



**REGIONAL DISTRICT  
of Fraser-Fort George**

## **INVITATION TO QUOTE**

**ES-19-18**

## **SUPPLY AND DELIVERY OF ONE 2019 SKID STEER LOADER**

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Regional District of Fraser-Fort George  
155 George Street, Prince George, BC V2L 1P8  
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## **INVITATION TO QUOTE**

The Regional District of Fraser-Fort George (the “Regional District”) invites written quotations from qualified Suppliers for the supply and delivery of one 2019 Skid Steer Loader. The new skid steer will be delivered by November 25, 2019 to the Mackenzie Regional Transfer Station.

Two (2) complete copies of your Quote must be submitted in a sealed package marked “**ITQ ES-19-18 Supply and Delivery of One 2019 Skid Steer Loader**”.

Quotations will be received until 2:00 p.m. local time, Monday, October 28, 2019 to the attention of the General Manager of Financial Services at the Regional District of Fraser-Fort George office, 3<sup>rd</sup> floor, 155 George Street, Prince George, BC, V2L 1P8. Submissions received after the stated closing date and time will be disqualified and not be considered by the Regional District.

To be considered, quotes must be signed by an authorized signatory of the Supplier. By signing the quote, the Supplier is bound to statements made in response to this INVITATION TO QUOTE (“ITQ”). Any quote received by the Regional District that is unsigned will be rejected.

### Quotation Documents

Quotation Documents may be obtained on, or after, Friday, October 18, 2019:

- a) in a PDF (public document format) file format from the Regional District’s website at [www.rdffg.bc.ca](http://www.rdffg.bc.ca);
- b) on the BCBid® website at [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca); or
- c) in hard copy from the Regional District Service Centre, 155 George Street, Prince George, BC, between 8:00 a.m. and 5:00 p.m. Monday to Friday, excluding statutory holidays.

All subsequent information regarding this ITQ, including amendments, addenda and answers to questions will also be available as above.

The lowest, or any quote, will not necessarily be accepted. The Regional District reserves the right to accept or reject any or all Quotes. Quotes submitted by fax, electronically, or not in original Regional District format will **NOT** be accepted. Late quotes will not be accepted and will be returned to the Supplier.

It is the sole responsibility of the Supplier to ascertain that they have received a full set of the ITQ documents. Upon submission of their Quote, the Supplier will be deemed conclusively to have been in possession of a full set of the ITQ documents.

For further information, please contact:

Aaron Moberg  
Environmental Services Field Supervisor  
Regional District of Fraser-Fort George  
155 George Street, Prince George, BC V2L 1P8

Phone: 250-962-8999 / Toll Free: 1-800-667-1959

Fax: 250-962-8920

Email: [amoberg@rdffg.bc.ca](mailto:amoberg@rdffg.bc.ca)

### Acknowledgement Letter

Upon receipt of this ITQ, a potential Supplier will sign one copy of the Acknowledgement Letter and either fax or email, Aaron Moberg, Environmental Services Field Supervisor at [amoberg@rdffg.bc.ca](mailto:amoberg@rdffg.bc.ca).

A Supplier who signs and returns the Acknowledgement Letter is not obligated to submit a quote.

**Any Supplier who does not submit the Acknowledgement Letter will not be sent any amendments, addenda, or answers to questions and may be disqualified.**

### Closing Date and Opening of Quotes

Sealed quotes will be received by the General Manager of Financial Services at the Regional District of Fraser-Fort George, 3<sup>rd</sup> Floor, 155 George Street, Prince George, BC, not later than 2:00 p.m. local time on Monday, October 28, 2019.

### Quotation Submissions

Suppliers will complete pages 9 through 12 and submit these pages in a **sealed envelope**. **The following information must be written on the outside of the sealed envelope containing the quote submission, as well as the outside of the courier envelope/box (if sending by courier):**

1. Attention: General Manager of Financial Services  
Regional District of Fraser-Fort George  
3<sup>rd</sup> Floor, 155 George Street  
Prince George, BC V2L 1P8
2. INVITATION TO QUOTE ES-19-18  
SUPPLY AND DELIVERY OF ONE 2019 SKID STEER LOADER
3. Responding Supplier's name and address.

Quotes submitted by fax, electronically, or not in the original Regional District format will **NOT** be accepted.

**Quotes not submitted in strict accordance with these instructions or not complying with the requirements in this ITQ may be rejected.**

**The Regional District will not be responsible for any costs incurred by the Supplier as a result of the preparation or submission of a quote pertaining to this ITQ.** The accuracy and completeness of the Quote is the Supplier's responsibility. Should errors be discovered, they will be corrected by the Supplier at their expense.

Any Quote received after the closing date and time (Monday, October 28, 2019 at 2:00 p.m.) will be considered disqualified and will be returned to the respondent.

