



QUOTATION

Item #L-37

**Supply of One (1) Portable Turf Equipment Shop
Hoist**

Supply of One (1) Portable Turf Equipment Shop Hoist

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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. 2020 McGregor Avenue, 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-37 – Supply of One (1) Portable Turf Equipment Shop Hoist** and must be received by either methods specified below before 5:00:00 p.m., local Brandon time, **Friday, July 10, 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.

Note: In response to the COVID-19 pandemic, the City has implemented safety protocols for all individuals attending City Hall. Bidders are advised, in the case of delivery by hand or courier, the Bidder or courier personnel must comply with protocols currently in place at City Hall, which may include but are not limited to mandatory hand washing/sanitizing and following physical distancing standards. Bidders are advised adherence to the building protocols may result in a Bid Submission delivery delay. Failure to comply with the City's protocols may result in a Bid Submission not being accepted prior to the Bid Submission deadline. The City shall not be held responsible for any delivery delay caused by adherence to COVID-19 building protocols.

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**

Hand delivered submissions are **not** accepted.

c) **By ELECTRONIC (e-mail) DELIVERY**

The City has an e-mail submission platform where Bids may be received electronically until the date set herein for the receipt of Proposals.

The City of Brandon agrees to accept Bids Submissions by e-mail as a convenience to Bidder who agrees to and does accept the level of risk associated with submitting Bids by e-mail, and any failure or delay in the transmission or storage of an e-mailed Proposal is the sole responsibility of the Bidder and not of the City. Click [here](#) to refer to the procedure and associated risks.

E-mail Bid Submissions shall be submitted via the "Online Document Submission" for the associated Bid Opportunity on the City of Brandon Purchasing & Tenders website: <https://purchasing.brandon.ca>.

d) **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

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.

PART B. – SUPPLEMENTAL CONDITIONS

**The City of Brandon
For
Supply of One (1) Portable Turf Equipment Shop Hoist**

A) Application

- A.1** The City requires a shop hoist for maintenance of lawn mowers and small engine equipment.
- A.2** The equipment must be new.
- A.3** This equipment must meet all Canadian Federal, Provincial, Municipal Safety Regulations and Standards.
- A.4** 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.5** Submit a full brochure and specification sheet on the item being quoted.
- A.6** 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) Cost; and
- 2) Delivery date.

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

The City reserves the right to request a demonstration prior to making the award; all costs associated with a demonstration will be borne by the Bidder.

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; and
- 3) Full brochure and detailed specification sheet.

APPENDIX 1

**SPECIFICATIONS
ITEM #L-37**

Supply of One (1) Portable Turf Equipment Shop Hoist

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 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)
	EQUIPMENT TYPE			
1.	Standard Turf Pro Lift Package ideal for commercial and golf course turf equipment and utility vehicles			XXXXXXXXXX
2.	Included Components: <ul style="list-style-type: none"> • 4 wheel cups • 4 extensions • 2 ramps • 2 bridge channels • 2 straps • 1 adjust wheel 			
3.	Able to lift equipment up to 4,000 lbs. and 87" wide, up to 6' into the air State: <ul style="list-style-type: none"> • Lift Weight Capacity: _____ • Lift Width Capacity: _____ • Lift Height: _____ 			XXXXXXXXXX
4.	Freestanding design allowing the lift to be positioned in the shop where required			XXXXXXXXXX
5.	No special installation or wiring required			
	DECK KART			
6.	One technician to have ability to maneuver and repair cutting decks without assistance			
7.	Heavy-duty caster wheels			
8.	Easily adjustable for decks weighing up to 650 lbs. and 72" wide			
9.	Tilt deck to 70 degrees			
10.	Ergonomic height			
11.	Legs and arms adjust to easily fit large and small cutting decks			

	DESCRIPTION	MEETS (YES)	SPEC (NO)	DEVIATIONS (IF ANY)
	WARRANTY			
12.	The City will perform an acceptance inspection when the unit is received on site. If the unit does NOT meet the City's specifications, the unit will be refused.			XXXXXXXXXX
13.	The successful Bidder to provide a copy of the manufacturer's warranty information.			XXXXXXXXXX
	DELIVERY			
14.	Preferred delivery is within six (6) weeks of receipt of purchase order. Indicate delivery date on Bid Form.			XXXXXXXXXX
	MISCELLANEOUS			
15.	<p>Contact Information for two (2) Canadian references whom you've provided the above or similar equipment to:</p> <p>1. Company: _____ Contact Name: _____ Contact #: _____</p> <p>2. Company: _____ Contact Name: _____ Contact #: _____</p>			XXXXXXXXXX

**CITY OF BRANDON
BID FORM**

QUOTATION: Item #L-37

SUBJECT: Supply of One (1) Portable Turf Equipment Shop Hoist

CLOSING DAY: 5:00:00 p.m. local Brandon time, Friday, July 10, 2020

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 and applicable fees, F.O.B., 2020 McGregor Avenue, Brandon, Manitoba, is:

Make/Model: _____

One (1) Turf Equipment Shop Hoist

Base Price	\$ _____
Plus (5%) G.S.T.	\$ _____
Plus (7%) MB R.S.T.	\$ _____
TOTAL BID PRICE	\$ _____

Delivery date in number of calendar days from receipt of purchase order - _____ days

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

We hereby acknowledge receipt of the following Addenda to the Quotation Documents:

Addendum No. _____	Date Received _____
Addendum No. _____	Date Received _____
Addendum 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.