



## **QUOTATION**

**Item #L-15**

**Four (4) Month Rental of a Skid Steer**

## **Four (4) Month Rental of a Skid Steer**

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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 the Procurement Manager in writing at **purchasing@brandon.ca** and must be received not less than three (3) 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, workers compensation, vacation pay and all other charges, costs and assessments with all items being F.O.B., Civic Services Complex, 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 must be received by one of the methods indicated below before 5:00:00 p.m. local Brandon time, **Friday, November 13, 2020** to be accepted as a bona fide Bid Submission.

Bid Submissions must be received by the City before the stipulated closing time. Late Bid Submissions will not 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 to do so by written Addenda. The Bidder shall initial and date each correction, change, and/or erasure on the Bid Form. The Bid Form shall be clearly signed by the Bidder and shall clearly indicate 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 submitted to the City by ONE of the following methods:

**a. Via Mail, Courier or Hand Delivery**

One (1) copy of the Bid Submission shall be submitted in a sealed envelope and addressed to the City of Brandon as follows:

City of Brandon  
Finance Department (Main Floor), City Hall  
410-9<sup>th</sup> Street  
Brandon, MB R7A 6A2  
Attention: Ms. Lindsay Loree, SCMP – Procurement Manager

**“CONFIDENTIAL: ITEM #L-15 – Four (4) Month Rental of a Skid Steer ”**

**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.

**b. Via Online Bidding Platform (E-submission)**

One (1) copy of an electronic Bid Submission in .PDF format shall be submitted via the "Submit Online Bid" link for the associated Bid Opportunity on the City of Brandon Purchasing & Tenders website: <https://purchasing.brandon.ca>.

The City utilizes an online bidding platform where electronic Bid Submissions may be submitted until the closing time indicated herein for receipt of Quotations.

The procedure for submitting electronic Bid Submissions can be viewed on the City's Purchasing & Tenders website or by clicking [here](#). Failure to follow the procedure as indicated may result in a Bid Submission not being received. Any failure or delay in the transmission or storage of an electronic Bid Submission is the sole responsibility of the Bidder and not of the City.

The City will ONLY accept electronic Bid Submissions uploaded to the City's online bidding platform. Electronic Bid Submissions sent via e-mail will **not** be accepted. If a Bidder encounters issues uploading an electronic Bid Submission, contact the City's Procurement Services Department at 204-729-2251.

A Bid Submission will only be considered to have been submitted once it has been received by the City in the online bidding platform. The time the Bid Submission is received shall be determined by the City's server time, which is linked to National Institute of Standards & Technology time. Bidders are advised the time the electronic Bid Submission is received is based on when the Bid Submission is received by the City's server.

A confirmation webpage will display advising the Bid Submission was submitted successfully and a confirmation email will be sent. Bidders should not consider their Bid Submission to have been submitted if the confirmation webpage does not display and a confirmation email is not received.

Bid Submissions received via the online bidding platform are held securely and are inaccessible by Procurement Services staff until after the stipulated closing date and time.

**Facsimile or E-mail Submissions Are Not Accepted.**

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**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: 204-729-2251  
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 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.

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

### **The City of Brandon For Four (4) Month Rental of a Skid Steer**

#### **A) Application**

- A.1** Brandon Transit requires one (1) unit for snow clearing at Transit shelters and stops.
- A.2** 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 items(s) will be supplied at quoted price.
- A.3** The item must meet all Canadian Federal, Provincial, Municipal Safety Regulations and Standards.
- A.4** Please submit a full brochure and specification sheet on the unit being rented.
- 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**

- a)** Cost; and
- b)** Delivery date.

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

The City reserves the right to inspect the units prior to the award.

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.

**E) Submittal Requirements**

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

**Please include the following:**

- 1) Bid Form;
- 2) Appendix 1;
- 3) Brochure/Specification Sheet; and
- 4) Rental Agreement (if applicable).

