

Purchasing Department
255 Christina Street North
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Sarnia ON N7T 7N2



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QUOTATION NO. 10-209

STREET SWEEPER BROOMS

INDEX

GENERAL CONDITIONS.....	Page 1
BID SUMMARY	Page 3
AUTHORIZATION	Page 3
PRICE SCHEDULE.....	Page 4
BID EVALUATION PROCESS.....	Page 5

INSTRUCTIONS TO BIDDERS

- Invitation to Bid**
The City of Sarnia invites bids from qualified vendors and contractors to provide the goods and/or services described or specified in the accompany Request for Proposal, Quotation or Tender.
- Standard Terms and Conditions**
Bidders are instructed to read the enclosed *STANDARD TERMS AND CONDITIONS* and to contact the Purchasing Office for clarification, if required.
- Closing Date and Time/Location**
Bids shall be submitted on the prescribed forms by not later than the closing date and time to:

Purchasing Office for - Quotations and Proposals
City Clerk's Office for - Tenders and Engineering Contracts.
- Bid Surety**
Be sure to enclose bid deposits when required.

QUOTATION NO. 10-209
STREET SWEEPER BROOMS

1. GENERAL DESCRIPTION

This Request for Quotation is for the supply and delivery of **STREET SWEEPER BROOMS** as required by the Corporation of the City of Sarnia.

2. CLOSING DATE

This is a "**Sealed Quotation**". Price Quotations shall be submitted on the quotation forms provided and sealed in the accompanying return envelope, properly marked as to contents, not later than the closing date and time to:

***The Purchasing Department
The Corporation of the City of Sarnia
255 Christina Street North
PO Box 3018
Sarnia ON N7T 7N2***

Quotations will be received until **3:00 p.m. local time, SEPTEMBER 7, 2010**

Note: It is the bidder's responsibility to ensure that the bid submission is received by the Purchasing Department prior to closing. The Corporation accepts NO responsibility for any delays in internal handling or processing which may arise for bids which are not personally delivered to the Purchasing Office. To reduce the risk, where the bid envelope is contained in some other form of wrapping or packaging (i.e. a courier envelope) bidders shall clearly mark the most external wrapping or packaging with the word "Quotation" so as to assist in identifying it for internal handling purposes. **Faxed or e-mailed Quotations are NOT acceptable**

3. RIGHT TO ACCEPT OR REJECT

The Corporation reserves the right to reject any or all quotations received, and to accept any quotation, whether as a whole or in parts. **Therefore, the lowest or any Quotation may not necessarily be accepted.**

4. VOLUME

The quantities listed are estimates only, based on past usage and/or projected future requirements. The estimated quantities shall be used as the basis for calculating and determining the low bid. The quantities are not guaranteed to be accurate and are provided without any commitment from the City, whether decreased or increased.

5. CONTRACT DURATION

The contract awarded to the successful bidder shall be in effect from **October 1, 2010 to September 30, 2011**, or until cancelled by the City due to poor performance of the supplier(s). The City reserves the right to extend this contract for an additional 12 months.

6. CANCELLATION

The City of Sarnia reserves the right to cancel the contract if the goods or services are unsatisfactory, if delivery requirements are not met, or if invoice amounts do not match with the quoted prices.

7. DELIVERY

(a) Deliveries shall be made to:

Stores Division
651 Devine Street
Sarnia, Ontario

OR

Municipal Garage
651 Devine Street
Sarnia, Ontario

(b) All deliveries shall be made between the hours of 8:00 a.m. to 12:00 noon, and from 1:00 p.m. to 3:30 p.m., Monday to Friday inclusive (except holidays), unless otherwise arranged with the Stores Keeper.

(c) Bidders shall state delivery date in number of days after receipt of an order: _____ days.

(d) In any case, deliveries shall be made by not later than one week after placement of an order.

8. ORDERING PROCEDURES

- (a) The successful bidder will be provided with a Blanket Purchase Order.
- (b) On-line, verbal or written releases shall be made against the Blanket Purchase Order.
- (c) Bidders shall state in the following spaces, the telephone number, fax number, and name of contact person(s) where verbal orders may be referred to:

Telephone Number: _____ Fax Number: _____

E-mail Address (if applicable): _____

Contact Person(s): _____

9. INVOICING

All invoices shall contain the following information:

- Delivery location
- Delivery date
- Delivery slip number
- Purchase Order number
- Invoice Number
- GST Registration Number

10. PRICING

- (a) Unit Prices shall be net, before Sales Tax
- (b) The Harmonized Sales Tax will be shown separately
- (c) The quoted prices shall remain firm **until September 30, 2011**

11. If required, further information may be obtained from the Purchasing Department at telephone number 519-332-0330, Extension 252.

