



# SUPPLY OF PLAYGROUND EQUIPMENT - 2018

This document contains the information required for suppliers to provide the Town of Stratford with pricing to supply three sets of playground equipment.

The Town of Stratford, through the Recreation, Culture and Events Committee, is seeking proposals for the supply of playground equipment to the Town.

The proposed three (3) sets of equipment will be placed (by others) in existing playgrounds within suburban residential neighborhoods. Supply and delivery of the equipment must be within the Town's budget of \$28,500.00 and equipment must meet the following requirements:

1. Equipment to be Play Builder Structures;
2. Equipment is to be suited for children ages 5 to 12 years;
3. All three (3) structures must be different from one another;
4. Equipment to be composed of above ground galvanized steel parts with stainless steel hardware;
5. Minimum post size to be 3.5";
6. Steel decks to be covered with plastisol coating for foot traction;
7. Color of structures to incorporate a minimum of two (2) colors including forest green, tan, and brown;
8. Structures to have polyester powder coating; and
9. Equipment must meet the Canadian Standard CAN/CSA-Z614-14.

Equipment delivery must be guaranteed to be within 4 - 6 weeks of award of the contract.

Sealed submissions clearly labelled "Town of Stratford Supply of Playground Equipment - 2018" will be received at the Town of Stratford Town Hall Complex located at 234 Shakespeare Drive, no later than 2:00 PM March 26, 2018.

This proposal request creates no obligation on the part of the Town of Stratford to award the contract or to reimburse proponents for proposal preparation expenses. The Town reserves the right to accept or reject any and all proposals, in whole or in part, received as a result of this request, and to negotiate in any manner necessary to best serve the interest of the Town.

At the election of the Town of Stratford, whether or not a proposal or proponent otherwise satisfies the requirements of the tender request, the Town of Stratford may reject summarily any proposal received from a corporation or other person which has been anywise involved in litigation, arbitration or alternative dispute resolution with the Town of Stratford within the five (5) year period immediately preceding the date on which the request for Proposals was published.

The Town of Stratford's evaluation may include information provided by the proponent's references and may also consider the proponent's past performance on previous contracts with the Town of Stratford or other institutions.

The Town of Stratford may prohibit a proponent from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, and such inappropriate conduct shall include but not be limited to the following: (a) the submission of quotations containing misrepresentations or any other inaccurate, misleading or incomplete information; (b) the refusal of the proponent to honour its pricing or other commitments made in its proposal; or (c) any other conduct, situation or circumstance, as solely determined by the Town of Stratford.

Any questions in respect of this proposal request should be directed to Jason Hughes at [jhughes@townofstratford.ca](mailto:jhughes@townofstratford.ca) or (902) 626-6834. Questions must be received no less than three (3) business days prior to the closing date stated herein.

**OWNER:**

The Town of Stratford/Stratford Recreation  
234 Shakespeare Drive  
Stratford, PEI  
C1B 2V8

1. Proposal Submission:

Proponents are to include the following in their submission:

1. Company information including their number of years in business.
2. Name and contact information of the representative providing the service, including his/her experience in the industry.
3. A portfolio presenting three (3) local projects where equipment has been supplied.
4. Description of equipment and specifications, including layout drawings and installation instructions.
5. Product warranty on components.
6. Fee to provide three sets of equipment as described herein, including taxes and delivery.

Completed submission is to be delivered to the above noted address in a sealed envelope clearly marked as follows:

PROPOSAL

Town of Stratford Supply of Playground Equipment – 2018  
Attention: Jason Hughes

2. Projected Timeline:

- March 26, 2018 at 2:00pm: Proposal submission
- March 27, 2018: CAO and Recreation Director (or Designate) Review
- March 28, 2018: Contract to be awarded and signed
- April 02 - May 25, 2018: Equipment delivery, actual dates to be determined