

RURAL MUNICIPALITY OF RIDING MOUNTAIN WEST

BID OPPORTUNITY

RMW #2024-01

SUPPLY AND DELIVERY OF **GASOLINE AND DIESEL FUEL**

SUPPLY AND DELIVERY OF GASOLINE AND DIESEL FUEL TENDERS

Tenders will be received by the undersigned for the supply and delivery of gasoline and diesel fuel for the year 2024 for the Rural Municipality of Riding Mountain West.

Tender packages are available by pick-up at the Inglis Municipal office, email or fax **upon request only**. Sealed tenders are to be returned to the Inglis Municipal office on or before **4:00 p.m. February 16th, 2024**.

R.M. of Riding Mountain West
Box 110
Inglis, Manitoba R0J 0X0
info@rmwest.ca

A handwritten signature in blue ink, appearing to read 'Glenda', with a long horizontal flourish extending to the right.

Glenda Lemcke, CAO

RURAL MUNICIPALITY OF RIDING MOUNTAIN WEST

Inglis, Manitoba

INSTRUCTION TO BIDDERS

1. TENDERS

Tenders, clearly marked, "SUPPLY AND DELIVERY OF GASOLINE AND DIESEL FUEL - TENDER #2024-01" will be accepted by the RM office up to 4:00 pm local time, Friday, February 16, 2024, for the supply and haul of Gasoline and Diesel Fuel as per the attached specifications.

2. COMPLETION OF BID DOCUMENTS

All Bids shall be submitted on the forms included in these Tender Documents as listed on the Tender Submission and each such document shall be completed in accordance with these Instructions to Bidders.

3. ENCLOSURE OF COMPLETE DOCUMENTS

- a) All Tender Documents, including those requiring completion, shall be filled in and returned intact.
- b) The tender submission shall consist of the following:
 - FORM A Schedule of Prices (signed and completed)
 - FORM B Schedule of Equipment (signed and completed)
 - FORM C Schedule of Sub contractors (signed and completed)
 - FORM D Specification Sheet

4. INFORMATION

Tender forms, specifications and other information may be obtained at the office of the Rural Municipality of Riding Mountain West, Inglis Manitoba.

5. CLARIFICATION

The RM reserves the right to seek clarification with the Bidder to assist in making evaluations.

6. WITHDRAWN

The RM reserves the right to withdraw any or all tenders or any portion thereof.

7. PRICES

All prices shall be freight on board, Inglis and/or Angusville Manitoba. The RM is not subject to the Federal Goods and Services Tax (Registration Number 130245178RT0001). Provincial Sales Tax, where applicable, shall be stated separately.

8. PAYMENT

Unless Bidder specifies otherwise, payment will be made within 45 days of receipt of invoice.

9. QUALIFICATIONS

- a) The bidder shall provide a minimum of \$2,000,000 third party liability covering the RM of Riding Mountain West during the term of this contract.
- b) The bidder shall provide a current confirmation of good standing with the Worker's Compensation Board.
- c) The bidder shall be responsible for all permits associated with this tender.
- d) Each bidder shall be prepared to submit, on request of the RM, the following information:
 - i. Proof that they are incorporated or other authorized to do business in Manitoba.
 - ii. Proof that they are financially capable of carrying out the terms of the contract.
 - iii. Proof that they have successfully carried out work, similar in scope and value, or is fully capable of performing the work required to be done in accordance with the terms of the contract.
 - iv. Such other pertinent data as may be required by the RM.

10. SUBCONTRACTING

Bidders who propose to sublet any portion of the work shall give a complete list of the Subcontractors who they propose to engage with a description of the work to be sublet. Where the Subcontractors are not identified on FORM C, it will be interpreted that the Bidder proposes to execute that class of the work with the Bidder's own forces.

11. LICENSING

The services shall be performed in accordance with the existing Federal and Provincial regulations. The Contractor shall obtain all applicable licenses required for the completion of this work. The Contractor shall be responsible for any or all charges imposed by such regulations.

12. ENFORCEMENT OF REGULATION

The Contractor shall abide by all fire, safety, Environmental Laws in the Provincial of Manitoba.

13. INVOICING

a) Invoicing shall be done monthly, detailing the following information:

- i. Date and time of delivery.
- ii. Product delivered and number of liters.
- iii. Location of delivery.

b) Invoices must be sent to:

RM of Riding Mountain West
118 Main Street, P.O. Box 110
Inglis MB R0J 0X0

accounts@rmwest.ca

14. VERIFICATION OF WEIGHTS/MEASUREMENTS

The RM, from time to time, may need to verify the accuracy of the net weights or measurements of the material.

15. EVALUATION CRITERIA

This contract will be awarded based on the following criteria:

- i. Bidder's ability to meet or exceed all of the requirements as outlined in the Tender.
- ii. Demonstrated expertise in providing the service in a timely fashion.
- iii. Equipment to meet or exceed the requirements in the Tender.
- iv. Price.

16. SPECIFICATIONS OF THE TWO LOCATIONS

To supply and deliver 150,000 liters of diesel fuel and 6,000 liters of unleaded gasoline to two locations within the RM of Riding Mountain West on a need of supply basis:

- i. Inglis, MB: has a 1000-gallon diesel tank and a 500 gallon gasoline tank
- ii. Angusville, MB: has a 1000-gallon diesel tank and no gasoline tank

FORM A: SCHEDULE OF PRICES

To supply and deliver 150,000 liters of diesel fuel and 25,000 liters of unleaded gasoline to two locations within the RM, Inglis and Angusville, Manitoba, as per specifications on FORM D. ***The awarded contract will be for the period April 1, 2024 to March 31, 2025.***

Pricing:

- i. All prices shall be quoted in Canadian funds and shall be FOB destination, including freight and delivery charges to the locations specified. The pricing shall have a fixed component and a variable component as follows:
- ii. The fixed component shall be the contractors established mark up for the supply and delivery costs above the Winnipeg Rack Rate and any discounts or allowances. The fixed amounts shall remain firm for the length of the contract.
- iii. The variable component shall be the price based on the Winnipeg Rack Rate.

The Municipality reserves the right to alter the quantity by plus or minus 20%.

The lowest or any tender may not necessarily be accepted.

UNIT PRICE FOR GASOLINE	_____	UNIT PRICE FOR DIESEL	_____
SUB TOTAL	_____	SUB TOTAL	_____
PST	_____	PST	_____
TOTAL	_____	TOTAL	_____

COMPANY

PRINTED NAME

AUTHORIZED SIGNATURE

DATE

FORM B: SCHEDULE OF EQUIPMENT

LIST TYPE AND MINIMUM NUMBER OF PIECES OF EQUIPMENT THAT IS INTENDED FOR USE IN THE PERFORMANCE OF THIS CONTRACT.

COMPANY

PRINTED NAME

AUTHORIZED SIGNATURE

DATE

FORM C: SCHEDULE OF SUBCONTRACTORS

SUBCONTRACTOR

NAME:

ADDRESS:

PHONE NUMBER:

DESCRIPTION OF WORK
TO BE SUBLET:

COMPANY

PRINTED NAME

AUTHORIZED SIGNATURE

DATE

FORM D: SPECIFICATION SHEET

Fuel products shall meet and/or exceed the Canadian General Standards Board Specifications, as amended throughout the term of the contract.

Diesel Fuel (dyed) – CAN/CGSB – 3.517

Unleaded Regular Grade Gasoline – CAN/CGSB – 3.5