



**Settle down.**

**City of Grand Forks**

**Request for Quotation**

**For**

**2016 Playground Equipment Supply and Installation**

**Project No. RFQ-PW2016-1**

***Closing Date: 2:00 pm, Wednesday April 6, 2016***

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**1. GENERAL:**

**1.1. Definition:**

Throughout this document “City”, “The City”, “Grand Forks” and “Owner” shall mean The Corporation of the City of Grand Forks.

Throughout this document “Contractor” or ‘Proponent’ shall mean the organization providing a Quotation in response to this Request for Quotation.

**1.2. Acceptability of Quotations:**

The Quotation shall be irrevocable and open for acceptance by the City for thirty (30) calendar days following the end of the day the quotation is submitted.

As it is the purpose of the City to obtain the Quotation most suitable and most advantageous to the interests of the City, the City reserves the right, in its sole and unfettered discretion, to reject or accept any Quotation, including the right to reject all Quotations.

Without limiting the generality of the foregoing, any Quotation which:

- is incomplete, obscure, irregular, or unrealistic;
- is non-compliant in a trivial/immaterial or substantial/material manner, or conditional;
- has erasures or corrections;
- fails to complete the information required in the Quotation;

May, at the City’s sole and unfettered discretion, be rejected or accepted.

Further, a Quotation may be rejected or accepted on the basis of the City’s unfettered assessment of its best interest, which includes, but is not limited to the City’s unfettered assessment as to a Proponent’s past performance for the City or for anyone else.

In the event that a Court of competent jurisdiction should find that the City has committed a breach of the law as it applies to this Request for Quotation process, which breach would include but not be limited to a breach of Contract law, Tender law, a fundamental breach, an anticipatory breach or breach of duty of care or Tort law (the “Breaches”), the Proponent and the City knowledge and agree that the City’s liability for the Breaches will be a maximum of \$1,000 dollars all inclusive.

The City reserves the right to negotiate after receipt of all Quotations that the City deems has provided the most advantageous Quotation in all circumstances, including, but not limited to, when the lowest Price exceeds the City’s budget. In no event shall the City be required to offer any modified terms to any other Proponent prior to entering into a contract with the successful Proponent and the City shall incur no liability to any other Proponent as a result of such negotiation or modification.

In no event shall the City be liable for a Proponent's costs for preparing a Quotation.

**1.3. Further Information:**

Technical questions regarding this Request for Quotation should be directed to:

**Dolores Sheets, Manager of Development and Engineering**  
**Email: [dsheets@grandforks.ca](mailto:dsheets@grandforks.ca)**

Responses to technical questions will be summarized and posted as an addendum.

**1.4. Confidentiality:**

Proponents should be aware that the City is subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIPPA). A Proponent may stipulate in their Quotation that portions of the quotation contain confidential information and are supplied to the City in confidence. However, under FOIPPA the City may nevertheless be obligated to disclose all or part of a quotation pursuant to a request made under that Act, even if the Proponent has stipulated that part of the Quotation is supplied in confidence. The Proponent should review section 21 and other provisions of FOIPPA in order to gain a better understanding of the City's disclosure responsibilities under that Act.

**2. SCOPE OF WORK**

**2.1. Project Summary:**

This project is to supply and install new playground equipment at City Park located at 7162 5<sup>th</sup> Street in Grand Forks, BC.

**2.2. Scope of Work:**

The proponent will supply the new playground equipment and install it in the previous playground area. The proponent will also supply and install a tot/child swing set in a separate area provided within the general playground area. The City will remove the old playground equipment and pea gravel within the playground area as well as prepare the new site for the tot/child swing set.

**2.3. Included Work:**

- Supply and install new Playground Equipment for Tot area
- Supply and install Tot/Child Swing Set
- The successful proponent will be required to obtain a City of Grand Forks business license and operate in accordance to City accepted policies and procedure's i.e. employee conduct.
- The successful proponent will be required to operate in accordance with all applicable Provincial, Federal and local laws, regulations and policies.

**2.4. Project Specifications:**

- The main playground area is shaped as an octagon with concrete 2ft high borders.
- The rough total area is 400 square meters.
- The City has \$45000 allocated for this project, including all taxes, shipping, and fees.
- All new equipment should be suited for children ages 2 to 12
- Pictures are attached as Appendix 1

**2.5. Location of Work:**

City Park, located at 7162 5<sup>th</sup> Street in Grand Forks, BC

**2.6. Work Schedule and Completion Date:**

Issue Request for Quotation	March 21, 2016
Request for Quotation Closing	April 6, 2016
Contract Award	April 11, 2016
Work completed by	June 30, 2016

**3. QUOTATIONS**

**3.1. Submissions:**

- Must include pictures of each proposed piece of equipment and specifications.
- Must include a proposed plan view showing the layout of the equipment.
- Must include a visual 3D view of the proposed layout.
- Must include separate individual item prices.
- Must include separate line items for labour, freight, out of town living allowance, taxes, and any other fees and charges.
- The City of Grand Forks will accept up to 3 different proposals per proponent. Any more than 3 proposals per proponent and the City of Grand Forks reserves the right to refuse any or all proposals.

**3.2. Evaluation of Quotations:**

- The City will evaluate all quotations received and make a decision based on the overall appeal and suitability of the proposed products for this project. Price may or may not be the determining factor in Supplier selection process.
- The award may be made to the Supplier whose quotation is determined to be of highest value in terms of quality, price and use of space.
- Prices are in Canadian dollars. In the event of a discrepancy/error in the total prices indicated above or in the Supplier quotation, the unit price will prevail.
- The City reserves the right to request any additional information that it deems necessary in order to make a decision on any quotation.
- The City reserves the right to reject any or all quotations after evaluation.
- Any quotation not supported by the information requested in the RFQ, or not complying with the RFQ requirements, may not be considered.

**3.3. Submission of Quotations:**

Quotations shall be sent in pdf format to:

**The Corporation of the City of Grand Forks**  
**Attention: Dolores Sheets**  
**Email: [dsheets@grandforks.ca](mailto:dsheets@grandforks.ca)**

**3.4. Closing Date:**

Quotations will be received up to 2:00 p.m., local time, **April 6, 2016.**

Quotations received after the deadline will not be considered.

Quotations will not be opened in public.

**4. QUOTATION SHEET:**

Vendor:                      Name: \_\_\_\_\_

   Address: \_\_\_\_\_

   \_\_\_\_\_

Contact:                      Name: \_\_\_\_\_

   Phone Number: \_\_\_\_\_

   Email: \_\_\_\_\_

	Item	Price ( \$ )	Est. Qty	Extended ( \$ )
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.	Labour			
14.	Other			
15.	Freight			
16.	Out of Town living expenses			
17.	PST			
18.	GST			
	<b>TOTAL</b>			

**5. APPENDIX 1 - PICTURES**

