

REQUEST FOR QUOTATION

NWRFQ-14-04

FRONT-END LOADER – LEASE / RENTAL

Further requests for information :
Ron Gidda, Purchasing Supervisor, rgidda@newwestcity.ca

Closing Time:

Thursday, July 3rd, 2014
3:00 pm, Vancouver Time

Closing Location:

Email to nwpurchasing@newwestcity.ca

Or

Main Reception Desk
City of New Westminster
511 Royal Avenue,
New Westminster, B.C. V3L 1H9

COMPANY NAME			
Address: (including Postal Code)			
Contact Name:			
Telephone number:			
Facsimile number:		Email:	
<u>Signature:</u> by officer with express authority to enter into contract			Dated

QUOTING INSTRUCTIONS

1.0 Contacts

- 1.1 Except for Technical and Administrative contacts stated herein, bidder shall not contact City officers, City employees and elected officials directly or indirectly regarding this Request for Quotation

2.0 Acceptance

2.1 The City:

- a) may not necessarily accept the lowest or any quotation;
- b) reserves the right to reject any or all quotations;
- c) has no obligation to receive further information, whether written or oral, from any bidder nor to disclose the nature of any bid received;
- d) may, in its sole discretion, accept any quotation submitted provided such quotation is in accordance with the Contract Documents, except that it may waive any minor informality or irregularity in quotations received;
- e) may negotiate changes to the scope of work with the low bidder or any one or more bidders without having any duty or obligation to advise any other bidders or to allow them to vary their bid prices as a result of changes to the scope of work;
- f) may order, in whole or in part, items quoted and
- g) may accept a quotation by mailing a Purchase Order to the Bidder within the time specified within the quotation or if not specified, within a reasonable time after quotations have been opened.

3.0 Signatures

- 3.1 All quotations shall contain the full name and address of the person or firm quoting and quotations shall be signed in the spaces provided. In the case of companies or other corporate bodies, quotations shall be signed by the person or persons legally authorized to do so by the organization involved.

4.0 Form of Quotation

- 4.1 All pages of this Request for Quotation must be completed and returned, by either email, or sealed in an envelope. All quotations envelopes should be clearly marked **NWRFAQ-14-04 Front-End Loader – Lease / Rental** along with the name and address of bidder and addressed to the closing location. The City must receive Quotations **prior to** the time set for the closing of quotations. The City will not accept late quotations. In the event, a bidder submits a quote via email, the City will not be responsible for any quotes that do not arrive into the nwpurchasing@newwestcity.ca account prior to the closing date and time.

5.0 Revision or Withdrawal

- 5.1 A Bidder may revise or withdraw its quotation only if written notice of such revision or withdrawal is received by the Purchasing Department prior to the time set for the closing of quotations. All quotations are irrevocable for a period of 60 days after closing of quotations.

GENERAL CONDITIONS

1.0 Contract Authority

1.1 The City's Purchasing Manager is authorized to administer this contract on behalf of the City. The contract may not be assigned without the prior written consent of the City.

2.0 Extras

2.1 Unless expressly authorized by the Contract Documents or by written request signed by the City's Purchasing Manager, no payment for extras shall be made.

3.0 Ownership of Proposals and Freedom of Information

3.1 All documents submitted with your quotation will become the property of the City, and as such shall be subject to the disclosure provisions of the *BC Freedom of Information and Protection of Privacy Act* and *Community Charter (FOIPPA)*. The bidder should review section 21 and other provisions of FOIPPA in order to gain a better understanding of the City's disclosure responsibilities under the Act

4.0 Schedule for Supply of Services and Deliverables

4.1 The City requires the equipment delivered to the Operations Works Yard in November 1, 2014. The Works Yard is located at 901 First Street, New Westminster.

5.0 Compliance with Laws and Regulations

5.1 Any successful Bidder must be prepared, at no extra cost, to give all the notices, and obtain all the licenses and permits required to provide the services in the City of New Westminster and to comply with all Federal Provincial and Municipal laws applicable to the services or the performance of the contract, including those of WorkSafe BC.

6.0 Laws And Permits

6.1 The Contractor shall comply and ensure compliance with all laws and regulations relating to the Work, whether Federal, Provincial, Regional or City, shall apply to the appropriate authorities having jurisdiction over the Work and Work site, pay for all licenses, permits, fees and charges and include the cost in the price quoted unless otherwise instructed in the Quotation Documents.

7.0 Default

7.1 The City may terminate the whole or any part of this contract by delivering notice of default to the Contractor where the Contractor:

- a) fails to provide the required equipment within the time specified by this contract;
- b) fails to correct a defect or replace Materials within a time specified by the Purchasing Manager; or
- c) The Purchasing Manager is of the opinion that the Contractor will not, or will be unable to perform this contract within the specified time.

