



QUOTATION

Item #L-15

One (1) New Concrete Surface Planer

One (1) New Concrete Surface Planer

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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. 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, 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.

4. RECEIPT OF QUOTATIONS

The Quotation shall be mailed or delivered in a sealed envelope clearly and legibly identified on the outside as: **ITEM #L-15 CONFIDENTIAL – One (1) New Concrete Surface Planer** and must be received by either methods specified below before 5:00:00 p.m., local Brandon time, **Tuesday, September 12, 2017** to be accepted.

5. 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 Bid Submission 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 DELIVERY**

Faxed submissions are not accepted.

6. 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.

7. ALTERNATE BIDS

Alternate Bid Submissions are accepted. A separate Bid Form & Appendix 1 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 & Appendix 1. A note "See Alternate Attached" may be added to the Bid Submission.

8. 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

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.

9. 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. The lowest or any Quotation will not necessarily be accepted.

10. 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 Quotations 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 Contractor 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 Bid will not necessarily be accepted.

PART B. – SUPPLEMENTAL CONDITIONS

**The City of Brandon
For
One (1) New Concrete Surface Planer**

A) Application

- A.1** This equipment will be used by the Parks Department for concrete grinding within the City. The equipment to be replaced is SPM-4, one (1) 1999 Bartel Concrete Planer.
- A.2** This equipment must meet all Canadian Federal, Provincial, Municipal Safety Regulations and Standards.
- A.3** Any item(s) not specifically requested but known to the Bidder as being necessary for the safe, efficient use of the equipment quoted shall be clearly noted on the Bid Form. Otherwise it will be assumed these item(s) will be supplied at the quoted price.
- A.4** Please submit a full brochure and specification sheet on the item being quoted.
- A.5** Appendix 1 indicates the minimum specifications and must be filled in and submitted with the Bid Form.

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) Delivery date.

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

The City reserves the right to request a demonstration prior to making the award; all cost associated with a demonstration will be borne by the Bidder.

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.

- 1) Bid Form;
- 2) Appendix 1;
- 3) Full brochure and detailed specification sheet; and
- 4) Warranty information.

APPENDIX 1

**SPECIFICATIONS
ITEM #L-15**

One (1) New Concrete Surface Planer

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 piece of equipment have additional features that are not in the specifications, please list them at the end of these specifications so as the Quotation 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 Spec” 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)	SPEC (NO)	DEVIATIONS (IF ANY)
	ENGINE			
1.	Two stroke fan cooled engine sufficient to power unit under typical work load. Minimum engine horsepower 7 HP. State: <ul style="list-style-type: none"> • Engine: _____ • Horsepower: _____ Include all manufacturer’s literature to support the above provided information.			XXXXXXXXXX
2.	Hour meter.			XXXXXXXXXX
3.	Air cleaner.			XXXXXXXXXX
4.	Ignition on/off switch.			XXXXXXXXXX
5.	Throttle control.			XXXXXXXXXX
6.	Attached fuel tank.			XXXXXXXXXX
	OPERATOR CONTROLS			
7.	Cutter head disengagement lever.			XXXXXXXXXX
8.	Depth adjustment control knob.			XXXXXXXXXX
9.	Emergency stop tether cord.			XXXXXXXXXX
10.	Water hook up port.			
11.	Multi-vacuum port.			
	FRAME/GUARDS			
12.	Frame to be constructed from heavy-duty steel for maximum strength and rigidity. State gauge of steel: _____			XXXXXXXXXX
13.	Belt cover guard.			XXXXXXXXXX

