



**Township of McNab/Braeside
Public Works Department**

**REQUEST FOR QUOTATION
RFQ-PW-2019-04
Roadside Inline/Offset Flail Mower**

Date of Issue: Monday April 8, 2019

Tender Closing Date: Thursday April 25, 2019 at 1:00pm

**TOWNSHIP OF
McNAB/BRAESIDE**

PUBLIC WORKS DEPARTMENT

**RFQ-PW-2019-04
Roadside Inline/Offset Flail Mower**

Company Name	Total Bid Amount (From Part III 4.0)
	\$ _____ (Includes 13% HST)

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PART I INTRODUCTION / SCOPE OF WORK

The Township of McNab/Braeside is intending to replace its existing inline/offset flail mower used for roadside mowing. Qualified Companies with equipment that meets or exceeds that provided specifications are invited to submit a Request for Quotation (RFQ) outlining the equipment specifications by no later than the closing date/time identified below.

All quotations must be sealed and CLEARLY marked “PW-2019-04 Roadside Inline/Offset Flail Mower”, and delivered to:

Ms. Lindsey Lee, CAO/Clerk
Township of McNab/Braeside
2508 Russett Drive, R.R.2
Arnprior, Ontario K7S 3G8

Any inquires during the submission process are to be directed to Mr. Ryan Frew via email (rfrew@mcnabbraeside.com) or alternately, by telephone or fax (Tel. (613) 623-5756 x 227 OR Fax: (613) 623-9138). Questions of clarification will be answered individually, but response(s) to any question that modifies the scope of the RFQ will be circulated in writing as an Addendum to all registered document takers who have received the RFQ document from the Township.

To ensure fairness to all proponents, any and all questions that require detailed clarification or that may materially alter this quotation shall be submitted in writing (email form is acceptable) by no later than 2 (two) business days prior to the closing date.

Should any error, ambiguity, divergence, omission, oversight, contradiction, or item subject to interpretation be identified in this Quotation, the proponent shall, as it is discovered, notify the primary contact (in writing) requesting instruction, decision, direction or clarification of same. The primary contact will determine the extent of resolution required.

Quotations shall be received **until 1:00 p.m. local time, Thursday April 25, 2019**, at the address given above.

PART II **GENERAL CONDITIONS****1.0** **Completion and Submission of Quotations**

- 1.1 The Bidder shall complete all documents pertaining to this RFQ in ink or in type.
- 1.2 If the Bidder is a Corporation, an authorized officer of the Corporation shall sign the Quotation Form and shall affix the Corporate Seal.
- 1.3 If the Bidder is a partnership, a minimum of two partners shall sign the Quotation Form and the signatures shall be witnessed.
- 1.4 If the Bidder is a sole proprietorship, the sole proprietor shall sign the Quotation Form and the signature shall be witnessed.
- 1.5 The Bidder shall submit their Tender by the date and time specified in Part I of the Quotation.
- 1.6 The Bidder shall submit to the Township:
- a. the Quotation and
 - b. all Addenda issued by the Township, with respect to this RFQ.
- 1.7 The Bidder shall submit the Quotation on the forms provided by the Township and the Bidder shall seal the forms in a clearly labelled envelope.

2.0 **Deposit**

- 2.1 A Deposit is not required for this RFQ.

3.0 **Agreement to Bond**

- 3.1 An Agreement to Bond is not required for this RFQ.

4.0 **Addenda**

- 4.1 The Bidder shall ensure that its name and address for receipt of Addenda are included on the Township's list of firms to whom Addenda to this Contract, if any, are to be sent. Inclusion on the Township's list does not absolve the Bidder of its responsibilities set out in Section TC-9.1 of the RFQ.

5.0 **Irregular Quotations**

- 5.1 The Township shall be the sole judge of whether or not a Quotation is irregular.

6.0 Unbalanced Quotations

- 6.1 The Bidder shall not submit an unbalanced Quotation.
- 6.2 The Township shall have the right to:
- a. deem a Quotation to be unbalanced and
 - b. reject a Quotation, which it deems to be unbalanced.

7.0 Collusion

- 7.1 The Bidder shall not engage in collusion of any sort and in particular, shall:
- a. ensure that no person or other legal entity, other than the Bidder, has any interest in the Bidder's Quotation, and
 - b. prepare their Quotation without any knowledge of comparison of figures with or arrangement with any other person or firm preparing a Quotation for the same work.

