



**REGIONAL DISTRICT
of Fraser-Fort George**

Invitation to Quote CS 04-10

**Supply of Audio/Visual System Components
for the Robson Valley Recreation Centre
441 Columbia Street, McBride, BC**

Closing Date: October 4, 2010 (2:00 p.m.)



Prepared by:

**Regional District of Fraser-Fort George
Community Services**

**155 George Street, Prince George, BC V2L 1P8
Telephone 250-960-4400 / Toll Free 1-800-667-1959 / Fax 250-562-8676**

<http://www.rdffg.bc.ca>

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PART 1: GENERAL

1.0 Introduction

- 1.1 The Regional District of Fraser-Fort George (the "Regional District") invites written quotations from qualified suppliers to provide Audio/Visual System Components for the Robson Valley Community Centre at 441 Columbia Street, McBride BC, as specified in Schedule A of this Invitation to Quote.
- 1.2 Quotations, **marked CS 04-10 Supply of Audio/Visual System Components for the Robson Valley Community Centre**, will be received until 2:00 p.m. local time, Monday, October 4, 2010, at the Regional District office, 155 George Street, Prince George, BC, V2L 1P8. Qualified suppliers must complete and submit the **Schedule of Prices and Schedule A**. Quotations submitted by fax to **250-562-8676** will be accepted. It is the proponent's responsibility to confirm that a faxed quote has been received. Submissions received after the stated closing date and time will be disqualified and not considered by the Regional District.
- 1.3 Invitation to Quote documents may be obtained on, or after, Wednesday, September 15, 2010:
 - In a PDF (public document format) file format from the Regional District's website www.rdffg.bc.ca.
 - In hard copy from the Regional District Service Centre, 155 George Street, Prince George, BC between 8:00 a.m. to 5:00 p.m., Monday through Friday excluding statutory holidays.
- 1.4 Quoted prices must remain in effect for sixty (60) days after the closing date and time.
- 1.5 All applicable taxes will be shown separately. The successful supplier will be required to itemize taxes on all invoices submitted to the Regional District.
- 1.6 All inquiries relating to this Invitation to Quote must be directed to:

Terry McEachen
General Manager of Community and Development Services
Regional District of Fraser-Fort George
Phone 250-960-4400 Fax 250-562-8676
Email: tmceachen@rdffg.bc.ca

2.0 Regional District's Right to Reject Quotes

- 2.1 The lowest or any quote will not necessarily be accepted. The Regional District reserves the right to waive informalities in the quote, reject any or all quotes, or accept the quote deemed most favourable in the interests of the Regional District and at its sole discretion, without prejudice.
- 2.2 **The Regional District will not be responsible for any costs incurred by the proponent which may result from the preparation or submission of documents pertaining to this Invitation to Quote.** The accuracy and completeness of the quote is the proponent's responsibility. Should errors be discovered, they will be corrected by the proponent at their expense.
- 2.3 The Regional District reserves the right, in its sole discretion, to reject any quote submitted by a proponent, where one or more of the directors, officers, principals, partners, senior management employees, shareholders, or owners of the proponent, (or in the case of a quote submitted by a proponent who is an individual person where that individual) is an officer, employee, or director of the Regional District, or is a member of the immediate family of an officer, employee, or director of the Regional District.
- 2.4 By submitting their quote, the proponent further confirms that neither the proponent (if an individual person) nor any of the directors, officers, principals, partners, senior management employees, shareholders, or owners of the proponent is an officer, employee, or director of the Regional District, or is a member of the immediate family of an officer, employee, or director of the Regional District.
- 2.5 The Regional District reserves the right to reject any quote submitted by a proponent that is, or whose principals are, at the time of tendering, engaged in a lawsuit against the Regional District in relation to work similar to that being quoted.

