



THE CORPORATION OF THE CITY OF SARNIA
Purchasing Department
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REQUEST FOR QUOTATION NO. 10-220

AUTOMOTIVE - GLASS – REPLACEMENT & REPAIRS

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INSTRUCTIONS TO BIDDERS

1. **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 accompanying Request for Proposal, Quotation or Tender.
2. **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.
3. **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.
4. **Bid Surety**
Be sure to enclose bid deposits when required.

REQUEST FOR QUOTATION NO. 10-220

AUTOMOTIVE - GLASS – REPLACEMENT & REPAIRS

1. **GENERAL DESCRIPTION**

The Corporation of the City of Sarnia invites Auto Glass Contractors to submit bids for **Replacement & Repairs of Auto Glass**, required during the period of **October 1, 2010 to September 31, 2012**. This term City reserves the right to extend this contract for an additional 12 months.

2. **SUBMISSION AND CLOSING DATE**

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

***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 16, 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 QUOTATIONS**

The Corporation reserves the right to reject any or all Quotations and to waive formalities as the interests of the Corporation may require without stating reasons. **Therefore, the lowest or any Quotation may not necessarily be accepted.**

4. **QUALIFICATIONS**

- (a) All work shall be done by qualified personnel. Workers shall be licensed in their trade where required by Federal, Provincial, and Municipal Regulations.
- (b) The contractor, his/her workers, sub-contractors and their workers, shall have a thorough knowledge of all aspects of work to be done under the contract.
- (c) The contractor shall operate a licenced auto glass replacement business in the City of Sarnia.

5. **W.S.I.A.**

Contractors are required to comply with all the regulations of the Workplace Safety & Insurance Board in respect to the Contract Work and all persons employed on or in connection therewith and shall furnish a Certificate of Clearance from the Board to the City of Sarnia and maintain good standing with the W.S.I.B. throughout the Contract period.

6. **SAFETY**

- (a) The Contractor, his/her workers, sub-contractors and their workers must have a good knowledge of, and abide by the provisions of all legislative enactments, by-laws and regulations in regards to safety in the Province of Ontario.
- (b) All work shall comply with all applicable safety regulations, codes and general safe working practices in the trade.

7. **INSURANCE**

- (a) Maintain and keep in force during the term of this Contract, General Liability Insurance protecting the Contractor's liability legal or assumed under the Contract, for all claims arising from:
- (1) Personal injury to members of the Public
 - (2) Damage to property to Public, including the loss of use of such property
 - (3) The minimum limit of this insurance shall be \$2,000,000.00
- (b) Maintain and keep in force automobile and non-owned vehicle insurance on all vehicles used in connection with the work under this Contract, such insurance to carry the minimum limit of \$2,000,000.00

8. **SUBMISSIONS**

Bidders shall submit the following with their quotation:

- Proof of Insurance Coverage
- Proof of WSIB Coverage

Failure to comply with the above shall disqualify the bid submission.

9. **ACCESSIBILITY**

The City of Sarnia is required to comply with the Accessibility for Ontarians with Disabilities Act, 2005 as amended and any associated regulations. Under this Act, every person who deals with members of the public or other third parties on behalf of the City must receive training about the provision of goods and services to persons with disabilities.

The Contractor and any subcontractor hired by the contractor for the completion of the work must be aware of these requirements and certifies that all required personnel have or will receive training prior to commencement of work under the contract.

An Accessible Customer Service Training Manual and other training resources are available on line, at www.sarnia.ca on the Accessibility > Accessible Customer Service Policy web page.

10. **CONTRACTOR'S LIABILITY**

The contractor shall be liable for all injuries and/or death to persons and for damage to property caused by his operations and those of sub contractors and their employees engaged on and off-site and shall **Indemnify and save harmless** the City of Sarnia from all suits and actions for damages and costs to which the City may be put by reason of injury or death to persons and damages to property of others, as well as the City, resulting from negligence, poor workmanship and materials, as well as any cause whatsoever in the performance of the work.

11. **LIMIT**

All work done under this contract will be limited to \$1,000 per occurrence. Repairs estimated over this limit require approval from the Purchasing Department. Quotations for jobs valued over \$1,000 (plus taxes) shall be submitted to Purchasing prior to commencement of work.

12. **AMOUNT OF WORK**

The amount of work required is NOT possible to estimate in advance. For this reason, bidders are requested to provide UNIT PRICES ONLY. The City does not guarantee any amount of work done under this contract.

13. **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 bidders' 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.

14. **FORM OF TENDER/PROPOSAL/QUOTATION**

I/We the undersigned, have reviewed this Request for Quotation, including the Terms and Conditions, Specifications, Special Conditions and Terms of Reference (if applicable), and agree to provide **Auto Glass Repairs & Replacement** on an as-required basis at the unit prices stated on the *Price Schedule*.

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

(Price per unit supplied and installed (materials & labour) – taxes extra)

	Front Windshield	Front Seat Window	Rear Seat Window	Rear Wind Shield
A. WINDSHIELD & WINDOW REPLACEMENT				
<u>CHRYSLER/DODGE</u>				
Sebring (2007)				
Caravan (2010)				
Ram Pick-up, ½ ton (2000 - 2001)				
Dodge Dakota (2008 - 2010)				
<u>FORD</u>				
Crown Victoria (2003 - 2010)				
Escape (2009)				
E250 Cargo Van (2007)				
E250 Cargo Van (2006)				
E450 Cut-Away (2006)				
E350 Cargo Van (2007)				
Econo Van, E-450 (2001-2003)				
Freestar (2006)				
Taurus (2006)				
F150 (2005 - 2010)				
F150 Pick-up Reg. Cab (2003)				
F150 Pick-up Ext. Cab (2001- 2009)				
F450 Truck (2001)				
<u>GM</u>				
C1500 Reg. Cab (2003-2008)				
¾ Ton Chev Cargo Van (2005)				
Chev Cargo Van Ext. Body (2005)				
Montana (2008)				
Savana TG33903 (2007)				
Silverado SLE Ext. Cab (2006-2009)				
Uplander (2006)				
Malibu (2009)				
<u>INTERNATIONAL</u>				
40S Series (1995-2000)				
4100 Series (2007)				
7600 Series (2008)				
7500 Series (2008)				
4300 Series (2008)				
<u>STERLING</u>				
L8500 (2001-2006)				
STE (2001-2009)				
<u>FREIGHTLINER</u>				
FM2 (2010)				
B. REPAIRS				
Stone Chips @ \$				
Hourly Rate @ \$				

BID EVALUATION PROCESS

- A.** 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.
- B.** 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 submission of all specified 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.