



**TENDER**

**Item #L-14**

**Revision Batlskin Viper P4 Combat Helmets**

**Revision Batlskin Viper P4 Combat Helmets**  
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## **PART A. - INSTRUCTIONS TO BIDDERS**

### **1. DEFINITIONS**

Where in the Tender 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.

“Tender Documents” means the Invitation to Bid, these Instructions to Bidders, Supplemental Conditions, the Bid Form, Specifications, and all Addenda.

### **2. ENQUIRIES**

Administrative inquiries and requests for clarification of the Tender 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 Tenders.

### **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. Brandon Police Service, 1020 Victoria Avenue, Brandon, MB. It is the Bidder’s sole responsibility to determine whether or not taxes are applicable.

### **4. RECEIPT OF TENDERS**

The Tender shall be mailed or delivered in a sealed envelope clearly and legibly identified on the outside as: **ITEM #L-14 CONFIDENTIAL - Revision Batlskin Viper P4 Combat Helmets** and must be received by either method specified below before 2:00:00 p.m., local Brandon time, **Wednesday, November 28, 2018** to be accepted. A public opening will be held after that time in the Council Chambers, upper level, 410 - 9<sup>th</sup> Street.

### **5. SUBMISSION OF TENDERS**

The Bidder shall submit his Tender 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 Tender 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) **By FAX DELIVERY**

The City has a facsimile (fax) machine where Bids may be received electronically until the date set herein for receipt of Tenders.

The Bidder shall transmit the Bid Form. The original completed and signed Tender must be received by the Procurement Manager within three (3) business days following the date specified herein for receipt of Tenders and must be identical in form and content to the facsimile Tender previously deposited with the City. Failure to deliver to the City the original and unaltered Tender as herein state may render the Bid non-compliant.

To ensure a Bid remains confidential within the facsimile machine, the Bidder shall prepare the Bid for transmission enter the City of Brandon Procurement Services **FAX number 1-204-726-8546**. This is the ONLY NUMBER at which a facsimile Bid can be received and accepted by the City as a bona fide Bid.

Faxed Bids shall be received no later than the time stated herein for receipts of Bids. The received date and time stamp on the faxed pages will be considered the official date and time of receipt of the Tenders. Each Tender will be retrieved from the confidential facsimile, printed and placed in a sealed envelope by the City Procurement Services Staff and immediately taken to the place of the tender opening.

The City of Brandon agrees to accept Bids prices by fax as a convenience to Bidder who agrees to and does accept the level of confidentiality and security from the City as stated herein, and any failure or delay in the transmission or storage of a facsimile Tender is the sole responsibility of the Bidder and not of the City.

Should you require more information regarding fax transmissions to the Procurement Services Fax, please call Procurement Services, City of Brandon at 204-729-2251. We encourage you to call the City of Brandon at 204-729-2251 to confirm that your fax has been received by the City.

**6. ADDENDA**

The City shall have the right to amend the Tender 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 Tender Documents in the space provided on the Bid Form. Failure to acknowledge all Addenda may cause the Tender to be rejected.

## 7. APPROVED EQUALS

Where in the Tender Documents a material is specified by trade name, manufacturer's name or catalogue reference, the Bidder shall be prepared to supply only such item, unless written Addenda for the substitution of an 'approved equal' is issued by the Procurement Manager prior to the date set herein for receipt of Tenders. Written requests for acceptance of an 'approved equal' shall be received by the Procurement Manager not less than five (5) calendar days prior to the date set herein for receipt of Tenders and each request shall include two (2) sets of complete descriptive literature and performance data (complete with NIJ Certification Letter, all lab test results, specifications, and other relevant information relating to the construction and performance of the item), for the Procurement Manager's review.

## 8. WITHDRAWAL OF TENDERS

A Bidder shall be permitted to withdraw his Tender, 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 Tender until after the time specified herein for the receipt of Tenders. The submission will be opened to verify that the name and signature of the person requesting the Tender be withdrawn is the same as the name and signature of the person who submitted the Tender. If the information is the same, the Procurement Manager will declare the bid withdrawn.

