



Town of Golden

REQUEST FOR QUOTATION

#2024 - 03

FOR

MUNICIPAL PROPANE FUEL SUPPLY

INSTRUCTIONS

- **Closing Date for Submission:** Quotations are to be delivered to the attention of the undersigned, Town of Golden, 810 9th Avenue South, no later than 2:00 p.m. MST, **Tuesday, May 08, 2024**. Email submissions are acceptable by the closing date if followed by a mailed submission.
- **Anticipated Delivery Date:** The successful firm will be expected to commence service **July 1, 2024**.
- **Town of Golden Contact:**

Name: Bruce Forsyth, Operations Manager

Telephone: (250) 344 - 2271 ext. 245

Fax: (250) 344 - 6577

Email: bruce.forsyth@golden.ca

Address: 810 9th Ave South

Box 350

Golden, B.C.

V0A 1H0

1. Background

Quotations are requested for the annual rental of necessary equipment and for the annual supply of propane to various Town of Golden municipal facilities.

Annual propane consumption estimates range from 150,000 - 200,000 litres.

Presently, the municipality is serviced by rented tanks and miscellaneous related components according to the appended list. The current service contract expires July 1, 2024.

2. Purpose of the RFQ

The purpose of the RFQ is to solicit quotations from qualified propane fuel suppliers for a three (3) year fixed-rate term with an option to extend for two (2) additional years.

3. RFQ Requirements

Quotations shall include the following information:

- Annual tank and equipment rental fees.
- Fixed rate term; three year duration with a two year extension provision.
- The basis on which the costs may be increased. Note that any refinery increases shall not be effective until a minimum of thirty (30) days after a written notification has passed.
- If required by the existing service provider, the work shall include the evacuation, removal, transport and unloading of all competitor tanks to the location designated by the existing fuel supplier.
- Tanks that currently have a belly heater will be supplied and maintained in good working condition by the supplier. (see Attachment)

4. Service Requirements

The service is to be on an automatic basis, as needed. Tanks will be filled before the tanks capacity drops below 50% and supplied according to individual facility consumption rates.

5. RFQ Evaluations

The lowest priced or any proposal may not necessarily be accepted. The Town of Golden reserves the sole right to select the quotation that it deems most advantageous to its operations.

After proposals have been reviewed, a recommendation for award will be taken to Council after which the successful bidder will be given a formal notice of award.

The successful bidder will be required to provide the following items prior to commencing service, **and on or before the contract anniversary date annually thereafter:**

- a current WCB clearance letter,
- certificate of insurance, minimum \$3,000,000 CGL, naming the Town as additional insured,
- proof of a valid Town business license,
- a company safety plan (pdf version is acceptable).

6. General Notations

During the term of the contract, any damage caused by the contractor, or subordinates, to the public property including but not limited to buildings, property surrounding the buildings, surface fixtures which may include trees, shrubbery, benches or other outdoor appurtenances, or private vehicles will be the responsibility of the contractor. Every effort must be made to mitigate damage to areas surrounding the immediate work/servicing sites.

For the purposes of corporate GHG reporting, the successful proponent will be required to report transport vehicle fuel type/consumption on propane fuel invoicing.

The contract shall be subject to cancellation with 90 days written notice should the owner deem the service unsatisfactory for any reason.

A minimum of 60 days prior to expiration of the term, the Town of Golden will notify the Contractor with the intent to advertise for procurement of services. Notwithstanding receipt of notification, the Town of Golden may request interim continuation of services on a monthly basis pending determination of new contract award.

Attachment

Municipal Facility	Address	Rented Tank Capacity*	Other Known Rented Equipment*
Golden and District Recreation Centre (Arena)	1410 9th St S (tank closest to GSS only)	2000 gal	Vaporizer (direct fired)
Municipal Swimming Pool	1408 9th St S	1000 gal	Electric tank blanket
Municipal Campground	1411 9th St S	500 gal	
Mount 7 Rec Plex	1310 9th St S	1000 gal	Electric tank blanket
SE Admin Building	901 14th Ave S	1000 gal	Electric tank blanket
Fire Hall	1107 11th Ave S	500 gal	
Golden Civic Centre	806 10th Ave S	1000 gal	Electric tank blanket
Airport Terminal Building	240A Fisher Road	500 gal	
Public Works	1215 11th Ave N	1000 gal, 2 x 500 gal	three electric tank blanket
Municipal Well 3	1314 11th St S	500 gal	
Municipal Well 6	North of 1410 11th Ave N	500 gal	
7 th St Lift Station	602 7th St N	500 gal	Electric tank blanket
12 th St Lift Station	150 12th St Lift Station Road	500 gal	Electric tank blanket

* bidders are responsible to confirm that the equipment listed is accurate for the various facilities.

Replacement equipment must match the capacity of the existing equipment and must include all other confirmed, existing rented equipment.

Revision Date: April 12, 2024