



900 Woito Station Road, RR # 4, Pembroke, ON, K8A 6W5  
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## **Request for Proposal (RFP) – Propane**

The Ottawa Valley Waste Recovery Centre (OVWRC) is requesting prices to have propane, forklift propane cylinders (33LB), and landfill gas flare propane cylinders (100LB) delivered to rented tanks/storage cages (to be provided) at the Ottawa Valley Waste Recovery Centre at a fixed price/mark up for a five-year period.

### **RFP Procedure:**

1. Sealed proposals, plainly marked as to the contents, will be received by Mr. Daniel Burke, Finance & Support Services Supervisor, Ottawa Valley Waste Recovery Centre, 900 Woito Station Road, Pembroke, Ontario, K8A 6W5 until 1:00 pm, local time, Friday, April 12, 2019.
2. There will be no public opening for this RFP.
3. The lowest or any proposal will not necessarily be accepted.
4. The OVWRC will be the sole judge of what does and does not constitute grounds for rejecting an RFP.
5. Any collusion between individuals or corporations in the preparing of this proposal will be sufficient grounds for rejecting all RFP's affected.
6. A submitted RFP may be withdrawn at any point prior to 1:00 pm local time, Friday April 12, 2019 by verbal or written notice to Mr. Daniel Burke, Finance & Support Services Supervisor, to that effect.
7. The OVWRC shall deal only with the persons or companies listed in the RFP, if it is the intention of the submitter of the proposal to subcontract any portion of the RFP it should be plainly stated in the proposal.
8. Should an RFP be chosen as the successful proposal, a formal contract will be required to be signed by the person or persons authorized to bind the submitter. This contract will state the term of the contract, the agreed price/mark up, any agreed service or quality standards to be met, express limitations on subcontracting of services and responsibilities, and absolve the OVWRC of any responsibility and liability should the submitter fail to meet the terms of the contract.

### **RFP specifications:**

1. All prices and markups are to be fixed for a five-year term. The exact start date of the term will be determined in consultation with the chosen submitter based on a mutually acceptable schedule for the installation of propane tanks/cylinder storage cages. It is expected the start date would be in May 2019.
2. All deliveries and work are to be completed during OVWRC operating hours (Monday to Friday, 7:30am-4:00pm, closed all statutory holidays).
3. The chosen submitter must maintain a WSIB clearance certificate and a comprehensive public liability and property insurance policy in respect of any one accident to the limit of at least \$2,000,000 for the term of the contract.
4. All work performed and all equipment operated by the submitter shall be in compliance with the Ontario Occupational Health & Safety Act.

5. The OVWRC requests pricing for the rental of two 2000 US gallon (or approximately the same size), above ground tanks connected to the OVWRC furnaces. Prices quoted may be expressed as a monthly fee or a per litre charge net of HST. The rental charge is to include all cost for servicing, installation, and removal as required on the tanks. The tanks are to be installed at 900 Woito Station Rd, Pembroke, Ontario, K8A 6W5.
6. The OVWRC requests pricing to supply propane to rental tanks (see #5) at the OVWRC site; 900 Woito Station Rd, Pembroke, Ontario, K8A 6W5. For reference, in 2018 the OVWRC purchased 100,944 litres of propane and required approximately twice monthly fill ups in the winter season. The prices quoted should reference the Sarnia Terminal rack price on April 1<sup>st</sup>, 2019 and be expressed as a cents/litre markup/discount based on the Sarnia Terminal rack price on that day. The markup/discount is to include all fees for service and delivery and be expressed net of HST. It is understood that the Sarnia Terminal rack price will vary but the markup/discount quoted should remain constant for the five-year term of the contract.
7. The OVWRC requests pricing for the supply of one 33LB forklift propane cylinders storage cage to the OVWRC site; 900 Woito Station Rd, Pembroke, Ontario, K8A 6W5. Cage is required to hold approximately 30 cylinders. Prices quoted may be expressed as a fixed fee per month net of HST.
8. The OVWRC requests pricing for the supply of 33LB forklift propane cylinders to the OVWRC site; 900 Woito Station Rd, Pembroke, Ontario, K8A 6W5. For reference, in 2018 the OVWRC used 208 cylinders of propane for forklift trucks and required approximately twice monthly tank exchanges (supply of full tanks and removal of empty tanks). Prices quoted may be expressed as a fixed fee per cylinder delivered/exchanged net of HST.
9. The OVWRC requests pricing for the supply of 100LB propane cylinders to be used at the OVWRC landfill gas operations site; 900 Woito Station Rd, Pembroke, Ontario, K8A 6W5. For reference, in 2018 the OVWRC used 22 cylinders of propane in this operation and required approximately monthly tank exchanges (supply of full tanks and removal of empty tanks). Prices quoted may be expressed as a fixed fee per cylinder delivered/exchanged net of HST.
10. The RFP should allow for the potential inclusion of supply of bulk propane to additional sites owned or operated by the partner municipalities (the joint owners of the OVWRC, the City of Pembroke, the Town of Petawawa, The Township of Laurentian Valley, and the Township of North Algona Wilberforce). This inclusion should be available at any point in the five-year period at the same markup/discount for bulk propane offered to the OVWRC. In the event an additional site is requested, tank rental requirements will be discussed with the successful bidder at that time.

Thank you for your interest. Please submit any questions you may have to:

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