



COUNCIL REPORT

To: Mayor and Council

Date: February 10, 2026

From: Ron Bowles, Chief Administrative Officer

Subject: **Tender Award Request – Fuel Supply and Delivery Services RFP 2025-P046**

Prepared by: Chris Anderson, Public Works Manager

Reviewed by: Erin Goodwin, Facilities & Recreation Manager, for
Patrick Pulak, General Manager of Operations

RECOMMENDATION:

THAT the Request for Proposal (RFP) for an agreement for Fuel Supply and Delivery Services (the “Project”) be awarded to Barry Beecroft Fuel Distributors Ltd;

AND THAT the Mayor and Corporate Officer be authorized to execute the agreements and contracts associated with the Project.

BACKGROUND

“District of West Kelowna Delegation of Council Authority Bylaw 2010 No. 0101” (as amended) restricts the ability of the Mayor and Corporate Officer to execute agreements over \$250,000, as follows:

Contracts to supply services or goods not to exceed an aggregate amount of \$75,000 per annum, subject to funding contained within an approved financial plan; and up to \$250,000 per annum, subject to funding contained within an approved financial plan and with the approval of the Chief Administrative Officer[.]

The 2026 Operating Budget contains departmental budgets for fuel supply in 2026 for a total amount of \$406,500. Staff are seeking Council’s approval to award the contract to Barry Beecroft Fuel Distributors Ltd., as well as authorization for the Mayor and Corporate Officer to execute the agreements and contracts associated with this project.

DISCUSSION

The City of West Kelowna requires bulk fueling services for all City Fleet assets. For operational efficiency, the fueling facility must be centrally located, provide 24-hour access to various fuel types and diesel exhaust fluid. The provider must offer preferred

customer pricing below retail and robust fuel management software, including real-time reporting, employee and vehicle data, along with immediate access control.

To enable the City to structure its fuel management, RFP number 2025-P046 was developed to facilitate an agreement with a fuel provider able to satisfy the City of West Kelowna's requirements for fuel supply and delivery.

Three proposals were received by the City in response to the Request for Proposal. The submissions underwent a thorough review process conducted by a panel consisting of two evaluators with the CWK Procurement department independently overseeing and evaluating the pricing component of the RFP to ensure fairness and transparency. As future pricing of fuel is continually variable, the evaluation included a comparison of proponents submitted historic pricing which was based on the City's annual fuel consumption volumes of an estimated 260,000 – 280,000 litres. The 2026 budget includes \$406,500 for fuel.

The agreement will be for a three-year term with an option to extend up to two additional one-year terms and the City's sole discretion.

As outlined in the Request for Proposal, the evaluation criteria were applied according to the weighted matrix below:

- Profile, Experience and Qualifications 30%
- Approach and Methodology 40%
- Pricing Proposal 30%

Through the evaluation process the following weighted scores were established:

Company	Weighted Score
Barry Beecroft Fuel Distributors Ltd.	95.98%
Suncor Energy	92.00%
Parkland Corporation	89.77%

Highest ranked score for the Project was Barry Beecroft Distributors Ltd. With an evaluated score of 95.98%.

FINANCIAL IMPLICATIONS

Following standard market adjustments, there should be no additional impact to the proposed 2026 Operating Budget.

Below are the historical estimated volumes and actual amounts spent on fuel that were referenced as part of the RFP evaluation:

Year	Volume	Amount
2023	280,000 Liters	\$526,804
2024	260,000 Liters	\$452,773

COUNCIL REPORT / RESOLUTION HISTORY

None

CONCLUSION

Funding for the supply and delivery of fuel products and services is provided in the annual Operational Budget. Staff are seeking Council's authorization to award the RFP as identified in this report, and for the Mayor and Corporate Officer to execute the agreements and contracts associated with this project.

