



QUOTATION

Item #L-40

Removal & Disposal of Used Propane Tanks

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Appendix 1 – Specifications

Bid Form

The following information is available for download on the City of Brandon website <https://purchasing.brandon.ca>:

1. Sample Agreement

PART A. - INSTRUCTIONS TO BIDDERS

1. DEFINITIONS

Where in the Quotation Documents where the singular or masculine are used, the same shall be construed as meaning the plural or the feminine or the neuter as the context may reasonably require, and where the following terms are used, the intent and meaning shall be, unless the context otherwise requires, as follows:

"Bidder" means any person submitting a Bid Submission for work, which includes but is not limited to vendor, supplier, firm, contractor, architect, consultant, proponent, or tenderer.

"Bid Submission" means an offer from a Bidder in response to a Bid Solicitation.

"City" means the Municipal Corporation of the City of Brandon.

"Quotation Documents" means the Invitation to Bid, these Instructions to Bidders, Supplemental Conditions, the Bid Form, Specifications, and all Addenda.

2. ENQUIRIES

Administrative inquiries and requests for clarification of the Bid process shall be made to the Procurement Specialist in writing at **purchasing@brandon.ca** and must be received not less than five (5) calendar days prior to the date for closing of Bids.

3. PRICING

Prices shall be in Canadian Funds and shall be the total cost to the City of Brandon, including all applicable Federal and Provincial Taxes, duties, license costs, fees, insurance, workers compensation, vacation pay and all other charges, costs and assessments with all items being F.O.B., Eastview Landfill, 765 - 33rd Street East, Brandon, Manitoba. It is the Bidder's sole responsibility to determine whether or not taxes are applicable.

4. RECEIPT OF QUOTATIONS

The Quotation must be received by the method indicated below before 5:00:00 p.m. local Brandon time, **Monday, August 17, 2026** to be accepted as a bona fide Bid Submission.

Bid Submissions must be received by the City before the stipulated closing time. Late Bid Submissions will not be accepted.

5. SUBMISSION OF QUOTATIONS

The Bidder shall submit their Quotation on original or unaltered copies of the Bid Form provided herein. Any information provided by the City on any form must not be altered by the Bidder unless instructed to do so by written Addenda. The Bidder shall initial and date each correction, change, and/or erasure on the Bid Form. The Bid Form shall be clearly signed by the Bidder and shall clearly indicate the address of the Bidder, the Bidder's telephone number, and the date on which the Bid Form was signed by the Bidder.

Bids submitted by a partnership shall be signed and sealed in the name of the partnership by the authorized signing and sealing officers of the company. The name of the company and the names of the company along with titles of the signing officers shall be clearly printed in the spaces provided on the Bid Form.

The Bid Submission shall be submitted to the City by the following method:

Via Online Bidding Platform (E-submission)

One (1) copy of an electronic Bid Submission in .PDF format shall be submitted via the "Submit Online Bid" link for the associated Bid Opportunity on the City of Brandon Purchasing & Tenders website: <https://purchasing.brandon.ca>.

The City utilizes an online bidding platform where electronic Bid Submissions may be submitted until the closing time indicated herein for receipt of Quotations.

The procedure for submitting electronic Bid Submissions can be viewed on the City's Purchasing & Tenders website or by clicking [here](#). Failure to follow the procedure as indicated may result in a Bid Submission not being received. Any failure or delay in the transmission or storage of an electronic Bid Submission is the sole responsibility of the Bidder and not of the City.

The City will ONLY accept electronic Bid Submissions uploaded to the City's online bidding platform. Electronic Bid Submissions sent via e-mail will **not** be accepted. If a Bidder encounters issues uploading an electronic Bid Submission, contact the City's Procurement Services Department at 204-729-2251.

A Bid Submission will only be considered to have been submitted once it has been received by the City in the online bidding platform. The time the Bid Submission is received shall be determined by the City's server time, which is linked to National Institute of Standards & Technology time. Bidders are advised the time the electronic Bid Submission is received is based on when the Bid Submission is received by the City's server.

A confirmation webpage will display advising the Bid Submission was submitted successfully and a confirmation email will be sent. Bidders should not consider their Bid Submission to have been submitted if the confirmation webpage does not display and a confirmation email is not received.

Bid Submissions received via the online bidding platform are held securely and are inaccessible by Procurement Services staff until after the stipulated closing date and time.

Mail, Courier, Hand Delivered, Facsimile or E-mail Submissions Are Not Accepted.

6. ADDENDA

The City shall have the right to amend the Quotation Documents prior to the date set for receipt of Bids. Revisions or clarifications will be issued in the form of Addenda forwarded to all registered recipients of the Documents. Verbal and other interpretations or clarifications will be binding only when confirmed by written Addenda. Bidders shall acknowledge receipt of all Addenda to the Quotation Documents in the space provided on the Bid Form. Failure to acknowledge all Addenda may cause the Quotation to be rejected.