12. LITERATURE

Bidders shall enclose product literature or specifications with their Quotations.

13. REFERENCES

Please provide a list of references, currently using your products. Include name of contact person(s), addresses and telephone numbers. **Submit on a separate sheet.**

14. BRAND NAME

State brand name(s) and number(s) of brooms quoted on:

	VAC-ALL	ELGIN WHIRLWIND MV
Main Broom		
Gutter Broom		

15. SURCHARGES

Bidders shall state all applicable temporary surcharges which will be charged for the items and covered by this RFQ.

i.e. Fuel Surcharge _____

Environmental Surcharge: _____

Steel Surcharge: _____

16. REGISTERED BUSINESS NAME & NUMBER

Bidders are required to state their legally registered company name (Sole Proprietorship, Partnership or Corporation) on the spaces provided. **FAILURE TO COMPLY MAY RESULT IN THE DISQUALIFICATION OF THE BID SUBMISSION.**

The Company name stated on the Form of Tender, Proposal or Quotation shall be the Bidder's registered business name, including the registration number issued by the Ontario Ministry of

Consumer and Business Services, or by Industry Canada, whichever is applicable. In any case, the bidder's name stated on the bid form shall be in accordance with the Ontario Business Name Act and the Ontario Business Corporation Act.

17. FORM OF TENDER/PROPOSAL/QUOTATION

I/We the undersigned, acknowledge the bid document, including the Terms and Conditions, Specifications, Special Conditions and Terms of Reference (if applicable), and agree to provide the supply and delivery of the goods and services specified, at the prices stated on the Price Schedule, attached hereto.

Registered Business Name: _____

Registration Number: _____

Ontario Corporation Number (if applicable): _____

Business Address: _____

Telephone: _____ Fax: _____ E-mail: _____

Contact Person: _____

Signature of authorized officer: _____

Name of Authorized Signing Officer (please print): _____

Title: _____ Date signed: _____

PRICE SCHEDULE

Description	Qty.	Unit Price	Extension
A. ELGIN WHIRLWIND MV			
Main Brooms – #1063242LJ or equal State: Brand Name: Model:	8	\$	\$
Gutter Brooms #1049969 or equal State: Brand Name: Model:	14	\$	\$
B. Vac-All E5-13ATD Vacuum Street Sweepers			
Main Brooms #21-021640 or equal State: Brand Name: Model:	5	\$	\$
Vac-all 3-segment Gutter Brooms, #41-PATVAW3 or equal State: Brand Name: Model:	5	\$	\$
Total Cost of Brooms		\$	\$
Delivery Charge		\$	\$
HST			\$
		TOTAL COST:	\$

Terms: ()

BID EVALUATION PROCESS

1. The objective of this section is to describe the criteria in the selection of a bidder with which the City of Sarnia Purchasing Department would:
 - (a) enter into a contract for the goods and services identified in the Invitation to Bid (RFQ, RFP, Tender); or,
 - (b) commence the negotiation process for a contract; OR,
 - (c) recommend for Sarnia City Council's consideration, the acceptance of the bid submission.

2. The following process would apply:
 - (a) Scrutiny of the bid submissions relative to compliance with the requirements of the RFQ, RFP or Tender such as signed forms and schedules, meeting technical specifications including adherence to items where "No Substitutes" are allowed, and agreements with the City's general Terms & Conditions.
 - (b) Elimination of bids not meeting the fundamental requirements stated above, as well as elimination of bids not received on time.
 - (c) Elimination of bids from contractors and vendors where that contractor, vendor, or its principals have been, or currently are, involved in litigation with the City of Sarnia, other than a claim for property damage or personal injury, where that litigation impacts upon the ability of the parties to further engage in reasonable business relations.
 - (d) Evaluation of the merits of all compliant bids. The evaluation will consider financial and technical merits, vendor/contractor reputation based on past performance with City and with others, initial costs, ongoing maintenance costs and overall cost effectiveness over the long term.