

Telephone – (705) 724-2813

Website: <https://www.powassan.net/>

Fax No. – (705) 724-5533

**TENDER FOR THE SUPPLY AND DELIVERY OF GASOLINE, CLEAR DIESEL AND  
COLOURED DIESEL FUEL  
TENDER NO. 2022-03**

Sealed tenders, clearly marked as '**Tender 2022-03**' will be received by the undersigned at the Municipality of Powassan office until the closing date and time specified below, for the supply of gasoline, clear diesel, and coloured diesel fuel.

Closing at: **12:00 p.m., Friday June 24, 2022**

Tender Opening at: **12:15 p.m., Friday June 24, 2022**

**Awarding of tenders will be made by council at the scheduled meeting on  
Tuesday July 5<sup>th</sup>, 2022**

Information concerning consumption and distribution may be obtained by contacting the undersigned.

**Codey Munshaw**

Director of Public Works and Engineering

Municipality of Powassan

250 Clark Street, Box 250

Powassan, ON P0H 1Z0

(705) 724-2813 x 202

[cmunshaw@powassan.net](mailto:cmunshaw@powassan.net)

**The Municipality shall have the right not to accept the lowest or any other tender.**

The Municipality reserves the right to reject any or all tenders. The Municipality shall have the right to cancel the request process and to place a new request for tenders. The tenders shall be evaluated by the Municipality in its sole and unfettered discretion. The Municipality reserves the right, in its absolute discretion to accept a tender which it deems most advantageous to itself and the right to reject any tender, in each case without giving any notice. Supplementary materials changing the terms of the request shall render the quote non-compliant. Tenders which contain qualifying conditions may, at the sole discretion of the Municipality, be disqualified or rejected. In no event will the Municipality be responsible for the costs of the preparation of the submission of a tender. No Bidder shall have any claim for any compensation of any kind because of participating in this tendering process and by submitting a tender each Bidder shall be deemed to have agreed that it has no claim.

## **GENERAL CONDITIONS / INFORMATION TO BIDDERS**

This tender provides for the supply and delivery of gasoline, clear diesel, and coloured diesel fuel.

### **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 their 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.

### **4. DURATION OF CONTRACT**

This contract will be awarded for a period of 36 months, from August 1, 2022 to July 31, 2025.

### **5. UNIT OF MEASURE**

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

### **6. 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 litres delivered shall be left at the delivery site.

### **7. INDEMNIFICATION**

The Contractor will indemnify and hold harmless the Corporation of the Municipality of Powassan, 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 (herein 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 they may be liable.
- (iii) Coverage shall be endorsed to provide the Corporation of the Municipality of Powassan with not less than 30 days written notice in advance of any cancellation change or amendment restricting coverage.

## **8. GENERAL LIABILITY INSURANCE**

Automobile Liability Insurance in respect to licensed vehicles shall have limits of not less than \$5,000,000.00 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 from automobile policy providing third party liability and accident benefits insurance and covering licensed vehicles owned or operated by or on behalf of the contractor.

## **9. 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 the contract.

**10.** All products to be delivered as required to locations as designated in Schedule "A" of this contract.

**11.** 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.

**12.** The Corporation of the Municipality of Powassan reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

13. All tenders to be submitted on the Tender Form with the net prices shown in the spaces provided.

14. H.S.T. to be shown separately on all invoices.

15. This quotation involves ***supplying clear diesel, coloured diesel, gasoline, and the following tanks with pumps and meters:***

a. 750 Main Street: 3 tanks (coloured diesel, clear diesel, gasoline)

Tank sizes are specified on Schedule "A"

16. The supplied tank requirements (**3 fuel tanks**):

- Above ground utility tank, ULC 5643 double wall vacuum monitored
- TSSA approved
- Bid price per litre for this item shall include supply and installation of tanks with mechanical or digital meter system and pump on provided pad
- The Municipality will supply electrician to connect electrical power
- Pump must have a minimum output of 25 GPM

17. Bidders shall supply Safety Data Sheet for all materials.

18. **Winter diesel shall be supplied from November 15<sup>th</sup> to March 1<sup>st</sup> of each year.**

19. Bidder clearly understands that the consumption amounts shown on the Tender Form are **only estimates**. Therefore, the Municipality shall not be penalized if more or less than the estimated amount is used.

