



**September 11, 2018**

## **Call for Proposals to provide HEATING FUEL to the Village of Mayo**

**Fuel Delivery Companies are invited to provide a proposal to supply heating fuel to the Village of Mayo from October 1, 2018 to September 30, 2019.**

**Proposal must include either, or all, of the following Option A and/or B:**

**Option A) A fixed price per liter for the duration of the contract; or**

**Option B) A fixed discount on posted Mayo residential heating fuel rates (which may vary depending on market conditions).**

**Prices must be given for both Furnace Oil and Arctic Stove Oil.**

**(Note: the Village of Mayo's yearly use of Furnace and Stove Oil is approximately 80,000 liters).**

**Following are the terms of the contract:**

- 1. The fuel supplier must be a registered business with the Village of Mayo and have his own liability insurance and Yukon workers compensation coverage. Any proposal received without a current Village of Mayo or Inter-Municipal business license may not be considered.**
- 2. Fuel Oil must meet specifications as outlined under Section 3 - GP - 2D Type 1 and Section 3 - GP - 4P of the Canadian Government Specification Board.**
- 3. The proposal must include all costs (including GST) and must remain valid and in effect for the duration of the contract, subject only to changes in Government taxes. The Clerk/Treasurer of the Village of Mayo must be advised immediately, in writing, of any price changes due to changes in taxation. If Option B is chosen, the Village of Mayo must be notified by fax or email prior to changes in fuel prices.**
- 4. All applicable taxes are to be specified and included in the price.**

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5. The contractor must provide adequate, regularly scheduled delivery to tank locations (see list below).  
 Fuel tanks, which are identified below, by the Village of Mayo must be topped up on a regular basis.

<u>VOM Facilities</u>	<u>type of tank</u>	<u>size of tank</u>	<u>delivery schedule</u>
*Mayo Pumphouse	Above ground outside Bldg	500 gallons	monthly
Mayo Pumphouse	2 <sup>nd</sup> tank (f. backup gen set)	500 gallons	occasional
Mayo Liftstation	Above ground in Building	500 gallons	monthly
Mayo Firehall	Under ground	1,000 gallons	monthly
*Mayo Recreation Centre	Above ground	2,000 gallons	monthly
*Zamboni Shed	Above ground outside	250 gallons	monthly
*Village of Mayo Shop	Above ground outside	500 gallons	monthly
*Mayo Pool	Above ground outside	1000 gallons	monthly (May-Aug)
*approx. 4 Staff residences	Above ground outside	250 gallons	as requested

\* **These tanks require Arctic Stove Oil in the winter months.**

6. All invoices are to be submitted to the Village of Mayo, Box 160, Mayo, Yukon, Y0B 1M0.
7. The Village has the right to terminate the agreement should any of the above conditions not be met. Guaranteed service and satisfaction must be considered a condition of this contract and first-rate service must be provided for the duration of the contract.
8. Should the contractor cancel the contract prior to the expiry date, he/she will not be permitted to submit another proposal for a period of one year.
9. **Bids/Proposals shall be submitted in a sealed envelope clearly stating "Village of Mayo Heating Fuel Proposal - September 2018/19".**

**Sealed proposals must be mailed to Box 160, Mayo, Yukon, Y0B 1M0 and arrive prior to the due date, or be delivered to the Village of Mayo Office at 310 Sixth Avenue, in Mayo, before 3:00 p.m. on September 27, 2018. The lowest or any proposal will not necessarily be accepted.**