



# REQUEST FOR TENDER

**RFT 2026-03**  
**Supply and Delivery of Propane Fuel**  
**and Equipment**

**Closing Date: May 6, 2026**

## 1. Scope of Requirement

The Town of Watson Lake (the “Town”) is inviting bids for the supply of propane fuel and supply and installation of equipment and accessories (if applicable) for various Town facilities and employee residences over a three-year term, starting on **September 1, 2026, and ending on August 30, 2029.**

Propane delivery must be on a regular scheduled basis including extra deliveries during extreme weather conditions. All tanks, including staff residences, are to be kept at a minimum of 40% volume throughout the year.

The Successful Bidder must transfer all propane from the previous Service Provider tanks upon decommission, to the newly installed tanks, if applicable. If a transfer of propane is not possible, the Successful Bidder will provide a credit for the value of propane removed.

## 2. Instructions – Request for Tender (RFT) Process

### 2.1 Estimated Timeline

The Town’s intended contract award schedule is as follows:

| Action                        | Estimated Date* |
|-------------------------------|-----------------|
| RFT Release                   | April 15, 2026  |
| Deadline for inquiries        | April 29, 2026  |
| Closing Date and Time         | May 6, 2026     |
| Award of Contract (Tentative) | May 19, 2026    |

### 2.2 Tender Submission

Tenders must be emailed in a **password protected format** to [cdo@watsonlake.ca](mailto:cdo@watsonlake.ca). Upon closing an email will be sent requesting the password.

Tenders must be emailed, submitted, and finalized **before 3:00 P.M. Yukon Time, May 6, 2026**. Tenders received after this time will not be considered regardless of the reason for being late.

Tenders received by paper delivery or any other method other than what is described above, will not be accepted or considered further for evaluation and will be returned to the Proponent, respectively, upon receipt.

### 2.3 Inquiries

All inquiries related to this RFT should be directed by email to the following person (the “Town Representative”) on or before **April 29, 2026, before 3:00 P.M. Yukon Time.**

**Town Representative:** Tiffany Lund, Executive Assistant  
**E-mail:** [cdo@watsonlake.ca](mailto:cdo@watsonlake.ca)

If the Town determines that an amendment is required to this RFT, an addendum will be issued in accordance with Section 2.5.

#### **2.4 Amendment of Tenders**

The Proponent may send a revised submission prior to the Closing Date and Time as identified in Section 2.1.

#### **2.5 Addenda**

Addenda are the only means by which the Town will vary or change any of the information contained in this RFT. The Town reserves the right to issue addenda at any time prior to the Closing Time. The Closing Time may be changed by the Town by an addendum at any time prior to the Closing Time, for any reason.

Bidders are responsible for ensuring all addenda have been received. Addenda issued will form part of this RFT. No amendment of any kind to this RFT is effective unless it is contained in a formal written addendum issued by the Town Representative. No oral conversations or representations from the Town Representative or any other person will affect or modify any provision of this RFT or may be relied upon by any Bidder.

#### **2.6 Contract Award**

The Tender submitted will form the basis of a contract between the Town of Watson Lake and the successful Tenderer. The successful Tenderer will be required to supply and deliver propane fuel and equipment for Town of Watson Lake facilities and various households of Town Employees, for the period set out in Section 2.7.

#### **2.7 Period of Contract**

The period of the Contract shall begin on September 1, 2026, and end August 30, 2029. The Town reserves the right to extend the Contract for a period not exceeding two years.

#### **2.8 Termination of Contract**

Any resultant contract may be terminated by the Town if the product/service/work is not as tendered or otherwise agreed in writing. In the event the contract must be terminated, the Town reserves the right to exercise all available remedies including, but not limited to, the recovery of incidental and consequential damages.

Failure to comply with any conditions may result in the contract cancellation without subsequent cost or liability to the Town of Watson Lake.

#### **2.9 Opening of Bids**

The opening of Bids will be closed to the public. Information on Bidder's names and/or prices received may be released at the Town's sole discretion. In the event Bidder's names and/or prices are released, this information may be released in a timely fashion and only to qualifying Bidders after responses are opened and a Contract is awarded to the successful Bidder.

### 3. Tender Requirements

#### 3.1 Tender Structure

Tenders should be submitted on the forms provided in this RFT package and should be free of any and all escalation clauses, qualifications or other additions or deletions.

