



**The Corporation of the Township of Douro-Dummer**

**Request for Quotation for Fuel Tanks & Distribution  
Tracking System**

**RFQ-FD-2021- 03**

**The Corporation of the Township of Douro-Dummer reserves the right to accept or reject all or part of any Bid and also reserves the right to accept other than the lowest Bid and to cancel this Call for Bids at any time.**

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## **Project Overview:**

The Township of Douro-Dummer is requesting quotes for the removal and replacement of an existing above ground fuel tank system (containing 3 tanks and pumps) with new tanks, pumps and a tracking system for all fuel dispensing. Temporary tanks, pumps and meters will be required during the replacement process.

The existing concrete pad can be used, but containment walls will need to be removed and a small addition to the pad is likely required, depending on the physical dimensions of the new tanks. There will be three (3) new double wall tanks installed with capacities as follows: two (2) x 2200-liter and one (1) x 4500-liter.

A fuel dispensing software system is required that will provide security for fuel dispensing and produce usage reports for each individual truck. The reporting system shall produce data such as spreadsheets available to upload (access to the internet is available onsite, if required). The current fuel system is for one location and 3 pumps, as described herein; however, the option to connect reporting and statistical information from multiple Township locations in the future shall be identified as an option for expansion of the software system.

The fleet size using this fuel site is currently under 30, but a system that can track up to 50 vehicles and 100 users is required. The fuel tanks do not require level monitoring; however, this should be listed as an option on the price sheet.

### **1.0 Submission Requirements:**

Submissions will be accepted for Part I or Part II individually, or for both Parts by one respondent. If the RFQ is awarded to two respondents, for Part I and Part II, both parties agree to work together to ensure a proper working system and align timing schedule.

Electrical wiring and connections will be done by the Municipality with consultation of the respondent to include any specific wiring needs for the devices.

All submissions must comply with all necessary regulations, such as, but not limited to TSSA, ESA, ETL, UL and MOE. The successful respondent shall also deliver a certified copy of the Firm's Public Liability and Property Damage Insurance, and where applicable the respondent shall carry standard automobile and non-owned automobile liability insurance Policy for the works, within ten (10) working days of receiving the Acceptance Notice. Coverage shall be at least \$2,000,000.00 per incident, with the Township of Douro-Dummer named as insured. Additional coverage may be required.

The successful bidder will be required to submit proof of Workplace Safety Insurance Board (WSIB) Coverage, within ten (10) working days of receiving the Acceptance Notice and shall provide additional certificates as often as is deemed necessary by the

Township during the term of the contract to ensure continued good standing with the Workplace Safety & Insurance Board.

or

The successful bidder shall provide proof to the Township from the WSIB that the bidder does not require WSIB Insurance. If the successful bidder changes its status with the WSIB during the term of the contract such that coverage is required, the successful bidder shall immediately provide the Township with the WSIB Clearance Certificate.

Site visits are welcomed and can be arranged (please see 6.0 contact information).

To submit a quote, please complete the following steps:

1. Complete the quoted pricing and all necessary details.
2. Submit all pages of this document prior to the submission deadline of **12:00 p.m., local time, November 24<sup>th</sup>, 2021**. Quotes delivered by mail or courier shall be submitted plainly marked "Request for Quotation for Fuel Tanks & Distribution Tracking System." All email submissions are the responsibility of the sender to ensure the quotation was received by confirmation by email.

RFQs shall be addressed to: [cpedersen@dourodummer.on.ca](mailto:cpedersen@dourodummer.on.ca)

Chuck Pedersen, Fire Chief  
Township of Douro-Dummer  
894 South Street, Warsaw, ON K0L 3A0

Please complete the following in your application.

Business name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_

Contact person: \_\_\_\_\_

Signature: \_\_\_\_\_

**2.0 Part I: Table 1**

Where minimum standards are required, the first column lists the minimum. The last column is to be completed by the respondent. Detailed information is not required, if “yes” is inserted. **A detailed explanation is required if “No” is inserted.** Consideration may be given to deviations deemed by the Township, at its’ sole discretion, as “minor” in nature.

