



THE CORPORATION OF THE CITY OF SARNIA
Purchasing Department
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REQUEST FOR QUOTATION NO. 10-232 **ANIMAL FEED**

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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. 10-232
ANIMAL FEED

1. **GENERAL DESCRIPTION**

This Request for Quotation is for the **Supply & Delivery of Animal Feed**, for the Canatara Park Children's Farm.

2. **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 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 (ANNUAL REQUIREMENTS)**

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. Actual requirements may be considerably more or less.

5. **CONTRACT DURATION**

The contract awarded to the successful bidder shall be in effect **from October 1, 2010 to September 30, 2011**, with the option to extend the contract for a further 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) Delivery shall be made to the Children's Animal Farm, Canatara Park.
- b) All deliveries shall be made between the hours of 8:00 a.m. to 10:00 a.m., Monday to Friday inclusive (except holidays), unless otherwise arranged with the Farm Attendant.
- 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.
- e) Delivery charges, if any, **shall be included in the quoted prices.**

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8. **ORDERING PROCEDURES**

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

Telephone: _____ Fax: _____

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 quoted net, before Sales Tax.
- (b) Prices shall be FOB destination.
- (c) The quoted price or any "special sale" price shall apply, whichever is lower.
- (d) The quoted prices shall remain firm **until SEPTEMBER 30, 2011**

11. **CONTACT PERSON**

If required, further information may be obtained from Dave Meyers at telephone number 519-331-8503.

12. **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.

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PRICE SCHEDULE

Note: Provide UNIT PRICES ONLY for items listed “n/a” in the *Quantity* column.

Description	Quantity	Unit Price	Extension
Cracked Corn, 25 kg bags	800 bags		
Whole Corn, 40 kg bags	n/a		
Whole Oats, 25 kg bags	150 bags		
Whole Wheat, 40 kg bags	30 bags		
Rolled Oats, 25 kg bags	60 bags		
15% Meat Bird Grower, 25 kg bags	100 bags		
Game Bird Flight Conditioner, 25 kg bags	50 bags		
ACE Pigeon Pellets, 40 lb bags	30 bags		
Wood Shavings, 3 cu. ft.	130 bales		
AAA-XL Complete Layer Crumbs, 25 kg bags	15 bags		
Salt & Mineral Blocks (Cobalt)	6 blocks		
16% Rabbit Pellets, 25 kg bags	50 bags		
Hog Grower Finisher, 25 kg bags	75 bags		
Swine Blend Dry Lac Sow Ration	n/a		
Calcium Chips, 25 kg bag	3 bags		
Homer #1 Pigeon Feed, 50 lb bags	40 bags		
Rat Poison Pellets, 2.5 kg bags	n/a		
Barn Disinfectant, 5 x 4 litres	n/a		
Mineral Oil, 5 x 4 litres	n/a		
Topcrop Litter, 35 lb bags	n/a		
Ratite Grow Ration pel., 25 kg bags	n/a		
Ruse Mini Block (Bait Blocks), 4 kg	1		
All-in-one Sheep Block, 33 lb	10		
Red x Pigeon Grit, 50 lb bags	3 bag		
Lice Duster, 750 kg	n/a		
Ratak, 8 x 50 g case	10		
Flycatcher Blister Pack, 4/pack	20		
Plain Cat Food, 18 kg bag	n/a		
17% Duck/Goose Grower, 25 kg	100 bags		
Nyjer Seed, 50 lbs	n/a		
18% Lamb Creep Ration, 25 kg	n/a		
Sunflower Seed Black Oil, 50 lbs	n/a		
Hydrated Lime Spray	n/a		
Fly Ribbon	n/a		
Chick Waterer – Top	12		
Chick Waterer – Base	12		
20% Meatbird Starter, 25 kg bags	12 bags		
Feed Grade Lime, 25 kg bags	n/a		
Feed Mixing Salt	n/a		
Purina Lamb Milk Replacer	1 bag		
TOTAL			\$

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.