



Request for Quotation
CS-2022-07

Supply and Installation of One (1) Aerating Fountain

Shellee Fournier
Chief Administrative Officer
Town of Gananoque
30 King Street East
Gananoque, Ontario
K7G 1E9



RFQ CS-2022-07 – Aerating Fountain

INTRODUCTION:

The Town of Gananoque, otherwise referred to as “The Town”, is seeking Quotations from qualified respondents for the Supply and Install of one (1) Aerating Fountain.

Quotation Closing Date: May 27, 2022
Quotation Closing Time: 1:00 p.m. EST

Submissions:

Will be accepted online at www.Biddingo.com or by emailing Treasurer Melanie Kirkby at mkirkby@gananoque.ca

GENERAL:

- (a) Unit shall be a new 2022 model.
- (b) Unit shall be a 15HP aerating fountain with pattern, lights and cable.
- (c) The lowest bid may not necessarily be accepted.
- (d) Prior to final acceptance, the completed unit will be subject to a final Inspection.
- (e) For information please contact Shellee Fournier, CAO at 613-382-2149 Ext. 1113 or email sfournier@gananoque.ca



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INFORMATION TO BIDDERS:

The Town of Gananoque, otherwise referred to as “The Town”, is seeking quotation submissions from qualified respondents for the supply and Installation of one (1) Aerating Fountain.

1. The deadline for submission is **May 27, 2022 at 1:00 p.m. EST.**
2. Bids will be opened on May 27, 2022 immediately following the closing deadline.
3. All questions regarding this RFQ must be submitted in writing by email to Shellee Fournier, CAO at sfournier@gananoque.ca by May 18, 2022.
4. The submission must meet all required specifications and the fountain must be delivered and installed at Confederation Park, King Street, Gananoque, Ontario, on or before July 15, 2022.
5. All Bids submitted to The Town will bind bidders to the terms and conditions herein.
6. Bids must be submitted online using www.Biddingo.com on the forms provided by The Town. Or emailed to Treasurer Melanie Kirkby at mirkby@gananoque.ca Hard copies will not be accepted.
7. Bids received after the deadline will not be accepted.
8. By accessing the electronic quotation package at Biddingo.com you are considered registered for this quotation CS-2022-05.
9. The Town reserves the right to reject any or all submissions, as a whole or in parts, and waive formalities in the best interest of The Town, without stating reasons. The Town reserves the right to terminate a quotation process at any time, without stating reasons.
10. The Town may choose to issue addenda to provide clarification or additional information during the quotation process. Addenda will be uploaded at www.Biddingo.com or sent via email upon request. Registered bidders will receive notification through Biddingo.com and it is the sole responsibility of the bidder/respondent to ensure any addendums have been reviewed and are included with the Bid submission. If addendums are not included with submissions, Bids may be rejected.
11. All Bids received will be held in strict confidence until after the closing date and time.
12. Bids submitted for consideration will be evaluated on specifications, total price, warranty, vendor past performance/references, work experience, staffing and equipment requirements, after sales service, delivery date (range) and any other factors which The Town deems appropriate for the best value for The Town.



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13. The Total Bid Price shall be for the supply and Installation of one (1) aerating fountain with 15HP motor, complete with all specified optional equipment or approved equivalent. The unit shall be f.o.b. the dealership and shall include all labour, equipment, freight, service, delivery and preparatory charges and be in Canadian dollars.
14. The Bidder must supply the latest printed specifications and advertising literature for the unit specified. Equipment must be current model year in production and not be previously used.
15. All components must be free from design deficiencies that may affect operation or serviceability.
16. The Town is subject to payment of sales and excise taxes imposed by the Federal and Provincial Governments and such taxes must be included in prices, as a separate line item, unless otherwise specifically indicated in the quotation form.
17. The Town meets the definition under the Broader Public Sector to access Ontario Government purchasing discounts and Vendors of Record. Bidders should price accordingly.
18. Bidders must declare that the Quotation is not made in connection with any other Bidder submitting a Quotation for the same commodity(ies) and is in all respects fair and without collusion or fraud. The Bidder must declare that there is no conflict of interest. In order to ensure fairness, The Town reserves the right to disqualify, at any time and at its sole discretion, any respondent engaging in lobbying in connection with a competitive bidding process. The Town may disqualify a respondent at any time in the procurement process, including after the selection process, if The Town determines it may give unfair advantage to one respondent relative to others. Lobbying may include: verbal or written communication with or to any Town staff or Council member other than those identified as contacts in the Quotation; verbal or written communication with any expert or advisor assisting in the evaluation selection process; any communication with the Quotation evaluation or selection team other than those identified as contacts within the Quotation; direct or indirect requests by the respondent to any person, organization or group to provide written or verbal expression of support not required by the competitive bidding process.
19. The Town will not be liable to reimburse any Bidder for any costs associated in developing a Quotation submission, attending meetings, demonstrations, legal services or any other service that may be required in the bid submission process.
20. A Bid submission may be withdrawn at any time prior to the deadline, by sending an email to sfournier@gananoque.ca from the firm's senior official authorizing the withdrawal. The Town will verify the withdrawal in writing to the firm's senior official. There shall be no withdrawals following the closing deadline.