3.0 Examination of Invitation to Quote Documents

- 3.1 The proponent will satisfy themselves as to the practicability of supplying and delivering the audio/visual system components in accordance with the Invitation to Quote, and they will be held to have satisfied themselves in every particular before making up their quote by inquiry, measurement, and calculation.
- 3.2 The proponent will be deemed to have satisfied themselves as to the sufficiency of their quote for the supply and delivery of the audio/visual system components and the prices stated in the Schedule of Prices. These prices will cover all of the proponent's obligations according to the terms and conditions stated in the Invitation to Quote, including the supply of all audio/visual system components, taxes, and delivery costs (FOB) to Prince George, together with the proponent's overhead and profit, except where otherwise provided elsewhere in the Invitation to Quote.

4.0 Bid Prices

- 4.1 Quote prices must remain open for acceptance for a period of sixty (60) days from the quotation opening, October 4, 2010, unless otherwise stated by the Regional District.
- 4.2 Except as expressly and specifically permitted in this Invitation to Quote, no proponent shall have any claim for compensation of any kind whatsoever against the Regional District, its elected officials, officers, employees, agents, or professional consultants as a result of the participation in the quotation process by that, or any other proponent, including but not limited to:
 - a. a claim that the Regional District has awarded the work other than in accordance with the terms and conditions of this Invitation to Quote,
 - b. a claim that the Regional District has breached any term or condition of this Invitation to Quote including, but not limited to, a duty of fairness or any other implied term or condition that governed the quotation process,
 - c. a claim that the Regional District has awarded the work to a proponent whose quote does not comply with the requirements of this Invitation to Quote,
 - d. a claim that the Regional District has awarded the work to a proponent who was not eligible to participate in this quotation process, and

by submitting a quote, each proponent shall be deemed to have irrevocably agreed that it has no such claim or claims.

5.0 Award of Quotation

- 5.1 The Regional District intends to award this quotation based on lowest cost and compliance with the Invitation to Quote and all specifications herein.
- 5.2 The Regional District reserves the right to disqualify any quotation that fails to meet any requirement of this Invitation to Quote.
- 5.3 A purchase order issued to the successful proponent will indicate acceptance of their quote. No work will proceed without a purchase order issued by the Regional District.
- 5.4 The Regional District reserves the right to not award this Invitation to Quote, at its sole discretion.

6.0 Indemnity

Notwithstanding the compliance of the supplier with all the clauses concerning insurance, the supplier shall indemnify, protect, and save harmless the Regional District, its officers, agents, servants, and employees from and against all actions, claims, demands of any kind, description, and nature whatsoever arising out of, or in any way connected with the fulfillment of its obligation in accordance with the Invitation to Quote; and all such actions, causes of actions, claims and demands recoverable by any third party from the Regional District or the property of the Regional District, shall be paid by the supplier. If the Regional District pays, or is required to pay, any damages, costs, or fees on account of the actions, claims and demands herein recited, or if the property of the Regional District shall be charged in any way as a result of the aforesaid actions, causes of actions, claims for demands, then the Regional District shall be entitled to recover from the supplier all such damages, costs, fees, or other charges together with any costs or expenses incurred in so doing from the supplier.

7.0 Provisions for Termination or Suspension of Supply

In the event of the breach or non-performance by the supplier of any of the terms and/or conditions of this Invitation to Quote, the Regional District reserves the right to terminate the provision of sound system components being supplied by the proponent to 155 George Street, Prince George, BC without notice.

8.0 Regional District's Right to Correct Deficiencies

Upon failure of the supplier to supply any of the audio/visual system components specified in accordance with Schedule A of this Invitation to Quote, and after written notice to the supplier, or without notice if any emergency or danger to the work or public exists, the Regional District may, without prejudice to any other remedy it may have, correct such deficiencies. The cost of the audio/visual system components supplied by the Regional District in correcting deficiencies will be paid by the supplier or may be deducted from monies payable to the supplier.

9.0 Completion of Work

The provision of the audio/visual system components is to be received by the Regional District by November 22, 2010.

10.0 Payment

The supplier may provide an invoice to the Regional District once the provision of the audio/visual system components as specified in this Invitation to Quote is completed. The supplier will identify taxes separately on their invoice. The Regional District will inspect the audio/visual system components supplied before making payment.

