

NORTHLAND SCHOOL DIVISION NO. 61

Bag 1400
9809 - 77 Avenue
Peace River AB T8S 1V2



Requests for Proposal for
The Supply of Propane and Related Services
(Please read all documentation carefully)

**Please note that responses to this RFP must be received by July 11, 2016,
2:00 PM local time at the address below.**

Northland School Division No. 61
Attention: Secretary Treasurer
Trudy Rasmuson
Bag 1400
9809 -77 Avenue
Peace River AB TBS 1V2

OVERVIEW

Preamble

1. Vendors are invited to submit proposals for the provision of propane and related services in accordance with the terms and conditions contained within this document.
2. This competitive procurement will be conducted in accordance with one fundamental principle, the objective of which is to maximize the benefit to the Board while offering to members of the vendor community a fair and equitable opportunity to participate.
3. The purpose for collecting the information for this RFP is to enable the Board to ensure the accuracy and reliability of, and to enable the Board to evaluate, the vendor's proposal to this RFP. Authority for this collection arises under the *School Act*; as amended, revised or substituted from time to time. The vendor may contact the Secretary Treasurer, regarding any questions about the collection of information pursuant to this RFP.

PART I - GENERAL TERMS AND CONDITIONS AND INSTRUCTIONS FOR VENDORS

Vendors should carefully read the following document prior to submitting a proposal and quotation. All terms and conditions of this RFP are deemed to be accepted by the vendor and incorporated by reference in its proposal, except such terms and conditions as are expressly excluded in the proposal.

1. VENDOR QUESTIONS

- All questions regarding this RFP should be directed by electronic mail or written correspondence to Trudy Rasmuson, Secretary Treasurer, at Trudy.Rasmuson@nsd61.ca
- Telephone inquiries may be accepted by the Secretary Treasurer; however, verbal responses to any inquiry are not binding on either party.
- Information obtained from any other source is not official and may be inaccurate.
- Direct contact by a vendor with any person within the Board without prior authorization by the person identified above may result in disqualification of that vendor.
- Written inquiries from vendors and their corresponding written responses by the Board shall be distributed to all vendors registered on the Alberta Purchasing Connection (APC) system located at www.purchasingconnection.ca
- Vendor inquiries should be made seven (7) days prior to closing date. Inquiries made after this date may not be given a response.

2. RFP IS NOT AN ORDER TO PURCHASE

- This RFP should not be construed as a contract to order or purchase propane services. The Board shall not be obligated in any manner to any vendor until or unless a written agreement has been duly executed related to an approved proposal. The issuance of this RFP does not constitute a commitment by the Board to award a contract or to pay any costs incurred in the preparation of a response to this RFP.
- The Board shall not be liable for any costs incurred by a vendor in the preparation or presentation of proposals.

3. SUBMISSION OF PROPOSAL

- Responses shall be accepted until 2:00 pm, local time July 11, 2016 (hereinafter the "Closing Date"). In addition to the hardcopy submitted an electronically transmitted copy with all appropriate information filled in must be submitted to Trudy.Rasmuson@nsd61.ca Failure to submit the electronic copy by 2:00 PM, local time on July 11, 2016 will result in rejection

Proposals will be date stamped, and the time of receipt will be noted on the proposals. The time of receipt shall be determined by the person receiving the proposals, and a notation as to the time of receipt made by that person shall be deemed correct for all purposes and may not be challenged by any vendor.

- Proposals received after the Closing Date will be date and time stamped but will not be considered as valid proposals, and they will be placed in a folder marked "Rejected."
- Responses must be submitted using the enclosed form, signed in full and returned to the attention of the Secretary - Treasurer in a sealed envelope clearly marked "Request for Propane Proposal - Northland School Division No.61".
- Oral, telephone, or electronically transmitted responses will not be considered and will be placed in a folder marked "Rejected."

