



**REGIONAL DISTRICT
of Fraser-Fort George**

**INVITATION TO QUOTE
CS-20-17**

**SUPPLY OF SCOTT CARBON FIBER
SCBA AIR CYLINDERS**

TABLE OF CONTENTS

INVITATION TO QUOTE 2
SCHEDULE OF PRICES – QUOTED PRICE 5
GOODS AND SERVICES TAX INFORMATION 6
CONFLICT OF INTEREST DISCLOSURE STATEMENT 7

INVITATION TO QUOTE

The Regional District of Fraser-Fort George (the "Regional District") invites written Quotations from qualified Bidders to provide 37 - 40 Scott 2216 PSI Carbon Fiber SCBA Air Cylinders for the Regional District's Volunteer Fire Departments, located in the Prince George BC and surrounding area.

Invitation to Quote documents may be obtained on or after Tuesday, October 13, 2020:

- a) In a PDF (public document format) file format from the Regional District's website www.rdffg.bc.ca;
- b) On the BCBid® website at www.bcbid.gov.bc.ca.

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

It is the sole responsibility of the Bidder to ascertain that they have received a full set of the ITQ documents, amendments and/or addenda. Upon submission of their Quotation, the Bidder will be deemed conclusively to have been in possession of a full set of the ITQ documents.

All questions relating to this project must be submitted by email to the Project Manager:

Bonnie Seitz, Community Services/Public Safety Assistant
Regional District of Fraser-Fort George
155 George Street, Prince George BC V2L 1P8
Email: bseitz@rdffg.bc.ca

ITQ Schedule:

- | | |
|--|--|
| • <u>Release Date:</u> | <u>Tuesday, October 13, 2020</u> |
| • <u>Deadline for Inquiries: 2:00pm PST:</u> | <u>Monday, October 26, 2020</u> |
| • <u>ITQ Closing: 2:00pm PST:</u> | <u>Tuesday November 3, 2020</u> |
| • <u>Award Date</u> | <u>Thursday November 19, 2020</u> |

Quotation Submissions

Sealed Quotations will be received by the General Manager of Financial Services on the 3rd floor at the Regional District of Fraser-Fort George office, 155 George Street, Prince George, BC, V2L 1P8 until 2:00 p.m. local time, Tuesday November 3, 2020.

Emailed Quotations must be in a PDF format and labelled in the subject line "RDFFG ITQ CS-20-17 – Insert Bidder's Name" and emailed to:

General Manager of Financial Services
Email – purchasing@rdffg.bc.ca

For closing purposes, the official time of receipt of Quotation submission is determined by the time of receipt of the email.

The Regional District will not accept or consider Quotations transmitted by facsimile or delivered to an email address other than the address identified. Please do not carbon copy any other Regional District emails.

The responsibility for submitting a response to this Invitation to Quote to the correct email address on or before the closing date and time, will be solely and strictly the responsibility of the Bidder.

Qualified Bidders must complete and submit pages 5 through 7, including the, Schedule of Prices – Quoted Price, Goods and Services Tax Information, and Conflict of Interest Disclosure Statement. Submissions received after the stated closing date and time will be disqualified and not considered by the Regional District. Each amendment and addenda must be signed by the Bidder and be included with their quotation submission.

Bidders submitting in hard copy will complete and submit three (3) copies of their Quotation. Each copy must be complete and unabridged and must not refer to any other copy for additional information, clarification, or details.

One of the three (3) copies, the original (containing original signatures), is to be clearly identified as the original Quotation. In the event of discrepancy between the original submission and the remaining two (2) paper copies, the original document will prevail. Should it be in question which submitted version is to be taken as the original, the Regional District's determination will be final and binding on all parties.

Quoted prices must remain in effect for thirty (30) days after the closing date and time. Quotations will be evaluated on the Quoted price and Bidder's experience. The Regional District reserves the right to reject any and all Quotes; the lowest price will not necessarily be accepted.

All applicable taxes will be shown separately. The successful Bidder will be required to itemize taxes on all invoices submitted to the Regional District.

The following information **must be written on the outside of the sealed envelope containing the Quoted submission, as well as on the outside of the courier envelope (if sending by courier):**

Attention: General Manager of Financial Services
Regional District of Fraser-Fort George
3rd Floor, 155 George Street
Prince George BC V2L 1P8

Invitation to Quote CS-20-17
Supply of Scott Carbon Fiber SCBA Air Cylinders

Responding Bidder's name and address.

To be considered, the Quotation must contain the original signature of an authorized signatory of the Bidder. By signing the Quotation, the Bidder is bound to statements made in response to this. Any Quotation received by the Regional District that is unsigned will be rejected.

Quotations 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 Bidders which result from the preparation or submission of documents pertaining to this ITQ. The accuracy and completeness of the Quotation is the Bidder's responsibility. Should errors be discovered they will be corrected by the Bidder at their expense.

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 favorable in the interests of the Regional District.

No Bidder 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 Bidder agrees that it will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the Bidder in preparing its Quote for matters relating to the Agreement or in respect of the competitive process, and the Bidder, by submitting a Quote, waives any claim for loss of profits if no agreement is made with the Bidder.

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 Bidder, where one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of that Bidder (or in the case of a Quote submitted by a Bidder 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 this Quote, the Bidder must complete a Conflict of Interest Disclosure Statement (page 7).

The Regional District reserves the right to reject any Quote submitted by a Bidder that is, or whose principals are, at the time of bidding, engaged in a lawsuit against the Regional District in relation to work similar to that being Quoted.

SCHEDULE OF PRICES – QUOTED PRICE

To provide 37 - 40 Scott 2216 PSI Carbon Fiber SCBA Air Cylinders, to be complete bottle assemblies including valve and stem, for use with SCOTT air packs for firefighting purposes for the Regional District's Volunteer Fire Departments. Quoted price stated below to include delivery of cylinders to 12560 Highway 16 West, Prince George BC.

Quote Sum

a. PRICE per Scott 2216 PSI Carbon Fiber SCBA Air Cylinder
\$ _____

b. TOTAL Quote Sum for 37 - 40 Scott 2216 PSI Carbon Fiber SCBA Air Cylinders, including delivery to 12560 Highway 16 West, Prince George, BC (taxes not included):

\$ _____

Is GST payable? Yes No

Delivery preference is December 30, 2020.
State expected delivery date:

Authorized Signatory Signature

Name and Title (Please Print)

Name of Company

Date

Email Contact

GOODS AND SERVICES TAX INFORMATION

Bidder: _____
Name

Address

City

Province

Postal Code

Phone Number

Are you a GST Registrant? Yes _____ No _____

If YES, please indicate your GST Registration Number

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

Bidder qualifies as a small Bidder under Section 148 of the legislation

Other: Specify _____

CONFLICT OF INTEREST DISCLOSURE STATEMENT

CS-20-17 SUPPLY OF SCOTT SCBA CARBON FIBER AIR CYLINDERS

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:

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

Authorized Representative of:

Signature of Person Making Disclosure

Date Signed