

# 2019 FUEL TENDER



## **BID INSTRUCTIONS FOR FUEL TENDER 19-02**

### **SCOPE OF WORK**

The Rural Municipality of Sherwood No. 159 (hereafter referred to as the R.M.) is interested in obtaining Tenders for the Bulk Delivery of 12,000 liters of Regular Gasoline and 120,000 liters of low sulfur Diesel Fuel for the 2019 year as per ASTM Specifications.

Total figures quoted must reflect the total cost, in Canadian Funds, to the R. M. of Sherwood including all items F.O.B. R. M. of Sherwood shop located in the SE ¼ Section 21-17-20-W2 (13<sup>th</sup> Avenue West, ½ Mile East of Pinkie Road). G.S.T. must be listed separately but must be included in Total Bid Price.

The contractor will be responsible for and obtain all permits, licences and certificates and pay all fees required which are in force at the date of tender closing. The contractor shall give all required notices and comply with all laws, ordinances, rules, regulations, codes and order of all authorities having jurisdiction relating to the delivery of fuel, and to the preservation of the public health and safety which are or become in force during the contract.

### **1. SUBMISSION**

Bids must be placed in a sealed envelope marked: **CONFIDENTIAL – Fuel Supply Tender 19-02** and received on or before 2:00 PM local Regina time, Monday February 4, 2019 at the office of the R.M. of Sherwood located at 4400 Campbell Street Regina, Saskatchewan. Tenders will be opened immediately thereafter in the Council Chambers. Bids may be mailed to P.O. Box 40029 Grasslands, P.O., Regina, SK. S4W 0L3 This bid shall be open to acceptance for 30 days after the date listed above.

### **2. INQUIRIES**

All inquiries prior to the closing of bids shall be directed to Garret Halbgewachs manager of Public Works at either (306) 525-5237 ext. 229 or (306) 540-5331. Any correspondence by email shall be directed to [garret@rmofsherwood.ca](mailto:garret@rmofsherwood.ca)

### **3. EXAMINATION**

Potential bidders must familiarize themselves with the extent of the work required, make themselves thoroughly acquainted with all the requirements of this tender, obtain all information necessary for the preparation of the bid including the delivery location of the Fuel requested by the R.M. of Sherwood.

### **4. DISCREPANCIES**

Potential Bidders finding any discrepancies in, or errors or omission from the Tender documents, or having any doubt as to the meaning or intent in full or any part of the Tender including the Bid Form should immediately contact the Manager of Public Works who will send out written instructions, explanations and/or addenda if needed.

# 2019 FUEL TENDER



## 5. ADDENDA

Addenda, information or instructions issued during the time of Tender Bid period will be done by email and/or facsimile and shall be included and form part of the Tender Submission therefore becoming part of the contract.

## 6. QUALIFICATIONS

Each Bidder shall be prepared to submit the following information, at the request of the R.M.:

1. Proof that he/she is incorporated or authorized to do business in Saskatchewan.
2. Proof of a valid Business License or Business Tax with the RM of Sherwood.
3. Proof that he/she is financially capable of carrying out the terms of the Contract.
4. Proof that he/she has successfully carried out Work, similar in nature, scope and value, or is fully capable of performing the Work required to be done in accordance with the terms of this Contract.
5. Proof that Workers Compensation covers all persons who will be undertaking the Work or any portion thereof.
6. Proof of vehicle and general Insurance for no less than the amount of \$2,000,000.00.
7. Such other pertinent data as may be required by the Contract Administrator. Bidders shall provide, on request of the Contract Administrator, full access to any of the Bidder's facilities to evaluate the Bidder's ability to perform the Work.

## 7. UNIT PRICES

This contract is based solely upon the unit prices per liter for delivery of Regular Gasoline and Diesel Fuel to the tank(s) at the R.M. shop. The quantities as listed in the Bid Form are approximate only and the R.M. reserves the right to increase or decrease the said quantities by a maximum of 20%. A liter, for payment purposes, shall be measured upon volumes compensated to 15 degrees Celsius.

## 8. RACK PRICE

For the purpose of awarding the Fuel Tender the R.M. of Sherwood will be utilizing the Daily Rack price on January 25<sup>th</sup>, 2019. Rack prices for Regular Gasoline and Diesel Fuel are available from the Natural Resources Canada website. Bidders will not be allowed to input their own rack price, but they must provide a markup to the rack price from Natural Resources Canada. This wholesale (rack) price can be found at;

[http://www2.nrcan.gc.ca/eneene/sources/pripri/wholesale\\_bycity\\_e.cfm?priceYear=2016&productID=9&locationID=12&frequency=D#priceGraph](http://www2.nrcan.gc.ca/eneene/sources/pripri/wholesale_bycity_e.cfm?priceYear=2016&productID=9&locationID=12&frequency=D#priceGraph).

