

## REQUEST FOR QUOTATION

Date: Feb 8, 2019

Project: Supply and Delivery of (1) ice resurfacer to Lou Jeffries Arena

File No: RECM-2019-02

**CLOSING DATE: February 15, 2019**

**PROJECT COMPLETION DATE: Delivery date to be determined**

**PLEASE PROVIDE A QUOTATION FOR THE FOLLOWING SCOPE OF SERVICES:**

The Town of Gananoque is seeking quotations for the supply and delivery of one (1) new Ice Resurfacer. The vehicle will be equipped with all manufacturers' standard features. The following table provides an opportunity for vendors to describe their proposed units and will be used to evaluate proposals. We understand the difficulty of designing a specification sheet that conforms to all of the different manufacturer's specifications. As a result, we have included a column for the Proponent to confirm compliance with the specification or specify variations. This column must be completed and submitted.

Item	Description	SPECIFICATION	SUPPLIED (or variation) Indicate yes or no Specify variation
1	1 Brand new, unused current year production, self-propelled ice resurfacer .  Suitable for a single pad facility with ice surfaces measuring 80'x180' - Unit must be a front dump	Year:  Make:  Model:	
2	Polyethylene ice making water tank with minimum capacity of 160 Imperial gallons	Yes or No	
3	Board brush: A hydraulically controlled board brush which is retractable and detachable when not in use shall be installed on the drivers side of the machine for close sweeping along boards to prevent snow build-up	Yes or No	
4	Board brush: The brush will be equipped with a system to protect the assembly and the dasher boards during the brushing process.		
	Board brush: When not in operation the brush attachments shall be capable of being retracted to a position close to the body of the machine and raised above the ice surface.		
4	Towel bar lift	Yes or No	

5	CNG with new tanks	Yes or No	
6	Wash water system with a minimum capacity of 60 Imperial gallons	Yes or No	
7	Wheel wash system	Yes or No	
8	6 new blades	Yes or No	
9	Audible back up alarm	Yes or No	
10	Tool kit, blade angle gauge	Yes or No	
11	Water level sight glass	Yes or No	
12	Stainless steel flood water spreader pipe	Yes or No	
13	Chrome wheels	Yes or No	
14	Speed control flood water system	Yes or No	
15	Spare tire on rim	Yes or No	
16	All exhaust piping is stainless steel	Yes or No	
17	Audible alarm	Yes or No	
19	Snow tank 100 cubic feet capacity	Yes or No	
20	Automatic Snow Breaker	Yes or No	
21	Reversible Auger System	Yes or No	
22	Minimum 2" Offset Conditioner	Yes or No	
23	Safety Seat Shut off	Yes or No	
24	Tire Wash System	Yes or No	
25	Hydrostatic Drive Transmission	Yes or No	
26	Propane Powered Engine	Yes or No	
27	Minimum four cylinder, 59 HP, liquid cooled	Yes or No	

- i) The prices stated in this quotation cover the goods, materials, licensing, articles or equipment, referred to herein, being delivered F.O.B. destination, freight, express, duty and all other charges prepaid, unless otherwise indicated herein. A detailed delivery ticket or piece tally, showing the exact quantity of goods, materials, articles or equipment, shall accompany each delivery thereof. A storekeeper's or other receivers receipt shall not bind the Municipality to accept the goods, materials, articles or equipment covered thereby, or the particulars of the delivery ticket or piece tally therefore.
- ii) In the event that goods, materials, articles or equipment, specified or called for herein, are to be furnished from a point outside Canada at a price which is expressly not to include importation charges into Canada or delivery in Gananoque, the Canada Customs Invoice in quadruplicate, with Bill of Lading, Export Entry form, Express receipt of advice of shipment by Parcel Post, shall be mailed to the Town of Gananoque, 30 King Street East, Box 100, ON K7G 2T6
- iii) Should an additional tax or duty or any variation in any tax or duty, become directly applicable to goods, materials, licensing, articles or equipment, specified or called for in this Tender, subsequent to its submission by the Bidder and before the delivery of the goods, materials, licensing, articles or equipment pursuant to an official order issued by the Municipality the appropriate increase or decrease in the price of such goods, material, licensing, articles or equipment, shall be made to compensate for such changes as of the effective date thereof.
- iv) Unless otherwise stated, all goods, materials, licensing, articles or equipment supplied pursuant to this condition shall be subject to inspection by the Municipality at the point of

unloading. No extra charge shall be made by the Vendor for packaging, packing or containers, unless otherwise indicated herein.

- v) The Bidder agrees that the goods, materials, licensing, articles, equipment specified or called for in or under this Proposal, will be delivered within the period set out herein as the guaranteed period of delivery or completion after receipt of an official purchase order or contract.