4. ACCEPTANCE/REJECTION OF PROPOSAL

- The Board is not under any obligation to award a contract and reserves the right to terminate the RFP process at any time with all or any of the responding vendors.
- The Board reserves the right to cancel this RFP in its entirety after the advertised Closing Date if all qualified bids exceed the Board's allocated budget for the procurement and delivery of propane.
- A single response (i.e. a proposal from only one vendor to the RFP) may also be deemed to be a failure of competition, and at the sole option of the Board, the RFP may be cancelled.
- A proposal may be rejected if references are found to be unsatisfactory.
- The Board reserves the right to reject the lowest cost proposal or any and all proposals.
- The proposals or quotations that are not compliant with the general terms and conditions of this bid document may be rejected.
- The Board's discretion may be exercised by the Secretary Treasurer.

5. WITHDRAWALS

- Any application by a vendor to alter, amend or withdraw its entire proposal or any part or parts thereof shall be delivered to the Board at Bag 1400, 9809 - 77 Avenue, Peace River AB T8S 1V2 to the attention of the Secretary Treasurer, prior to the stipulated Closing Date and time and shall be labelled as a "Request to Withdraw or Alter a Proposal."

6. PROPOSAL COMMITMENT

- The vendor agrees that by submitting a response that the response shall be remain open for acceptance by the Board for at least a period of fourteen (14) calendar days from the Closing Date.

7. CONTRACTS

- Upon acceptance of a response, a vendor will be required to execute a written contract based upon the general terms and conditions set out in Part III of this RFP. The Board may, at its sole discretion, negotiate the terms of the contract with the successful vendor.

8. CONFIDENTIALITY OF THE RFP AND BOARD BUSINESS ACTIVITIES

- This RFP remains the property of the Board and is provided to vendors for the exclusive purpose of preparing and submitting a proposal and quotation.
- Reproductions are not permitted other than for the purposes of responding to the RFP. All information of the Board and any third parties acquired as a result of participating in this RFP must be kept in strict confidence by participating vendors.
- The proposals and accompanying documentation submitted by the vendors are the property of the Board and will not be returned.

9. CONFIDENTIALITY OF VENDOR RESPONSES

- The vendor acknowledges that the *Freedom of Information and Protection of Privacy Act* ("FOIP") applies to all information and records relating to, or obtained, generated, collected, or provided under or pursuant to the terms of this RFP or any contract generated as a result thereof.
- The vendor shall abide by the requirements of FOIP insofar as applicable to its operations and the information the vendor has access to, collects, or uses as a consequence of carrying out its obligations to the Board.
- FOIP imposes an obligation to protect the privacy of the individuals to whom information relates.
- The vendor shall protect the confidentiality and privacy of an individual's personal information accessible to the vendor or collected pursuant to this proposal and any subsequent contract, in accordance with FOIP.
- The vendor consents, and has obtained written consent of any individuals identified in the proposal, to the use of their information in the proposal by the Board. Board employees, and any individuals or organizations chosen by the Board to assist in the evaluation of vendor proposals.
- All documents submitted to the Board are subject to the protection and disclosure provisions of FOIP. While this Act allows the right of access to records in the Board's custody or control, it also prohibits the Board from disclosing the personal or business information where disclosure would be

harmful to the business interests or would be an unreasonable invasion of personal privacy as defined in sections 16 and 17 of the Act. Applicants are encouraged to identify what portions of their submissions are confidential and what harm could reasonably be expected from its disclosure.

- The records stipulated in this RFP as being required to be maintained or submitted by the vendor may be subject to the protection and access provision of FOIP. Should the Board receive a request for any of these records, it would be the vendor's responsibility to provide the records, at the vendor's expense, to the Board within three (3) calendar days from official notification by a representative of the Board.
- The successful vendor agrees to retain all records respecting this procurement for at least one year after the contract expires or is terminated.