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AWARD:

1. Lowest Bid not necessarily accepted.
2. Bids will be opened publicly on May 27, 2022 immediately following the closing deadline. Public openings are a process to announce and record all bids received prior to the deadline. Bidders should note that the pricing information read aloud is **preliminary** in nature and is considered **unofficial**. Unofficial results should not be construed as an indication of the successful Bidder. All documentation is subject to review for mathematical accuracies, compliance with the specifications and terms and conditions of the contract and approval by Council.
3. The Town reserves the right to inspect any and or all equipment as a result of this request for quotations and the decision shall be at The Town's sole discretion to determine if the equipment being supplied meets the basic requirements of The Town.
4. The Bid submitted shall remain valid for at least ninety (90) days from the Closing Date.
5. A Bidder must be prepared, if requested, to present evidence of experience, ability, service facilities and financial standing, necessary to meet satisfactorily, the requirements set forth or implied in the RFQ.
6. The Town reserves the right to terminate the contract for sufficient cause, including but not limited to poor performance, late delivery, inferior quality, incorrect pricing or health and safety concerns. If the respondent fails to perform the work properly or fails to perform any provision of this RFQ, The Town may terminate the contract with written notice.

GOODS WHILE IN TRANSIT:

The successful Bidder must provide coverage for goods while in transit, for the full purchase value. Coverage is to be written on a Broad Form Basis and begin at point of sale and continue until received and accepted by the Town of Gananoque. Coverage is to include (but not limited to) damage while in transit and warehouse to warehouse transit.

DELIVERY:

Equipment delivered must meet all specifications as specifically stated in the RFQ. Where any part or nominal appurtenances of equipment is not described, it shall be understood that all the equipment and appurtenances which are usually provided in the manufacturer's stock model shall be furnished.

TERMS OF PAYMENT & INVOICES:

The Town's terms of payment are net thirty (30) calendar days following receipt of the invoice. Invoices are to be forwarded to Shellee Fournier, CAO, at sfournier@gananoque.ca. Invoices submitted for goods not received or services not complete will be held until services are complete and deliveries are received.



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SPECIFICATIONS:

These Specifications list only the major significant details of the unit required. It is the supplier's responsibility to provide a unit fully equipped for its intended use with compatible components (i.e. cable, lights, etc.) to provide secure, dependable installation.

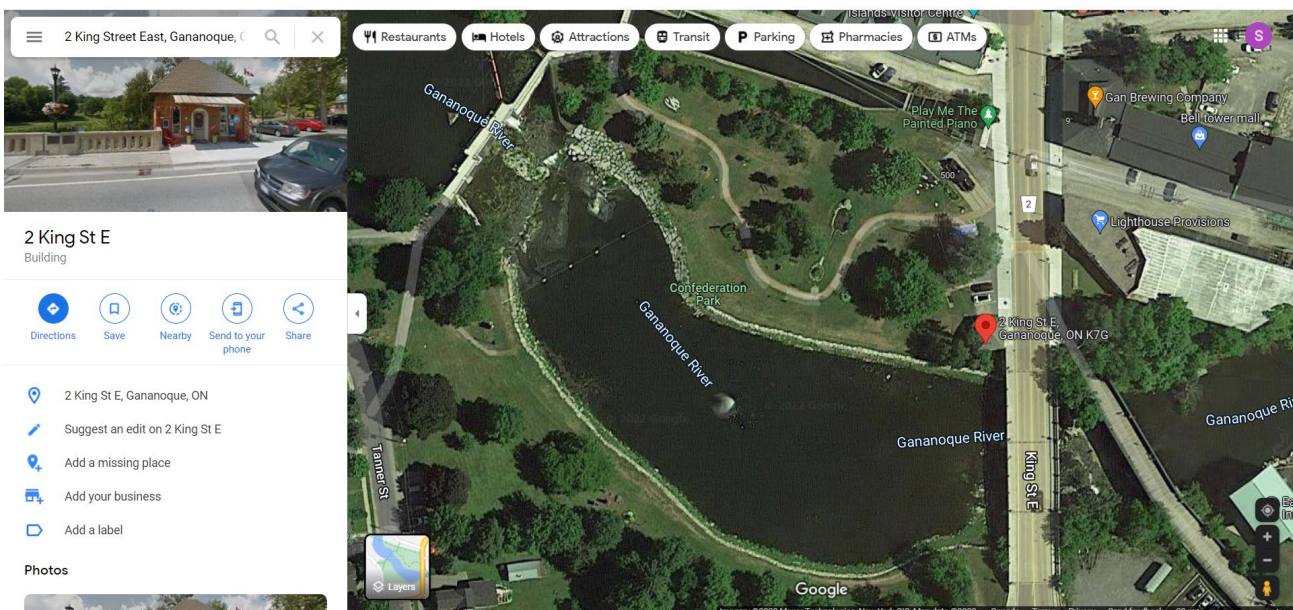
Where minimum or maximum requirements are specified, the unit offered must meet or exceed these requirements, unless an acceptable alternate is offered. The decision of The Town shall be final.