---

**The Town, in its sole discretion, reserves the following rights:**

1. Supplement, add to, delete from or change this solicitation document;
2. Reject any or all quotations or information received pursuant to this RFQ;
3. Cancel this RFQ or portions thereof at any time, with or without the substitution of another RFQ;
4. Request additional data or information after the submittal date, if such data or information is considered pertinent to aid the review and selection process;
5. Conduct investigations with respect to the qualifications and experience of each respondent. This includes investigating references that may not be listed in the proposal;
6. Take any action affecting the RFQ or the services or facilities subject to this RFQ that would be in the best interests of the Town;
7. Require one or more respondents to supplement, clarify or provide additional information in order for the Town to evaluate the Quotations submitted.
8. The Town of Gananoque reserves the right to select contractors based on pricing, performance and availability.
9. NOTE: Late submissions will not be accepted and will be returned to the originator unopened.
10. The lowest price may not necessarily be accepted.

Direct all inquiries to: Adam McCluskey, Manager of Parks & Recreation  
recmanager@gananoque.ca or 613-382-2149 ext.1411

**QUOTATION SUBMISSION (Please include this with your submission)**

Project: Supply and Delivery of (1) ice resurfacer to Lou Jeffries Arena  
 File No: RECM-2019-02

I/We the undersigned have read and understand this quotation document, and herewith agree to perform the Scope of Work required in accordance with the quotation document issued by Procurement Services, at the price(s) listed below:

We certify that:

1. The party executing this document is authorized to sign the same.
2. To the best of my/our knowledge and belief the information provided in our quotation submission is correct.
3. We shall not have any claim for any compensation of any kind whatsoever, as a result of participating in this quotation, and by submitting a quotation we shall be deemed to have agreed that we have no such claim.
4. To the best of my/our knowledge and belief our quotation submission is made without any connection, comparison of figures or arrangement with or knowledge of any other corporation, firm or person submitting a bid for the same work and is in all respects fair and without collusion or fraud
5. To the best of my/our knowledge and belief no member of the Council and no officer or employee of the Corporation of the Town of Gananoque is, will be, or has, become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise in, or in the performance of the contract, or in the supplies, work, or business to which it relates, or in any portion of the profits thereof, or in any of the money to be derived therefrom.
6. My/Our quotation submission will remain open for acceptance for a period of 15 (fifteen) calendar days after opening of the bids and the Corporation of the Town of Gananoque may at any time within this period accept our quotation submission.

Title of Authorizing Representative:	Print Name:
Date:	Signature:

The check boxes below  are included for the convenience of the applicant only to ensure submission is complete.

**EXPERIENCE OF SIMILAR WORK:**

Indicate experience and provide examples of services similar to the scope of work identified in this Quotation.		<input type="checkbox"/>
Project Description	Name and Address:	Contact Reference:Phone/Email
Pursuant to Section 29(1(a) of the Municipal Freedom of Information Act,  I _____, authorize the Corporation of the Town of Gananoque to contact any person(s)/companies for the purpose of obtaining reference information.		<input type="checkbox"/>

**SUBCONTRACTORS:**

Are there any sub-contractors being used?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
If yes, Please identify: (include phone/email information and any other qualifying details)		

**ADDENDA:**

The Contractor is requested to confirm that it has received all addenda by listing the addenda numbers or, if no addenda were issued, "None":  Addenda Numbers: _____	<input type="checkbox"/>
---	--------------------------

**COMMENCEMENT:**

Date of Earliest Commencement of Work Upon Award:  Date: _____	<input type="checkbox"/>
--	--------------------------

**QUOTATION AMOUNT:**

The following is the amount of the quotation being submitted to the Town of Gananoque as outlined in the Scope of Services:  Amount: _____ \$ _____	<input style="width: 40px; height: 40px; border: 1px solid blue;" type="checkbox"/>
---	---

**SIGNED AND SUBMITTED FOR AND ON BEHALF OF:**

The undersigned hereby acknowledges and agrees that the Scope of Services has been read and is fully understood.		<input style="width: 40px; height: 40px; border: 1px solid blue;" type="checkbox"/>
Business Name (please print)	Telephone	
Street Address (please print)	Cell:	
City/Town and Postal Code	Facsimile:	
Title of Authorizing Representative:	Print Name:	
Date:	Signature:	
Your completion of this form confirms acceptance of the Town of Gananoque Terms and Conditions. Proponents who impose restrictions on their bid using a qualifying statement risk having their bid rejected.		

Interested respondents must submit their proposals electronically or in print to:

Supply and Delivery of (1) ice resurfacer to Lou Jeffries Arena  
 Town of Gananoque  
 Adam McCluskey, Manager of Parks & Recreation  
 30 King St East, Box 100  
 Gananoque, ON K7G 2T6  
 recmanager@gananoque.ca

**DEADLINE: Friday, February 15th, 2019 BY NO LATER THAN 4:00 PM**

---