10. NOTIFICATION OF CHANGES

- All vendors who are registered on the Alberta Purchasing Connection (APC) system shall be notified of any changes made to this RFP for the purposes of clarification.

11. BID INELIGIBILITY

- Proposals which are incomplete, conditional or obscure, or which in any way fail to conform to the requirements of the RFP document, or which contain alterations, erasures or irregularities of any kind may be rejected.

12. LIABILITY FOR ERRORS

- The representations in the RFP document are provided mainly for general information of vendors and are not in any way warranted or guaranteed by or on behalf of the Board. All prospective vendors are urged to conduct their own investigations into material facts, and the Board shall not be held liable or accountable for any error or omission in any part of this RFP.

13. ACCEPTANCE OF TERMS

- All terms and conditions of this RFP are assumed to be accepted by the vendor and incorporated in the vendor's proposal, except those conditions and provisions that are expressly excluded in the vendor's proposal wording.

14. LEGISLATIVE COMPLIANCE

- The vendor shall comply with all legislation applicable to the performance of the terms and conditions of this contract, which include the supply and delivery of propane and the inspection, maintenance and repair of the storage tanks and all related matters.

- The vendor must be registered with the Worker's Compensation Board and have satisfied all assessment requirements as of the date and proposal was submitted. If successful, the vendor's registration number and evidence of compliance and good standing with all WCB requirements must be provided forthwith, to the Secretary Treasurer, prior to the effective date of commencement of the contract.

15. BID OPENING

- There will be a public opening of the proposals at 2:00 P.M. local time on July 11, 2016 at Divisional Office, 9809-77 Avenue, Peace River, Alberta T8S1V2

PART II – PROPOSAL EVALUATION, CONTRACT NEGOTIATION AND AWARD

1. SELECTION METHODS

Screening

- Upon receipt of vendor proposals, an evaluation team will screen each proposal to ensure the vendor's compliance with the requirements of this RFP.
- The acceptability of any deviation will be determined by the evaluation team. After the proposal has passed the initial screening, the evaluation team will then analyze the technical details of the vendor proposal for presentation to the Board.

Rating

- The evaluation team will utilize specific evaluation criteria to rate various requirements for evaluation purposes. Subject to the requirements of FOIP, such rating shall be confidential, and no totals of scores of such rating shall be released to any party.

Evaluation Criteria

- The evaluation criteria will be distributed within the following major categories; approximate weighting percentages are included.
 - costs 30 %
 - cost of repairs to Northland owned propane tanks 5%
 - references 5 %
 - vendor credentials and suitability 7.5 %
 - commitment to delivery and schedule 25 %
 - acceptance of RFP terms and conditions and contract

- provisions 7.5 %
- proven ability to provide quality service and an uninterrupted supply of product that meets or exceeds NGPA liquid gas specifications for propane HD5 15 %
- resource capabilities and qualifications 5 %

- Following completion of the evaluation, a recommendation will be made to the Board of Trustees regarding the awarding of the contract. Within the above major categories, proposals received will be evaluated on the basis of completeness of the response regarding:
 - i) understanding of project requirements
 - ii) costs
 - iii) commitment to delivery schedule
 - iv) previous related experience
 - v) organization and managerial competence
 - vi) work plan and proposal control of work
 - vii) capabilities of personnel (knowledge and experience)

PART III – SCOPE AND SUPPLY REQUIREMENTS

Seven communities in which Northland School Division operates schools and teacher housing do not have natural gas available for heating and cooking and are using liquid propane fuel to meet their needs. Therefore, Northland is seeking a vendor to provide propane fuel, propane tanks, hardware and other related propane maintenance services.

The vendor must have the experience and capability to inspect, deliver and install liquid propane fuel. Vendor must also be able to provide any services necessary to maintain and renovate propane delivery systems.

The quantities of propane supplied to the individual facilities will be based on actual supply volumes provided. Actual usage will vary with weather conditions and facility usage. The vendor will need to coordinate with Northland staff to ensure adequate supplies are on hand to meet their needs.