All Tenders should have all spaces, blanks and declarations completed. Any item missed or any special conditions added to the Tender may be cause for its rejection by the Town's sole discretion.

#### 3.2 Corporate Signatures and Authorizations

The Tenderer's legal status as a corporation, partnership or proprietorship should be indicated.

- a) If the Tenderer is a corporation:
  - the Tenderer should print or type the full name of the corporation in the signature section;
  - the names, addresses and titles of all corporate officers should be inserted where indicated;
  - the Tender must be signed by the duly authorized officers of the corporation and the title of those officers should be inserted;
  - the corporate seal should be affixed or impressed.
- b) If the Tenderer is a partnership:
  - the Tenderer should print or type the firm name or business name in the signature section;
  - the full names, addresses and titles of each partner should be inserted where indicated;
  - all named partners must sign the Tender form on behalf of the Tenderer and should affix their seals.
- c) If the Tenderer is a sole proprietorship:
  - the firm name and name of the sole proprietor should be inserted in the Tender form;
  - the sole proprietor must sign the Tender form and should affix their seal.

All signatures should be witnessed, and the witness should sign where indicated, print or type the name and address of the witness.

### 4. Special Requirements

#### 4.1 Pricing

- a) As a condition, pricing shall include all related costs, as applicable, associated with the supply and delivery of propane fuel and equipment. These costs shall include the price per unit, any associated taxes, and other charges, and **must indicate if the price is subject to market fluctuations or pricing discount**. All Tenders shall be signed and executed by an authorized representative of the bidding organization. **T-1 Schedule of Goods and Prices must be completed and submitted by the bidder.**
- b) The Successful Bidder shall provide Propane fuel price change notifications, by way of email, to [cdo@watsonlake.ca](mailto:cdo@watsonlake.ca), during the Contract period.

## 4.2 Delivery List

The delivery list is attached as Appendix "A". The Town of Watson Lake reserves the right to add or remove any delivery address, as deemed necessary. Such change shall come into effect within 24 hours of the request.

## 4.3 Service

The Successful Bidder shall, **as a condition of bidding**, be in a position to provide regular scheduled deliveries, including during extreme weather conditions, and offer prompt service and support within forty-eight (48) hours or two (2) business days.

## 5. Tender Evaluation

Bidders acknowledge and accept, by way of bidding, that the Town's evaluation of Tender pricing shall be based on the "**TOTAL TENDER PRICE**", as presented in Schedule T-1.

***The Town will not necessarily accept the lowest or any Tender and reserves the right to accept or reject any or all Tenders, or to accept the Tender which the Town deems to be in its own best interest.***

Any significant items omitted from the Tender or any additions, alterations, conditions or qualifications added to the Tender or failure to properly sign the Tender may cause the bid to be rejected. A Tender may be rejected where there is substantial evidence that, according to the evaluation criteria set out above, the bidder would be unable to carry out the work required. The determination of whether to reject any Tender or to remove any Tender from the evaluation process will be made in the absolute discretion of the Town.

## 6. General Terms and Conditions

### 6.1 General

By submitting a Tender, a Tenderer agrees that, upon Tender Acceptance, the Tenderer, if selected as the Preferred Tenderer, will execute the Contract. The Preferred Tenderer's Tender, or any portion thereof, may form part of the Contract at the Town's discretion.

### 6.2 No Obligation

This RFT does not commit the Town in any way to select a Preferred Tenderer, or to proceed to negotiations for a Contract, or to award a Contract. The Town reserves the right to at any time for any reason reject all Tenders, terminate this RFT, and proceed with the Project in some other manner. The lowest or any quotation or tender shall not necessarily be accepted.

### 6.3 Reservation of Rights

Notwithstanding any other section of this RFT or any practice or custom of the trade or industry, the Town, in its discretion, reserves the complete right to, at any time and from time to time, do any or all of the following:

- accept any Tender;
- disqualify a Tenderer from this RFT;

- reject any Tender for any reason, including without limitation if in the Town’s view the Tenderer or its proposed subcontractors do not have sufficient experience performing services similar to the Services;
- reject all Tenders for any reason, terminate this RFT process and, if the Town elects, obtain or proceed with the Project in some other manner, including by conducting a new procurement process;
- accept a Tender which is not the lowest cost Tender even if the lowest cost Tender conforms in all respects with the requirements set out in this RFT;
- accept a Tender that does not comply with the specifications set out in the Contract;
- reject a Tender even if it is the only Tender received by the Town;
- not proceed to review and evaluate, or discontinue the evaluation of, any Tender;
- receive further information from any Tenderer or refuse to receive further information from any Tenderer;
- negotiate the Contract and other terms with any Tenderer;
- award a Contract to whomever the Town in its discretion deems appropriate and in the best interest of the Town; and
- object to a proposed subcontractor for reasonable cause, in which case the Town will permit a Tenderer to propose a substitute subcontractor acceptable to the Town.

