



Department of Finance
Procurement Services

REQUEST FOR QUOTATION
Tender Number: 5325
Closing Date: 25-July-2019
Closing Time: 12:00PM AST

Mobile and Static Shelving – Public Archives and Records Office, Department of Education & Lifelong Learning

1. Check for changes to this request

Before submitting this proposal, visit the Procurement website www.princeedwardisland.ca/en/tenders to see if any Addenda detailing changes have been issued on this tender. Changes may be posted up until the tender closing time. It is your responsibility to acknowledge and take into account **ALL ADDENDA**.

2. Give your business information (please print)

Name of Company: _____
(If you are not a registered company, give your name)

Street Address: _____

City: _____ Province: _____

Postal Code: _____ Email Address: _____

Mailing Address (if different): _____

Phone Number: _____ Fax Number: _____

HST/GST Registration Number (BN): _____ (leave blank if NOT applicable)

3. Review the following documents, which will form part of your proposal

All documents can be found on the Procurement Services website at
www.princeedwardisland.ca/en/tenders.

- **Atlantic Standard Terms and Conditions**
 - **This tender opportunity is issued in accordance with the provisions of the Atlantic Procurement Agreement and the Canadian Free Trade Agreement. Vendors are encouraged to read the Atlantic Provinces Standard Terms and Conditions, prior to submitting any bid.**
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4. Additional Information

- Prices are to be in Canadian Funds.
- Price to include: **Freight & Delivery.**
- **It is the intention of the Province to award the item(s) listed in this tender to one (1) vendor.**
- The results of this tender shall be open for a period of **90 days** to all Government Departments, Crown Corporations, Agencies, Boards and Commissions including the Broader Public Sector as described in the Atlantic Standard Terms and Conditions (MASH Sector).
<http://www.atlanticsuppliers.ca/acts-regulations/atlantic-provinces-standard-terms-and-conditions-goods-and-services/>
- Vendors are advised that all documents forming part of the RFQ process, including all submitted proposals, are subject to the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, Cap. F-15.01 (“FOIPP”). A copy of FOIPP is available at:
<https://www.princeedwardisland.ca/en/legislation/all/all/a>

5. Give your delivery and payment terms

Delivery Required by:		Goods will be delivered by:	
Delivery Location:	Public Archives Atlantic Technology Centre 176 Great George St Charlottetown, PE C1A 4K9		
FOB:	Destination <input type="checkbox"/>	Other <input type="checkbox"/>	(Please Specify) _____
Payment Terms:	Net 30 <input type="checkbox"/>	Other <input type="checkbox"/>	(Please Specify) _____

6. Acknowledge receipt of addenda (if any)

ADDENDUM	SIGNATURE
Addendum #1	
Addendum #2	
Addendum #3	

Were there more than three addenda for this proposal? YES NO

Indicate the number of additional addenda you have received.

Please sign indicating that you acknowledge the additional addenda noted above _____

7. Sign your Proposal

I confirm that the information I provided on this proposal is complete and accurate and that I am authorized to sign on behalf of the company.

Name (please print): _____ Position or Title: _____

Signature: _____ Date: _____

8. Submit Proposal To:

PROCUREMENT SERVICES

95 Rochford Street
2nd Floor South, Shaw Building, Room 27
Charlottetown, PE, C1A 7N8
Telephone: (902)368-4040
Fax: (902)368-5171

When submitting your bid to the above address, please ensure your company name and tender number are clearly marked on the outside of the envelope.

Acceptable methods to submit your bid; courier, mail, hand deliver and fax.

E-mail submissions are not accepted.

