



## **QUOTATION**

**Item #L-36**

## **Sand Shed Extension and New Outer Covering**

A Site Visit will be held on Thursday, July 06, 2017. Please refer to Instructions to Bidders #3 – Site Visit for further details.

## **Sand Shed Extension and New Outer Covering**

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## **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.

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

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

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

### **2. ENQUIRIES**

Administrative enquiries and requests for clarification of the Quotation process shall be made to Lindsay Loree, either by Fax at 204-726-8546 or Email **purchasing@brandon.ca** and must be received not less than seven (7) days prior to the date for closing of Quotations.

### **3. SITE VISIT**

A Site Visit will be held on Thursday, July 06, 2017 at 1:30 p.m. at the Civic Services Complex, 900 Richmond Avenue East, Brandon, Manitoba. Sign in will begin at 1:15 p.m. This meeting is not mandatory but interested parties are encouraged to attend as this will be the only opportunity to view the site with City representatives in attendance.

### **4. 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, worker's compensation, vacation pay and all other charges, costs and assessments with all items being F.O.B. 900 Richmond Avenue East, Brandon, Manitoba. It is the Bidder's sole responsibility to determine whether or not taxes are applicable.

### **5. RECEIPT OF QUOTATIONS**

The Quotation shall be mailed or delivered in a sealed envelope clearly and legibly identified on the outside as: **ITEM #L-36 CONFIDENTIAL – Sand Shed Extension and New Outer Covering** and must be received by either method specified below before 5:00:00 p.m., local Brandon time, **Monday, July 17, 2017** to be accepted.

### **6. SUBMISSION OF QUOTATIONS**

The Bidder shall submit his 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 so by written Addenda. The Bidder shall initial and date each and every correction, change, erasure on the Form and shall be clearly signed by the Bidder, and shall clearly show 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 Quotation shall be delivered to the City by ONE of the following methods:

a) **By MAIL/COURIER DELIVERY**

Addressed to the City of Brandon as follows:

Lindsay Loree, SCMP

Procurement Manager

City of Brandon – Finance Department

410 - 9th St., Brandon, Manitoba R7A 6A2

b) **By HAND DELIVERY**

Lindsay Loree, SCMP

Procurement Manager

Finance Department (Main level) City Hall, 410 - 9th Street

Brandon, Manitoba

c) **FAX DELIVERED**

**Faxed submissions are not accepted.**

**7. 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.

**8. 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.

**9. WITHDRAWAL OF QUOTATIONS**

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

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

Ph: 204-729-2252  
FX: 204-726-8546  
E: [purchasing@brandon.ca](mailto: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 Manager will declare the bid withdrawn.

**10. 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.

#### **11. 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 Bids 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 Manager 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 Quotation will not necessarily be accepted.

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**PART B. – SUPPLEMENTAL CONDITIONS**

**The City of Brandon  
For  
Sand Shed Extension and New Outer Covering**

**A) Application**

- A.1** The City's Streets and Roads department requires the supply and installation of a new cover and a forty (40) foot extension to an existing structure in place that would be used for the storage of material and required for the maintenance of the utility section.
- A.2** The existing structure, 55' x 230', constructed in 2001 has concrete footings, a 5' concrete retaining wall and rafter/foot braces made from galvanized pipe. The door is 18' wide and approximately 20' high.
- A.3** All material must be new and the Contractor shall supply all material, equipment and labor required to perform and complete the work.
- A.4** It is the responsibility of the Contractor to abide by all City of Brandon Planning and Building Safety Department requirements, by-laws and codes. All required permitting and associated costs related to meeting City of Brandon Planning and Building Safety Department's requirements are the responsibility of the Contractor. The Contractor shall not commence Work until all required permits (if required) have been applied for and approved.
- A.5** It is the responsibility of the Contractor to abide by the construction requirements as stated in the City of Brandon Engineering Department Standard Construction Specification Book and General Conditions of the Contract. Documents are available in electronic form on the City of Brandon website <https://purchasing.brandon.ca>.
- A.6** The successful Contractor must meet all Canadian Federal, Provincial, Municipal Safety Regulations and Standards.
- A.7** Please submit a full brochure and specifications sheet on the package being bid on.
- A.8** 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 his/her 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 Quotation closing.