The Town may, in its discretion, reject any Tender which fails to conform to or includes qualifications to the requirements of this RFT, which is materially incomplete, obscure, or irregular, which contains exceptions or variations, or which omits any material information required to be submitted. Notwithstanding anything to the contrary in this RFT, the Town may in its discretion (and if it is deemed to be in the best interest of the Town) retain any such Tender for consideration and may waive any or all of the foregoing, on such terms and conditions as the Town may consider appropriate, and consider such Tender in the same manner as Tenders that fully conform to the requirements of this RFT without qualification.

#### **6.4 Receipt of Complete RFT**

Tenderers are responsible to ensure that they have received the complete RFT, plus any addenda. A submitted Tender will be deemed to have been prepared on the basis of the entire RFT issued prior to the Submission Time, including any addenda. The Town accepts no responsibility for any Tenderer lacking any portion of this RFT. The submission of a Tender constitutes a representation by the Tenderer that it has verified receipt of the complete RFT, including any addenda.

#### **6.5 No Collusion**

Bidders shall not discuss or communicate, in any form, with any other Bidder or any representative or agent of any other Bidder regarding the preparation or presentation of their Bids. Bids shall be submitted without any connection, knowledge, comparison of information, or arrangement, with any other Bidder or any agent or representative of any other Bidder.

#### **6.6 Conflicts of Interest**

Tenderers should disclose any potential conflicts of interest and existing business relationships they may have with the Town. The Town may disqualify any Tenderer that in the Town’s opinion:

- has an unfair advantage (including access to any confidential information not available to all Tenderers), whether real, perceived, existing now or likely to arise in the future; or
- would be in a conflict of interest if the Tenderer is awarded a Contract.

By submitting a Tender, a Tenderer warrants that, to the best of its knowledge and belief, no actual or potential conflicts of interest exist with respect to the submission of the Tender, other than as disclosed in the Tender. Where the Town discovers a Tenderer’s failure to disclose an actual or potential conflict of interest, the Town may, in addition to any other remedies available, disqualify the Tenderer.

The Town may disqualify a Tenderer if a Town employee is a member of the Tenderer Team, whether as an employee or as a sub-contractor, sub-consultant, or specialist.

### **6.7 Government Approvals**

Neither the acceptance of a Tender nor the execution of a Contract will constitute approval of any activity or development contemplated in any Tender or the Contract that requires any approval, permit or license under any federal, territorial, provincial, or municipal statute, regulation or bylaw.

### **6.8 Tenderer’s Expenses**

Tenderers are solely responsible for their own expenses incurred in connection with this RFT, including in preparing and submitting Tenders, and for any meetings, negotiations or discussions with the Town or its representatives and consultants.

### **6.9 No Claims**

By submitting a Tender, each Tenderer agrees that the Town and its employees, advisors, and representatives will not under any circumstances be liable for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Tenderer in preparing and submitting a Tender, participating in this RFT process or other activity related to or arising out of this RFT process, including if the Town for any reason cancels this RFT process, rejects any or all Tenders, fails to identify or correct a discrepancy in a Tenderer’s proposed pricing, accepts any compliant or non-compliant Tender or breaches any duty of fairness, express or implied term of the Tender documents or other duty to the Tenderer.

### **6.10 Confidentiality**

All Tenders become the property of the Town and will not be returned to the Tenderer. All Tenders will be held in confidence by the Town unless otherwise required by law. Tenderers should be aware that the Town is a “public body” and must comply under the Access to Information and Protection of Privacy Act of the Yukon Territory. If the Town accepts a Tender and enters into a Contract with a Tenderer, the Town may issue a press release identifying the name of the successful Tenderer and the value of such Contract.

By submitting a Tender, the Tenderer represents and warrants to the Town that the Tenderer has complied with applicable laws, including by obtaining from each person any required consents and authorizations to the collection of information relating to such individual and to the submission of such information to the Town and the use, distribution, and disclosure of such information as part of the Tender for the purposes of, or in connection with, this RFT.

