contractor's performance of the contract (hereinafter called "claims"), providing such claims are:

- (i) Attributable to bodily injury, sickness, disease, or death or injury to, or destruction of tangible property and
- (ii) Caused by negligent acts or omissions of the Contractor or anyone for whose acts he may be liable.
- (iii) The obligation of the Contractor to indemnify hereunder shall be limited to \$2,000,000.00 per occurrence from the commencement of the work until substantial performance of the work.
- (iv) Coverage shall be endorsed to provide the Corporation of the Township of Tudor and Cashel with not less than 30 days' written notice in advance of any cancellation, change or amendment restricting coverage.

10. LIABILITY INSURANCE

Automobile Liability Insurance in respect to licensed vehicles shall have limits of not less than \$2,000,000.00 inclusive per occurrence for bodily injury, death and damage to property and the following forms endorsed to provide the Owner with not less than 30 days' written notice in advance of any cancellation change or amendment restricting coverage:

- (i) Standard non-owned policy, including standard contractual liability endorsement.
- (ii) Standard owners form automobile policy providing third party liability and accident benefits insurance and covering licensed vehicles owned or operated by or on behalf of the contractor.

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11. PRICE FLUCTUATION

It is noted that there is no control over the rack price or taxes but the cost of delivery will **remain firm** for the duration of this contract. When filling out the tender form include Rack pricing from July 15th, 2019 with documented proof.

12. All products to be delivered as required to locations as designated in Schedule "A" of this contract.
13. If your quotation deviates from specifications in any way, such exceptions must be clearly noted herein. If unable to bid, please state the reasons and return for our records.
14. The Corporation of the Township of Tudor and Cashel reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.
15. All tenders to be submitted on this Tender Form with the net prices shown in the spaces provided.
16. H.S.T. to be shown separately on all invoices.

SCHEDULE "A"**CORPORATION OF THE TOWNSHIP OF TUDOR AND CASHEL****FUEL CONSUMPTION**

(Approximate)

PROPANE	15,000 Litres
CLEAR DIESEL FUEL	32,000 Litres
COLOURED DIESEL FUEL	11,000 Litres

LOCATION	TANK SIZE LITRES	PRODUCT
Municipal Office 371 Weslemkoon Lk. Rd	1000	Propane
Tudor and Cashel Roads Garage 593 Weslemkoon Lk Rd	1500	Propane
Grimsthorpe Waste Site	500	Propane
Tudor and Cashel Roads Garage 593 Weslemkoon Lk Rd	4500	Clear Diesel Fuel
Tudor and Cashel Roads Garage 593 Weslemkoon Lk Rd	1000	Coloured Diesel Fuel

ACKNOWLEDGEMENTS

I/WE ACKNOWLEDGE that this Tender is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a Tender for the same work and is in all respects fair and without collusion or fraud.

I/WE ACKNOWLEDGE that all matters stated in the submitted Tender are in all respects true.

I/WE ACKNOWLEDGE that _____ addenda have been received and that it is my/our ultimate responsibility to ensure all addenda issued have been received.

I/WE ACKNOWLEDGE that I/WE have carefully read Request for tenders **19-08, Supply and Deliver Propane, Clear and Coloured Diesel**, and have satisfied ourselves as to the conditions under which the work is to be carried out, and do hereby make an offer with the Corporation of the Township of Tudor and Cashel to provide the necessary services for the completion of the **Supply of tanks, material, equipment and ensuring the supply of fuel for the duration of the agreement** at pricing indicated in **Appendix B – Pricing and Completion Schedule**.

I/WE ACKNOWLEDGE and warrant that the price submitted shall be firm for a period of one hundred-twenty (120) days from the date of the Tender Closing.

Dated at _____ this _____ day of _____ 2019.

Firm or Organization Name

Signing Authority

Street Address

Signature

City

Postal Code

Telephone Number

Email

Fax Number

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Appendix B

In order for your bid to be accepted, supplier must price as set out in Tender Form below. Please include rack pricing from July 15th, 2019 with proof of pricing.

I/We the undersigned hereby agree to Supply and Deliver Propane, Clear and Coloured Diesel Fuel all in accordance with the attached Instructions to Bidder:

1. Pricing

DESCRIPTION OF ITEM	ESTIMATED QUANTITY	RACK PRICE / LITRE (July 15 th , 2019) (Variable Rate)	PRICE / LITRE (Fixed Rate)	TOTAL PRICE / LITRE
Propane	15,000 litre		\$ _____ per litre	
Clear Diesel	32,000 litre		\$ _____ per litre	
Coloured Diesel	11,000 litre		\$ _____ per litre	

Appendix B – cont'd**2. HST**

HST Registration Number is: _____

OR

Operates as a Small Trader with the Federal Government: _____