PowerPoint: Yes No

Summary of **Fuel Supply and Delivery Services** Request for Proposals (RFP No. 2025-P046)

Issue Date: October 24th , 2025

Submission Deadline: November 17th, 2025 14:00 PM Local Time

Project Overview

This Request for Proposal (the “RFP”) is an invitation by the City of West Kelowna (the “City”) to prospective proponents to submit proposals for Fuel Supply and Delivery Services, as further described in Section A of the RFP No.2025-P046 particulars (Appendix B) (the “Deliverables”). The City of West Kelowna requires bulk fueling services within city boundaries, with 24-hour access to various fuel types and diesel exhaust fluid. The provider must offer preferred customer pricing below retail and robust fuel management software, including real-time reporting, employee and vehicle tracking, and immediate access control. Data integration with RTA Fleet Management software is ideal. On-site technical support during City of West Kelowna 7am - 4pm, Monday - Friday operating hours, secure access fobs, and rapid replacement capabilities are mandatory. The supplier should detail pricing structures, value-added services, and be able to deliver bulk fuel for potential future on-site tanks. Annual fuel volumes were 280,000 Liters (2023) and 260,000 Liters (2024).

Scope of Service:

The Scope of Services includes, but is not limited to, the following tasks:

- Bulk fueling site located within City of West Kelowna boundaries and near CWK Operations Centre.
- Fuel dispensing must have 24Hr. access to Regular Unleaded / Marked Unleaded / Diesel / Marked Diesel
- Access to bulk DEF
- ‘Preferred customer’ pricing below retail rates.
- Capability for operator entry of employee, mileage/hours, data for fuel management and data storage.
- Software must have reasonability settings for fuel restriction triggered by the entry of incorrect data
- Provide software available to CWK to produce real time, on demand vehicle consumption/identification reports. (current and historical)
- Provide software available to CWK to produce real time, on demand employee identification reports (current and historical)
- Provide software capability to immediately cancel employee access to fuel dispensing privileges
- Provide software capability to immediately restrict product/volume of product to individual units

- Provide software to CWK to produce real time, on demand mileage/hour entries for fuel management. Ideally to be automatically integrated with and uploaded into RTA Fleet Management software.
- Historical product/employee/unit/consumption/date/time/odometer/fuelling location data must be available on demand.
- On-site support for assistance with technical difficulties must be available during CWK Operations Centre operating hours. (7:00am – 4:00pm)
- Provide a robust FOB or system to add to the vehicle/equipment key ring which will provide access to Fuel/DEF pumps.
- Provide a supply of additional unassigned fobs (30) which can be programmed by Fleet for immediate replacement of missing keys/fob.
- Capable of delivery of bulk gasoline and diesel at 'preferred customer pricing' for future potential of on-site tanks/fuel management system. CWK's historic annual Volumes in 2023/2024 were 280,000 Litres and 260,000 Litres respectively

Key Dates

- **Site Visit:** Not Applicable
- **Deadline for Questions:** November 10th, 2025
- **Deadline for Issuing Addenda:** November 13th, 2025
- **Submission Deadline:** November 17th, 2025
- **Anticipated ranking of Respondents:** November 27th, 2025
- **Anticipated Execution of Agreement:** December 4th, 2025
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Submission & Evaluation

- Proposals must be submitted electronically via the City's bidding system.
- Proponents must be a single legal entity and registered as a plan taker.
- Evaluation is based on experience, methodology, and price (weighted: 30% experience, 40% methodology, 30% price).
- Mandatory requirements include WorkSafeBC clearance, certified trades, and proof of similar service experience.

Required Pricing Information

Instructions on How to Provide Pricing

(a) Proponents should submit their pricing information completing the attached pricing form and including it in their proposals.

(b) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for GST, which should be itemized separately.

(c) Unless otherwise indicated in the requested pricing information, rates quoted by the proponent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

Pricing Form

Provide pricing history for the dates listed below, inclusive of all applicable fees and taxes, excluding GST

Municipal pricing based on a combined volume of 270,000 liters annually

	Regular Gas \$/L	Diesel \$/L
1-Oct-24		
15-Oct-24		
1-Nov-24		
15-Nov-24		
1-Dec-24		
15-Dec-24		
1-Jan-25		
15-Jan-25		
1-Feb-25		
15-Feb-25		
1-Mar-25		
15-Mar-25		
1-Apr-25		
15-Apr-25		
1-May-25		
15-May-25		
1-Jun-25		
15-Jun-25		
1-Jul-25		
15-Jul-25		
1-Aug-25		
15-Aug-25		
1-Sep-25		
15-Sep-25		
Average		