

Grand River Conservation Authority

Report number: GM-02-25-11

Date: February 28, 2025

To: Members of the Grand River Conservation Authority

Subject: Supply and Delivery of Gasoline and Diesel Fuel – Tender Award

Recommendation:

THAT the Grand River Conservation Authority award the contract for the supply and delivery of gasoline and fuel to Suncor Energy Products Partnership, for a term of five (5) years starting March 1, 2025, and ending February 28, 2030, for the estimated total of \$747,145.81 (excluding HST) with the option to renew for three (3) additional one (1) year periods.

Summary:

Not applicable

Report:

The Grand River Conservation Authority (GRCA) manages multiple locations throughout the watershed with onsite fuel storage for vehicles and equipment. Historically, the GRCA's Motor Pool at the Administration Centre purchased gasoline and diesel fuel through the Grand River Cooperative Procurement Group (GRCPG), while other locations independently sourced fuel from local suppliers. For this tender, the GRCA consolidated fuel procurement across all its locations with owned tanks, aiming to achieve cost savings and streamline processes. However, Pinehurst Lake Conservation Area and Burford Nursery were excluded due to tank ownership issues or specialized equipment needing to access the tanks. They can be added in at any point during the contract.

On October 30, 2024, a public tender for the Supply and Delivery of Gasoline and Diesel Fuel was issued by the Region of Waterloo on behalf of the GRCPG via the Bids & Tenders platform. Thirteen (13) companies accessed the tender documents and eight (8) submitted bids opened after the closing on December 11, 2024.

Table 1 – Tender Summary for the GRCA

Contractor	Annual Amount (Including Taxes)
Mansfield of Canada, ULC.	\$170,872.72
Suncor Energy Products Partnership	\$171,310.84
McDougall Energy Inc.	\$172,432.35
Brown's Fuels	\$172,716.51
Imperial Oil Ltd.	\$175,316.91
Parkland Corporation	\$177,395.94
MacEwen Petroleum Inc.	\$178,557.08
Core Fuels Ltd.	\$179,457.10

The Region of Waterloo reviewed the tender submissions and confirmed they met all requirements. At the January 29, 2025 Region of Waterloo Council meeting, Suncor Energy Products Partnership was awarded the contract for the GRCPG based on the lowest overall bid that met the requirements of the tender.

This was not the lowest bid for the GRCA, however the \$438.00 difference between the lowest and the successful contractor is negligible given the purchasing power, the lower combined overall pricing that that GRCPG was able to provide and supports cooperative purchasing practices.

It is recommended that the GRCA enter into a contract with Suncor Energy Products Partnership as the lowest bid that met all requirements of the tender for the overall package for the Purchasing Group.

For the duration of this contract, fuel pricing will be provided to the GRCA as follows: Suncor's public Toronto weekly Rack price per fuel type (E10 Regular Gasoline, Clear Diesel or Dyed Diesel) minus (-) a fixed discount, plus (+) provincial tax, federal tax, carbon tax and a fixed delivery rate.

Financial Implications:

Funding for the purchase and supply of fuel for vehicle and equipment use is included in the Grand River Conservation Authority's operating budgets.

Other Department Considerations:

Centralizing fuel supply through a single provider is expected to reduce costs through bulk purchasing under the GRCPG agreement and simplify operations for the Finance/ Accounting Department.

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