



Corporation of the City of  
**NEW WESTMINSTER**

**REQUEST FOR QUOTATION**  
**NWRFQ-14-07**

**Dining Room Table tops & Chairs**

**Closing time:**

Friday, October 17, 2014  
3:00 PM, Vancouver Time

**Closing location:**

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

*Further requests for information:*

Ron Gidda, Purchasing Supervisor      604-517-5406  
rgidda@newwestcity.ca

<b>COMPANY NAME</b>			
Address:			
Contact Name:			
Telephone Number			
Facsimile Number		Email:	
<u>Signature:</u> by officer with express authority to enter into contract			Dated

## Corporation of the City of New Westminster

**BIDDING INSTRUCTIONS****1.0 Contacts**

Except for Technical and/or 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 Acceptance of any quotation resulting from this Request for Quotation is pending budgetary approval.

2.2 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 Alternate Quotations**

The Specifications attached describe the Services that are necessary to meet the performance requirements of the City. The City will receive and consider alternate quotations; however, alternate products must be **equal to, or better than** the stated product.

**4.0 Signatures**

All quotations shall contain the full name and address of the person or firm quoting and be signed in the space 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.

**5.0 Form of Quotation**

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-14-07** 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.

**6.0 Ownership of Proposals and Freedom of Information**

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*.

**7.0 Revision or Withdrawal**

A Bidder may revise or withdraw its quotation only if the Purchasing Department receives written notice of such revision or withdrawal prior to the time set for the closing of quotations. All quotations are irrevocable for a period of sixty (60) days after closing of quotations.

## Corporation of the City of New Westminster

**GENERAL CONDITIONS****1.0 Contract Authority**

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**

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 Schedule for Supply of Services and Deliverables**

The Bidder shall state in the Price and Delivery Schedule either a specific date for installation and/or completion or the number of calendar days, following receipt of an acceptance of the bidder's offer, within which the supply of items will be completed.

**4.0 Indemnity**

The Bidder indemnifies, protects and saves harmless, the City, its officers, agent, servants and employees from and against all claims relating to Materials or labour, or arising from all liens, claims, inventions, copyrights, patents, patent rights or trademarks infringed upon.

**5.0 Insurance**

The Contractor(s) will register for, obtain, and maintain their own separate WorkSafe BC Insurance Coverage, when required by WorkSafe BC and the Workers Compensation Act. When WorkSafe BC Insurance coverage is required, the Contractor(s) will provide proof of Good Standing to the City before the Contractor(s) starts work for the City and again before the City makes final payment to the Contractor(s).

**6.0 Default**

- 6.1 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 perform the services within the time specified by this contract;
  - b) fails to correct a defect or replace Materials within a time specified by the Purchasing Manager pursuant to Section 3 above (Schedule); 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.
- 6.2 If the City terminates this contract for any reason, the Purchasing Manager may acquire comparable replacement Services on terms he in his sole direction deems appropriate and the Contractor shall forthwith on demand pay to the City any excess cost the City incurs in acquiring these replacement Services.
- 6.3 Time is of the essence of this contract.

## Corporation of the City of New Westminster

**7.0 Definitions**

7.1 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 / Supplier**” – means the entity that enters onto agreement as a result of this Request for quotation.

**8.0 Conflict**

8.1 In the event of conflict between Contract Documents, the documents shall have the following order or precedence:

- a) General Conditions
- b) Instructions to Bidders
- c) Specifications
- d) Request for Quotations and
- e) Plans or Drawings

8.2 With respect to all of the documents, a later date shall govern unless a contrary intention is specified.

## Corporation of the City of New Westminster

**SCOPE OF WORK****1.0 Overview**

- 1.1 The City of New Westminster requires new tabletops and dining room chairs for The Century House facility.
- 1.2 This RFQ outlines requirements for the service. The City intends to contract with a single supplier who will be responsible for replacing tabletops on existing bases and supplying 62 new chairs.

**2.0 Table Tops and Chairs**

- 2.1 The following location at Century House requires new tabletops on existing bases and dining room chairs.

LOCATION	REQUIRED	DESCRIPTION
CENTURY HOUSE 620 8 <sup>TH</sup> STREET NEW WESTMINSTER, BC	<ul style="list-style-type: none"> <li>• 11- 36" Square Table Tops</li> <li>• 4- 36" Round Table Tops</li> <li>• 62- Dining Room arm less, vinyl easy clean chairs.</li> </ul>	<ul style="list-style-type: none"> <li>• Remove old tops and replace onto existing bases</li> <li>• Remove old tops and replace onto existing bases</li> <li>• New Chairs</li> </ul>

- 2.2 Pricing shall include all materials, preparation, and labour.
- 2.3 Samples of Table tops and Dining Room Chairs will be provided and approved before ordering.
- 2.4 All materials and workmanship shall be warranted for a specified time.
- 2.5 Appointments are to be scheduled with Lesley Cole @ 604-519-1060 for viewing of Table bases and providing samples of materials for Century House.

**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 Bidder, not to disclose the nature of any Bids received;

## Corporation of the City of New Westminster

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

3.3 Quotations will be evaluated based on the following criteria:

- a) Price
- b) Experience
- c) Service requirements
- d) Customer Service
- e) Installation Schedule
- f) References

### PRICE AND DELIVERY SCHEDULE

In compliance with the above invitation, if this bid is accepted, the undersigned offers and agrees to provide The City of New Westminster any, all or part of the items or services upon which prices are stated at the price set opposite each item, delivered at the designated point or points within the time specified herein.

LOCATION	SCHEDULE	JOB DESCRIPTION	PRICE
CENTURY HOUSE 620 8 <sup>TH</sup> STREET NEW WESTMINSTER, BC	START  COMPLETION	Detailed breakdown of work being done with materials being used	

**BIDDER'S INFORMATION**

**1.0 Contractor Numbers**

1.1 Contractor's WorkSafe BC Firm Number is \_\_\_\_\_

1.2 Contractor's City of New Westminster Business License Number is \_\_\_\_\_ (to be obtained before contract award)

**2.0 References**

**2.1 NOTE: Failure To Complete This Section May Result In Disqualification**

2.2 Bidders shall provide sources for three (3) references (companies for whom work of a similar nature was done in the past two (2) 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: \_\_\_\_\_

**3.0 Acceptance**

3.1 Acceptance of this offer by the City will be made verbally and confirmed in writing by the issuance of a letter of award. Issuance of the letter of award authorizes the Contractor to proceed with the Work.