All products and services proposed in response to this category must comply and conform to all federal, provincial, local and industry standards, codes, regulations and best practices.

1. CONTRACT PERIOD

The contract will be for a three (3) year term commencing in September 2016.

2. RATE

Vendors are requested to provide the following alternative prices for the supply of propane for term of the contract:

- 2.1 A locked in or fixed price per litre, which will remain in place for the term of the contract. This quoted price must include all costs related to the supply and delivery of propane fuel; and
- 2.2 A floating price per litre, together with a ceiling price per litre, which will not be exceeded during the term of the contract.
 - a) Proposed prices for propane fuel shall be based on the refinery cost, plus transportation, handling and service cost, vendor's overhead and profit. In the response the vendor must clearly identify a per litre cost for each of these items.
 - b) The vendor must describe within its response how the transportation and delivery charges are determined and calculated.
 - c) Escalation and de-escalation of fuel prices - Northland understands that propane fuel prices will fluctuate during the term of this contract due to supply, demand and market pressures. For this reason, it is understood that the propane supplier shall upon request of Northland or prior to making a delivery, provide the current price of the propane fuel to be ordered and delivered. This process will allow the vendor to raise and lower its price of fuel if its price of fuel purchased from its supplier increases or decreases. The documentation noted in section 12.2 below must be made available in order to justify any and all price adjustments.

Specifics of the pricing proposal must be clear.

All delivery and freight charges must be included in the quoted price, including any applicable fuel surcharges.

3. PERMITS AND LICENSES

The vendor shall comply with and maintain valid permits and licenses as required by law for the execution of services pursuant to the contract to be entered into between the Board and the Vendor.

4. CONTRACT

The successful vendor will be required to enter into a propane fuel supply and equipment contract based upon the terms and conditions attached hereto. The Board reserves the right to negotiate the contract terms and conditions with the successful vendor. Provisions of this RFP and representations made by the vendor in its response are deemed to be incorporated into the contract.

5. REQUIRED SERVICES

This procurement is for the supply and delivery of propane fuel to schools and teacher residences located in the following seven communities:

| Locations | No. of Schools | No. of Residences |
|---|-----------------------|--------------------------|
| Winter road access: | | |
| Fort Chipewyan (Athabasca Delta School) | 1 | 14 |
| Year around access: | | |
| Chipewyan Lake | 1 | 2 |
| Trout Lake (Kateri School) | 1 | 6 |
| Peerless Lake | 1 | 9 |
| Little Buffalo | 1 | 10 |
| Sandy Lake (Pelican Mountain School) | 1 | 1 |
| Susa Creek | 1 | 0 |

The estimated volume of propane necessary to service these communities, on an annual basis, is as follows:

| Locations | September to August Consumption (litres) | |
|---|---|------------------|
| | 2013-2014 | 2014-2015 |
| Fort Chipewyan (Athabasca Delta School) | 328882.08 | 301283.11 |
| Chipewyan Lake | 82739.56 | 97782.28 |
| Trout Lake (Kateri School) | 94375.42 | 77096.62 |
| Peerless Lake | 94427.74 | 76480.36 |
| Little Buffalo | 69268.82 | 74504.72 |
| Sandy Lake (Pelican Mountain School) | 64794.11 | 87152.17 |
| Susa Creek | 25343.02 | 22252.31 |
| Totals: | 759830.75 | 736551.57 |

The vendor must provide propane storage tanks for the duration of the contract in the following communities with no rental charge:

| Locations | 1,000 gallon tanks |
|--|--------------------|
| Fort Chipewyan (Athabasca Delta School) | 28 |
| Trout Lake (Kateri School) | 10 |
| Susa Creek | 2 |
| Little Buffalo | 6 |
| Peerless Lake | 8 |

