

# Municipality of Dysart et al



## REQUEST FOR TENDER for the provision of

## SUPPLY OF CLEAR DIESEL FUEL AND FURNACE OIL May 1, 2020 – April 30, 2024

### TENDER CLOSING

**ISSUE DATE:** Thursday, February 13, 2020

**CLOSING DATE:** Tuesday, March 10, 2020

**TIME:** 3:00 pm local time

**LOCATION:** **Courier/Street Address:**  
Municipality of Dysart et al  
135 Maple Ave  
Haliburton, ON. K0M 1S0  
**Attn:** Cheryl Coulson, Clerk

**Mailing Address:**  
Municipality of Dysart et al  
PO Box 389  
Haliburton, ON. K0M 1S0  
**Attn:** Cheryl Coulson, Clerk

**LATE TENDERS WILL NOT BE ACCEPTED.  
THE LOWEST OR ANY TENDER MAY NOT NECESSARILY BE ACCEPTED.**

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**Tender for: *Supply of Clear Diesel***  
***Fuel and Furnace Oil***

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**SECTION 1 - GENERAL CONDITIONS**

**1.1 TENDER HANDLING**

The handling of the Tender document(s) will be in accordance with the Municipality of Dysart et al, Policy No. 16 governing the procurements of goods and services, and this Tender document.

**1.2 FORM OF TENDER**

All Tenders must be **submitted upon the documents provided, duly completed & signed (where applicable)**, and must include:

- Specifications and Compliance Form
- Tender Form
- Schedule of Items and Prices
- Bidder Information Form

**1.3 DEFINITIONS**

<b>Corporation:</b>	Refers to the Municipality of Dysart et al
<b>Owner:</b>	Refers to the Municipality of Dysart et al
<b>Bidder:</b>	Refers to any eligible entity providing a Tender
<b>Successful Bidder:</b>	Refers, in the event of an award, to the selected Bidder

**1.4 TENDER CLOSING**

Tenders must be received by the Municipality of Dysart et al on/before:

**3:00 pm local time on Tuesday, March 10, 2020**

**All Tenders must be:**

- a) submitted in a sealed envelope,
- b) clearly marked "**Supply of Clear Diesel Fuel and Furnace Oil**", and
- c) shall contain the company's identity on the envelope.

Tenders not submitted in the requested format will be rejected and not opened. It is the responsibility of the Bidder to ensure they comply with this procedure. The Municipality is not responsible for submissions which are not properly marked and/or delivered to any other location, than that specified herein.

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**1.5 TENDER OPENING**

There will be a public opening in the Municipality of Dysart et al Office at 135 Maple Ave in Haliburton (meeting room to be determined) on Tuesday, March 10, 2020 at 3:15 pm. Council will be considering the Tender results at the Regular Council meeting to be held on Tuesday, March 24, 2020.

**1.6 ELECTRONIC SUBMISSIONS**

Electronically transmitted submissions (facsimile, e-mail, etc.) will **NOT** be accepted for this Tender.

**1.7 INQUIRIES/CLARIFICATION**

Questions/Queries regarding the Tender must be received no later than **THREE (3)** business days prior to closing; otherwise a response may not be provided.

**1.8 LATE SUBMISSIONS**

Tenders received after the official closing time will not be considered during the selection process.

**1.9 WITHDRAWAL OR ALTERATION OF TENDERS**

A Bidder who has submitted a Tender may submit a further Tender at any time up to the specified time and date for Tender closing. The last Tender received shall supersede and invalidate all Tenders previously submitted by that Bidder for this contract.

A Bidder may withdraw or alter the Tender at any time up to the specified time and date for Tender closing by submitting a letter bearing the Bidder's signature to the authorized representative who will mark thereon the time and date of receipt and will place the letter in the Tender box. The Bidder's name and the contract number shall be shown on the envelope containing such letter. Emails, facsimiles (faxes), or telephone calls will not be accepted.

Tenders withdrawn under this procedure cannot be reinstated.

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**1.10 EXAMINATION OF TENDER DOCUMENTS**

Each Bidder must satisfy himself/herself by a personal study of the Tender documents, by calculations, and by personal inspection of the site, respecting the conditions existing or likely to exist in connection with the proposed goods/services. There will be no consideration of any claim, after submission of Tenders, that there is a misunderstanding with respect to the conditions imposed by this **REQUEST FOR TENDER**.