9. CONTACT INFORMATION

About the good or service:

Name: Jill MacMicken Wilson
Phone: 902-368-4351
E-mail: jswilson@gov.pe.ca

About the procurement process:

Procurement Officer: Melanie Barlow
Phone: 902-368-4042
E-mail: mcbarrow@gov.pe.ca

**10. Fill in your unit price, extended price, and total price of all items
Quote prices in Canadian dollars, before taxes.**

Line	Quantity	Description	Unit Price	Extended Price
1	1 lot	High Density Mobile shelving – as per attached specs		
2	1 lot	Static no-bolt shelving – as per attached specs – for centre of room		
3	1 lot	Static no-bolt shelving – as per attached specs – for perimeter of room		
4	1 lot	Optional - Toe-level Safety Sweep <i>(See Section 2.2 (H.2) of attached specifications document)</i>		
5	1 lot	Optional - Sliding Reference Shelf – 1 per row of shelving <i>(See Section 2.3 (G) of attached specifications document)</i>		
8	1	Installation (Includes removal of all garbage, packaging, and pallets)		
			Total	

APPENDIX A:

TENDER SPECIFICATIONS:

*See attached "Appendix B: Mobile Storage Shelving and Static Shelving Specifications"

*See attached "Appendix C: 2125-Shelving Layout" for required shelving layout/configuration.

Please note - all shelving configurations and layouts must be able to accommodate Neutracore boxes (10" h x 15 1/2" d x 7"w) and standard bankers boxes (10"h X 15"d x 12"w).

1. High-Density Mobile shelving:

- 1 each: High-density mobile shelving system mounted on mechanically assisted carriage in grouted rail plywood floor, support rails, fabrication and installation including leveling of support rails, and supply and installation of ramping systems which slopes up to work with configuration. Rails must be able to carry loads of 1,000 pounds per linear foot (1,488kg/m) of carriage.
- Carriages and stationary platforms must be a minimum of 12-gauge steel, with 1,000 pounds (1,488kg/m) per linear foot maximum capacity.
- 10 each: 32' double mobile sections (actual shelves must be 9 bays of 39 3/4"w x 30"d x 88"h and 1 bay of 30"w x 30"d x 88"h)
- 3 each: 32' double static no-bolt sections (actual shelves must be 9 bays of 39 3/4"w x 30"d x 88"h and 1 bay of 30"w x 30"d x 88"h). Must be full depth adjustable 18 (1.21mm) gauge steel shelving.
- 7 open face full depth levels
- Complete with front panels
- Complete with closure end panels
- 2 each: 48" aisles
- Bumper span & end panels size increased to maximize use of shelving to accommodate box overhang for Neutracore boxes (10" h x 15 1/2" d x 7"w) and standard bankers boxes (10"h X 15"d x 12"w).

- Mobile layout - allow for 36" of aisle between static shelving on perimeter and mobile handle
- Mobile layout - allow for 37 1/4" at back of system between wall and mobile
- Mobile has front access only/ ramped on both ends. Ramp shall not extend beyond the end of the carriages and shall have a maximum slope of nine (9) degrees.
- Bottom shelf must be 3" above the floor

2. Static no-bolt shelving – centre of room

Right of mobile:

- 3 each double static no-bolt sections of shelving (actual shelves must be 9 bays of 39 3/4"w x 30"d x 91"h and 1 bay of 30"w x 30"d x 91"h). Must be full depth adjustable 18 (1.21mm) gauge steel shelving.
 - 7 open face full depth levels

 - Static shelving layout - allow for 37 1/4" between end of rows and static shelving on perimeter or wall
 - Bottom shelf must be 3" above the floor
- 3 each: aisles evenly spaced to work with layout.
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3. Static no-bolt shelving – perimeter of space

- 1 each lot of static no-bolt single shelving located around perimeter of space - combination of (30" or 36" or 39 3/8" or 48" or 54" w) x (30"d or 16"d) x 88"h. Must be full depth adjustable 18 (1.21mm) gauge steel shelving.
- 7 open face full depth levels
- Bottom shelf must be 3" above the floor

***Shelving material must include bracing and hardware. Static shelving must be able to interlock with existing metalware shelving.**

***Bays must be accessible from both sides and be able to support the weight of 30 bankers boxes of records (40-50 lbs per box). Must be full depth adjustable 18 (1.21mm) gauge steel shelving.**

***Supply, freight, delivery, installation, and removal of all garbage, packaging, and pallets included in pricing.**

***Pricing MUST be guaranteed for 90 days.**

***All sizes approximate. Consult with Public Archives staff to confirm/maximize everything as generally described.**

***Shelving to be stored at supplier's expense until agreed upon date of delivery.**

***Submit shop drawings for review.**
