



Request for Quote

Propane Services

July 7, 2026
Addendum July 14, 2026

General

This Request for Quote is an invitation to prospective businesses to provide a written quote to supply propane to the Ganaraska Forest Centre located at 10585 Cold Springs Camp Road, Campbellcroft, Ontario.

1.0 Introduction

The Ganaraska Region Conservation Authority (GRCA) is looking to acquire services from a company to supply fuel for the Ganaraska Forest Centre. Currently, two tanks supply propane (2,000 USWG each) and are located on a concrete pad surrounded by a wood fence. Propane is used year-round. The GRCA must move the location of the current propane tanks to accommodate the construction of an auxiliary building. Therefore, the GRCA is taking this opportunity to evaluate propane supply and servicing.

2.0 Scope of Quote

The company is to provide information on placement of the tank such as:

- Propose options for tank placement on the grounds of the Ganaraska Forest Centre, taking into consideration regulations, ease of delivery, service hookups and how the grounds are utilized for education programming and rental space. This can include considerations regarding different sized tanks.
- Advise on the size and depth of the base for the tanks, and any conduits needed for piping. Installation of the pad is not included within the scope of this RFQ.
- Advise on the type of barrier and/or fencing around the tank facility. Installation of barriers or fencing is not included within the scope of this RFQ.
- Advice on the potential to service additional buildings (construction of a 4000 square foot auxiliary building is currently in for permit approval) and/or equipment to the supply (e.g., generator). Consideration should be given to current and potential future building structures.
- Estimate costs for setting up/installing tanks and connecting them to existing propane service connections.
- Outline the process, phasing and associated costs to connect to a future building (in a permit phase) and services (i.e., generator).
- Provide assessment of costs associated with possible tank placement and piping options to optimize pressures and minimize costs.

The company is to provide information on propane servicing such as:

- Provide costing on propane supply and delivery, including any promotional discounts. Please include information on contract renewal timelines where pricing could be reassessed.
- Provide information on delivery standards including adverse weather delivery or delays.
- Provide pricing for owning tanks versus renting.
- Provide information and pricing on emergency service calls.
- Provide information and pricing on tank/supply monitoring.
- Provide information on costs associated with tank re-location.
- Provide options regarding locking into pricing options.

3.0 Special Considerations and Information

3.1 Current Propane Services

The GRCA currently has propane tanks and a supplier. The GRCA reserves the right to maintain current service providers.

3.2 Data

The total propane delivered to the Ganaraska Forest Centre in 2025 was 34,233.20 liters.

3.3 Timing

The work is to be completed by August 28, 2026.

3.4 Site Meeting

Upon request, a site meeting can be arranged with staff before submitting the quote. Please contact Pam Lancaster, Conservation Lands Coordinator at plancaster@grca.on.ca to arrange a meeting.

4.0 General Quote Submission Requirements

One document ("the quote") shall be submitted that includes the following information:

- Answers or descriptions to the questions described under Scope of Quote
- Contact person and phone number.
- Costs as an itemized list. HST listed as a separate item.
- Sub-contractor (if any) to be used and their role.
- A valid Workplace Safety and Insurance Board (WSIB) Certificate of Clearance or WSIB independent contractor form.
- Proof of insurance (\$5-million liability) to the satisfaction of the Ganaraska Region Conservation Authority. If selected, the Ganaraska Region Conservation Authority would be named as an additional insured.

The total document proposal length shall be a maximum of four pages (not including pictures). It is the contractor's responsibility to ensure that the entire scope of work, as described in this document, is included in the quote.

Quote submissions are to be emailed as a single PDF less than 10MB to Pam Lancaster, Conservation Lands Coordinator at plancaster@grca.on.ca.

5.0 Payment

- Upon completion of work, the contractor shall notify the GRCA of the completion and schedule a site visit with GRCA staff to confirm acceptance of the work. Payment will be within 30 days of written acceptance of the work, as determined from the site visit or a subsequent site visit if acceptance of the work is not given.
- All additional work requires GRCA authorization. No extra costs will be paid for unless approved in writing by the Conservation Lands Coordinator, prior to the extra work being undertaken.
- Any service costs will be paid as per service contract.

6.0 Quote Schedule

Quote Due:

Thursday, July 16, 2026 at noon

Tentative Award Date:

Tuesday, July 21, 2026

7.0 Project Contact:

Pam Lancaster
Conservation Lands Coordinator
Ganaraska Region Conservation Authority
2216 County Road 28
Port Hope, ON L1A 3V8
905-885-8173 x 322
plancaster@grca.on.ca

Addendum – July 14, 2026

During a site visit it has been brought to our attention that the lines running to the Ganaraska Forest and the regulators into the building need to be upgraded/replaced. The length from the current tank location to the furthest building connect is approximately 135 meters. This includes the other two connections.

For the 4000 square foot auxiliary building there will be 3 new furnaces, totalling 200 MBH.