Prices bid must include all incidental costs and the Bidder must be satisfied as to the full requirements of the Tender. No extra work will be entertained without prior Municipal approval. Should the Bidder require more information or clarification on any point, it must be obtained prior to the submission of the Tender.

**1.11 COMPLETION OF THE TENDER**

The Tender Form and other relevant documents must be completed in hard copy. All entries shall be clear, legible and made in a non-erasable medium. Entries must be made for unit price, lump sum, extensions and totals as appropriate. All items shall be proposed according to instructions contained within the Tender Documents.

Alterations may be made provided they are legible and initialled by the Bidder's signing officer. Tenders which are incomplete, conditional, illegible or obscure, or that contain additions not called for, reservations, erasures, alterations incorrectly submitted, or irregularities of any kind may be rejected.

In the event of a discrepancy between the unit price and the total price, the unit price shall prevail.

**1.12 OMISSIONS, DISCREPANCIES AND INTERPRETATIONS**

Should a Bidder find omissions from or discrepancies in any of the Tender Documents or should the Bidder be in doubt as to the meaning of any part of such documents, the Bidder should notify the designated person and office without delay. If the designated person considers that a correction, explanation or interpretation is necessary or desirable an addendum will be issued to all who have received Tender Documents.

No oral explanation or interpretation will modify any of the requirements or provisions of the Tender Documents.

**1.13 ADDENDA**

If required by the Corporation, addenda will be distributed to all bidders registered as a document taker for this Tender. Addenda will be distributed using the latest contact

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information as provided by the Bidder. It is the Bidder's responsibility to notify the Corporation of any changes to their contact information. If the Tender was acquired via the Municipal website it is the Bidder's responsibility to check the Municipal website for addenda. It is the Bidder's ultimate responsibility to ensure all addenda have been received.

Bidders shall be required to acknowledge receipt of addenda on the Bidder's Information / Addenda Acknowledgement Form contained in the bid document.

**1.14 ACCEPTANCE OR REJECTION OF TENDER**

1.14.1 The Corporation reserves the right to reject any or all Tenders and to waive formalities as the interests of the Corporation may require without stating reasons therefore.

Notwithstanding and without restricting the generality of the statement immediately above, the Corporation shall not be required to award and accept a Tender, or recall the Tenders at a later date:

- a) When only one (1) Tender has been received as result of the Tender call;
- b) Where the lowest responsive and responsible bidder substantially exceeds the estimated cost of the goods/services;
- c) When all Tenders received fail to comply with the specifications or Tender terms and conditions;
- d) Where a change in the scope of work or specifications is required the lowest or any Tender will not necessarily be accepted. The acceptance of a Tender will be contingent upon an acceptable record of ability, experience and previous performance.

1.14.2 The Corporation shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Bidder by reason of the acceptance or the non-acceptance by the Corporation of any Tender or by reason of any delay in the acceptance of a Tender except as provided in the Tender document.

1.14.3 Each Tender shall be open for acceptance by the Corporation for a period of sixty (60) calendar days following the date of closing.

1.14.4 Where the Tender documents do not state a definite delivery/work schedule and a submitted Tender is based on an unreasonable delivery/work schedule, the Tender may be rejected.

**1.15 TENDER AWARD PROCEDURES**

Unless stated otherwise the following procedures will apply:

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- 1.15.1 The Corporation will notify the successful Bidder that his/her Tender has been accepted, within sixty (60) calendar days of the Tender closing.
- 1.15.2 Notice of acceptance of Tender will be by telephone, email and/or by written notice. Bidder shall confirm acknowledgement of awarded Tender notice.
- 1.15.3 Immediately after acceptance of the Tender by the Corporation, the successful Bidder shall provide the Corporation with any required documents within fourteen (14) calendar days of the date of notification of award.
- 1.15.4 Commencement and completion dates may be altered if mutually agreed to by the Municipality of Dysart et al and the Successful Bidder.



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**1.16 INDEMNIFICATION**

The successful Respondent shall indemnify and hold harmless The Corporation, its officers, council members, partners, agents and employees from and against all actions, claims, demands, losses, costs, damages, suits or proceedings whatsoever which may be brought against or made upon The Corporation and against all loss, liability, judgments, claims, suits, demands or expenses which The Corporation may sustain, suffer or be put to resulting from or arising out of the successful Bidders' failure to exercise reasonable care, skill or diligence or omissions in the performance or rendering of any work or service required hereunder to be performed or rendered by the successful Bidder, its agents, officials and employees.