**D) Selection Process/Criteria**

- 1) Cost; and
- 2) Completion date.

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

The City of Brandon 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 of Brandon and such other factors the City considers relevant including the timing of services to be provided.

**E) Submittal Requirements**

Reply to this request with one (1) copy of your Quotation. Limit your submittal to 8 ½" x11" pages double sided. Failure to include the following information will render your Bid Submission non-compliant.

**Please include the following:**

- 1) Bid Form;
- 2) Appendix 1; and
- 3) Brochure and/or specification sheet of product.

**F) Insurance and Indemnification Requirements**

Workers Compensation Number must be current and in good standing.

The successful Contractor shall be deemed the prime contractor for the project and is solely responsible for construction and public safety at the site and for securing the site at all times to prevent public access. The Contractor shall carry out the work in accordance with the construction safety code in force at the place of work and in accordance with the applicable Workplace Safety and Health Act Regulation for Manitoba. The Contractor shall insure that when work is stopped, the Contractor leaves the Site in a safe and secure manner. At the discretion of the Manager of Public Works or his/her designate, may require additional safety precautions over and above the codes during the construction.

The successful 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 named 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-36

#### Sand Shed Extension and New Outer Covering

The following specifications are the minimum specifications acceptable by the City of Brandon. Actual specifications may exceed these specifications. If they do, please note in the deviation column. Should your quoted items have additional features that are not in the specifications, please list them at the end of these specifications so as the submission can be fairly evaluated.

**Note: Appendix 1 must be filled in and included with your Bid Form in order to be compliant. You need to mark something in the YES or NO column of the "Meets Specs" thereby indicating if you do or do not meet that specification. If nothing is marked, then we will treat it as a NO meaning that you do not meet the specifications. If you check NO, then please indicate in the deviation column what the deviation is.**

**\*\* NO DEVIATIONS** - When the "Deviations if any" column is marked with XXXXXXXXXXXX this means that no deviation will be accepted for the specification.

	DESCRIPTION	MEETS (YES)	SPECS (NO)	DEVIATIONS (IF ANY)
	<b>BUILDING</b>			
1.	Add a forty (40) foot extension to the east end of the existing structure			XXXXXXXXXX
2.	Install concrete footings and retaining walls to match existing walls and footings.			
3.	Install reinforced polyethylene covering to cover new extension (40' x 55') and existing building including end gables (230' x 55').			
4.	The extension will be of a dirt floor which the City will be responsible for after the building is installed.			
5.	Color preference white. State color _____			
	<b>DOORS</b>			
6.	Two (2) large rollup openings to match existing door opening (approximately 18' x 20'). State size: _____			XXXXXXXXXX
7.	State Warranty for material and workmanship on the Bid Form.			XXXXXXXXXX
	<b>MISCELLANEOUS</b>			
9.	Job site to be left in a clean presentable condition upon completion of the job including the removal of any garbage that is accumulated.			XXXXXXXXXX



**CITY OF BRANDON  
BID FORM**

QUOTATION: Item #L-36

SUBJECT: Sand Shed Extension and New Outer Covering

CLOSING DAY: 5:00:00 pm local Brandon time, Monday, July 17, 2017

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, fees, etc., F.O.B., 900 Richmond Avenue East, Brandon, Manitoba, is:

Make/Model: \_\_\_\_\_

**Sand Shed Extension and New Outer Covering**

Item	Base Price	G.S.T. (5%)	MB R.S.T. (8%) where applicable	Total
Supply of Materials				
Install				
			<b>TOTAL BID PRICE</b>	\$

Completion date in number of calendar days from receipt of purchase order - \_\_\_\_\_ days

Warranty: Material \_\_\_\_\_ Workmanship \_\_\_\_\_

Workers Compensation # \_\_\_\_\_ must be current and in good standing.

Note: Please review Section E Submittal Requirements to ensure all documentation is submitted.

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

Addenda No. \_\_\_\_\_ Date Received \_\_\_\_\_  
Addenda No. \_\_\_\_\_ Date Received \_\_\_\_\_  
Addenda 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.