### **6.11 No Solicitation**

Tenderers and their directors, officers, employees, agents and other representatives should not engage in any form of lobbying whatsoever to influence the outcome of this RFT or attempt to communicate directly or indirectly with, or make any representation or solicitation to, any director, officer or employee of the Town (except the Town Representative) with respect to this RFT, whether before or after submission of a Tender. If a Tenderer or any of its directors, officers, employees, agents and other representatives contravenes the foregoing, the Town may, in its discretion, terminate that Tenderer's continued participation in this RFT or reject or not accept a Tender from that Tenderer.

### **6.12 Electronic Communication**

The following provisions will apply to any email communications with the Town Representative, or the delivery of documents to the Town Representative by email where such email communications or deliveries are permitted by the terms of this RFT:

The Town does not assume any risk or responsibility or liability whatsoever to any Tenderer:

- i) for ensuring that any electronic email system being operated for the Town is in good working order, able to receive transmissions, or not engaged in receiving other transmissions such that a Tenderer's transmission cannot be received; or
- ii) if a permitted email communication or delivery is not received by the Town, or received in less than its entirety, within any time limit specified by this RFT; and
- iii) all permitted email communications with, or delivery of documents by email to the Town Representative will be deemed as having been received by the Town Representative on the date and times indicated on the Town Representative's electronic equipment.

### **6.13 No Promotion**

The Contractor will not disclose or promote its relationship with the Town, including by means of any verbal declarations or announcements and by means of any sales, marketing or other literature, letters, client lists, press releases, brochures, or other written materials, without the express written consent of the Town.

### **6.14 Invoicing and Payment**

The Successful Tenderer should direct all invoices to Town of Watson Lake, Accounts Payable. Invoices should be submitted electronically in pdf format to [info@watsonlake.ca](mailto:info@watsonlake.ca). Payment terms will be thirty (30) days.

- All invoices shall include the following information:
- Contractor's name/Address;
- Date of Invoice;
- Invoice Number;
- Invoice period (e.g. November 01 – November 30, 2025);
- GST shown separately and the GST registration number

Any contract entered into will be subject to, (have included), payment terms provided all terms and

conditions on the part of the successful Tenderer have been complied with, for payment of each invoice or progress payment within 30 calendar days after receipt of the invoice, or 30 calendar days after delivery of goods or services whichever is later.

#### **6.15 Incomplete Tenders and Errors**

The Town may request clarification where, in the opinion of the Town, the Tender is incomplete or unclear. For unit price items, the unit price will govern. If an error is discovered in the calculated total price for a unit price item, based on the extension of the unit price by the estimated quantities in the Schedule of Prices, or based on the addition of GST, then the total price may be revised by the Town to the correct amount based on the unit price and estimated quantity, or GST amounts.

#### **6.16 Insurance**

- a. Contractor shall provide Certificates of Insurance prior to starting work.
- b. The Contractor shall provide and maintain, either by way of a separate policy or by an endorsement to its existing policy, Comprehensive General Liability Insurance acceptable to the Town and subject to limits of not less than three million dollars (\$3,000,000.00) inclusive per occurrence for bodily injury, death, and damage to property including loss of use thereof.
- c. Where the Contractor's current Insurance policy fails to provide adequate coverage, such policy may be combined with an Umbrella or excess Liability Policy to provide the necessary coverage.
- d. The Contractor shall provide and maintain Automobile Liability Insurance, in a form acceptable to the Town, in respect of all licensed vehicles owned, leased or rented by the Contractor subject to limits of not less than three million dollars (\$3,000,000.00) inclusive per occurrence.
- e. Insurance shall be maintained continuously until the contract expiry date.

## T-1 Schedule of Goods and Prices

### THIS SCHEDULE MUST BE COMPLETED AND INCLUDED IN TENDER SUBMISSION

All prices submitted shall be in Canadian dollars, shall include all applicable taxes. All prices shall include all costs, and no additional costs will be chargeable to the Town unless indicated below.

If a sub-total or total amount is indicated, and a price has not been entered for any payment items that forms part of the sub-total or total amount, that payment item shall be deemed to have been included in the other prices that make up the sub-total or total price(s), as applicable.

