

## **1. BID INSTRUCTIONS**

### **1.1. SCOPE OF WORK**

The R.M. of Mervin No. 499 (hereafter referred to as the R.M.) is interested in obtaining tenders for the supply and delivery of approximately 250,000 litres of clear diesel fuel for the period of June 1, 2024 to May 31, 2025.

Total figures quoted must reflect the total cost, in Canadian funds, to the R.M. including all items to be supplied and delivered to the R.M. Maintenance South shop located at SW PT 13-51-21-W3 (1-1000-gallon tank plus 1-500-gallon tank) and the North shop located at NW 21-54-20-W3 (1-1000-gallon tank), Saskatchewan. G.S.T. must be listed separately but must be included in Total Bid Price.

## **2. SUBMISSIONS**

Bids must be placed in a sealed envelope marked: CONFIDENTIAL- Diesel Supply Tender RM499-2024-04 and received on or before 04:30 P.M. CST time, Friday, May 24, 2024 at the office of the R.M. of Mervin, located at 211 Main Street, Turtleford, Saskatchewan. Bids may be mailed to Box 130, Turtleford, SK S0M 2Y0. The R.M. will also allow the submission of email bids to [rm499@rmofmervin.com](mailto:rm499@rmofmervin.com).

Tenders will be opened on Monday, May 27, 2024. Tender results will be reviewed at the R.M. council meeting scheduled for Tuesday, May 28, 2024.

## **3. INQUIRES**

All inquiries prior to the closing of bids shall be directed to the R.M. Chief Administrative Officer at 306-845-2045. Any correspondence by email shall be directed to [rm499@rmofmervin.com](mailto:rm499@rmofmervin.com).

## **4. 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.

## **5. DISCREPANCIES**

Potential bidders finding any discrepancies in, or errors or omissions 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 R.M. of Mervin, who will send out written instructions, explanations and/or addenda if needed.

## **6. ADDENDA**

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

## **7. UNIT PRICES**

This contract is based solely upon the unit prices per litre for delivery of diesel fuel to the tank(s) at the R.M. shops. 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%. For payment purposes, a litre shall be measured upon volumes compensated to 15 degrees Celsius.

## 8. RACK PRICE

For the purpose of awarding the fuel tender, the R.M. will be utilizing the Daily Rack price on April 5, 2024 for Regina. Rack prices for 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 the markup to the rack price from Natural Resources Canada.

## 9. WITHDRAWAL OF BID

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

## 10. AWARD OF TENDER

The R.M. of Mervin will normally award contracts to the lowest competent bidder meeting the required specifications. However, the R.M. retains the right to reject any or all tenders/quotations/proposals and to take into consideration past performance of bidders on similar contracts, both in and out of the R.M., and such other factors the R.M. considers relevant including timing of services to be provided.

Upon award of the tender, the contractor will be required to provide the R.M. with the applicable MSDS sheets.

## 11. SPECIFICATION

The successful bidder upon award shall provide full specifications on the fuel product being delivered to the R.M. Fuel shall meet or exceed the current ASTM standards. The R.M. 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 proven 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. shops will be done during the week Monday to Friday 8 A.M. - 5 P.M. Weekend delivery will not be permitted. The R.M. requires the fuel tanks to be filled on an auto-delivery basis every 1-3 days, dependent upon consumption. Delivery must be made within 24 hours of notice. In the event that delivery cannot be made within the required time, the R.M. of Mervin reserves the right to purchase diesel fuel from the local provider. If for any reason delivery cannot be made on the regular schedule, the successful bidder agrees to contact the R.M. Foreman.

## 13. PAYMENT

The bidder must indicate, on the delivery slip with each delivery, net fuel volume in litres, date and time, and driver name. Delivery slip load numbers must be clearly identified on the invoice. 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 Mervin No. 499 Council may only meet once a month therefore payment on all invoices will be no later than 30 days after the invoice is received.

## 14. CONTRACT PERIOD

This contract period for the delivery of diesel fuel will be from June 1, 2024 to May 31, 2025.

