DRYDEN

CITY OF DRYDEN
2027 FUEL SUPPLY

Tender T-2026-16

Complete Tender Package

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PART 1 - GENERAL

1.1 INVITATION

Tenders are invited for the supply, on an as required basis, of Clear Diesel, and regular unleaded fuel to the City of Dryden vehicles at the contractor's place of business.

Tenders are to be submitted via:

- Bids and Tenders Document Portal, found under the Bids and Tenders page on the City of Dryden website, www.dryden.ca; **Reference #: T-2026-16**

Or by email to:

aeuler@dryden.ca
Subject Line: T-2026-16

before 3:00 p.m., local time, on **Thursday, November 26, 2026**. Failure to submit the tender as indicated may result in the rejection of the tender.

The City, in reviewing tenders, reserves the right to take into account any matters they consider relevant, in addition to tendered contract prices.

Offers submitted after the above time will not be opened and shall be returned to the bidder upon request.

Amendments to the submitted offer will be permitted if received in writing prior to bid closing and if endorsed by the same party or parties who signed and sealed the offer.

1.2 INTENT

The purpose of this TENDER document is to solicit interested parties to provide all services necessary to supply the City of Dryden with regular unleaded and low sulfur clear diesel fuel.

The City of Dryden reserves the right, after assessment of the tender documents, to place its business with any number of different suppliers, based on price, the geographic location of suppliers, and such other factors which the City deems to be in its best interests.

The duration of this tender will be one (1) year – January 1, 2027 to December 31, 2027.

1.3 CONTRACT DOCUMENTS IDENTIFICATION

1.3.1 AVAILABILITY

Bid documents may be obtained online at the City of Dryden Bids and Tenders page.

1.3.2 EXAMINATION

Bid Documents are on display at the City of Dryden Public Works Office, 159 King St., Dryden, Ontario.

Upon receipt of Bid Documents, verify that documents are complete; immediately notify the City contact listed below upon finding discrepancies or omissions in the Bid Documents.

1.3.3 QUERIES/ADDENDA

Direct questions to Todd Olson, Director of Public Works, City of Dryden, (807) 223-2367, tolson@dryden.ca.

Addenda may be issued during the bidding period. All addenda become part of the Contract Documents. Include costs in the Bid Price. Any addenda issued will be posted to the City of Dryden webpage.

Verbal answers are only binding when confirmed by written addenda.

Clarifications requested by bidders must be in writing not less than five (5) working days before date set for receipt of bids. The reply will be in the form of an addendum, a copy of which will be forwarded to known bidders no later than three (3) working days before receipt of bids.

1.3.4 PRODUCT/SYSTEM OPTIONS

Where the Bid Documents stipulate a particular product, alternatives will be considered by the City up to seven (7) working days before receipt of bids.

When a request to substitute a product is made, the City may approve the substitution and will issue an Addendum to known bidders.

In submission of alternatives to products specified, bidders shall include in their bid, any changes required in the work to accommodate such alternatives. A later claim by the bidder for an addition to the contract price because of changes in work necessitated by use of alternatives shall not be considered.

1.4 BID SUBMISSION

1.4.1 BID INELIGIBILITY

The City will refuse to evaluate a bid which has been received prior to the closing time where:

- It is not submitted in the required form.
- There are omissions of significant information.
- A bid is not signed as required.
- The bid has conditions attached which are not authorized by the invitation to bid.
- The bid fails to meet one or more standards specified in the invitation to bid.

- All addenda have not been acknowledged; or
- Any other defect which, in the opinion of the City, brings the meaning of the bid into question.

1.4.2 SUBMISSIONS

Bidders shall be solely responsible for the delivery of their bids in the manner and time prescribed.

Bids must be submitted on forms provided by the City. These forms must be completely filled out in ink or by typewriter, with the signature in longhand, and the completed form shall be without interlineations, alterations or erasures.

1.5 COMMUNICATIONS AFFECTING BIDS

Must be in accordance with the printed Policies and Procedures of the City of Dryden.

1.6 BID FORM REQUIREMENTS

1.6.1 BID SIGNING

The bid form shall be signed under seal by a duly authorized signing officer(s) in their normal signatures.

1.7 OFFER ACCEPTANCE/REJECTION

1.7.1 DURATION OF OFFER

Bids shall remain open to acceptance and shall be irrevocable for a period of thirty (30) days after the bid closing date.

1.7.2 ACCEPTANCE OF OFFER

The City reserves the right to accept or reject any or all offers or to accept any offer deemed most satisfactory.

The City reserves the right to waive any informality in any or all Bids.

After acceptance by the City, the successful Bidder shall be notified in writing of acceptance of bid. Unsuccessful bidders will be notified of successful bid.

