



# 40-2015 ADDENDUM 1

## SUPPLY AND DELIVERY OF PROPANE

### **URGENT**

**PLEASE FORWARD THIS DOCUMENT TO WHOEVER IS IN POSSESSION OF THE BID OPPORTUNITY**

ISSUED: April 13, 2015  
BY: Rachel Eccles  
TELEPHONE NO. (204) 986-2451 j

**THIS ADDENDUM SHALL BE INCORPORATED INTO THE BID OPPORTUNITY AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS**

Template Version: A20150105

---

**Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Bid Opportunity, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 8 of Form A: Bid may render your Bid non-responsive.**

---

Page numbering on some forms may be changed as a result.

### **PART A – BID SUBMISSION**

Replace: 40-2015 Bid Submission with 40-2015 Addendum 1 - Bid Submission. The following is a summary of changes incorporated in the replacement Bid Submission:

Form B(R1): change APPROX. Annual QUANTITY for the following Item Numbers:

ITEM 14 from 500 to **700**

ITEM 15 from 1200 to **20**

ITEM 16 from 20 to **1600**

### **PART E – SPECIFICATIONS**

Replace: E2. GOODS to read:

- E2.1 The Contractor shall supply and deliver propane in the sizes indicated on Form B:Prices, and in accordance with the requirements hereinafter specified.
- E2.2 Cylinders may be City-owned cylinders or provided in accordance with E2.7
- E2.3 All Cylinders required for the Arenas, shall be aluminum.
- E2.4 ITEM NO. 1 -5 Delivery of Propane;
  - E2.4.1 Item 1, Propane Bulk Heating shall be delivered by the Contractor to bulk tanks at various City facilities.
    - (a) If requested by the User, the Contractor shall make arrangements with the User to monitor and automatically fill designated bulk propane tanks. In such cases the Contractor shall be responsible for ensuring adequate supply at all times

- E2.4.2 Item numbers 1 to 5 shall be delivered by the Contractor on an "as required" basis during the term of the Contract, to various locations within the City and in accordance with **Error! Reference source not found.**
- E2.5 ITEM NO's. 6-9 Pick-up of Propane:
- E2.5.1 Further to **Error! Reference source not found.**, throughout the term of the Contract, the Contractor shall operate at least one facility within the boundaries of the City at which Users may (at their option) pick up Items.
- E2.5.2 As a minimum, the Contractor's facility shall be in operation and able to supply propane at all times between 8:00 am and 4:30 pm, Business Days.
- E2.6 ITEM NO's. 10-13 Pickup & Delivery of Propane Cylinders:
- E2.6.1 Further to **Error! Reference source not found.**, throughout the term of the Contract, the Contractor shall pick-up cylinders at User locations, return the cylinders to Contractor's facility to be filled and deliver back to the User.
- E2.7 ITEM NO's. 14-18 Rental of Propane Cylinders:
- E2.7.1 If the Bidder is offering rental charges on a basis other than Unit of Measure indicated on the Form B:Prices (example: initial no charge period or daily rate; etc.) the Bidder shall provide details of how charges will be calculated.
- E2.7.2 Cylinders shall be in sizes indicted on Form B:Prices.
- E2.7.3 Rental may be seasonal or for a period not exceeding the duration of the Contract.
- E2.7.4 Cylinders being returned to the Contractor shall be picked up by the Contractor within one (1) Business Day of notification by the User, except where otherwise agreed at the time of notification. No payment shall be made for additional time in the City's possession as a result of a delay in pick-up allowed for the convenience of the Contractor.
- E2.7.5 Rental charges for partial months shall be prorated and calculated on the basis of 30 days per month, unless otherwise stipulated.
- E2.8 ITEM NO's. 19-20 Purchase of Propane Cylinders:
- E2.8.1 Shall be new cylinders