11.0 Payment Withheld or Deducted

The Regional District may withhold a minimum of 10% of the total payment due, or suspend, or deduct the whole, or part of any payment to the supplier to the extent necessary to protect itself from loss on account of one or more of the following:

- a. The supplier has not delivered the specified audio/visual system components.
- b. Where there are any defective or faulty audio/visual system components supplied to the Regional District that have not been remedied.
- c. Where the Regional District has corrected deficiencies under Section 8, Regional District's Right to Correct Deficiencies.

PART 2: SPECIFICATIONS

The successful proponent will supply and deliver the audio/visual components as specified in Schedule A attached, to the Regional District office at 155 George Street, Prince George, BC, V2L 1P8.

1.0 Warranty:

All components supplied as specified in Schedule A, shall have a minimum of one year warranty.

2.0 Damages

- 3.1 The Regional District accepts no responsibility for damage, vandalism or theft of any of the supplied components prior to receipt at 155 George Street, Prince George, BC, V2L 1P8.
- 3.2 The supplier shall make good on any damage caused by the supplier or its delivery agent. In case of damage(s), Section 11 - **Payment Withheld or Deducted**, PART 1: GENERAL, may be applied.

Schedule of Prices

Audio/Visual Components as listed in Schedule A (including delivery and warranty)	PRICE	
	HST	
	TOTAL	

The following **must** be completed:

FIRM NAME OR INDIVIDUAL: _____

ADDRESS: _____

_____ POSTAL CODE: _____

TELEPHONE #: _____ FAX #: _____

CONTACT PERSON: _____

SIGNATURE OF AUTHORIZED PERSON

TITLE

PRINT NAME

DATE

WorkSafeBC Number _____

ARE YOU A HST REGISTRANT? YES NO

IF YES, PLEASE INDICATE YOUR HST# _____

IF 'NO', PLEASE FILL IN THE FOLLOWING:

SUPPLIER IS NOT REGISTERED BECAUSE: SUPPLIER QUALIFIES AS A SMALL SUPPLIER UNDER SECTION 148 OF THE LEGISLATION

OTHER: SPECIFY _____

Schedule A

Components

Quantity	Part #	Component Description	Warranty Term	Price (including delivery, but not including taxes)
VIDEO EQUIPMENT				
1	60-600-02	EXTRON MLC 226 IP CONTROL FACE PLATE (BLACK)		
1	42-166-02	EXTRON MTP/HDMI UNIVERSAL TRANSMITTER (BLACK)		
1	60-1048-01	EXTRON MTP/HDMI TWISTED PAIR RECEIVER		
1	PLVWF20	SANYO WIDE XGA DIGITAL PROJECTOR		
1	LNS-W06	SANYO 17:10 LENS		
1	99932	DA-LITE TENSIONED PROFESSIONAL ELECTROL SCREEN HDTV FORMAT 108" X 192" MATTE WHITE FINISH		
1	VCM42 E	CHIEF HEAVY DUTY LCD/CRT PROJECTOR CEILING MOUNT		
AUDIO EQUIPMENT				
1	60-850-01	EXTRON XPA 2001-70V POWER AMPLIFIER		
1	60-190-01	EXTRON UNIVERSAL RACK SHELF		
1	22-154-03	SPOOL OF EXTRON PLENUM SPEAKER CABLE		
1	22-157-03	SPOOL OF EXTRON CONTROL/AUDIO CABLE		
1	26-490-04	EXTRON MALE-MALE VGA CABLE WITH AUDIO 25'		
8	BS-1030W	TOA TWO WAY SPEAKERS		
1	EWR8-17	MIDDLE ATLANTIC EQUIPMENT RACK		
1	PDF-8	MIDDLE ATLANTIC PLEXI GLASS DOOR		
1	PD-8155C	MIDDLE ATLANTIC MOV SURG, EMI AND BREAKER POWER STRIP		
2	ULXP24/SM86	SHURE WIRELESS HANDHELD MICROPHONES AND RECEIVERS		
1	SCM 810	SHURE 8 CHANNEL MIC/AUDIO MIXER		