



**TOWNSHIP OF FARADAY**

**REQUEST FOR PROPOSAL**

**PRICING FOR BULK PROPANE SUPPLY & PROPANE TANKS  
(LOCATION: COMMUNITY CENTRE, OFFICE, FIRE HALLS, LANDFILL)**

**REQUEST FOR PROPOSAL #A01-2018**

**Will be received at the Township of Faraday Municipal Office, 29860A Hwy 28 S.,  
Bancroft, Ontario, K0L 1C0 until:**

**Friday September 21, 2018 – 1:00 p.m.**

**All items must be submitted on Proposal Forms that have been supplied.**

**Lowest or any proposal not necessarily accepted.**

**For Further Information Please Contact:  
Mrs. Dawn Switzer, Clerk (613) 332-3638  
Township of Faraday  
29860A Hwy 28 S  
Bancroft, Ontario K0L 1C0**

**Township of Faraday**  
**Request for Proposal # A01-2018**  
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**(Locations: Community Centre, Office, Fire Halls, Landfill)**

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**REQUEST FOR PROPOSAL**

**TO:** Township of Faraday  
29860A Hwy 28 South  
Bancroft, Ontario  
K0L 1C0

**REFERENCE NO:** A01-2018

**DATE:** **SEALED TENDERS MUST BE DELIVERED BY SEPTEMBER 21, 2018 AT 1:00 P.M. AT THE TOWNSHIP OF FARADAY OFFICE**

**ATTENTION:** Dawn Switzer  
Clerk-Treasurer

**PROJECT:** Bulk Propane Supply & Propane Tanks

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Any Addenda with regards to this tender will be posted on the Township Website.

Proof of \$2,000,000.00 Liability Insurance and Valid W.S.I.B. Clearance Certificate must accompany Sealed Tender.

The Propane Supplier must supply pricing to supply propane delivered to the following locations as necessary for a period of 2 years (24 months) from October 5, 2018 to October 5, 2020:

- Township of Faraday Office 2 x 420's for Generator
- Community Centre 3 x 420's for Heat Load
- Fire Hall (Hwy 28) 2 x 420's for Heat Load
- Fire Hall (Bay Lake) 2 x 420's for Heat Load
- Landfill (Monck Rd) 1 x 420 for Heat Load

Propane usage as follows: 2016/2017 Heating Season was 13,079.77 Litres  
2017/2018 Heating Season was 16,861.55 Litres  
Average for last two heating seasons: 14,9970.66 Litres

The Propane Supplier/Contractor to supply all Propane Tanks (same as currently installed), all Labor of installation of replacement propane tanks to code, pump out and transfer of existing propane to new tanks.

Any other material needed to complete the job must be included in the submitted price.

The Propane Supplier/Contractor is required to take out any permits for the project, and arrange any inspections as necessary. Any necessary removal and re-installation of any or all protective guards will be the responsibility of the supplier.

All site clean-up will be the responsibility of the Propane Supplier/Contractor.

The Propane Supplier/Contractor is to supply to the Clerk a Certificate of Inspection at the completion of the job.

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Sealed tenders will be opened at the Township of Faraday office on Friday, September 21, 2018 after 3:00 p.m.

The Successful Propane Supplier/Contractor will be contacted by Wednesday, October 3, 2018 and work can be scheduled to start and finish on the dates mentioned above.

The Successful Propane Supplier/Contractor is to schedule work in advance with the Clerk.

Please note that the Lowest Price shall not necessarily be awarded the contract.

Sealed Tenders to include Locked-in Price of Propane per litre for the Two Years of the contract and charges of Rental on Propane Tanks if that applies.

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**I/We propose to provide propane to the Township of Faraday locations for the duration of the contract at a price of:**

- Removal of existing propane tanks & installation of new tanks \$ \_\_\_\_\_
- Annual Tank Rental Fee \$ \_\_\_\_\_
- Hazardous Material Fee \$ \_\_\_\_\_
- Delivery Fee \$ \_\_\_\_\_
- Propane Price/Litre \$ \_\_\_\_\_ /Litre

**\*NO ADDITIONAL MONIES TO BE ADDED AFTER AWARD OF CONTRACT FOR FUEL SURCHARGE**

**Company name and address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone: #** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Name: (Print)** \_\_\_\_\_

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