All items listed are minimum requirements of the equipment being purchased. If a supplier is unable to meet the requirements of all items, The Town is under no obligation to accept the Bid.

1. GENERAL:

This Specifications:

- One (1) High Volume 15 Horse Power (HP) Aerating Fountain
- Spray Height = 40 Feet
- Spray Width = up to 37 Feet
- Gallons per minute = 350
- To be lit with white lights
- To include the necessary submarine cable (see location image below from Google Maps)





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Facing South

Existing power is 3 phase 600 watts. The distance from the centre of the water to the electrical source (junction box) is approximately 100 feet. All measurements approximate. Bidders to confirm measurements.

Desired Sample Spray Formation:





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17. WARRANTY:

The successful Bidder must supply a fully executed manufacturer's warranty.

Where minimums are called for, the equipment must meet or exceed the capacity, size or performance specified.

This Specification lists only the major details of the unit, therefore, it is the supplier's responsibility to deliver a fully equipped Fountain with compatible components to provide dependable efficient service.

BID FORM

ITEM	DESCRIPTION		TOTAL PRICE
1	Supply and Install one (1) 15 HP Aerating Fountain – No later than July 15, 2022		\$
		Sub-Total	\$
		HST (13%)	\$
		TOTAL	\$

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Delivery Date (or range): _____ Initials: _____

It shall be a condition of the contract to be entered into, pursuant to this process, that the unit shall be delivered and installed **no later than July 15th, 2022**. As such, a later date and further terms may be agreed upon between The Town and the successful bidder, and if the subsequent agreed upon terms are not met this contract shall be terminated.

I/We _____ the undersigned, have carefully examined the documents and specifications and am fully informed as to The Town's requirements. I/We hereby offer to Supply and Install the specified items, complete with all equipment for the price listed above.

Dated at _____ this ____ day of _____, 2022.

Print Name: _____

Signature: _____

Company: _____



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Address: _____

Telephone: _____

Email Address: _____

H.S.T. No.: _____

LOWEST OR ANY QUOTATION NOT NECESSARILY ACCEPTED

BIDDER'S DECLARATION FORM

I/We (enter name) _____

Title/Position _____

Organization or Business _____

Declare that no person, firm or corporation other than the one who's signature or the signature of whose proper officers is attached below, has any interest in this Proposal or in the Contract proposed to be undertaken.

Further declare that this Proposal is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a Proposal for the same work and is in all respects fair and without collusion or fraud.

Further declare that no Town employee, or Member of Council and their families is, or will become interested directly as a contracting party or otherwise 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 of any such supplies to be used therein or any of the monies to be derived therefrom.

Further declare that the several matters stated in the said Quotation are in all respects true.

Further declare that I/We have examined the Request for Quotation in detail and hereby propose and offer to enter into a contract to provide all of the items mentioned and described or implied therein, including, in every case, freight, duty exchange, and to accept in full payment therefore, the sums calculated in accordance with the actual quantities provided, and Unit Prices attached to this Bid.

I/We agree that this offer is to continue open for acceptance until a formal contract is executed or a Purchase Order is issued to the successful Bidder.

Signature of Authorized Officer

Date

Name of Authorized Officer (please print) _____



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Signature of Witness

Date

Name of Witness (please print) _____

Seal (if applicable)