**1.17 ABILITY AND EXPERIENCE OF BIDDER**

It is not the purpose of the Municipality of Dysart et al to award this contract to any Bidder who does not furnish satisfactory evidence of possessing the ability and experience in this class of work and sufficient capital and plant resources to ensure acceptable performance and completion of the Tender.

The following criteria will be utilized by the Corporation to determine whether a Bidder is qualified to undertake the award;

- 1.16.1 The Bidder's ability and agreement to supply the goods/services.
- 1.16.2 The Bidder's ability to work effectively with the Corporation staff and other representatives.
- 1.16.3 The Bidder's history with respect to providing satisfactory results and acceptable cooperation.

A Bidder is invited to provide any additional information it determines will assist the Corporation in using the aforementioned criteria. The Corporation may reject the lowest or any submissions if after investigation and consideration, the Corporation concludes, in its opinion, that the Bidder is not able to supply the goods/services in a manner satisfactory to the Corporation.

**1.18 VARIATION OF QUANTITIES**

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The Municipality of Dysart et al reserves the right to adjust quantities. Quantities shown are approximate, are not guaranteed to be accurate and shall be used as a basis for comparison only. No additional compensation will be allowed for any adjustment which may decrease quantities identified in this Tender.

**1.19 HEALTH & SAFETY**

The successful Bidder must comply with all requirements set out in the *Occupational Health & Safety Act* and all other regulations that apply to the job at hand.

**1.20 WORKPLACE SAFETY INSURANCE BOARD (WSIB)**

The successful Bidder shall provide *proof of coverage* under the *Workplace Safety and Insurance Board* and shall maintain this coverage throughout the length of the contract.

**1.21 INSURANCE REQUIREMENTS**

The successful Bidder shall provide *proof of liability insurance* to insure against loss or damage resulting from bodily injury, death or damage to property, with a *minimum coverage of five million dollars (\$5,000,000)*, with the Municipality of Dysart et al added as an additional insured party, which will be required on acceptance of the Tender.

**1.22 LIMITED LIABILITIES**

The Corporation's liability under this Tender shall be limited to the actual goods/services ordered and provided.

**1.23 BIDDER EXPENSE**

Any expenses incurred by the Bidder in the preparation of the Tender submission are entirely the responsibility of the Bidder and will not be charged to the Corporation.

**1.24 PROTECTION OF WORK & PROPERTY**

The successful Bidder shall provide continuous and adequate protection of all goods from damage and shall protect the Owner's property from injury or damage arising until delivery of the goods/services. The successful Bidder shall make good any such damage or injury.

**1.25 REGULATION COMPLIANCE AND LEGISLATION**

The successful Bidder shall ensure all goods/services provided in respect to this Tender are in accordance with, and under authorization of all applicable authorities, Municipal,

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Provincial and Federal legislation.

**1.26 ASSIGNMENT OF CONTRACT**

The successful Bidder shall not assign transfer, convey, sublet or otherwise dispose of this contract or his/her right, title or interest therein, or his power to execute such contract, to any other person, company or corporation, without the previous consent, in writing, of the Corporation's officials, which consent shall not be unreasonably withheld.

**1.27 CANCELLATION**

1.27.1 The Corporation reserves the right to immediately terminate the Contract at its own discretion, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, etc. The Corporation shall then have the right to award to any other Bidder or re-tender.

1.27.2 If the successful Bidder should neglect to execute the goods/services properly or fail to perform any provision of this Award, the Corporation, after three (3) business days written notice to the successful Bidder, may, without prejudice to any other remedy in existence, make good such deficiencies and may deduct the cost thereof from any payment then and thereafter due to the successful Bidder. Continued failure of the successful Bidder to execute the work properly shall result in a termination of Contract. The Corporation shall provide written notice of termination.

**1.28 GOVERNING LAWS**

This Tender and subsequent contract/agreements will be interpreted and governed by the laws of the Province of Ontario.

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**1.29 FREEDOM OF INFORMATION**

Any personal information required on the Tender Form is received under the authority of the Municipal Freedom of Information and Protection of Privacy Act, 1989, RSO, 1990. This information forms an integral component of the Tender submission.

All written Tenders received by the Municipality of Dysart et al become a public record once a Tender is deemed complete by the Municipality of Dysart et al. All information contained in the Tender document is available to the public, including personal information.