20. Tendered unit prices are to be on a cost-plus basis. Unit price tenders are to be submitted for the bidder's cost (freight and handling) plus profit cut over the terminal rack price for the Toronto area on the day of delivery to the patrol yard. The corresponding web site for access to the terminal rack price shall be <https://www.petro-canada.ca/en/business/rack-prices>

**21.** The unit price shall be divided in the current cost of fuel plus the profit cut of the supplier.

Invoices must be mailed to:

Municipality of Powassan  
250 Clark Street  
PO Box 250  
Powassan, ON P0H 1Z0

The bidder clearly understands that invoices are paid at the end of each month and payment is sent during the second week of the following month. Therefore, no interest charges shall be cumulated on the statement of account.

**22.** In case of a declared state of emergency by the Municipality, the Province, or the Federal Government, by signing this tender, the bidder guarantees that it can supply an additional 2,200 litres of clear diesel, 2,200 litres of coloured diesel, and 1,100 litres of gasoline per month to the Municipality of Powassan should it be required.

**CORPORATION OF THE MUNICIPALITY OF POWASSAN**  
**STATEMENT OF BIDDER**  
**BIDDER FORM I**

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BID TENDER NAME: GASOLINE, CLEAR DIESEL AND COLOURED DIESEL FUEL

BID TENDER NUMBER: **2022-03**

1. *I/We have reviewed all terms and conditions of all forms included as part of this Bid package and in the Municipality's procurement policy.*
2. *I/We have read and understand all terms and conditions of all forms included as part of this Bid package as well as in the Municipality's Procurement Policy.*
3. *I/We understand that if our Bid is chosen, all requirements of the successful Bidder as outlined in this Bid form as well as in the Municipality's Procurement Policy will be completed by the time and in the format required.*

Dated at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
*Witness*

\_\_\_\_\_  
*Signature of Authorized Person and Corporate sealed (if a Corporation)*

\_\_\_\_\_  
*Position*

\_\_\_\_\_  
*Signature (if an individual – not a Corporation)*

**CORPORATION OF THE MUNICIPALITY OF POWASSAN**  
**TENDER 2022-03 TO SUPPLY AND DELIVER GASOLINE,**  
**CLEAR AND COLOURED DIESEL FUEL**

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**SCHEDULE "A"**

**PETROLIUM CONSUMPTION**  
(Approximate)

Please base your estimate on the approximate consumption (derived from 2021 values), as outlined below:

ULS Clear Diesel Fuel	29,000 litres
ULS Coloured Diesel Fuel	27,500 litres
Gasoline (Regular 87)	16,800 litres

<b>LOCATION</b>	<b>TANK SIZE LITRES</b>	<b>PRODUCT</b>
750 Main Street, Powassan	2,275	Clear Diesel Fuel
750 Main Street, Powassan	2,275	Coloured Diesel Fuel
750 Main Street, Powassan	1,135	Gasoline

Bidder to supply fuel to the above locations F.O.B.



**CORPORATION OF THE MUNICIPALITY OF POWASSAN  
TENDER TO SUPPLY AND DELIVER GASOLINE,  
CLEAR AND COLOURED DIESEL FUEL**

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**TENDER 2022-03 BIDDER FORM II**

**Part I: A sample of cost breakdown**

**(using quantities specified on this form and rack rate from date specified at bottom of page)**

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

	ULS Clear Diesel Fuel	ULS Coloured Diesel Fuel	Gasoline Regular 87
Estimated Quantity (litres)	1,000	1,000	1,000
Base Rack Price Per Litre *			
Delivery Fee			
Federal Excise Tax			
Road Tax			
Price Per Litre*			
H.S.T.			
Total Price Per Litre			

\* For the above chart, please enter in the base rack rate as of the date entered on this form. If using a different website for this rate, please indicate the website here \_\_\_\_\_

Name of Tenderer: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CORPORATION OF THE MUNICIPALITY OF POWASSAN  
TENDER TO SUPPLY AND DELIVER GASOLINE,  
CLEAR AND COLOURED DIESEL FUEL**

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**TENDER 2022-03 BIDDER FORM**

**Part II: Form to Tender**

His Worship the Mayor and  
Members of the Municipal Council  
Corporation of the Municipality of Powassan, ON

Ladies and Gentlemen:

I/We the undersigned hereby agree to Supply and Deliver Clear and Coloured Diesel Fuel all in accordance with the attached Instructions to Bidders in this Tender, for the Unit Bid Prices.

Bid Price Over Terminal Rack Price (excluding all taxes)
Gasoline Reg 87
Clear Diesel Fuel
Coloured Diesel Fuel

NAME OF TENDERER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
AUTHORIZED SIGNATURE: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_  
DATED: \_\_\_\_\_

\*Please insert any further correspondence and indicate the number of pages here: \_\_\_\_\_