## 9. WITHDRAWL OF BID

A potential Bidder shall be permitted to withdraw their unopened after it has been deposited at the office of the R.M. of Sherwood if it is prior to the closing date and time.

# 2019 FUEL TENDER



## 10. AWARD OF TENDER

Bids that contain any of the following irregularities may be rejected the discretion of the R.M.; unsigned, incomplete, conditional, arithmetic errors, additions not call for or alterations, and any bid which contains price adjustments. The Bidder agrees that his bid is to continue to be open to acceptance and irrevocable for thirty (30) calendar days.

The R.M. may, at any time and without liability, withdraw from negotiations with any or all proponents and reserves the right to reject any or all bids. The lowest bid will not necessarily be accepted. No action of the R.M. other than a written "Notice of Award" with a Certified Resolution of Council shall constitute the acceptance of a bid.

The R.M. will not be liable in any way for any costs incurred by proponents replying to this Tender.

## 11. SPECIFICATION

The successful Bidder upon award shall provide full specifications on the fuel product being delivered to the R.M. of Sherwood, Fuel shall meet or exceed the current ASTM standards. The R.M. of Sherwood reserves the right to test the Fuel at a qualified laboratory and if the product is not up to the specifications the successful Bidder will be held responsible for all testing costs until it has proved the fuel meets that said specification, failure to do so may result in a termination of the contract by the R.M. Winter diesel shall be provided at a minimum from October 15<sup>th</sup> to March 15<sup>th</sup>.

## 12. DELIVERY

The delivery of Fuel to the R.M. shop will be done during the week Monday to Friday 6AM-5PM, weekend delivery will not be permitted. The R.M. of Sherwood tank capacity is 2000 Imperial Gallons (9000 liters) Diesel, 1000 Imperial Gallons (4500 liters) Gasoline.

## 13. INSURANCE

The Contractor shall, at no cost to the Municipality, adequately insure all vehicles used and required to perform the work. Evidence of coverage must be provided to the Municipality prior to commencing work. The Contractor is required to obtain Comprehensive General Public Liability coverage with limits not less than \$2,000,000.00 *per occurrence or incident*.

Prior to the Contractor beginning work for the Municipality, a Certificate of Insurance must be provided to the Municipality. Prior to the termination of such coverage, the insurer must notify the Municipality of the date of termination. Upon renewal of the policy, the insurer will provide an updated Certificate to the Municipality.

## 14. PAYMENT

The Bidder must indicate, on the delivery slip with each delivery; Temperature of the fuel; Net Fuel Volume in liters; Date and Time; Driver. Invoices sent to the R.M. may be sent weekly and must indicate the rack price plus their wholesale markup plus all taxes, sub-total, G.S.T. and the total invoice amount. The R. M. of Sherwood Council only meets once a month therefore payment on all invoices will be no later than 30 days after it receives the invoice.

# 2019 FUEL TENDER



## 15. CONTRACT PERIOD

This contract period for the delivery of Fuel will be from March 1<sup>st</sup>, 2019 to March 1<sup>st</sup>, 2020.

### BID FORM

SUBJECT: To Supply Fuel as per Specifications

CLOSING DAY: 2:00 PM local Regina time, Monday February 04, 2019

COMPANY	
ADDRESS	
CITY, PROVINCE, POSTAL CODE	
PHONE #	
FAX #	
G.S.T. REGISTRATION #	
SIGNATURE	

Do hereby submit this price on the below noted items.

Having examined the Bid Document(s) including Addenda No. \_\_\_ to No. \_\_\_ inclusive, all as issued by the R.M. of Sherwood, having visited the place of work, we hereby offer to enter into a contract to deliver the products and amounts as listed below for the unit prices inclusive of G.S.T:

<b>Low Sulphur Diesel</b> <b>(120,000 liters)</b>	<b>AMOUNT \$</b>	<b>Regular Unleaded Gasoline</b> <b>- 87 octane (12,000 liters)</b>	<b>AMOUNT \$</b>
RACK – REGINA (Jan 25th)		RACK – REGINA (Jan 25th)	
FED. EXCISE TAX	0.040	FED. EXCISE TAX	0.100
PROV. FUEL TAX	0.150	PROV. FUEL TAX	0.150
<i>WHOLESALE MARKUP</i>		<i>WHOLESALE MARKUP</i>	
SUB-TOTAL		SUB-TOTAL	
G.S.T.		G.S.T.	
TOTAL PRICE		TOTAL PRICE	