- **When the vendor provides propane storage tanks as part of this contract, the tanks provided must be in new or like-new condition, must meet or exceed all federal, provincial and local industry standards, and must have the appropriate inspections and certifications required prior to use.**
- **The Vendor must provide a list of propane tanks by location noting the tank serial number and capacity.**
- **With the exception of the winter months, the vendor, on a monthly basis, will be responsible to cut the grass around the propane tanks and the area surrounding the tanks for at least twenty (20) feet.**
- **If, during the period of the contract, any modifications or installation of equipment, including propane tanks, are required due to a change in law or applicable rules and regulations, such modifications or installation shall be made by the vendor as required. Costs of such modifications or installation shall be borne by the vendor.**

Northland School Division owns propane storage tanks in the following communities:

| Locations | 2,000 Gallon tank | 18,000 Gallon tank | 30,000 Gallon tank |
|--|-------------------|--------------------|--------------------|
| Fort Chipewyan (Athabasca Delta school) | | 1 | 2 |
| Chipewyan Lake | | | 1 |
| Sandy Lake (Pelican Mountain school) | | 1 | |

- The vendor must provide a labour rate for maintenance and repair services for all work necessary to ensure the Northland owned propane tanks maintain certification during the term of the contract. Labour costs must be listed per man-hour. Travel time, mileage and per diem policies and costs must also be provided.
- *The vendor will be responsible to ensure that all necessary inspections, maintenance and repair services are performed on all Board-owned propane tanks in order to ensure that the propane tanks meet all legislated certification requirements and, specifically, the Alberta Boiler Safety Association (“ABSA”) standards.*
- *In the event that any of the Board-owned 18,000 or 30,000 gallon tanks are due for a certification inspection during the term of the Agreement, the vendor will be required to supply a written report on its findings and recommendations and will be required to set out a recommended schedule of maintenance and/or repair services that are necessary to meet all ABSA standards or any other applicable legislative requirements. In the event that any third party assistance is required in this regard, the vendor will be required to receive the prior written approval of the Board before proceeding with the proposed maintenance and repairs for such tanks and shall submit to the Board copies of the third party invoices related to this certification.*
- *The vendor will provide a written report respecting the completion of bi-annual servicing on all vendor-provided storage tanks, together with all related documentation, supporting completion of the servicing and evidencing compliance with the certification regulations and ABSA standards.*
- *The vendor agrees to provide all documentation regarding the completion of the maintenance, repair and/or certification services performed for Board-owned propane tanks immediately upon completion of the same and in compliance with regulatory standards.*
- The vendor must describe within its response how material and components provided for maintenance and repair services will be charged out.

The following additional requirements must also be met by the vendor:

- **The vendor must provide a schedule indicating how they plan to service the tanks.**
- Each propane storage tank serviced (vendor provided and Northland owned), along with its related hardware, will be inspected prior to filling. All concerns or problems will be reported to the Northland Division office representative immediately. Vendor will follow up with a written notice of the findings, along with recommended solutions to resolve the issue.
- *The vendor agrees to provide all documentation regarding the completion of maintenance, repair and/or certification services performed for Board-owned propane tanks immediately upon completion of the same and in compliance with regulatory standards.*

- The vendor must provide an outline as to how it proposes to supply each school and/or location with an ongoing supply of propane during the term of this contract.
- The vendor must provide a resume respecting the operations of the company that includes its philosophy of doing business and a brief description of the vendor's safety program.
- The vendor must provide a schedule for vaporization shutdown and start-up, in consultation with a Northland representative to minimize the disruption of services to the schools and teacher housing.
- The vendor must describe the required process, should Northland need to secure propane fuel in emergency circumstances.

Tank Installation/Removal

If the vendor does not currently have the equipment located on Northland property, the vendor must specify any charges for tank installation or removal that would be incurred by Northland during the term of this contract.

Storage tanks and related equipment must be installed by certified/licensed tradesman with the knowledge, experience and equipment to install liquid propane system components and provide maintenance and repair services.