### Regional District's Right to Reject Quote

The Regional District reserves the right to reject any and all quotes; the lowest will not necessarily be accepted.

The Regional District reserves the right, in its sole discretion, to waive informalities in quotes, reject any and all quotes, or accept the quote deemed most favourable in the interests of the Regional District.

No Supplier shall have any claim for any compensation of any kind whatsoever as a result of participating in this Invitation to Quote.

In the event that the previous paragraph is found to be invalid by a court of competent jurisdiction, then this paragraph will apply. By submitting a quote, a Supplier agrees that it will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the Supplier in preparing its quote for matters relating to the Agreement or in respect of the competitive process, and the Supplier, by submitting a quote, waives any claim for loss of profits if no agreement is made with the Supplier.

If a quote contains a defect or fails in some way to comply with the requirements of the Invitation to Quote Documents, which in the sole discretion of the Regional District is not material, the Regional District may waive the defect or accept the quote.

The Regional District reserves the discretion to reject any quote submitted by a Supplier, where:

- a) one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of that Supplier 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
- b) in the case of a quote submitted by a Supplier 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

When submitting a quote, the Supplier is required to complete a Conflict of Interest Disclosure Statement (page 10).

The Regional District reserves the right to reject any quote submitted by a Supplier 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.

#### Claim for Compensation

No Supplier shall have any claim for compensation of any kind whatsoever as a result of participating in this ITQ.

In the event that the previous paragraph is found to be invalid by a court of competent jurisdiction, then this paragraph will apply. By submitting a quote, a Supplier agrees that they will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the Supplier in preparing their Quote for matters relating to this ITQ or in respect of the competitive quote process, and the Supplier, by submitting a quote, waives any claim for loss of profits if a contract is not entered into with the Supplier.

#### Proof of Ability

A Supplier will be competent and capable of supplying the product. The Regional District may request proof of ability.

#### Discrepancies or Omissions

Suppliers finding discrepancies, errors, or omissions in this ITQ, or requiring clarification on the meaning or intent of any part therein, should immediately request, in written form, either by mail, fax, or email, clarification from Aaron Moberg. Upon receipt of the written request for clarification, the Regional District will send written instructions or explanations to all Suppliers registered as having returned the Acknowledgement Letter. No responsibility will be accepted for oral instructions. Any work done after discovery of discrepancies, errors or omissions, will be done at the Supplier's risk.

**NOTE:** The last day that clarification and inquiries may be made is Thursday, October 24, 2019 in order that addendum(s), if necessary, are issued in time for all Suppliers to complete their submission and have it delivered prior to the closing time and date of the ITQ.

### Quotation Format

Supplier's are asked to respond in a similar manner and submit **two (2) complete copies** of their Quote. The following format and sequence, with all pages consecutively numbered, is to be followed in order to provide consistency in quotes and to ensure each quote receives full and complete consideration.

- a) Suppliers will complete pages 9 through 12:
  - Quote Form: to be completed, signed, and witnessed.
  - Specification Sheet: to be completed.
- b) Additional information that the Suppliers may choose to provide.
- c) **All amendments and addenda, if any, issued for this ITQ. Each amendment and addenda must be signed by the Supplier and included with the Quote and will form part of the Quote documents.**

### Prices Quoted & Specifications

The price quoted shall be in Canadian funds and include duties, royalties, handling, levies, transportation, delivery, dealer preparation, overhead, profit and all other charges. The Goods and Services Tax and the Provincial Sales Tax are to be shown separately.

According to the quote specifications, pricing is to be submitted for the supply and delivery of one 2019 Skid Steer Loader pursuant to all terms and conditions outlined on the Specification Sheets herein, F.O.B. Mackenzie, BC and shall be good for the duration of ninety (90) days from the date of quote opening.

### Quote Evaluation Process

Evaluation of quotes will be by the Regional District in order to provide a recommended award of contract (the "Contract"). Quotes should be clear, concise, and complete.

The following Quotation evaluation methodology will be used by the committee to evaluate the Quotes received:

a) Compliance with ITQ requirements	<b>5%</b>
b) Price	<b>25%</b>
c) Delivery Time	<b>5%</b>
d) Meeting Specifications	<b><u>65%</u></b>
	<b>TOTAL 100%</b>

Throughout the evaluation process, the Regional District, at its sole discretion, may request additional written clarification and/or supplemental information from selected Suppliers as part of the evaluation process.

### Examination of Contract Documents

The Supplier shall be deemed to have satisfied themselves as to the sufficiency of the Quote for the product and the prices stated on the Quotation Form. These prices shall cover all their obligations under the Quote, and all matters necessary for the proper supply of the product.

### Award of Contract

The Contract is expected to be awarded no later than Friday, November 1, 2019. All Suppliers will be advised, in writing, as to the awarding of the Contract.

