



INVITATION TO TENDER

TR – 2024 – 001 Petroleum Products

The Town of Edson is requesting tenders for the purchase of Petroleum Products for the 2024 year. Potential providers are encouraged to complete the enclosed tender package detailing the terms and conditions which would govern a prospective purchase agreement, including pricing and service standards.

Tender Contact:

Ryan O’Sullivan
Transportation Services Manager
3240 1st Avenue, Edson AB
(780)723-6461
ryano@edson.ca



605 - 50th Street
P.O. Box 6300
Edson, AB T7E 1T7
www.edson.ca



Tender Terms and Conditions:

Submission packages must be completed in their entirety and clearly marked of content. Packages must be returned to Tender Contact by 2:00 pm (Alberta time) on Thursday December 14, 2023. Submissions may be made by email.

Attention: Ryan O'Sullivan
Transportation Services Manager
Email submissions: ryano@edson.ca

1. Tender will run from January 1, 2024 to December 31, 2024.
2. All invoices will be forwarded to the Public Works department.
3. No changes in the percentage discounts noted in this contract may be made during the term of the contract. Increase or decreases to specific prices detailed herein, resulting from fluctuations have resulted in prices and/or freight rates shall only be authorized by formal amendment to contract upon satisfactory proof in writing to the Transportation Services Manager that such fluctuations have resulted in increased or decreased cost of the supplies to the vender named.
4. The Town of Edson agrees to pay all invoices net 30 (thirty) days or pay interest on outstanding invoices at ____% monthly thereafter on any overdue amounts.
5. The Town of Edson reserves the right, providing due notice, to terminate the Tender contract for unsatisfactory services/supplies, related reasons, or default under any condition in this agreement. The supplier shall not have any further claim resulting from such notice of termination.
6. All prices indicated within this tender shall not include the Goods and Service Tax (G.S.T.) and all applicable taxes.
7. The supplier must be located within the Town of Edson limits.
8. All prices are to be quoted by FOB Edson, AB.



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SPECIFICATIONS FOR 2024 PETROLEUM SUPPLIER

The successful supplier shall provide card lock facilities to accommodate after-hours fuel service.

Company Name: _____

Prices

Description

- A. Regular unleaded gasoline _____ ¢/litre below retail
- B. Supreme unleaded gasoline _____ ¢/litre below retail
- C. Diesel fuel _____ ¢/litre below retail
- D. Diesel dyed _____ ¢/litre below retail

Placing orders and/or requesting services

The following will be the Town’s primary contact regarding any problems or concerns with the contract:
(include name, phone number, after hours contact number)

The frequency of sales visits, if you are an out-of-Town supplier is ____/month, ____/year.

Delivery

The normal point of delivery for these products is for Public Works.
The contact individual is:

Ryan O’Sullivan
Transportation Services Manager

Delivery speed for in stock items is _____ days or _____ weeks.

Other conditions:



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The offers, by their signature, confirm that this offer is made without any connection, knowledge comparison of figures or arrangements with any other company, firm or person submitting a tender for the same work.

The undersigned parties agree to comply with the terms and conditions of this tender.

Offered By:

Company Name: _____

Contact Name: _____

Title: _____

Email Address: _____

Signature: _____ Date: _____

Accepted By:

Ryan O'Sullivan
Transportation Services Manager

Date: _____