**All tenders must indicate if GST is included, specify if bid is for variable and fixed rates and must include a breakdown of all other fees and charges. If proving a variable rate, bids must indicate the frequency of rate changes. Any tender submitted without this information may be rejected.**

**The submitted price shall include any necessary permits for decommission and/or installation of propane fuel tanks.**

**The Successful Tenderer must transfer all propane from the previous Service Provider tanks, upon decommission, to the newly installed tanks, if applicable. If a transfer of propane is not possible, the Successful Tenderer will provide a credit for the value of propane removed.**

| ITEM #                                    | DESCRIPTION   | PRICE/UNIT | VARIABLE OR FIXED | TOTAL PRICE |
|---|---|------------|-------------------|-------------|
| 1.0                                       | Supply and delivery of propane fuel and supply, delivery, and installation of equipment and accessories |            |                   |             |
| BASE PRICE                                |   |            |                   | \$          |
| OTHER CHARGES (if applicable)             |   |            |                   | \$          |
| DISCOUNT FROM POSTED RATE (if applicable) |   |            |                   | \$          |
| CARBON TAX                                |   |            |                   | \$          |
| GST                                       |   |            |                   | \$          |
| TOTAL TENDER PRICE INCLUDING ALL TAXES    |   |            |                   | \$          |

*If applicable, in the event of any discrepancy between the unit price and the extension, the unit price shall govern.*

If price provided is variable, how often will rates fluctuate and how will the Town be notified of rate changes?

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## T-2 Schedule of Signatures

**THIS SCHEDULE MUST BE COMPLETED AND INCLUDED IN THE TENDER SUBMISSION**

\_\_\_\_\_  
Name of Contractor/Corporation (PLEASE PRINT)

\_\_\_\_\_  
Legal Status: Corporation, Partnership, or Sole Ownership (PLEASE PRINT)

\_\_\_\_\_  
Mailing Address (PLEASE PRINT)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address

### **Names and Addresses of Corporation Officer or Members of the Organization:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

By signing below I/we accept all terms and conditions of this Request for Tender and acknowledge that we have received and taken into consideration all addenda issued in our submitted bid.

### **Signature by Authorized Representative:**

### **Signature of Witness:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Representative (PLEASE PRINT)

\_\_\_\_\_  
Name of Witness (PLEASE PRINT)

\_\_\_\_\_  
Title of Representative (PLEASE PRINT)

\_\_\_\_\_  
Date of Signing

(Corporate Seal Here)

## APPENDIX “A”

### Delivery List

| Facility/Name       | Address                                     | # Tanks | Tank Size                |
|---------------------|---|---------|--------------------------|
| Public Works Garage | 1104 Centennial Avenue                      | 1       | 1000 gal                 |
| Recycling Depot     | 120 Auburn Drive                            | 1       | 500 gal                  |
| Dog Compound        | 1104 Centennial Avenue                      | 2       | 60 gal                   |
| Wye Lake Cabin      | 204 - 8 <sup>th</sup> Street North          | 1       | 500 gal                  |
| Water Plant         | 599 Hyland Avenue                           | 2       | 1000 gal                 |
| Water Reservoir     | 105A 102-022 (no physical address)          | 2       | 1 x 500 gal<br>1x 60 gal |
| Municipal Services  | 110 - 9 <sup>th</sup> Street                | 2       | 1000 gal                 |
| Recreation Centre   | 912 Lakeview Avenue                         | 1       | 1000 gal                 |
| Ski Chalet          | Lot 1036 Quad 105A/02 (no physical address) | 1       | 1000 gal                 |
| CAO House           | 127 Campbell Way                            | 1       | 500 gal                  |
| Employee Residence  | 14 Old Alaska Highway                       | 2       | 500 gal                  |
| Employee Residence  | 108 Birch Crescent                          | 1       | 500 gal                  |
| Employee Residence  | 501 Frank Trail                             | 1       | 500 gal                  |
| Employee Residence  | 1104 Alaska Highway                         | 1       | 500 gal                  |
| Employee Residence  | 947 Nahani Drive                            | 1       | 500 gal                  |
|                     |   |         |                          |
|                     |   |         |                          |
|                     |   |         |                          |

*\* The Town is exploring the possibility of having a 3<sup>rd</sup> tank installed at 599 Hyland Avenue (Water Plant)*

*\*\* Delivery locations may be added or removed throughout the year by way of written notice. A tour can be arranged with the successful Proponent to view all delivery addresses.*