



QUOTATION

Item #L-10

Supply & Delivery of Deck Supplies

Supply & Delivery of Deck Supplies
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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 an individual, firm, partnership, association or corporation, or any combination thereof, submitting a Quotation for the Work, and includes heirs, administrators, executors, or legal representative of a Bidder.

"City" means the City of Brandon of the Province of Manitoba as incorporated under the Brandon Charter Act, Chapter 71, Statutes of Manitoba 1989-1990, and any subsequent amendments thereto, and as represented by the Council.

"Bid Submission" means the portion of the Documents that must be completed or provided by the Bidder by the time and date set out herein for the receipt of Bids, to constitute a compliant Quotation and includes the Bid Form and any additional documents that may be requested herein.

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

2. ENQUIRIES

Administrative inquiries 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, costs and assessments with all items being F.O.B. 2200 Hilton Avenue, Brandon, MB. It is the Bidder's sole responsibility to determine whether or not taxes are applicable. Pricing is to be firm for sixty (60) days after the closing date.

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-10 CONFIDENTIAL Supply & Delivery of Deck Supplies** and must be received by either method specified below before 5:00:00 p.m., local Brandon time, **Tuesday, November 15, 2016** 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 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/COURIERED DELIVERED**

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**

Fax 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 Quotations Submissions are accepted. A separate Bid Form offering an alternate may be attached to the Quotation Submission, but a Quotation 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 Quotation 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.

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 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.

**The City of Brandon
For
Supply & Delivery of Deck Supplies**

A) Application

- A.1** The Canada Games Building requires supply and delivery of deck supplies for the Canada Games Event Building.
- A.2** The items must meet all Canadian Federal, Provincial, Municipal Safety Regulations and Standards.
- A.3** 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 two (2) weeks of the closing date.

D) Selection Process/Criteria

- 1) Cost
- 2) Delivery date

The City reserves the right to contact or interview any or all bidders to clarify their 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 may 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

APPENDIX 1

**SPECIFICATIONS
ITEM #L-10**

Supply & Delivery of Deck Supplies

Deck Supplies			
Item	Quantity	Size	Description
Deck Flooring	310	2"x6"x16'	Cedar tone
B1 Beam Cap	23	2"x6"x16'	Cedar tone
B2 Wood Beam	6	2"x8"x8'	Green pressure treated
B2 Column Post	1	4"x4"x12'	N/A
B2	4	BC-4/Post caps	Simpson strong tie
B2	4	EPB 44T/Column Base	Simpson strong tie
B3 Wood Beam	2	2"x8"x12'	Green pressure treated
Rim Board Main	25	2"x8"x16'	Cedar tone
Rim at Stairs	3	2"x10"x10'	Cedar tone
Deck Joist	145	2"x8"x12'	Green pressure treated
Ledger Board	12	2"x8"x16'	Green pressure treated
Ramp Joist	12	2"x8"x20'	Green pressure treated
Landing Joist	5	2"x8"x10'	Green pressure treated
Hardware			
Item	Quantity	Size	Description
Joist Hangers	315	LU-28 joist hangers	Simpson strong tie
Deck Screws	200 lbs	3" brown ceramic	N/A
Joist Hanger Nails	30 lbs	N/A	N/A
Quick Bolt Anchors	3	1/2"x6"	Ramp base attachment to concrete pad
Quick Bolt Anchors	9	1/2"x5"	Stair stringer attachment
Hand Rail			
Item	Quantity	Size	Description
Top Rail	342'	2"x4"	Cedar tone
Bottom Rail	342'	2"x4"	Cedar tone
Hand Rail	342'	2"x4"	Cedar tone
Pickets	820	N/A	Cedar tone
Rail Posts	41	4"x4"x10'	Cedar tone
Stairs			
Item	Quantity	Size	Description
Tread Fasteners	34	TA 10 tread fasteners	Simpson strong tie
Stair Stringer (A)	5	2"x12"x12'	N/A
Stair Stringer (B)	5	2"x12"x8'	N/A

Miscellaneous

Deck and ramp square footage: 2,265 sq. ft.

Metal hand rail to be manufactured by others.

Preferred delivery is two (2) weeks from date of the award. Indicate delivery date on the Bid Form.

**CITY OF BRANDON
BID FORM**

QUOTATION: Item #L-10

SUBJECT: Supply & Delivery of Deck Supplies

CLOSING DAY: 5:00:00 pm local Brandon time, Tuesday, November 15, 2016

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, insurance etc., F.O.B., 2200 Hilton Avenue, Brandon, Manitoba, is:

Supply & Delivery of Deck Supplies – All Items

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

Delivery date in calendar days from date of receipt of purchase order: _____

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.