## APPENDIX 1

### SPECIFICATIONS ITEM #L-15

#### Four (4) Month Rental of a Skid Steer

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 piece of equipment have additional features that are not in the specifications, please list them at the end of these specifications so the Bid Submission 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)
1.	State make, model and year of unit on Bid Form. Unit to be 2012 or newer			
2.	Four (4) month rental			
3.	Quantity: One (1)			
4.	Machine operating weight to be between 7,000 - 12,000 lbs State weight: _____ lbs.			
5.	Ability to achieve road speed between 10-15 km/hr State speed: _____ km/hr			
6.	Horse power - minimum 70 - 100 gross State horsepower: _____			
7.	Dumping – minimum height 7 feet, 6 inches State lift: _____ feet			
8.	Rubber tracks			XXXXXXXXXX
9.	Cab with adequate heating for severe winter weather			XXXXXXXXXX
10.	Block heater			XXXXXXXXXX
11.	Sound levels in cab must meet standards			XXXXXXXXXX
12.	4 Wheel drive preferred State type: _____			



	DESCRIPTION	Meets (Yes)	Spec (No)	Deviations (if any)
13.	Must have bucket between 68 – 90 inches. Snow bucket preferred. State <ul style="list-style-type: none"> <li>Size: _____ inches</li> <li>Bucket type: _____</li> </ul>			XXXXXXXXXX
14.	Must have bolt cutting edge			XXXXXXXXXX
15.	Must have automatic transmission			XXXXXXXXXX
16.	Must have operating lights/cab beacon/turn signals			XXXXXXXXXX
17.	Must have reverse alarm when machine is placed in reverse			XXXXXXXXXX
18.	12 volt system or 12 volt converter so City can place a 2 way radio in cab (preferred)			
19.	AM/FM radio			
20.	Windshield wipers			XXXXXXXXXX
21.	Two (2) side mirrors			
22.	Self-leveling bucket			
	<b>MISCELLANEOUS</b>			
23.	Must meet operator safety requirement standards			XXXXXXXXXX
24.	Price to be firm for one (1) year			
25.	Lessor responsible for proper licensing of unit			XXXXXXXXXX
26.	Lessor responsible for maintenance on unit and attachments, including cutting edge, tire replacement, and any other parts from regular usage			XXXXXXXXXX
27.	Unit will be required from November 23, 2020 to March 23, 2021 and must be in operating order at time of delivery			XXXXXXXXXX
28.	Supplier must be able to supply replacement machine within 24 hours in the event of a machine down. The replacement unit must be equivalent to or exceed the capabilities of the rental unit			XXXXXXXXXX
29.	If the City of Brandon is required to sign an agreement, the agreement must be included with the Bid Submission. The City will not sign an agreement unless it has been reviewed prior to the award			XXXXXXXXXX

**CITY OF BRANDON  
BID FORM**

QUOTATION: Item: #L-15

SUBJECT: Four (4) Month Rental of a Skid Steer

CLOSING DAY: 5:00:00 pm local Brandon time, Friday, November 13, 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., Civic Services Complex, 900 Richmond Avenue East, Brandon, Manitoba, Canada is:

Make & Model: \_\_\_\_\_ Year: \_\_\_\_\_

**Four (4) Month Rental of a Skid Steer**

Base Price	\$ _____ /month
Plus (5%) G.S.T.	\$ _____
Plus (7%) MB R.S.T.	\$ _____
<b>TOTAL BID PRICE</b>	<b>\$ _____ / month X 4 months = \$ _____</b>

Number of Hours Included in Monthly Rental (minimum 180 hours): \_\_\_\_\_

Are the hours indicated above per month or for the rental period? Month or Rental Period (circle one)

If over hours, state cost: \$ \_\_\_\_\_/hour

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)*
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I am authorized to bind the Corporation

\_\_\_\_\_  
Print Name of Witness

\*This document must be witnessed to be compliant.