Questions about collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, Chapter M.56, as amended, should be directed to:

**Clerk, Municipality of Dysart et al**  
**135 Maple Ave, PO Box 389**  
**Haliburton, ON, K0M 1S0**  
**Telephone (705) 457-1740**

The Clerk has been designated by the Municipality of Dysart et al Council to carry out the responsibilities of the Act.

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**SECTION 2 - SPECIFIC CONDITIONS**

**2.1 LOCATION**

Delivery location and 2017/2018 and 2018/2019 quantities (where applicable) are attached.

**2.2 FUEL AND DELIVERY SCHEDULE**

The following criteria must be adhered to:

- a. A schedule of delivery dates for all Municipal buildings must be supplied from September 1 to April 15 each year.
- b. All Municipal buildings (with the exception of the Roads Garage) be put on a two week delivery schedule.
- c. **From November 1 – April 15 the Roads Garage will receive fuel delivery Monday, Wednesday and Friday each week.**
- d. **From April 16 – October 31, the Roads Garage will receive fuel delivery twice per week.**
- e. Delivery schedules must be submitted annually, no later than August 17 of each year.

**2.3 AWARD**

It is the intention of the Corporation to award this Tender to only one (1) qualified Bidder.

The lowest or any Tender may not necessarily be accepted.

**2.4 MULTIPLE SUBMISSIONS**

Bidders wishing to offer more than one (1) submission for consideration must complete a separate Tender document for each separate offer and clearly identify each submission as a separate offer.

**2.5 DELIVERY & EXECUTION OF WORK**

Bidders are advised that the lead-time indicated on the Schedule of Items & Prices, for the completed goods/services including all specified attachments, will be firm. Failure by the successful Bidder to meet the firm delivery schedule may cause the Corporation additional expense, the cost of which may be deducted from the successful Bidder's invoice for the completed goods/services.

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Prior to delivery, the successful Bidder shall coordinate a specific date and time with the Corporation representative.

It is the Bidders responsibility to ensure delivery to the location specified within the Detailed Specification.

The Successful Bidder is responsible for any inspections and/or permits required.

**2.6 MANUFACTURER'S SPECIFICATIONS**

Bidders, shall include with their Tender submission the full manufacturers' specifications and literature, which fully describe the item(s) being offered, including any optional equipment.

**2.7 WARRANTY**

The Tender submission shall include a brief summary on the Schedule of Items and Prices of warranties and guarantees covering materials and workmanship.

If the product needs to be returned to the supplier for warranty work, it will be at full cost to the successful Bidder. Warranty work will be performed at the closest dealer.

**2.8 EQUIVALENT**

The Corporation has specified certain product(s) and brand names throughout this document for a number of the components utilized in this product/apparatus. In most instances, the Corporation would be willing to consider an equivalent for the specified item. However, the determination of the item to be an "acceptable" equivalent will be at the sole discretion of the Corporation. "Equivalent" would mean an equivalent product, design, manufacturer, etc. that, in the opinion of the Corporation is an "acceptable" alternative.

**2.6.1** Bidders submitting equivalents that are deemed Not Acceptable, may be given the opportunity to provide the "specified" item however, there will be no consideration for any cost adjustment to the submitted Tender.

**2.6.2** Where a product, design, manufacturer, etc. has been stipulated and, there is no "equivalent" suggested, Bidders must submit based on the specified item and, without substitution.

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**2.9 HARMONIZED SALES TAX (HST)**

H.S.T. is applicable to the item(s) listed, however, is not to be included in the Tendered unit cost. Please tender all prices "HST Extra".

**2.10 TERMS OF PAYMENT**

Unless otherwise stated herein, the Corporation's normal terms of payment will be Net Thirty (30) calendar days from the Receipt of Goods/Services or the Date of Invoice, whichever occurs later. Invoices shall be forwarded to the attention of:

**Accounts Payable**  
**Municipality of Dysart et al**  
**135 Maple Ave, PO Box 389**  
**Haliburton, ON, K0M 1S0**

The Municipality of Dysart et al will not pay in part or in full until the goods/services are received. Possession will not be taken until the unit(s) meet(s) all specifications and is approved by the Bylaw Officer or his/her designate.

**2.11 TENDER SELECTION CRITERIA**

The acceptance of a Tender will be contingent upon, but not limited to, the following considerations:

- Ability to meet or exceed all specifications and requirements;
- Compliance with Tender process;
- Tender Price.

