



## **QUOTATION**

**Item #L-41**

**Supply and Installation of a Heavy Duty Runway  
Four (4) Post Lift System**

## **Supply and Installation of a Heavy Duty Runway Four (4) Post Lift System**

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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 inquiries and requests for clarification of the Bid 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 Bids.

### **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: **"CONFIDENTIAL: Item #L-41 – Supply and Installation of a Heavy Duty Runway Four (4) Post Lift System"** and must be received by either method specified below before 5:00:00 p.m., local Brandon time, **Friday, September 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 Bid 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) **By FAX DELIVERY**

**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 Bids Submissions are accepted. A separate Bid Form and 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 and 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 THE 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 Bid will not necessarily be accepted.

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**PART B. – SUPPLEMENTAL CONDITIONS**

**The City of Brandon  
For  
Supply and Installation of a Heavy Duty Runway Four (4) Post Lift System**

**A) Application**

- A.1** The City of Brandon Fleet Department requires the supply and installation of a Heavy Duty Runway Four (4) Post Lift System for use at the City Garage.
- A.2** All equipment must be new and provided by an authorized dealer.
- A.3** This unit must meet all Canadian Federal, Provincial, Municipal Safety Regulations and Standards.
- A.4** Submit a full brochure and detailed 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 Quotations closing.

**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 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 the Bid. Limit the submittal to 8½"x11" pages double sided. Failure to include the following information will render the Bid Submission non-compliant.

**Please include the following:**

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

**F) Insurance and Indemnification Requirements**

Workers Compensation Number must be current and in good standing.

The 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 Fleet Services or his/her designate, may require additional safety precautions over and above the codes during the construction.

The 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 insured in the amount of not less than \$2,000,000 (two million dollars) inclusive for such matters as, but not limited to, third party liability, accident, breakage, theft by employees, 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.

Obtain Automobile Public Liability and Property Damage, owned and non-owned vehicles.  
Bodily Injury: each person each accident \$2,000,000 (two million dollars) per occurrence.

## APPENDIX 1

### SPECIFICATIONS #L-41

#### Supply and Installation of a Heavy Duty Runway Four (4) Post Lift System

The following specifications are the minimum specifications acceptable by the City. Actual specifications may exceed these specifications. If they do, note in the "Deviations (If Any)" column. Should the quoted equipment have additional features that are not in the specifications, list them at the end of these specifications so the Quotation can be fairly evaluated.

**Note: Appendix 1 must be filled in and included with the 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, the City will treat it as a NO meaning you do not meet the specifications. If you check NO, indicate in the "Deviations (If Any)" 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)
	<b>EQUIPMENT TYPE</b>			
1.	Heavy Duty Runway Four (4) Post Lift System			XXXXXXXXXX
	<b>SPECIFICATIONS</b>			
2.	Must be able to lift equipment at a capacity of 18,000 lbs. State Capacity: _____			XXXXXXXXXX
3.	Runway to accommodate up to a 230" wheelbase State wheelbase size accommodated: _____			
4.	68 in. total rise height maximum State total rise: _____			
5.	Electric over hydraulic control system			
6.	Option: Unit to have two (2) rolling jacks to lift front, rear or all wheels off runway. Indicate price on Bid Form.			
7.	Training on operation and maintenance for operators. Specify the training provided Operators: _____  All costs associated with this service are to be included in the Total Bid Price of the unit or are payable by the successful Bidder			



	DESCRIPTION	Meets (Yes)	Spec (No)	Deviations (if any)
	<b>INSTALLATION</b>			
8.	The successful Bidder will be required to install the equipment at the City's Central Garage (900 Richmond Avenue East). The City's Building Maintenance will complete electrical work.			XXXXXXXXXX
9.	All work must be completed during regular business hours of Monday - Friday, 8:00 a.m. – 4:30 p.m.			XXXXXXXXXX
10.	Installation must not interfere with the regular course of business			XXXXXXXXXX
	<b>MAINTENANCE</b>			
11.	Successful Bidder to provide comprehensive maintenance recommendations for this unit			XXXXXXXXXX
12.	Successful Bidder to supply one (1) operator's manual			XXXXXXXXXX
13.	Successful Bidder must supply component breakdown list stating the manufacturer's parts numbers for all parts and filters			XXXXXXXXXX
	<b>WARRANTY</b>			
14.	Bidder to supply information on standard warranty included in the Total Bid Price			XXXXXXXXXX
15.	Option: Extended Warranty (if offered) <ul style="list-style-type: none"> <li>State months: _____</li> </ul> Provide coverage details as an attachment. <ul style="list-style-type: none"> <li>Cost: \$ _____</li> <li>Taxes: \$ _____</li> <li>Total: \$ _____</li> </ul>			
16.	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
	<b>DELIVERY</b>			
17.	The City will perform an acceptance inspection when the unit is received on site. If the unit does <u>NOT</u> meet the City's specifications, the unit will be refused. If the unit meets the specifications, the City will holdback 10% of the payment until the "work in progress" inspections are performed			XXXXXXXXXX
18.	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

**CITY OF BRANDON  
BID FORM**

QUOTATION: Item #L-41

SUBJECT: Supply and Installation of a Heavy Duty Runway Four (4) Post Lift System

CLOSING DAY: 5:00:00 p.m. local Brandon time, Friday, September 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 in Canadian Funds, including all duties and applicable fees, F.O.B. 900 Richmond Avenue East, Brandon, Manitoba, is:

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

**Supply and Installation of a Heavy Duty Runway Four (4) Post Lift System**

Item	Base Price	G.S.T. (5%)	MB R.S.T. (7%) (where applicable)	Total
Supply of Materials				
Labour				
			<b>TOTAL BID PRICE</b>	\$

**Options:**

Extended Warranty, Specification 12 \$ \_\_\_\_\_ (taxes included)

Two (2) Rolling Jacks, Specification 6 \$ \_\_\_\_\_ (taxes included)

Estimated completion date 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 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.