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7.2 Time is of the essence of this contract.

8.0 Definitions

8.1 The following definitions apply to the Contract Documents, as defined below:

- a) **“Contract Documents”** – means the Request for Quotation, Instructions to Bidders, General Conditions, Special Conditions, Specifications, Plans and Drawings, Quotation Award, and all other documents that may be attached to the Request for Quotation.
- b) **“Services”** – means actions of whatever kind or nature required, intended, or contemplated to be supplied to the City pursuant to this contract.
- c) **“Deliverables”** – means documents, reports and or services of whatever kind or nature required, intended or contemplated to be supplied to the City pursuant to this contract
- d) **“Bidder”** – includes a person or persons who have undertaken to submit a quotation in accordance with the Contract Documents or, who, because of the City’s acceptance of its quotation, have undertaken to supply materials or services.
- e) **“City”** – means the Corporation of the City of New Westminster.
- f) **“Purchasing Manager”** - means the person filling the office of the Purchasing Agent for the City or the person then acting as such.
- g) **“Contractor”** – means the entity that enters onto agreement as a result of this Request for Quotation.

SCOPE OF WORK

1.0 Overview

- 1.1 The City's Engineering Operations Department requires the use of a front-end loader for approximately a four (4) month period beginning November 1st 2014. This will be required for 2014 and 2015; with the option to renew for an additional season. The primary use of the front-end loader will be for loading salters, re-stocking the City's salt shed and minor snow removal at the Engineering Operations Yard.
- 1.1 This RFQ outlines specifications for the equipment. The City expects to select a single Contractor who will be responsible for the supply, delivery and pick-up of the equipment.

2.0 Equipment Specifications

- 2.1 The following specifications are minimum requirements. Please include full spec sheets for the unit with the submission.
 - New or used front-end loader Less than 500 hours
 - Must have Manufacturer's warranty
 - Minimum of 160HP engine
 - Equipped with high lift capacity
 - minimum of a 12ft dump
 - 2.9 general purpose bucket with BOE
- 2.2 The City will consider either a rental or lease opportunity.
- 2.3 The bidder shall include specifications regarding equipment warranty.
- 2.4 All prices shall be firm and shall include the costs to lease / rent, deliver, license and pick-up the equipment at the end of the rental / lease term. GST shall be excluded from the price.
- 2.5 Brochures and pamphlets shall be supplied for the unit(s) being considered under the bidders submission.

PRICE AND DELIVERY SCHEDULE

1.0 Price

1.1 The Contractor, having examined the Quotation Documents and having gained full knowledge of the scope, hereby offers to the City to supply the specified equipment for the above named opportunity in accordance with the Quotation Documents for Unit Price of:

Description	Price
Monthly rental / lease fee	\$ _____
Delivery charge	\$ _____
Pick-up charge	\$ _____

1.2 Unless otherwise stated in the Quotation Documents, the unit price includes all costs, including federal, provincial, and municipal taxes, but excludes GST.

2.0 Addenda

2.1 Addenda issued by the City shall become part of the Quotation Documents. The Contractor acknowledges receipt of the following addenda and confirms that the Quotation has been prepared in accordance therewith:

<u>Addendum No.</u>	<u>Dated</u>	<u>No. of Pages</u>

3.0 Bid Selection

3.1 The City of New Westminster will evaluate all submitted valid Bids. Any or all Bids will not necessarily be accepted. The object of the evaluation and selection process is to identify the Bid that, in the City’s opinion offers the best value for the services requested.

3.2 The City, in assessing best value:

- a) May not necessarily accept the lowest or any Bid and may, in its sole discretion, accept any Bid and may waive any minor informality or irregularity in Bid received;
- b) Has no obligation to receive further information, whether written or oral, from any Proponent, not to disclose the nature of any Proposals received;

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- c) May negotiate changes to the scope of work with any one or more Proponents without having any duty or obligation to advise any other Proponent(s) or to allow them to vary their Proposal(s) due to changes to the scope of work.

3.3 Quotations will be evaluated based on the following criteria:

- a) Cost;
- b) Adherence to specifications;
- c) Value added;
- d) References

4.0 References

- 4.1 Bidders shall provide sources for three (3) references (companies for whom supply of a similar nature was done in the past five (5) years, including the City of New Westminster).

1 Company Name: _____

Contact Person: _____ Phone: _____

Nature of Contract: _____

Project Date: _____ Approximate Value: _____

2 Company Name: _____

Contact Person: _____ Phone: _____

Nature of Contract: _____

Project Date: _____ Approximate Value: _____

3 Company Name: _____

Contact Person: _____ Phone: _____

Nature of Contract: _____

Project Date: _____ Approximate Value: _____

5.0 Acceptance

- 5.1 The City will indicate Acceptance of this offer by the issuing a written Notice of Award.