**2.12 INQUIRIES**

Inquiries concerning the Technical Specifications are to be directed to:

Andrew Wilbee  
Director of Parks and Recreation  
705 457-1740 ext. 643  
[awilbee@dysartetel.ca](mailto:awilbee@dysartetel.ca)

Inquiries concerning the Tender process and results are to be directed to:

Cheryl Coulson  
Clerk

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705 457-1740 ext. 631  
[ccoulson@dysartetal.ca](mailto:ccoulson@dysartetal.ca)

Questions of clarification will be answered individually, but response(s) to any question that modifies the scope of the Request for Tender will be circulated in writing as a Request for Tender Addendum to all registered document takers who have received the Request for Tender document from the Corporation.

Inquiries must be received no later than **THREE (3)** business days prior to closing; otherwise a response may not be provided.



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**SECTION 3 – SPECIFICATIONS & COMPLIANCE**

**3.1 BIDDERS NOTE**

Where minimums are called for, the goods/services must meet or exceed the capacity, size or performance specified. This specification lists only the major details for the goods/services. Therefore, it is the supplier's responsibility to deliver fully equipped goods/services with compatible components to provide dependable efficient service.

ALTERNATIVE COMPONENTS, WHICH MAY MEET THE REQUIREMENT OF THIS SPECIFICATION BUT ARE NOT IDENTIFIED IN THE SPECIFICATION, MUST BE APPROVED BY THE PURCHASER PRIOR TO TENDER CLOSING.

PROPOSED GOODS/SERVICES MUST COMPLY WITH ALL OF THE FOLLOWING SPECIFICATIONS:

**The Municipality of Dysart et al retains the right to issue the supply of propane to each facility separately but the preferred option is to issue to one supplier.**

**All prices to include delivery to the appropriate location in a scheduled fashion, to ensure that these facilities at no time run out of propane.**

**Should the propane supply become too low on more than one occasion to operate equipment the Municipality, may exercise its right to have service provided by the second bidder.**

**All prices provided by the Bidder are to be per litre, exclude taxes, and based on the same wholesale rack prices as of February 13, 2020 to provide a comparative bid price.**

**It is the responsibility of the Bidder to complete a site visit prior to submitting a bid to identify any issues or items that will affect the overall price of this bid, including recommendation of tank sizes.**

**The supply of propane for potential future propane appliance installations will be supplied as per this quotation, based on the closed geographic location listed.**

**The successful Bidder shall carry all appropriate licensing, insurance and approvals.**

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**3.2 DETAILED SPECIFICATION OF ITEMS AND TENDER FORM**

<b>FURNANCE OIL Location</b>	<b>Quantity Used Sept. 01, 2014 – Aug. 31, 2015**</b>	<b>Quantity Used Sept. 01, 2015 – Aug. 31, 2016**</b>	<b>Posted Price February 13, 2020</b>	<b>Discount</b>	<b>Net Price/Litre</b>
710 Mountain Street, Haliburton – Haliburton Incubator/OPP	3,132	2,994			
739 Mountain Street, Haliburton – Canoe FM Etc. Building	2,952	2,945			
135 Maple Avenue, Haliburton – Municipal Office	4,837	5,119			
66 Museum Road, Haliburton – Haliburton Highlands Museum	3,929	4,459			

\*\* Please note that quantities for 2018/2019 contact Andrea Mueller at:  
amueller@dysartetal.ca

<b>CLEAR DIESEL Location</b>	<b>Quantity Used Sept. 01, 2014 – Aug. 31, 2015**</b>	<b>Quantity Used Sept. 01, 2015 – Aug. 31, 2016**</b>	<b>Posted Price February 13, 2020</b>	<b>Discount</b>	<b>Net Price/Litre</b>
13323 Hwy. 118, Haliburton – Dysart Roads Garage*					

\*The bidder has the option to provide a quote for a card lock system at the Dysart Roads Garage.

**Please Note: Above quantities are provided for information purposes only and are not guaranteed to be purchased by the Municipality.**

The following criteria must be adhered to:

- a. A schedule of delivery dates for all Municipal buildings must be supplied from September 1 to April 15 each year.
- b. All Municipal buildings (with the exception of the Roads Garage) be put on a two week delivery schedule.
- c. **From November 1 – April 15 the Roads Garage will receive fuel delivery Monday, Wednesday and Friday each week.**

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- d. From April 16 – October 31, the Roads Garage will receive fuel delivery twice per week.
- e. Delivery schedules must be submitted annually, no later than August 17 of each year.