7. ALTERNATE BIDS

Alternate Bid Submissions are accepted. A separate Bid Form offering an alternate may be attached to the Bid Submission, but a Bid Submission in the proper form must be offered complete and in no way be made conditional upon the terms contained in the separate Bid Form. A note "See Alternate Attached" may be added to the Bid Submission.

8. WITHDRAWAL OF QUOTATIONS

A Bidder shall be permitted to withdraw their Quotation, without penalty, if such request is received in writing by the Procurement Specialist, prior to the time specified herein for receipt of Bids:

The City of Brandon
410-9th Street
Brandon, MB R7A 6A2

Ph: 204-729-2251
E: purchasing@brandon.ca

The City shall retain the Quotation until after the time specified herein for the receipt of Quotations. The submission will be opened to verify that the name and signature of the person requesting the Quotation be withdrawn is the same as the name and signature of the person who submitted the Quotation. If the information is the same, the Procurement Specialist will declare the bid withdrawn.

9. REJECTION OF QUOTATIONS

The City reserves the right to reject any or all Quotations, the City in its sole discretion may reject as non-compliant any Quotation which contains omissions, erasures; is ambiguous or unclear as to meaning or intent; is incomplete, illegible, conditional or contains a qualifier; contains any non-requested alterations or additions to the information provided by the City; is obviously unbalanced; or fails to comply sufficiently with the Instructions to Bidders. The City may, in its sole discretion, waive any and all defects, informalities, and accept any Quotation, as compliant, which it considers is in the best interest of the City of Brandon.

10. AWARD AND EXECUTION OF QUOTATIONS

The City reserves the right to cancel this Quotation at any time. The Award of the Quotation, if it is to be awarded, shall be made within sixty (60) calendar days of the date on which the Quotations were opened, unless an extension of the said sixty (60) days is mutually agreed upon in writing between one or more Bidders and the City. Should no award be made within the said sixty (60) days or within any mutually agreeable extension thereof, then all Bidders shall be relieved of any obligation to enter into a Contract.

The award of the Quotation will not be binding until the successful Bidder has received written notification of the award of the Quotation from the Procurement Specialist of the City of Brandon. No other act of the City shall constitute an award of the Quotation. The award of the Quotation shall fall under the governing laws of the Province of Manitoba.

The lowest or any Bid will not necessarily be accepted

PART B. – SUPPLEMENTAL CONDITIONS

The City of Brandon For Removal & Disposal of Used Propane Tanks

A) Application

- A.1** The City requires the removal and disposal of used propane tanks at the Eastview Landfill Site.
 - A.1.1** Propane tanks are of various sizes ranging from 1lb to 60lb and include refillable and non-refillable tanks.
- A.2** Quantities and volumes of product to be picked up and disposed of may fluctuate. The City does not guarantee minimum or maximum quantities. The City will only pay for actual quantities (if applicable).
- A.3** The Contractor shall supply all material, equipment and labor required to perform and complete the Work.
- A.4** The duration of the contract will be from September 01, 2026 to June 30, 2028, where upon it can be renewed for a one (1) year term thereafter, on similar conditions at the written request of the City and written acceptance of the successful Bidder. Indicate percentage increase/decrease for the Optional Year 2 on the Bid Form.
 - A.4.1** Year 2 (July 01, 2027 – June 30, 2028)
 - A.4.2** Optional Year 3 (July 01, 2028 - June 30, 2029)
- A.5** The item must meet all Canadian Federal, Provincial, Municipal Safety Regulations and Standards.
- A.6** Appendix 1 indicates the minimum specifications.

B) Local License Requirements

Any persons conducting business within the City of Brandon from a Brandon residential address must have a valid Business License. This includes agents from companies that are not based in Brandon but where the agent is conducting their business from a Brandon address. Non-compliance will result in rejection of a Bid.

All successful Bidders of construction or service work for the City of Brandon, whether Brandon-based or otherwise, must obtain a City of Brandon License. This is not applicable to suppliers from outside of the City who supply the City of Brandon with goods for the sole use of the City.

Any inquiries on the above should be directed to Municipal Licensing at 204-729-2230.

C) Schedule

The City of Brandon intends to evaluate the Quotations and provide recommendations to Procurement Services within four (4) weeks of Quotations closing.

D) Selection Process/Criteria

- a) Cost/Revenue**

The City reserves the right to contact or interview any or all Bidders to clarify their Bid Submission.

The City will normally award contracts to the lowest competent Bidder meeting the required specifications. However, the City retains the right to reject any or all Bids and take into consideration past performance of bidders on similar contracts, both in and out of the City and such other factors the City considers relevant including the timing of services to be provided.

E) Submittal Requirements

Limit the submittal to 8½"x11" pages. Failure to include the following information will render the Bid Submission non-compliant.

