



INVITATION TO TENDER

ITT – 2025 – 001 PETROLEUM PRODUCTS

The Town of Edson is requesting tenders for the purchase of Petroleum Products for the 2025 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:

Gil Belcourt
Fleet Supervisor
3240 1st Avenue, Edson AB
(780)723-6461
Gilb@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 (listed below) by 2:00 pm (Alberta time) on Thursday January 30, 2025. Submissions may be made by email gilb@edson.ca or publicworks@edson.ca

- 1. Tender will run from January 13, 2025 @ 8:00 a.m., to January 30, 2025 @ 2:00 p.m.**
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 Fleet Supervisor 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 should include the Goods and Service Tax (G.S.T.) and all applicable taxes.
7. The supplier must be located within the Town of Edson's Municipal Boundary.
8. All prices are to be quoted by FOB Edson, AB. (Rack pricing will not be considered or required at this time).
9. 4 fuel tanks are required by vendor to install and maintain:
 - i) 2 at Airport: premium-fuel 2000L, dyed diesel-4500L.
 - ii) 2 at Public Works: dyed diesel-4500L, regular fuel-4500L. (with the option of a second tank for clear diesel – 4500L)



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



SPECIFICATIONS FOR 2025 PETROLEUM SUPPLIER

Company Name: _____

Prices / Description – Prices listed below MUST include all applicable taxes.

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

Other Conditions:

- A. Access to Multiple cards for use at Bulk and Retail Outlets. Yes ___ No ___
- B. Multiple Self-Service-Retail Locations (AB). Yes ___ No ___
- C. Multiple Bulk Service Locations (AB). Yes ___ No ___
- D. Ability to Increase Fuel Limits (If required) Yes ___ No ___
- E. Routine Maintenance and Repairs on Supplied Fuel Tanks – Airport and Public Works Yard.
- F. Successful Supplier shall provide card lock facilities within Town of Edson Municipal Boundary, to accommodate for after-hours fuel service.

Placing orders and/or requesting services

The following will be The Town of Edson’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 the Public Works Department of The Town of Edson (3240 – 1st Ave).

The contact individual is:

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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 or product required.

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: _____

Gil Belcourt – Fleet Supervisor

Date: _____