**Bidder:** \_\_\_\_\_

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

**Signature:** \_\_\_\_\_

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**3.4 TENDER FORM**

FOR THE PROVISION OF:	<b>SUPPLY OF CLEAR DIESEL FUEL AND FURNACE OIL</b>		
AS SUPPLIED BY:	_____		
	FIRM NAME		
	_____		
	MAILING ADDRESS	PROV.	POSTAL CODE
	<b>HEREINAFTER CALLED THE BIDDER</b>		

TO:	MUNICIPALITY OF DYSART ET AL
	135 MAPLE AVE, PO BOX 389
	HALIBURTON, ON, KOM 1S0
	<b>HEREINAFTER CALLED THE CORPORATION</b>

**THE BIDDER DECLARES:**

1. No person(s), firm or corporation, other than the Bidder, has any personal interest in this Tender or in the award for which this Tender is made;
2. No member of Council, no officer or employee of the Corporation is or will become interested directly or indirectly as a contracting party, partner, shareholder, surety or in any portion of the profits thereof, or in any of the monies to be derived, there from;
3. This Tender submission is made without any connection, comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a Tender submission for the same and is in all respects without collusion or fraud;
4. By signing this submission, I confirm I have read and understood the content and requirements of this Tender document.

**ACKNOWLEDGEMENT TO RECEIPT OF ADDENDA**

This will acknowledge receipt of the following addenda and, that the pricing tendered includes the provision set out in such addenda:

ADDENDUM #	DATE RECEIVED
# _____	_____
# _____	_____

Check here if NO Addenda received                       Check here if website checked for Addenda

**LOWEST OR ANY TENDER NOT NECESSARILY ACCEPTED**

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
PRINT NAME OF WITNESS

\_\_\_\_\_  
PRINT NAME OF BIDDER

\_\_\_\_\_  
SIGNATURE OF WITNESS

\_\_\_\_\_  
SIGNATURE OF BIDDER

By my signature, I hereby confirm I am a principal, or have been duly authorized by the principal/board, to sign on behalf of the above named.

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**3.5 BIDDER INFORMATION**

**BIDDERS must complete this form and include with the Tender Submission. Please ensure all information is legible and made in a non-erasable medium.**

<b>1.</b>	Bidder's Contact Individual	
<b>2.</b>	Office Phone #	
<b>3.</b>	Toll Free #	
<b>4.</b>	Cellular #	
<b>5.</b>	Fax #	
<b>6.</b>	E-mail address	
<b>7.</b>	Website	
<b>8.</b>	WSIB Account #	
<b>9.</b>	HST Account #	
<b>10.</b>	1 <sup>st</sup> Emergency Contact Name	
<b>11.</b>	1 <sup>st</sup> Emergency Contact Phone #	
<b>12.</b>	2 <sup>nd</sup> Emergency Contact Name	
<b>13.</b>	2 <sup>nd</sup> Emergency Contact Phone #	
<b>14.</b>	Completion of Accessibility Regulations for Contracted Services Training	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Bidder:** \_\_\_\_\_

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

**MUNICIPALITY OF DYSART ET AL**  
**Tender for: *Supply of Clear Diesel***  
***Fuel and Furnace Oil***

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

**MUNICIPALITY OF DYSART ET AL**  
**Tender for: *Supply of Clear Diesel***  
***Fuel and Furnace Oil***

**APPENDIX "A"**

**Accessibility Regulations for Contracted Services**

In accordance with Ontario Regulation 429/07, Accessibility Standards for Customer Service Sect. 6, every provider of goods and services shall ensure that every person who deals with members of the public or participates in the developing of the service providers policies, practices and procedures governing the provision of goods and services to members of the public, shall be trained on the following:

1. How to interact and communicate with persons with various types of disability
2. How to interact with persons with disabilities who use assistive devices or require the assistance of a guide animal, or a support person
3. How to use equipment that is available on the premises that may help in the provision of goods or services
4. What to do if a person with a particular type of disability is having difficulty accessing the provider's goods or services
5. Information on the policies, practices and procedures governing the provision of goods and services to people with disabilities.

Contracted employees, third party employees, agents and others that provide customer service on behalf of the Municipality of Dysart et al must meet the requirements of Ontario Regulation 429/07 with regard to training.

An e-learning course is available on the following website:  
<http://www.mcsc.gov.on.ca/mcsc/serve-ability/splash.html>