The Regional District may, in its sole discretion, delay the date of awarding the Contract if deemed appropriate by the Regional District.

The Regional District intends to award this Quote to a Supplier who most closely meets the conditions and specifications herein for the best value.

A purchase order issued to the Supplier will indicate acceptance of their Quote. The purchase order together with the Quote documents and Dealership Service Agreement forms the Contract.

The Regional District reserves the right to disqualify any quote that fails to meet any of the requirements or specifications herein.

The Regional District reserves the right not to proceed with the award of any contract resulting from this quote process.

### Timeline

October 18, 2019	Quote documents available
October 28, 2019	Quote opening and analysis at the Regional District
November 1, 2019	Issue Purchase Order to successful vendor

### Ownership of Quotations and Freedom of Information

Quotes will be received and held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this ITQ. Each quote should clearly identify any information that is considered to be confidential or propriety information. Suppliers are responsible to review the *Freedom of Information and Protection of Privacy Act* for further information.

All documents, including quotes, submitted to the Regional District become the property of the Regional District. The Regional District will provide a debriefing for Suppliers, upon request by a Supplier, subject to the *Freedom of Information and Protection of Privacy Act*.

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**ACKNOWLEDGEMENT LETTER**

The undersigned has received a full set of ITQ ES-19-18 Supply and Delivery of One 2019 Skid Steer Loader.

\_\_\_\_\_  
Authorized Signatory Signature

\_\_\_\_\_  
Name of Supplier

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, Province, Postal Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Date

I/We presently intend to  provide  not provide a Quote.

Please return immediately to:

Aaron Moberg  
Environmental Services Field Supervisor  
Regional District of Fraser-Fort George  
155 George Street, Prince George, BC V2L 1P8

Phone: 250-962-8999 / Toll Free: 1-800-667-1959

Fax: 250-962-8920

Email: [amoberg@rdffg.bc.ca](mailto:amoberg@rdffg.bc.ca)





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**CONFLICT OF INTEREST DISCLOSURE STATEMENT**

PROCUREMENT PROCESS

ES-19-18 Supply and Delivery of One  
2019 Skid Steer Loader

Bidder Name: \_\_\_\_\_

The Bidder, including its officers, employees, and any person or other entity working on behalf of or in conjunction with, the Bidder on this Procurement Process:

- is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.
- has not, and will not, participate in any improper procurement practices that can provide the Bidder with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in bid rigging.
- has an actual, perceived or potential conflict of interest regarding this procurement process as a result of:

State reason(s) for Conflict of Interest:

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By signing below, I certify that all statements made on this form are true and correct to the best of my knowledge.

\_\_\_\_\_  
Print Name of Person Signing Disclosure

\_\_\_\_\_  
Signature of Person Making Disclosure

\_\_\_\_\_  
Date Signed

**GOODS AND SERVICES TAX INFORMATION**

The following must be completed:

Supplier: \_\_\_\_\_  
NAME

\_\_\_\_\_

ADDRESS

\_\_\_\_\_

CITY \_\_\_\_\_ PROVINCE \_\_\_\_\_

\_\_\_\_\_

POSTAL CODE \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

\_\_\_\_\_

FAX NUMBER

Are you a GST Registrant? Yes \_\_\_\_\_ No \_\_\_\_\_

If YES, please indicate your registration number: \_\_\_\_\_

If NO, please fill in the following (check appropriate box):

- Supplier qualifies as a small supplier under Section 148 of the legislation
  - Other: Specify \_\_\_\_\_
- \_\_\_\_\_

**SPECIFICATION SHEET - 2019 Skid Steer Loader**

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 columns for the Supplier to confirm compliance or non-compliance with the specification and to specify variations. These columns must be completed and submitted and will be a factor in determining the successful Supplier.

ITEM	SPECIFICATION	COMPLIANT	NON-COMPLIANT	STATE THE VARIATION OF ITEM BEING SUPPLIED
Model	New 2019 Skid Steer Loader			
Delivery Date	State delivery date			
Engine	Diesel. 72.9 HP minimum			
Transmission	HST, four-wheel chain drive			
Engine Cooling System	Anti-freeze to -37 °C			
Tires	Solid rubber, Traction suitable for wet concrete surface.			
Instrument Panel Gauges	Fuel, Hours			
Cabin Safety	ROPS, FOPS, Seat Belt, Rear Escape Hatch, Horn, Back Up Alarm			
Cabin Climate Control	Filtered air with heat and A/C			
Operator Seat	Air ride, adjustable			
Battery	Heavy Duty			
Lights	Strobe light, front work lights, rear work lights.			
Attachment	Min. 72" bucket. Capacity 0.69cbm, 0.9cyd			
Warranty	State warranty			