



Request for Quote

For: Supply and Delivery of One (1) Zero Turn Lawn Tractor

Request # 2018-016

May 22, 2018

Municipality of French River
44 St. Christophe Street
Suite #1, P.O. Box # 156
Noelville, Ont.
P0M 2N0

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Confidentiality Statement

This document, and any attachments thereto, regardless of form or medium, is intended only for use by the addressee(s) and may contain legally privileged and/or confidential, copyrighted, trademarked, patented or otherwise restricted information viewable by the intended recipient only. If you are not the intended recipient of this document please respond to the originator of this message and permanently dispose any copies and any attachments.

Thank you for your consideration,

Please respond to webmaster@frenchriver.ca with any questions or concerns.

Submission Details

Submission Deadlines and Methods

All submissions for responding to this request must be submitted to our office, in person, by email or fax as stated below, no later than:

Tuesday, June 5th-No later than 2:00pm Local Time

Successful candidate will be notified within 30 days of the quotation closing date and

Submission Delivery Address, Submission Questions and Clarifications

You may contact the following person if you have any questions or require clarification on any topics covered in this Request for Quote. The delivery address to be used for all submissions is:

Robert Martin

Parks, Recreation & Facilities Manager

Municipality of French River

44 St. Christophe Street

P.O. Box 156

Noelville, ON, POM 2N0

Tel: 705-898-2242

Fax: 705-898-2181

Email: rmartin@frenchriver.ca, publicworks@frenchriver.ca

Submission Opening

Quotes will **NOT** be publicly opened. Two staff members will open the quotes. Staff will then review the quotes and the successful candidate will be contacted.

Business Overview & Executive Summary

The Municipality of French River is a vibrant, welcoming and family-based community that is committed to positive, sustainable growth. A scenic environment, friendliness of neighbors, diversity of cultures and small town feel make French River the community of choice to live, work, visit and vacation.

The Municipality of French River (herein after referred to as the municipality) is requesting quotes for the "Purchase of a Zero Turn Lawn Tractor". The Municipality of French River is now accepting quotes.

The detailed specifications are attached in Schedule "A"

Assumptions & Constraints

The Municipality will not be held liable for any errors or omissions in any part of this request. The information contained herein is supplied solely as a guideline for responding vendors. The information is not guaranteed or warranted to be accurate by the Municipality, nor is it necessarily comprehensive or exhaustive. Nothing in this request is intended to relieve vendors from forming their own opinions and conclusions with respect to the matters addressed here in. Should the Municipality be contacted, no oral explanation or interpretation will modify any of the requirements or provisions of the quotation documents. No addenda to this RFQ will be issued. Should changes be required this request would be amended or voided and re-released under a new RFQ number.

The successful vendor will provide continuous and adequate protection of all work from damage and will protect the Municipality's property from injury or damage arising from or in connection with this work. The successful vendor will make good any such damage or injury. The successful vendor will employ only orderly, competent and skillful employees to ensure that the services are carried out in a confidential and respectable manner. The successful vendor will ensure all services and products provided in respect to this proposal are in accordance with, and under authorization of all applicable authorities, municipal, provincial and/or federal legislation.

The information, reports, documentation, plans, etc. that are a product of this award by the successful vendor, will become the exclusive property of the Municipality of French River.

Terms and Conditions

Relating to the submission document:

- Provincial and Federal Taxes (H.S.T.)** - Quotes shall include applicable H.S.T. taxes. This tax shall be shown separate from the unit price. The proponent shall include with the executed documents, at the time of submission, on company letterhead, notification to the Municipality of their H.S.T. Registration Number (if any)
- Costs, Deliverables & Timelines** – as set out in Schedule A
- Other** - Vendors may include any addition information regarding their firm and/or services that may prove beneficial to the evaluation of the quote. These would be provided in the form of appendices.

Relating to the Successful Candidates:

- **Notice of Acceptance** - Notice of acceptance may be made by fax or telephone, with written confirmation of same to follow, to the successful proponent at the number given by the proponent.
- **Purchase Order** - purchase order issued by the Municipality or French River must be obtained prior to commencement of any work or ordering of materials. The Municipality will not be held liable for any work/materials that do not comply with the details specified on the purchase order.
- **Payment** - Shall be made upon receipt of invoice following the receipt of the product (net 45 days) with completion of the work to the satisfaction of the Municipality.
- **Price** - The vendor shall abide by the price total price stated in the submission document. No further payments beyond the contract amount will be made for any additional services required to provide a satisfactory deliverable. If additional requirements are requested by the Municipality beyond the original scope of work described in this RFP, the cost of these services would be negotiated between the Municipality and the company that has been selected to perform the work. Any additional work will only be undertaken based on a request in writing from the Municipality of French River.
- **Termination** - The Municipality reserves the right to immediately terminate the contract for sufficient cause, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, etc.
- **Public Record** - Any personal information required on the proposal form is received under the authority of the Municipality of French River. This information will be an integral component of the quote submission. All written proposals received by the Town become a public record; once a proposal is accepted by the Town, and a contract is signed, all information contained in it is available to the public including personal information.

Selection Criteria

A combination of quality, experience and price will determine the successful firm. More specifically:

- The vendor's experience overall and particularly in relation to similar projects.
- The vendor's project management experience in managing subcontractors and delivering a seamless product to the client.
- The quality of the proposal.
- The proven ability to stay within project budget and meet project completion target date.
- Any additional features or advantages uniquely proposed by the vendor which the Municipality has not identified in the project deliverables or description.
- The vendor's financial proposal

The Municipality of French River is not obligated to award the service contract to the lowest or any firm. The municipality reserves the right to reject any or all quotes and to waive formalities as the interests of the Town may require without stating reasons. The Municipality will not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any vendor by reason of the acceptance or the non-acceptance by the Town of any proposal or by reason of any delay in the acceptance of a quote as well any expenses incurred by the vendor in the preparation of the quote submission are entirely the responsibility of the vendor and will not be charged to the Municipality.

Schedule "A"

Price – Supply and delivery of One Zero Turn Gas Powered Lawn Tractor

23 HP or greater, 48" blade, with rear discharge.	
Subtotal	
HST 13%	
Total	

Proposed delivery target date: _____(DD/MM/YYYY)