



## **QUOTATION**

**Item #L-23**

**Year 2019 Traffic Paint Requirements**

**Year 2019 Traffic Paint Requirements**

**TABLE OF CONTENTS**

**Part A. – Instructions to Bidders**

1. Definitions	1
2. Enquires	1
3. Pricing	1
4. Receipt of Quotations	1
5. Submission of Quotations	1-2
6. Addenda	2
7. Alternate Bids	2
8. Withdrawal of Quotations	2
9. Rejection of Quotations	2
10. Award and Execution of Quotations	3

**Part B. – Supplemental Conditions**

A. Application	4
B. Local License Requirements	4
C. Schedule	4
D. Selection Process Criteria	4
E. Submittal Requirements	4

**Appendix 1 – Specifications**

**Bid Form**

## **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. ENQUIRES**

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. 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-23 CONFIDENTIAL – 2019 Traffic Paint Requirements** and must be received by either methods specified below before 5:00:00 p.m., local Brandon time, **Wednesday, February 20, 2019** 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 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**

**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 Quotation 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](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.

**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 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.

**PART B. – SUPPLEMENTAL CONDITIONS**

**The City of Brandon  
For  
Year 2019 Traffic Paint Requirements**

**A) Application**

- A.1** These items must meet all Canadian Federal, Provincial, Municipal Safety Regulations and Standards.
- A.2** Pricing submitted must be firm for the 2019 Calendar Year.
- A.3** Please submit MSDS information sheets, product information sheets and application coverage documentation on item(s) being quoted.
- 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 Quotations and provide recommendations to Procurement Services within four (4) weeks of Quotation closing.

**D) Selection Process/Criteria**

- 1) Price - based on product coverage; and
- 2) Delivery Date.

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

The City reserves the right to award in whole or in part.

**E) Submittal Requirements**

Reply to this request with one (1) copy of your Quotation. Limit your submittal to 8½"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) MSDS Information Sheets;
- 3) Product Information; and
- 4) Application Coverage Documentation.

**APPENDIX 1**

**SPECIFICATIONS  
ITEM #L-23**

**Year 2019 Traffic Paint Requirements**

The Paint to be supplied must state "Traffic Paint" on the product label of the can. Any other product will NOT MEET SPECIFICATIONS.

Submit information sheets of the product you are quoting with the Bid Form. Material Safety Data Sheet (M.S.D.S.) information on quoted product must be included with the Bid Form.

**Product & Quantities**

<b>A. White Oil Base Traffic Paint</b>	
<b>Streets</b>	<b>Airport</b>
<ul style="list-style-type: none"> <li>Quantity 180 x 18.9 litre pails</li> <li>Removable lid</li> <li>Handles</li> <li>VOC Rating less than 150</li> </ul>	<ul style="list-style-type: none"> <li>Quantity 30 x 18.9 litre pails</li> <li>Removable lid</li> <li>Handles</li> <li>VOC Rating less than 150</li> </ul>
<b>B. Yellow Oil Base Traffic Paint</b>	
<b>Streets</b>	<b>Airport</b>
<ul style="list-style-type: none"> <li>Quantity 130 x 18.9 litre pails</li> <li>Removable lid</li> <li>Handles</li> <li>VOC Rating less than 150</li> </ul>	<ul style="list-style-type: none"> <li>Quantity 10 x 18.9 litre pails</li> <li>Removable Lid</li> <li>Handles</li> <li>VOC Rating less than 150</li> </ul>
<b>C. Thinner for Oil Base Road Paint</b>	
<b>Airport</b>	
<ul style="list-style-type: none"> <li>Quantity 10 x 18.9 litre pails</li> <li>Removable Lid</li> <li>Handles</li> </ul>	
<b>D. Type "C" Glass Beads</b>	
<b>Streets</b>	
<ul style="list-style-type: none"> <li>Quantity 150 x 50 pound bags</li> </ul>	

**Order/Payment:** Two (2) Purchase Orders will be issued; one for each location and quantities as specified above.

**Delivery:** Complete order to be delivered to one location: 900 Richmond Avenue East, Brandon, Manitoba. Product must be delivered between May 27, 2019 and May 31, 2019.

**CITY OF BRANDON  
BID FORM**

QUOTATION: Item #L-23

SUBJECT: Year 2019 Traffic Paint Requirements

CLOSING DAY: 5:00:00 p.m. local Brandon time, on Wednesday, February 20, 2019

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

**A. White Oil Base Traffic Paint:**

Base Price \$ \_\_\_\_\_/18.9 L Pail  
Plus (5%) G.S.T. \$ \_\_\_\_\_  
Plus (8%) MB R.S.T. \$ \_\_\_\_\_  
**Total Bid Price** \$ \_\_\_\_\_ X 210 = \_\_\_\_\_

**Please State: Volume Solids \_\_\_\_\_%, Coating VOC \_\_\_\_\_/L, \_\_\_\_\_ number of feet of coverage for a 10 mil 4" line**

**B. Yellow Oil Base Traffic Paint:**

Base Price \$ \_\_\_\_\_/18.9 L Pail  
Plus (5%) G.S.T. \$ \_\_\_\_\_  
Plus (8%) MB R.S.T. \$ \_\_\_\_\_  
**Total Bid Price** \$ \_\_\_\_\_ X 140 = \_\_\_\_\_

**Please State: Volume Solids \_\_\_\_\_%, Coating VOC \_\_\_\_\_/L, \_\_\_\_\_ number of feet of coverage for a 10 mil 4" line.**

**C. Thinner for Oil Base Traffic Paint:**

Base Price \$ \_\_\_\_\_/18.9 L Pail  
Plus (5%) G.S.T. \$ \_\_\_\_\_  
Plus (8%) MB R.S.T. \$ \_\_\_\_\_  
**Total Bid Price** \$ \_\_\_\_\_ X 10 = \_\_\_\_\_

**D. Type "C" Glass Beads:**

Base Price \$ \_\_\_\_\_/50 Pound Bag  
Plus (5%) G.S.T. \$ \_\_\_\_\_  
Plus (8%) MB R.S.T. \$ \_\_\_\_\_  
**Total Bid Price** \$ \_\_\_\_\_ X 150 = \_\_\_\_\_

\_\_\_\_\_  
(Bidder to Initial)

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

I/We agree that if awarded, the product will be delivered between May 27, 2019 and May 31, 2019.

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.