



QUOTATION

Item #L-13

Delivery Services for Various City Departments Two (2) Year Term

Note: Bid Submissions will only be accepted via the City's online platform. Refer to Instructions to Bidders #5, Submission of Quotations, for further information.

**Delivery Services for Various City Departments
Two (2) Year Term**

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Bid Form

The following information is available for download on the City of Brandon website <https://purchasing.brandon.ca>:

1. Sample Agreement
2. Daily Delivery Sheet

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 the method indicated below before 5:00:00 p.m. local Brandon time, **Friday, July 23, 2021** 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 the following method:

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.

Mailed/Couriered, Hand-Delivered, Facsimile or E-mail 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 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. 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

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 Delivery Services for Various City Departments Two (2) Year Term

A) Application

- A.1** The City of Brandon requires Delivery Services for General Stores for a two (2) year term from date of award, where upon it can be renewed for a one (1) year term thereafter, on similar conditions at the written request of the City and written acceptance of the Contractor. Include percentage increase/decrease for the second year and optional third year on the Bid Form.
- A.2** The Contractor shall provide all necessary labour and equipment to perform the Work.
- A.3** The items must meet all Canadian Federal, Provincial, Municipal Safety Regulations and Standards.
- A.4** The Contractor will be required to sign up for direct deposit with the City of Brandon Accounts Payable.
- A.5** 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 one (1) week of Quotations closing.

D) Selection Process/Criteria

- a) Cost.**

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 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; and
- 2) Agreement changes/amendments (if any).

F) Insurance and Indemnification Requirements

Workers Compensation Number must be current and in good standing.

The successful 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 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.

The Contractor will be required to obtain bonding to include employees and will be required to submit a list of employee's names for security checks.

G) Contractor's Declaration

The Contractor declares that in bidding for the Work and in entering into a Contract with the City, he is aware of the Orders issued under the section 67 of the Public Health Act in response to the ongoing COVID-19 Pandemic, and has taken all necessary steps to ensure compliance with said Orders. The Contractor shall regularly check the Province of Manitoba COVID-19 webpage <https://Manitoba.ca/covid19> for updates and ensure compliance with any future Orders. As Prime Contractor, the Contractor shall ensure Subcontractors are also in compliance.

APPENDIX 1

SPECIFICATIONS ITEM #L-13

Delivery Services for Various City Departments Two (2) Year Term

A. GENERAL STORES

1. Pick up/Delivery for General Stores (900 Richmond Avenue East).
 - a. The Contractor shall be responsible for the pick-up/delivery of merchandise on a schedule and as required basis from various locations. This includes City buildings and businesses within the City of Brandon. A listing of City addresses and commonly frequented businesses is provided in Appendix 2.
2. The deliveries and pick-ups may include but are not limited to picking up parts or supplies from various vendors within the City and delivering to Stores or delivering an order (cleaning supplies, paper, tissue) from Stores to various City facilities.
3. Daily pick up times at General Stores are between 10:00 – 10:30 a.m. and 2:00 – 2:30 p.m.
4. Additional emergency requests for fleet parts pick up occur 1-2 times weekly on average. The Contractor shall pick-up and deliver the parts associated with these emergency call outs within one (1) hour of notification.
5. Vehicle sizes must be suitable to accommodate the transport of larger fleet parts such as radiators, charge air coolers, windows, hydraulic cylinders and grader blades. Drivers must have regular communication with office administrator/dispatcher by radio or telephone for call outs.
6. The Contractor is responsible for the care and control of products from pick up location to drop off location and must confirm accuracy by completing the Daily Delivery Sheet, which has been provided for reference.
7. The Contractor represents the City through this contract and is expected to exhibit professional conduct at all times. Drivers are to treat all persons with professional courtesy and dignity and without discrimination or harassment, have a positive attitude and demeanor. The City reserves the right to remove a driver from this contract work for repeat violations of conduct.
8. Indicate on the Bid Form the daily rate for pick up/delivery for General Stores and per occurrence rate for emergency call outs.
9. The Contractor is responsible for completing the Daily Delivery Sheet in full and submitting all completed sheets monthly with an accurate invoice. Documents are to be submitted via email on or before the 5th business day of each month.

B. MISCELLANEOUS

1. The City does not guarantee any minimum or maximum amounts of deliveries or pickups.
2. The City reserves the right to use the services of another courier if required.
3. The Contractor must sign an agreement with the City. A sample agreement has been provided for reference. Requested changes/amendments to the City's sample agreement shall be included as part of the Bid Submission, as no agreement changes will be considered post-contract award.

APPENDIX 2

Addresses for City buildings and frequently used businesses

Name	Street Address	Pick up/Drop off specifics
General Stores – Civic Services Complex	900 Richmond Avenue E.	Rear Compound (south of main building, access off Douglas Street)
City Hall	410 9 th Street	Departmental specific*
BFES – Hall #1	120 19 th Street North	
BFES – Hall #2	1301 13 th Street	
Brandon Police Service	1020 Victoria Avenue	
Parks Building	2020 McGregor Avenue	
A.R. McDiarmid	638 Princess Avenue	Engineering – west door access of Princess Avenue Recreation – south/east door access
Water Treatment Plant	108 26 th Street North	
Sportsplex	30 Knowlton Drive	
Waste Water Treatment Plant	4040 Victoria Avenue E.	
Eastview Landfill	3000 Victoria Avenue E.	Admin Building, north of fence/south of scale building
NAPA	1940 Queens Avenue	
Auto Parts Central	704 Pacific Avenue	
Brandon Bearing	1303 Richmond Avenue E.	
United Rentals	730A Richmond Avenue E.	
Maxim Truck & Trailer	225 Middleton Avenue	
Transolution Truck Center	1731 Middleton Avenue	
Princess Auto	1124 18 th Street	
Mack Truck	1874 1 st Street	
Toromount Cat	4015 Middleton Avenue	
Fort Garry Industries	1440 Highland Avenue	
Atom Jet	2110 Park Avenue	
Piston Ring	1416 Rosser Avenue	
Inland Kenworth	1240 Highland Avenue	
Brandon Cleaners	349 9 th Street	
Canadian Tire	1655 18 th Street	
BP Upholstery	2424 Richmond Avenue	
Inland Radiator	238 Pacific Avenue	

*Maps of City Hall indicating department locations will be provided to the Contractor upon award.

**CITY OF BRANDON
BID FORM**

QUOTATION: Item: #L-13

SUBJECT: Delivery Services for Various City Departments Two (2) Year Term

CLOSING DAY: 5:00:00 pm local Brandon time, Friday, July 23, 2021

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., Various Locations, Brandon, Manitoba, Canada is:

Daily Requirements – AM/PM

Base Price \$ _____ /day
Plus (5%) G.S.T. \$ _____
TOTAL BID PRICE \$ _____ /day

Emergency Call Out

Base Price \$ _____ /occurrence
Plus (5%) G.S.T. \$ _____
TOTAL BID PRICE \$ _____ /occurrence

Year 2 Price Increase/Decrease: _____ %
Optional Year 3 Price Increase/Decrease: _____ %

Workers Compensation # _____ must be current and in good standing.

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.