## 9. REJECTION OF TENDERS

The City reserves the right to reject any or all Tenders, the City in its sole discretion may reject as non-compliant any Tender 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 Tender, as compliant, which it considers is in the best interest of the City of Brandon.

## 10. AWARD AND EXECUTION OF TENDERS

The City reserves the right to cancel this Tender at any time. The Award of the Tender, if it is to be awarded, shall be made within sixty (60) calendar days of the date on which the Tenders 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 Tender will not be binding until the successful Bidder has received written notification of the award of the Tender from the Procurement Manager of the City of Brandon. No other act of the City shall constitute an award of the Tender. The award of the Tender shall fall under the governing laws of the Province of Manitoba.

The lowest or any Tender will not necessarily be accepted.

## **PART B. – SUPPLEMENTAL CONDITIONS**

### **The City of Brandon For Revision Batlskin Viper P4 Combat Helmets**

#### **A) Application**

- A.1** The City of Brandon requires the supply and delivery of Revision Batlskin Viper P4 Combat Helmets for members of Brandon Police Service.
- A.2** Any item(s) not specifically requested but known to the Bidder as being necessary for the safe, efficient use of the equipment tendered shall be clearly noted on the Bid Form. Otherwise it will be assumed these item(s) will be supplied at the tendered price.
- A.3** Submit a specification sheet on the items being sold.
- A.4** 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 Tenders and provide recommendations to the Procurement Services within four (4) weeks of the closing date.

#### **D) Selection Process/Criteria**

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

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

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

Short-listed Bidders may be required to provide sample of the product bid on (upon request) for review by the City prior to the award. Costs of providing samples to be borne by the Bidder.

#### **E) Submittal Requirements**

Reply to this request with one (1) copy of your Tender. Limit your submittal to 8½"x11" pages double sided. Failure to include the following information will render your Bid non-compliant.

##### **Please include the following:**

- 1) Bid Form.

## **APPENDIX 1**

### **SPECIFICATIONS ITEM #L-14**

#### **Revision Batlskin Viper P4 Combat Helmets**

The following specifications are the minimum specifications acceptable by the City. Actual specifications may exceed these specifications. Should your tendered items have additional features that are not in the specifications, list them in the submission so the Bid Submission can be fairly evaluated.

#### **A) REVISION BATLSKIN VIPER P4 COMBAT HELMETS**

1. Preferred model is Revision Batlskin Viper P4 or approved equal
2. Quantity: 12
3. Must meet or exceed Level IIIA NIJ 0101.06 standards
4. High cut
5. Weight less than 3 lbs.
6. Front night vision mount
7. Long side rails
8. 3M Peletor Comtac III Advance Combat Helmet Communication Set or comparable brand
  - a. Must be capable of 2-way communication and hearing protection
9. Includes adapter kits to mount hearing protection to helmet
10. Color: black

#### **B) DELIVERY**

1. Preferred delivery is within four (4) weeks of receipt of purchase order. Indicate delivery date on the Bid Form.
2. Each helmet shall be packaged individually and protected during shipping.

#### **C) WARRANTY**

1. The successful Bidder shall provide manufacturer's warranty information.



**Revision Batlskin Viper P4 Combat Helmets**

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

| Description                                  | Unit of Measurement | Quantity | Unit Price<br>\$0.00 | Extension<br>\$0.00 |
|--|---------------------|----------|----------------------|---------------------|
| Revision Batlskin Viper P4<br>Combat Helmets | each                | 12       | _____                | _____               |

**PROJECT SUBTOTAL:**

**\$** \_\_\_\_\_  
(move Project Subtotal to Page 1 of Bid Form)

Delivery in calendar days from receipt of purchase order: \_\_\_\_\_

Note: Review Section E, Submittal Requirements to ensure all documentation is submitted.

We hereby acknowledge receipt of the following Addenda to the Tender 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.