PART 2 - SPECIFICATIONS

2.1 TENDER SPECIFICATIONS

1. Bids must be submitted on the prescribed tender form which is attached hereto, in appendix A.
2. Fuel consumption may vary for 2026-2027, given quantities are approximate, and will be altered to match the actual consumption, at no penalty to the City.
3. In order to ensure fair and accurate analysis of the quotations, **pricing will be based on the Daily Terminal Rack Prices at the Winnipeg terminal on November 5, 2026**. The bid will represent the BIDDERS mark-up above the rack price. It is understood that the bid (mark-up) is fixed. The rack price will fluctuate.
4. Any contract(s) created as a result of this tender are granted under the premise that bidder(s) will retain fuel pricing for the City fleet that is consistent with existing local market pricing at all times. During the duration of the tender period, comparisons will be carried out and pricing deemed to be unreasonable for a particular area will result in the cancellation of the contract(s).
5. All applicable taxes shall be included on Part II of the Tender Form.
6. While the duration of any contract(s) resulting from this tender call is intended to be for the period of January 1, 2027 to December 31, 2027, it is understood that the effective date may be at some later point in January. In this event, the City of Dryden will start off the new contract purchasing from the same suppliers as were in place on December 31st, 2026.
7. The City of Dryden reserves the right to accept or reject any or all offers or to accept any offer deemed most satisfactory to the Board. The Board reserves the right to waive any informality in any or all bids.
8. The City of Dryden reserves the right, after assessment of the tender documents, to place its business with any number of different suppliers, based on price, the geographic location of suppliers, and such other factors which the Board deems to be in its best interests.
9. The City of Dryden reserves the right to cancel any contract entered into as a result of this tender call upon thirty (30) days written notice should price increases or service prove to be unacceptable.

2.2 SUPPLY SPECIFICATIONS

1. All products are to meet relevant ASTM/CSA standards.
2. The expected consumption by the City of Dryden's vehicles is 35,000 (+/-) litres per annum of Clear Diesel, and 100,000 (+/-) litres per annum of regular unleaded.
3. The successful bidder must maintain a minimum stock of 5000 litres Clear Diesel, and 2000 litres Regular Unleaded to be made available for use solely to City emergency services during emergency situations.

4. Bidders will indicate in their tender the location of their retail outlet and must be available 24 hours a day, 7 days a week, including statutory holidays and **all** emergency situations (power outages, natural disaster, etc.). See Part III
5. The contractor will be required to provide an adequate means of accounting for the clear diesel supplied, acceptable to the City of Dryden Finance Department, and will be required to obtain the signature of the authorized drawer of diesel fuel. The contractor will ensure this report has department, unit #, and mileage reading of unit at time of fill-up. The contractor may submit information on the availability of a card-lock or key-lock system.
6. The Facility must be able to handle large vehicles such as fire trucks and tandem trucks with 25-ton tandem trailer.
7. The successful contractor shall be required to comply with all City of Dryden Health and Safety Procedures (Contractor Safety HR-HS-10) and sign a "Contractor Health and Safety Responsibility Agreement" form that acknowledges their awareness and responsibilities under the Occupational Health and Safety Act, Canada Labour Code and other legislation. These policies, procedures and forms are located on the City of Dryden Website under Health and Safety located under HR/Employment in the City Services directory at www.dryden.ca.

APPENDIX A - TENDER FORM

PART I

The undersigned Bidder agrees to provide the City of Dryden with diesel fuel and/or gas, in accordance with the Instructions to Bidders, and in accordance with the terms indicated on this tender form and accompanying instructions.

The undersigned Bidder understands that the City of Dryden, after assessment of the tender documents, may place its business with any number of different suppliers, based on price, the geographic location of suppliers and such other factors which the City determines to be in its best interests.

SUBMITTED BY:

_____

Name of Company

_____
_____
_____

Complete mailing address

Telephone # _____

Fax # _____

_____

Name and position of contact person

PART II

SUPPLY OF DIESEL FUEL AND GAS FOR THE CITY OF DRYDEN FLEET JANUARY 1, 2027 TO DECEMBER 31, 2027

ALL APPLICABLE TAXES ARE TO BE INCLUDED

FUEL

Product	Winnipeg Rack Price/Litre Nov. 5 / 26	FET	ORT	Bid (Mark-up) Cents/Litre	Sub Total	HST	Total
Regular Gasoline							
Low Sulfur Diesel							

COMMENTS:

_____
_____
_____
_____

_____

Signature

PART III

In the space below, outline the procedure the City will be required to follow to access the reserve fuel supply listed above, in the event of an emergency (including but not limited to: power outage, natural disaster, state of emergency, etc.).

_____

Signature