1.	<b>Fuel Tanks, pumps:</b>		
1.00	Remove three existing above ground tanks, pumps and associated piping.	Yes:	No:
1.01	Concrete pad preparation for 3 new tanks. Existing pad can be used with containment walls removed and additional concrete as necessary to fit all 3 tanks on pad with necessary refinishing for any damaged areas, including wall removal areas. New tank bollards supplied & installed to protect fueling area.	Yes:	No:
1.02	Temporary tanks installed on location and fuel transferred from old tanks. Fuel shall be transferred to new tanks when complete and temporary tanks removed.	Yes:	No:
1.03	Supply & install double wall, vacuum sealed 2200-liter dyed diesel tank with 115V pump (non-metered) and pulsar.	Yes:	No:
1.04	Supply & install double wall, vacuum sealed 2200-liter gasoline tank with 115V pump (non-metered) and pulsar.	Yes:	No:
1.05	Supply & install double wall, vacuum sealed 4500-liter clear diesel tank with 115V pump (non-metered) and pulsar to match fuel control system requirements.	Yes:	No:
1.06	Supply & install all associated piping & filters.	Yes:	No:
1.07	Supply & install 25’ fuel hose (or appropriate length depending on tank location configuration to vehicle fill location) with hangers and break-away fittings, nozzle with swivel for each pump.	Yes:	No:

1.08	Supply & install necessary decals for tanks & pump numbers.		
<b>2.</b>	<b>Warranties:</b>		
2.00	A Complete list of the warranties including details and duration shall be provided.	Yes:	No:
<b>Component</b>		<b>Length of Warranty</b>	

**Quoted Pricing:**

For performance of the work described in Table 1, the respondent quotes the following:

**3.0 Part 1: Quoted Pricing**

Scope of Work Item	Quantity	Price (\$)
		\$
		\$
		\$
		\$
		\$
		\$
Any administrative and/or environmental fees or additional fees		\$

<b>Subtotal:</b>		\$
<b>H.S.T.</b>		\$
<b>Total Price, including HST</b>		\$
<b>Installation timeline in days</b>		

#### 4.0 Part I: Table 2

<b>1.</b>	<b>Fuel pump interlock and tracking system:</b>		
1.00	Software fuel tracking system, including spreadsheet export.	Yes:	No:
1.01	Provides security through code, card, fob, etc.	Yes:	No:
1.02	24/7 Support for technical assistance.	Yes:	No:
1.03	On site repair within a few hours of being dispatched.	Yes:	No:
1.04	Expandable for additional users.	Yes:	No:
1.05	Expandable to link with other sites (pending upgrades required).	Yes:	No:
1.06	Proposal includes information for system proposed.	Yes:	No:
1.07	Controls and tracks all 3 tanks.	Yes:	No:
1.08	Easily produces fuel tracking data as required.	Yes:	No:
1.09	Designed to work in Warsaw, ON climates.	Yes:	No:
1.10	Easy to use for the operator.	Yes:	No:
1.11	Software is easily reprogrammable for future updates.	Yes:	No:
<b>2.</b>	<b>Warranties:</b>		
2.00	A complete list of the warranties including details and duration shall be provided.	Yes:	No:

Component	Length of Warranty

**Quoted Pricing:**

For performance of the work described in Table 2, the respondent quotes the following:

**5.0 Part 2: Quoted Pricing**

Scope of Work Item	Quantity	Price (\$)
Fuel Lock/Control Hardware		\$
Fuel Lock/Control Software		\$
Set-up fee		\$
Optional fuel level monitoring for 3 tanks		\$
Annual Fees		\$
Rates for technical support		\$
Shipping costs to Warsaw ON		\$
Any administrative and/or environmental fees or additional fees		\$
<b>Subtotal:</b>		\$



<b>H.S.T.</b>		\$
<b>Total Price, including HST</b>		\$
<b>Installation timeline in days</b>		

**6.0 Contact Information:**

For more information, please contact:

Chuck Pedersen, Fire Chief  
Township of Douro-Dummer  
894 South Street, Warsaw, ON K0L 3A0  
T: 705-652-8392 x 207  
E: cpedersen@dourodummer.on.ca

The Township reserves the right to request additional data or information after the submission deadline if, in the Township’s sole view, such data or information is considered pertinent to aid the review and evaluation process.

The Township reserves the right to reject any portion of any Quotation and/or reject all Quotations, to waive any informalities or irregularities in the Quotation, or to re-invite or to re-advertise.