Storage tanks provided by the vendor must be properly protected and installed, at the vendor's cost, so that the tanks are level with each other.

Vendor employees delivering propane fuel must be highly trained in all aspects of handling propane and safety procedures.

6. FORMS

The vendor will be required to complete the enclosed forms and return them as part of the proposal.

7. QUALIFICATIONS

Vendors must be licensed to conduct business in the Province of Alberta and as otherwise required by all relevant legislation governing the provision and supply of propane and related services.

There is no prequalification process; however, vendor not having a previous working relationship with the Board are required to supply a minimum of three references.

One reference must be from your current banking institution and one from a publicly funded Canadian learning institution; ie. school jurisdiction or post-

secondary institution for whom the vendor has supplied and serviced equipment of a similar nature.

References must include the institution name, contact name, telephone and fax numbers and a brief description of the goods and services provided.

The Board has the right to check the reference of any or all vendors, at its sole discretion.

The Board reserves the right to reject any proposal if any references are found to be unsatisfactory.

8. CERTIFICATION

All propane tanks and related equipment delivered or provided as part of this contract shall meet or exceed all Federal, Provincial and industry standards and applicable statutory requirements.

It shall be the full responsibility of the vendor to resolve any incompatibilities that may emerge, at the vendor's cost.

9. DOCUMENTATION

The RFP and quotation should not be construed as a contract or commitment to purchase goods and services.

The commitment to purchase propane fuel during the term of the contract will be based on the ongoing need for propane fuel at each location.

The vendor may be hired on an as-needed basis to perform maintenance and repair work and will be authorized by a purchase order.

The following shall form the sole documentation defining the nature of the contract between the parties:

- the contract for services respecting the supply of propane and equipment;
- the RFP; and
- the proposal.

10. PRICING

The vendor agrees to supply the propane and services for the costs set out within the contract during the length of the contract.

The prices quoted shall be in Canadian dollars, exclusive of the Goods and

Services Tax.

11. DELIVERY

Deliveries must be made between the hours of 7:00AM and 10:00PM as a Northland School Division No. 61 must sign for the invoice. Fort Chipewyan deliveries must be arranged **with advanced notice** to Northland School Division in order to have a representative sign for the invoice.

12. PAYMENT

Invoicing of propane fuel delivered will be submitted to Northland School Division No. 61 office in Peace River via email to accounts.payable@nsd61.ca with the following documentation:

12.1 The required supporting documentation for rate alternative 2.1 is:

12.1.1 A copy of the delivery ticket must have name printed and signed off by an employee of Northland together with a copy of the required documentation, including the location of the tank, its serial number, the tank % level before filling and after filling. Also documented will be the amount of propane dispensed in tank, the extended price tallied on the ticket. Any invoices submitted without the required printed name and signature will not be paid until that documentation is received by Northland School Division No. 61.

12.2 The required supporting documentation for rate alternative 2.2 is:

Copy of the refinery posted price and a letter from the refinery verifying posted prices, plus a copy of the bill of lading, shall be submitted to Northland at the time of invoicing. Invoice prices per litre must include the price components as stated above in clause 2.2 (a) and, copy of the delivery ticket will have the name printed and signed off by an employee of Northland together with a copy of the required documentation, including the location of the tank, its serial number, the tank % level before filling and after filling. Also documented will be the amount of propane dispensed in tank, the extended price tallied on the ticket and the total amount charged for that delivery.

12.3 Clearly state any quick-payment discount periods and the applicable discount rate.

13. WARRANTIES

Describe the warranty period when the vendor undertakes repairs and maintenance services to liquid propane storage systems.

14. CONTRACT DESIGNATE

The vendor will assign one account representative to Northland School Division's account to ensure consistency of communications.

The vendor will provide one internal account sales representative and one technical support account representative during regular Alberta business hours.

