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The City of Grand Forks

REQUEST FOR QUOTATION (RFQ)

REQUESTER INFORMATION			RFQ Submission Instructions: Please provide a minimum unit price for the installation of a meter, and any additional work will be discussed and agreed upon at the appropriate time. All terms and conditions apply.		RFQ Closing Date & Time January 15, 2021 at 2:00PM (PT)	
Department:	Utilities					
Contact Name:	Rod Zielinski					
Telephone #:	250-442-8266 x 60232		RFQ NO.		Water Meter Plumbing	
E-mail:	corporate@grandforks.ca		UT2020-06-RFQ			
Description of Required Supplies, Works, or Services: Replacement of Water Meters that were impacted during the 2018 flood, based on list of addresses to be provide by the City of Grand Forks. The successful proponent shall be responsible for contacting & scheduling appointments with the customers, removing the existing meter, installing the new meter, leaving the location in the better or the same condition prior to meter replacement, and supplying completed installation/removal paperwork to the City of Grand Forks. Please note that the quantity is approximate and there is potential for that number to increase or decrease. All terms and conditions apply.						
TIMELINE: RFQ Closing Date & Time: January 15, 2021 at 2:00PM - Pacific Time						
Completion Date: April 15, 2021						
Item No.	Quantity Approx	Unit of Measurement	Goods & Services Catalogue # and Description	Unit Price CDN \$	Total Price CDN \$	
1	100	each	Installation of Water Meter			
F.O.B. to Grand Forks BC Total Amount before Taxes Goods & Services Taxes (G.S.T.) Grand Total including G.S.T.						
Supplier Information:			The following Section must be completed by the Supplier and included in the Supplier's quotation in response to this RFQ.			
Supplier Name		Supplier Address, Telephone No. & E-mail			Supplier's Quotation #	
					Quotation Date	
Supplier Contact Name			Signature			

RFQ Terms and Conditions

- 1 Supplier's response to this RFQ must be sent to the City of Grand Forks E-mail to the attention of the Requester, as specified above.
- 2 Submissions will be deemed successfully received when displayed as a new email in the inbox of the City email address. The City will not be liable for any delay for any reason including technological delays, or issues by either party's network or email program.
The timestamp on the email will represent the submission time. Submissions received after 2:00PM - Pacific Time will not be accepted.
- 3 Supplier may attach a quotation to this form or may enter prices directly on this form.
If quotation is provided, the Supplier Information Section of this form must be completed and attached as the first page of Supplier's proposal.
- 4 The quantity specified above is provided as a best estimate only.
- 5 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.
- 6 Goods and Services Tax (G.S.T.) is applicable but should not be included in the quoted prices.
- 7 Supplier's proposal shall be valid for sixty (60) days from the date of Supplier's submission.
- 8 Price may or may not be the determining factor in Supplier selection process.
- 9 The award may be made to the Supplier(s) whose quotation(s) is (are) determined to be of highest value in terms of quality and price.
- 10 The City reserves the right to request the Supplier(s) to demonstrate that adequate skills, equipment and resources are available for performance of the services.
- 11 The City reserves the right to request any additional information that it deems necessary in order to make a decision on any quotation.
- 12 The City reserves the right to reject any or all quotations after evaluation.
- 13 Rejection of all quotations will mean that the City, in its own best interest at this time, has determined not to pursue the acquisition.
- 14 A Supplier who submits a quotation to the City in response to this RFQ must be licensed and certified as required by the laws of B.C..
- 15 Any resulting purchase shall be subject to the City of Grand Forks Contracting Authority & Purchasing Policy #802.
- 16 Any quotation not supported by the information requested in the RFQ, or not complying with the RFQ requirements, may not be considered.
- 17 The successful proponent will be required to submit the following upon award of the contract: Certificate of Insurance (\$5,000,000 Liability) with the City named as additional insured, WorkSafe BC Clearance Letter, and City of Grand Forks Business License.
- 18 The successful proponent must at a minimum comply with and meet the standards within the City of Grand Forks Respectful Workplace (No Bullying/Harassment, Violence or Discrimination) Policy #HS-01-01.
- 19 The successful proponent must at a minimum comply with and meet the standards within the City of Grand Forks COVID-19 Return to Work Safety Policy #618 and the current health orders from the Provincial Health Officials.