8.0 Right to Accept or Reject Quotations

- 8.1 Notwithstanding any other provision in this Contract, the Township shall have the right to:
- a. accept any Quotation;
 - b. reject any Quotation, and
 - c. reject all Quotations.
- 8.2 The Township reserves the right to reject a Quotation of any Bidder who does not furnish satisfactory evidence of sufficient capital, plant and experience to successfully execute and complete the work.
- 8.3 Without limiting the generality of Section TC-8.1 the Township shall have the right to:
- a. accept an irregular Quotation;
 - b. accept a Quotation which is not the lowest Quotation, and
 - c. reject a Quotation even if it is the only Quotation received by the Township.
- 8.4 Acceptance of the Quotation shall occur at the time the Township awards the Quotation and not necessarily at the time the award is communicated to the successful Bidder.

9.0 Contract Documents

- 9.1 The Contractor shall obtain and review all Contract Documents listed in the Quotation Form and all addenda issued by the Township, pertaining to this Contract.

10.0 **Errors, Omissions and Discrepancies in the Contract Documents**

10.1 If the Bidder finds any errors or omissions in or discrepancies among the Contract Documents, they shall immediately notify the Township at the address specified in Part I of the RFQ.

10.2 No oral explanation or interpretation by any person shall modify any of the Contract Documents.

11.0 **Irrevocability of Offer**

11.1 The Bidder shall not revoke its offer until after the expiration of sixty (60) days after the opening of the Quotations by the Township.

12.0 **Successful Bidder - Bonds**

12.1 Bonds are not a requirement for this Contract.

13.0 **Successful Bidder - Workplace Safety & Insurance Board Certificate of Clearance**

13.1 If requested, the successful Bidder shall provide the Township with a valid Workplace Safety and Insurance Board Certificate of Clearance, to the satisfaction of the Township.

14.0 **Successful Bidder - Execution of Form of Agreement**

14.1 Execution of a Form of Agreement is not a requirement of this contract.

14.2 The Township shall issue a letter to the successful Bidder to indicate acceptance of the contract.

15.0 **Successful Bidder - Insurance**

15.1 Insurance is not a requirement for this Contract.

16.0 **Successful Bidder – Period of Contract**

16.1 The Contractor shall schedule their work under this contract to comply with the following requirements:

- a. delivery of the completed unit shall occur on or before:

Contractor to specify delivery date in Part III 0 Section 5,0
(insert date)

16.2 The Contractor shall complete the work by the time specified in the Quotation, unless an extension of time is granted.

16.3 If the Township of McNab/Braeside grants the Contractor an extension of time, the Contractor shall complete the work by the revised specified time for completion.

17.0 Successful Bidder - Liquidated Damages

17.1 Liquidated Damages are not a requirement for this Contract.

18.0 Successful Bidder - Submission of Documentation

18.1 The successful Bidder shall submit the documentation required by Sections TC-13, TC-14 and TC-15 within seven (7) working days of the day the Township notifies the successful Bidder that the documentation should be sent to the Township.

18.2 If the successful Bidder fails to comply with Section TC-18.1, the Township may, in its sole discretion, withdraw its acceptance of the Quotation and the Bidder shall have no recourse whatsoever against the Township.

19.0 Prices

19.1 Prices quoted shall be the net cost to the Township and shall include all associated costs (i.e. labour, equipment, material, delivery, applicable licences and permits) and all other associated costs required to perform the service to the complete satisfaction of the Township.

19.2 Prices quoted shall remain firm for the period of the Agreement.

20.0 Payment

20.1 Payment will be made after delivery and satisfactory acceptance of the equipment.

21.0 Tax Status

21.1 The price quoted shall be in Canadian funds and shall include all duty, custom clearances and all other charges now in force.

21.2 The Harmonized Sales Tax (HST) shall be extra to the unit prices quoted.

22.0 **Basis of Award**

- 22.1 It is the Township's intent to award on a total aggregate price as Quoted; however, the Township reserves the right to award on the basis of equipment specifications provided and/or delivery date, if deemed to be in the best interest of the Township.
- 22.2 The Township reserves the right to disqualify any Quotation that is incomplete or is otherwise not submitted in strict accordance with the terms and conditions set forth in this Contract. The Township reserves the right to accept or reject any or all Quotations, should it be deemed to be in the best interest of the Township. Should only one (1) Quote be received, the Township reserves the right to reject it.

PART III QUOTATION FORM**1.0 Bidder Information**

Company Name: _____

Address: _____

City/Province/Postal Code: _____

Name of Company Contact: _____

Phone Number: _____ Fax Number: _____

Email: _____

Contractor's Signature_____
Business Partner's Signature
(only if required by TC-1)_____
Witness's Signature
(only if required by TC-1)

Corporate Seal (if applicable)

2.0 Contract Documents2.1 The Contract Documents for Contract **RFQ-PW-2019-04** are:

- a. Request for Quotation
 - i. Part I.....Introduction/Scope of Work
 - ii. Part IIGeneral Conditions
 - iii. Part IIIQuotation Form
- b. All Addenda Issued Pertaining to this Contract

3.0 Bidder's Declarations

3.1 The Bidder declares that it has obtained and read the Contract Documents.

3.2 The Bidder declares that it understands and agrees to be bound by the Contract Documents.

3.3 Without limiting the generality of Section FT-2.2, the Bidder declares that it has, at the time of Submission, fulfilled all of those obligations under the Contract, which are required to be fulfilled by the time of Submission.