15. CONTRACTUAL WARRANTIES

Claims made in the proposal shall constitute contractual warranties. Any provisions in the proposal may be included in the contract as a direct provision thereof.

16. VALUE-ADDED OPTIONS

The vendor shall describe in the vendor's response section of the RFP value-added options if they will enhance the proposal. Is there "added value" received by Northland when purchasing through you rather than a competitor, or is your major benefit price alone?

PART – BID FORMS

Bid Form A – Quotation Sheet

Bid Form B – Company Profile

Bid Form C – Acknowledgement

BID FORMS

Enclosed:

Bid Form A – Quotation Sheet

Bid Form B – Company Profile

Bid Form C - Acknowledgement

Vendors:

- Please note that all bids are to be submitted on the forms provided in the prescribed format. Alterations to any of the formats or forms provided may disqualify your bid.
- Please re-check your quotes prior to submission.

BID FORM A – QUOTATION SHEET (1)

Note:

- Bid Form A is a summary of the current locations requiring the supply of propane fuel and related services.
- The vendor is required to submit rates for all locations.

1) Alternative bid 1 – Fixed price per litre

| Locations: | Fixed price per litre |
|---|-----------------------|
| Fort Chipewyan (Athabasca Delta school) | |
| Chipewyan Lake | |
| Trout Lake (Kateri school) | |
| Peerless Lake | |
| Little Buffalo | |
| Sandy Lake (Pelican Mountain school) | |
| Susa Creek | |

2) Alternative bid 2 – Floating price, with a ceiling price

| Locations: | Refinery price per litre as if the purchase of and delivery was made on August 11, 2015 with supporting documentation | Price per litre for transportation, handling and service costs, overhead and profit | Ceiling Price per litre |
|---|---|---|-------------------------|
| Fort Chipewyan (Athabasca Delta school) | | | |
| Chipewyan Lake | | | |
| Trout Lake (Kateri school) | | | |
| Peerless Lake | | | |
| Little Buffalo | | | |
| Sandy Lake (Pelican Mountain school) | | | |
| Susa Creek | | | |

3) Discount provided for quick-payment of invoice:

_____ % 10 days
 _____ % 20 days
 _____ % 30 days

Vendor's Initial _____

BID FORM A – QUOTATION SHEET (2)

- Vendor must specify rate to be charged for maintenance and servicing to storage tanks.

| | Labour Rate for Licensed and Qualified Service Technician | Travel Time Rate | Mileage Rate for Company Vehicles | Per Diem Rate – Meals/Lodging per 24 Hour Period |
|--|---|-------------------|-----------------------------------|--|
| | Per Hour | % of regular rate | \$ per Km | \$ per day |
| Fort Chipewyan (Athabasca Delta School) | | | | |
| Chipewyan Lake | | | | |
| Trout Lake (Kateri school) | | | | |
| Peerless Lake | | | | |
| Little Buffalo | | | | |
| Sandy Lake (Pelican Mountain School) | | | | |
| Susa Creek | | | | |

Vendor's Initial _____

BID FORM B – COMPANY PROFILE

Please list school boards or other entities for which you have provided service, including the length of time you provided service to the school board or other entity and the telephone number and contact name of the individual with whom you have dealt.

I / We have attached a current letter of reference from my banking institution.

Yes _____

No _____

If the above answer is no, please state reason.

Vendor's Initial _____

BID FORM C – ACKNOWLEDGEMENT

I / We have read the terms and conditions noted herein, namely Parts I, II, and III and Bid Forms A, B, and C and agree thereto and have stated herein the prices at which we will provide propane and services as specified. We certify that the prices quoted herein have been independently determined.

Signature: _____ Title: _____

Name: _____

Witness: _____

Signature: _____ Title: _____

Name: _____

Witness: _____

Firm Name: _____

Address: _____

Postal Code: _____

Phone: _____

Fax: _____

E-mail address: _____

Date: _____