



## **QUOTATION**

**Item #L-33/20**

**Rental of Two (2) Street Sweepers**

## **Rental of Two (2) Street Sweepers**

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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, workers 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: **CONFIDENTIAL: ITEM #L-33/20 – Rental of Two (2) Street Sweepers** and must be received by either methods specified below before 5:00:00 p.m., local Brandon time, **Wednesday, February 26, 2020** 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) **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 Bid 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. 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.

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**PART B. – SUPPLEMENTAL CONDITIONS**

**The City of Brandon  
For  
Rental of Two (2) Street Sweepers**

**A) Application**

- A.1** The City requires the rental of two (2) street sweepers for a two (2) month term, April 15, 2020 to June 15, 2020. The units will be used for various applications related to cleaning the streets within the City of Brandon. Unit(s) may be required earlier dependent on the weather.
- A.2** This equipment must operate within temperature ranges from -50° to +40° Celsius in all types of weather conditions.
- A.4** This equipment must meet all Canadian Federal, Provincial, Municipal Safety Regulations and Standards.
- A.5** 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.6** Submit a full brochure and specification sheet on the units being quoted.
- A.7** 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) Price; and
- 2) Availability.

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

The City reserves the right to inspect the unit prior to the award. Costs associated with this inspection will be the responsibility of the Bidder.

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

**E) Submittal Requirements**

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

- 1) Bid Form;
- 2) Appendix 1;
- 3) Full brochure and detailed specification sheet; and
- 4) Rental agreement (if applicable) or City's responsibilities.

## APPENDIX 1

### SPECIFICATIONS ITEM #L-33/20

#### Rental of Two (2) Street Sweepers

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 pieces of 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 that 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.	Quantity: two (2)			
2.	Units to be a 2013 or newer model year.			XXXXXXXXXX
3.	Sweeper to be manufactured by a company with an internationally recognized and registered quality system which meets or exceeds ISO 9001 standards			
	<b>POWERTRAIN (ENGINE/TRANSMISSION)</b>			
4.	Diesel engine sufficient in size to power unit under typical work load within the City of Brandon with a minimum Tier III emission standard Specify: <ul style="list-style-type: none"> <li>• Engine: _____</li> <li>• Horse power: _____</li> <li>• Emission tier level: _____</li> <li>• Fuel economy as per manufacturer's published specifications: _____ LPH</li> </ul>			
	<b>STEERING, SUSPENSION, AXLE AND FRAME</b>			
5.	Power steering			
	<b>STANDARD EQUIPMENT</b>			
6.	Tilt/telescopic steering			
7.	Standard air conditioning			
8.	Windshield wipers and washer			
9.	Acceleration to be controlled by a single foot pedal			

	DESCRIPTION	Meets (Yes)	Spec (No)	Deviations (if any)
	<b>INSTRUMENTS AND CONTROLS</b>			
10.	AM/FM radio/Bluetooth/hands-free phone usage			
11.	Full monitor warning system for all major components			
12.	Units must have a horn which can be heard over the regular operating sounds			XXXXXXXXXX
13.	Gauges: <ul style="list-style-type: none"> <li>• Speedometer</li> <li>• Tachometer</li> <li>• Oil pressure</li> <li>• Engine temperature</li> <li>• Voltmeter</li> <li>• Hydraulic oil level</li> </ul>			
14.	Interior light(s) and lighted instrument panel			
	<b>ELECTRICAL</b>			
15.	12 volt electrical system			
	<b>BRAKES</b>			
16.	2-wheel braking system State type:_____			
17.	Parking brake to be equipped with light when applied			
	<b>EXTERIOR LIGHTING</b>			
18.	Roof mounted, color yellow LED light bar with branch guard controlled from inside cab. Must provide 360-degree visibility			XXXXXXXXXX
19.	Back up lights and alarm			XXXXXXXXXX
20.	Turn signals (self-cancelling) and 4-way warning lamps			
21.	Head lights, brake lights, tail light, rear license plate light, and reflectors			
22.	Gutter broom lights			
	<b>ELEVATOR AND BROOMS</b>			
23.	Brooms and elevator speed to be independent of vehicle speed			
24.	In cab adjustment of both left and right hand gutter broom to ground angle			
25.	In cab adjustment of dirt conveyer opening			
26.	In cab gutter broom down pressure controls			
27.	Adjustable gutter broom curb angle			

	DESCRIPTION	Meets (Yes)	Spec (No)	Deviations (if any)
28.	Self-adjusting pickup broom			
	<b>SWEEPER FUNCTIONS</b>			
29.	Parallel arm design dirt shoes capable of floating over uneven surfaces such as railroad tracks, raised manhole covers, etc.			
	<b>HOPPER</b>			
30.	Dash mounted hopper dump control switch			
31.	Hopper dump alarm to be in a decibel range of 95-107 dB State dB: _____			
32.	Full flushing system for hopper			
33.	Sealed at all opening points to prevent dirt and dust emissions			
34.	Automatically opening/closing load discharge door when it is being raised and lowered			
	<b>WATER TANK</b>			
35.	Gutter broom and pickup broom water spray jets			
36.	Front spray bar			
37.	In cab low water indicator			
38.	In cab individually adjustable water delivery valves to allow operator to control water spray over main broom and gutter brooms			
39.	In cab high/low water flow switch for water flow control			
	<b>CAB AND BODY (EXTERIOR AND INTERIOR )</b>			
40.	Cab shall be fully enclosed with sound suppression meeting ISO 3471 for FOPS and ROPS specifications			XXXXXXXXXX
41.	Operator's seat to be of suspension type that is adjustable for operator's height, weight and leg reach during operation			
42.	Unit shall include seatbelt			XXXXXXXXXX
43.	Cab entry ladder with anti-slip, positive grip feature			XXXXXXXXXX
44.	Windows to be safety glass with sun block tint and sun visor(s)			
45.	Rear view exterior mirrors and convex sweeping mirrors on both sides			XXXXXXXXXX

	DESCRIPTION	Meets (Yes)	Spec (No)	Deviations (if any)
	<b>SAFETY ITEMS</b>			
46.	The following safety equipment to be mounted in cab: <ul style="list-style-type: none"> <li>• 5 lb. ABC fire extinguisher;</li> <li>• Class 1 first aid kit; and</li> <li>• Safety triangle kit.</li> </ul>			XXXXXXXXXX
	<b>MISCELLANEOUS</b>			
47.	Successful Bidder to provide all required filters for the units			
48.	Successful Bidder to complete any repairs required to the units during the rental period			
49.	Include with submission one (1) of the following: <ul style="list-style-type: none"> <li>a) Rental agreement (if applicable)</li> <li>b) City responsibilities during rental period</li> </ul> The City will not sign an agreement unless it has been reviewed prior to the award.			XXXXXXXXXX
	<b>DELIVERY</b>			
50.	Units must be delivered prior to April 15, 2020			XXXXXXXXXX

**\*\*This document must be witnessed to be compliant.**