3.4 The Bidder declares that all information, which it has provided or will provide to the Township is true.

4.0 Bidder's Offer

4.1 The Bidder offers to do the work in accordance with the Contract Documents.

4.2 The Bidder offers to do the work and to accept payment at the unit prices specified in the Schedule of Prices in Section FT-4 of the Quotation, in accordance with the Contract Documents.

4.3 The Bidder's total Quoted Price, based on the estimated quantities in the Schedule of Prices is:

\$ _____
(price in words)

(\$ _____)
(price in numbers)

5.0 Schedule of Prices

Item No.	Description	Unit	Estimated Quantity	Amount
1	Roadside Inline/Offset Flail Mower	Lump Sum	1	\$
			SUB TOTAL	\$
			PLUS HST (13%)	\$
			TOTAL TENDER PRICE	\$

**** Delivery of the completed unit shall occur on or before: _____**

Addendum No(s) _____ to _____ were received.

Company Name

Authorized Signature

Date

6.0 **Specification & Confirmation**

- 6.1 The specified roadside inline/offset flail mower is to be compatible with a CASE IH Maxxum 115 tractor.
- 6.2 The flail hammers shall be suited for mulching grass, pruning's and bushes up to a diameter of 5 - 6 cm.
- 6.3 The completed unit shall be delivered to the Township of McNab/Braeside, 2508 Russett Drive, Arnprior, Ontario.
- 6.4 The unit must be current standard production models, for the model year in which they will be delivered and must comply with all Federal and Provincial Legislation in effect, at the time of delivery.

No.	DETAILED SPECIFICATIONS	CONFIRMATION
1.	<p><u>Year, Make & Model</u></p> <p>Specify the year, make and model of the unit being quoted. The unit shall be supplied with all standard equipment plus all other equipment outlined in this specification.</p>	<p>Year: _____</p> <p>Make: _____</p> <p>Model: _____</p>
2.	<p><u>Equipment Specifications</u></p> <p>Cutting width (Min. 210 cm (84 in.))</p> <p>Number of cutting hammers</p> <p>External Gear box</p> <p>Maximum vertical (down) angle (Min. 50 degrees)</p> <p>Maximum vertical (up) angle (Min. 90 degrees)</p> <p>Maximum cutting offset dimension (measured from vehicle centerline)</p> <p>Minimum cutting offset dimension (measured from vehicle centerline)</p> <p>Hydraulic system for side or incline offset</p> <p>Number of rear roller positions</p> <p>Shock protection system – To prevent damage to the mower after a collision with a tree/stump.</p> <p>Thickness of bonnet steel over the rotor</p> <p>Thickness of steel on side plates</p> <p>Weight (kg)</p>	<p>Specify: _____</p> <p>Specify: _____</p> <p>Specify: _____</p> <p>Specify: _____</p> <p>Specify: _____</p> <p>Specify: _____</p> <p>Specify: _____</p> <p>Yes: _____</p> <p>Specify: _____</p> <p>Yes: _____</p> <p>Specify: _____</p> <p>Specify: _____</p> <p>Specify: _____</p> <p>Specify: _____</p>

No.	DETAILED SPECIFICATIONS	CONFIRMATION
3.	<p><u>Vehicle (Tractor) Specifications</u></p> <p>3-Point Hitch Category: <u>CAT II Standard</u></p> <p>Number of hydraulic remotes required</p> <p>PTO: <u>540 / 1000 rpm 1-3/8 in. reversible shaft</u></p> <p>Required vehicle Engine HP (Max. 95 HP)</p>	<p>Yes: _____</p> <p>Specify: _____</p> <p>Yes: _____</p> <p>Specify: _____</p>
4.	<p><u>Other</u></p> <p>A specification sheet/list of the equipment shall be provided with this bid request</p> <p>Manufacturer's factory warranty shall be supplied</p> <p>Repair manual and spare parts list manual to be supplied with mower</p>	<p>Yes: _____</p> <p>Yes: _____</p> <p>Specify: _____</p> <p>Yes: _____</p>
5.	<p><u>General Specification</u></p> <p>Equipment must be supplied with suitable components to comply with these specifications in all aspects.</p> <p>Where minimums are called for, the equipment must meet or exceed the capacity, size and performance specified.</p> <p>These specifications only list the major details of a unit; therefore, it is the supplier's responsibility to deliver fully equipped unit with compatible components, to provide dependable, efficient service.</p>	

Bidder's Comments: _____

Signature Of Bidder: _____