	DESCRIPTION	MEETS (YES)	SPEC (NO)	DEVIATIONS (IF ANY)
14.	Cutter drum cover guard.			XXXXXXXXXX
	BELT			
15.	Engagement of the cutter drum by V-belts. State V-belt: <ul style="list-style-type: none"> • Type: _____ • Size: _____ 			XXXXXXXXXX
	CUTTER DRUM			
16.	Cutter drum to be a minimum width of 10 in. (25.4 cm). State drum width: _____			XXXXXXXXXX
17.	Cutter drum to be mounted on a ball bearing drive shaft. The cutter head should accommodate a minimum of six (6) hardened steel shafts. State number of cutters: _____			XXXXXXXXXX
18.	Two (2) complete sets of surface preparation cutter wheels and spacers to be supplied with the unit.			XXXXXXXXXX
19.	Machine to be a of a down cut design.			XXXXXXXXXX
20.	Cutter drum to be adjustable to a depth of approximately 3/8 in. (9.5 mm). State maximum depth of cut: _____			XXXXXXXXXX
	PREVENTATIVE MAINTENANCE			
21.	Successful bidder to provide preventive maintenance recommendations and maintenance schedules.			XXXXXXXXXX
22.	Instruction manual, parts manual and/or CD(s) (preferred) shall be supplied with the equipment. State type: _____			XXXXXXXXXX
	WARRANTY			
23.	Bidder to supply information on standard warranty included with purchase price.			XXXXXXXXXX
24.	All warranty work to be performed in the Brandon, MB area at no travel cost to the City. If the repairs require for the unit to be moved, the successful Bidder is responsible for paying all costs associated with this whether it is the successful Bidder's employees or the City's employees who transport the unit.			XXXXXXXXXX

	DESCRIPTION	MEETS (YES)	SPEC (NO)	DEVIATIONS (IF ANY)
25.	<p>If unit is to be out of service for more than four (4) days (96 hours) due to warranty work:</p> <ul style="list-style-type: none"> The successful Bidder is responsible to provide a replacement unit that meets the specifications as outlined, or alternatively approved by the Manager of Fleet Services; or The successful Bidder will be required to reimburse the City of Brandon the total costs associated with renting a replacement unit for that period. 			
DELIVERY				
26.	The successful Bidder to deliver equipment within sixty (60) calendar days of receipt of Purchase Order. Indicate delivery date on Bid Form.			
27.	The successful Bidder shall perform a pre-delivery service, full test of the functions of the equipment and correct all deficiencies prior to delivery. The successful Bidder shall describe the pre-delivery servicing and testing they will do to the equipment.			XXXXXXXXXX
28.	The City will perform an acceptance inspection when the unit is received on site. If the equipment does <u>NOT</u> meet the City of Brandon specifications, the unit will be refused. If the equipment meets the specifications, the City of Brandon will holdback 10% of the payment until the "work in progress" inspections are performed.			XXXXXXXXXX
29.	The City reserves the right to evaluate multifunction season equipment up to one (1) year. During this time all concerns will be documented and addressed between the successful Bidder and the City.			XXXXXXXXXX
REFERENCES				
30.	<p>Contact information for two (2) references whom you've provided the same or similar equipment to:</p> <p>1. Company: _____ Contact Name: _____ Contact #: _____</p> <p>2. Company: _____ Contact Name: _____ Contact #: _____</p>			

**CITY OF BRANDON
BID FORM**

QUOTATION: Item #L-15

SUBJECT: One (1) New Concrete Surface Planer

CLOSING DAY: 5:00:00 pm local Brandon time, Tuesday, September 12, 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, tire tax, insurance, etc., F.O.B., 900 Richmond Avenue East, Brandon, Manitoba, is:

Year, Make & Model: _____

One (1) New Concrete Surface Planer:

Base Price	\$	_____
Plus (5%) G.S.T.	\$	_____
Plus (8%) MB R.S.T.	\$	_____
TOTAL BID PRICE	\$	_____

Can your company deliver within sixty (60) calendar days of receipt of purchase order? YES or NO (circle one)
If no, state delivery date: _____

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 _____

*A penalty will be applied if the successful Bidder does not deliver as outlined above. As late deliveries can impact work schedules, the successful Bidder will be required to provide the City of Brandon one (1) of the following (all costs associated with delivery are borne by the successful Bidder):

- A replacement unit that meets the specifications as outlined, or alternatively approved by the Manager of Fleet Services; or
- Reimburse the City of Brandon, the total costs associated with renting a replacement unit, to a maximum of \$50.00 per day.

(Signature) (Date) (Witnessed by)*

I am authorized to bind the Corporation

Print Name of Witness

*This document must be witnessed to be compliant.