Please include the following:

- 1) Bid Form
- 2) Proposed agreement changes (if any)

F) Insurance and Indemnification Requirements

Workers Compensation Number must be current and in good standing.

The Contractor shall at his own expense obtain Comprehensive General Liability (Occurrence form) policy written in the Contractor's name and including the City of Brandon as an additional insured in the amount of not less than \$2,000,000 (two million dollars) inclusive for bodily injury and/or property damage for any one occurrence or series of occurrences arising out of one cause. Legal or defence costs incurred in respect of a claim or claims shall not operate to decrease the limit of liability. A Certificate of Insurance shall be provided prior to commencing work.

APPENDIX 1

SPECIFICATIONS ITEM #L-40

Removal & Disposal of Used Propane Tanks

The following specifications are the minimum specifications acceptable by the City. Actual specifications may exceed these specifications. Should the quote have additional features that are not in the specifications, include them with the Bid Submission so the Quotation can be fairly evaluated.

A. SCOPE OF WORK

- A.1 The Bidder shall pick -up, remove and dispose of the used Propane tanks that the residents and businesses of Brandon dropped off at the Eastview Landfill.
- A.2 A current stock of approximately 120 tanks is on the site and ready to be disposed of.

B. ADDITIONAL INFORMATION

- B.1 The tanks will be sorted by size and whether they are refillable or non-refillable.
- B.2 The Bidders shall be the owner of all used propane tanks and shall be required to dispose of the material in an environmentally friendly and safe manner after the material has been retrieved and removed from the Eastview Landfill site.
- B.3 The Bidder shall retrieve the used propane tanks from the Landfill between the hours of 9:00am and 4:45pm within one (1) to four (4) days notice to the City, to ensure a safe work and prevent a build-up of Propane tanks at the site
 - B.3.1 The City anticipates 1-2 pick-ups a month by the Successful Bidder.
- B.4 The Bidders' employees must have the proper training or certification for handling and removal of contaminated / hazardous materials. The City reserves the right to request proof of certification at any time.

C. REFERENCES

- C.1 Provide contact details on the Bid Form for two (2) references for whom you provide the same or similar service.

D. PRICING

- D.1 Indicate on the Bid Form who the Total Bid Price (per item) is payable to (City or Bidder). Indicate what financial requirements are expected of the City to pay and /or any financial benefits paid to the City. Any cost to the City must include all applicable fees such as but not limited to taxes, transportation etc.

E. INVOICING AND PAYMENTS (if applicable)

- E.1 Invoices can be mailed to City Hall, Accounts Payable, 410 - 9th Street, Brandon, MB R7A 6A2 or emailed to payables@brandon.ca
- E.2 The successful Bidder must enroll for payment by electronic funds transfer (EFT)
- E.3 Invoices will be paid Net 30 payment terms upon satisfactory receipt of product.

F. AGREEMENT

- F.1 The Contractor shall sign an agreement with the City. A sample agreement has been provided for reference. Proposed agreement changes shall be included as part of the Bid Submission. No modifications will be entertained after award of the contract.

**CITY OF BRANDON
BID FORM**

QUOTATION: Item: #L-40

SUBJECT: **Removal & Disposal of Used Propane Tanks**

CLOSING DAY: 5:00:00 pm local Brandon time, Monday, August 17, 2026

I, _____ representing _____
(Name) (Company Name)
of _____
(Mailing Address) (City) (Province) (Postal Code)

(Phone Number) (Fax Number) (G.S.T Registration Number)

Email Address: _____

I am authorized to bind the corporation and do hereby submit this as my price on the above-noted item.

The total amount of my bid price, in Canadian Funds, including all duties and applicable fees, F.O.B., Eastview Landfill, 765 - 33rd Street East, Brandon, Manitoba, Canada is:

Removal & Disposal of Used Propane Tanks

Item	Base Price	G.S.T. (5%)	Total Bid Price	Payable To: City Bidder (check one)	
Removal of current stock (120 tanks)					
Removal of used Propane Tanks – non-refillable	/tank		/tank		
Removal of used Propane Tanks - refillable	/tank		/tank		

Price increase/decrease for Year 2 (July 01, 2027 – June 30, 2028): _____%

Price increase/decrease for optional Year 3 (July 01, 2028 - June 30, 2029): _____%

Contact information for two (2) references whom you've provided the same or similar service to:

Company: _____

Company: _____

Contact Name: _____

Contact Name: _____

Contact #: _____

Contact #: _____

Workers Compensation # _____ must be current and in good standing.

(Bidder to Initial)

Note: Review Section E Submittal Requirements to ensure all documentation is submitted

We hereby acknowledge receipt of the following Addenda to the Quotation Documents:

Addendum No. _____	Date Received _____
Addendum No. _____	Date Received _____
Addendum No. _____	Date Received _____

_____	_____	_____
(Signature)	(Date)	(Witnessed by)*

I am authorized to bind the Corporation

Print Name of Witness

*This document must be witnessed to be compliant.