



Department of Finance  
Procurement Services

**REQUEST FOR STANDING  
OFFER**

**Tender Number: 5404**

**Closing Date: 19-Dec-2019**

**Closing Time: 12:00PM**

**Atlantic Time**

## **Snow Plow Shoes and Boots/Department of Transportation, Infrastructure and Energy**

---

### **1. Check for changes to this request**

Before submitting this proposal, visit the Procurement website [www.princeedwardisland.ca/en/tenders](http://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](http://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. The tender results will comply with section 29.1 of the Atlantic Standard Terms and Conditions, and will be extended to include the broader public sector (MASH).**
-

#### 4. Additional Information

- Prices are to be in Canadian Funds.
- Price to include: Freight & Delivery.
- The quantities listed in the tender document are estimates only, actual quantities over the span of the standing offer may be more or less. The Province of PEI reserves the right to purchase more or lesser amounts depending on requirements. Products to be delivered are on an “as and when required basis” for the standing offer period indicated in this document unless otherwise stated. This applies to the tendering department as well as any other Government Department, Crown Corporation, Agency, Board and Commission including the Broader Public Sector as described in the Atlantic Standard Terms and Conditions (MASH Sector).
- **Each item is regarded as a separate tender and the Province reserves the right to accept all or any portion thereof. Awarded items may be split between two (2) or more vendors.**
- The results of this tender shall be open 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 RFSO 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

<b>Delivery Required by:</b>		<b>Goods will be delivered by:</b>	
<b>Delivery Location:</b>	<b>Government Garages, Charlottetown, Summerside, Bridgetown or any other location as required including the MASH sector.</b>		
<b>FOB:</b>	Destination <input type="checkbox"/>	Other <input type="checkbox"/>	(Please Specify) _____
<b>Payment Terms:</b>	Net 30 <input type="checkbox"/>	Other <input type="checkbox"/>	(Please Specify) _____

#### 6. Acknowledge receipt of addenda (if any)

<b>ADDENDUM</b>	<b>SIGNATURE</b>
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  
2<sup>nd</sup> Floor South, Shaw Building, Room 27  
Charlottetown, PE, C1A 7N8  
Telephone: (902)368-4040

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 e-mail.**

**Fax submissions are not accepted.**

## 9. CONTACT INFORMATION

### **About the good or service:**

**Name: Reg MacDonald**  
**Phone: 902-432-2766**  
**E-mail: rpmacdonald@gov.pe.ca**

### **About the procurement process:**

**Procurement Officer: Mark Kays**  
**Phone: 902-368-4764**  
**E-mail: mjkeys@gov.pe.ca**

---

**10. Fill in your unit price, extended price, and total price of all items  
Quote prices in Canadian dollars, before taxes. Quantities are estimates only,  
actual quantities may be more or less depending on requirements.**

Vendors **MUST** fill out the attached spreadsheet electronically and submit a printed signed hard copy with your submission. Vendors **MUST ALSO** submit a saved electronic version of the Excel spreadsheet **(In Excel, NOT PDF)** on a memory stick, disc or e-mail the Excel spreadsheet along with all other required documents to [procurementservices@gov.pe.ca](mailto:procurementservices@gov.pe.ca). In your e-mail subject line please reference the Tender Title, Tender Number and Procurement Officer. **Failure to submit an electronic Excel spreadsheet may cause your submission to be non-compliant and will not be considered for further evaluation.** Vendors are required to sign, date and price the spreadsheet. Enter a "0" if a bid for an item is not applicable.

---

**APPENDIX A:**

**TENDER SPECIFICATIONS:**

# **Bid Specification For**

## **Snow Plow Shoes/Boots**

Prince Edward Island Department of Transportation, Infrastructure and Energy

Mechanical Branch

**Introduction:**

This tender is for the purchase of Snow Plow Shoes/Boots. The Department's decision to purchase will be based on best value as determined by the Department.

**Requirements & Bid Evaluation:**

Award will be based upon the compliance to the tender and the lowest total bid price and earliest guaranteed delivery date.

If an unknown or unproven make/model is submitted as lowest bid, an evaluation will be done of a current production model the same as tendered. If evaluated and deemed suitable, the bidder or manufacturer will, if requested, provide a demonstration at a location agreed on by the Department, any special travel costs incurred by the Department may be considered as part of the total bid price.

**General:**

The Department reserves the right to decide which manufacturer offers the best value to the Department in terms of key specification areas and lowest price. This document shall be properly completed and must be returned with all tenders. Lowest or any tender not necessarily accepted.

The Department will review competitive pricing and earliest guaranteed delivery date meeting all the general specifications requirements.

The results of this tender may be used for additional purchases during the twenty four months following tender award.

Upon delivery, installation and training of operators and technicians, each unit will be inspected for compliance to specifications description. Any deficiencies shall be required to be corrected at the bidder's expense before payment for that particular unit is approved or an appropriate credit adjustment is agreed upon.

A response must be stated for each item and where requested an actual value, a blank response will be deemed as meaning "no". Any response with a "no" or a blank may result in the bid being rejected, unless the specifications requested can be provided with an equivalent or better option.

---

**Delivery:**

The shoes / Boots must be delivered to the Department of Transportation, Infrastructure and Energy, Charlottetown, Bridgetown, and Summerside Depots on or before specified delivery date vendor submitted on tender document.

**Delay in Delivery:**

The Bidder's attention is drawn to the delivery deadline date. Any delays beyond this time will be considered a lack of performance by the Vendor and a failure to provide the tendered equipment. A delivery penalty of \$100.00 per calendar day per full order will be charged.

In the event the Department agrees to an extension of the delivery date, no penalty will be assessed.

**Product Acceptance:**

The shoes / Boots must be ready for use with identified bolt patterns as per attached specs.

---

**Specification: Snow Plow Shoes / Boots**

**Date Revised:** December 10, 2019

**Number Required:**

*Note: This sheet is to be completed in detail and returned with bid.*

	<b><i>Specific</i></b>	<b><i>Description</i></b>	<b><i>Yes / No / Details</i></b>
1	Delivery Schedule	Delivery is to meet the following schedule:  Delivery date: <b><u>31 / Jan / 2020 Initial Order</u></b>  Delivery quantity: <b>Full Shipment</b>  <b>Delivery time from receipt of a purchase order for subsequent orders.</b>	
2	Delivery Date	If unable to meet the noted delivery date, please state guaranteed delivery date.	
3	Pricing	Unit price to be valid for the entire duration of the contract.	
4	FOB	Price to be FOB Mechanical Branch, Charlottetown, PEI.  Summerside, PEI  Bridgetown, PEI	
5	Compliance	Must conform to Federal and Provincial regulations.	
6	Liability	Successful bidder must verify that product being supplied is protected by the manufacturer for liability. Failure of successful bidder to fulfill the conditions described above could result in cancellation of the contract prior to the stated date.	

	<b><i>Specific</i></b>	<b><i>Description</i></b>	<b><i>Yes / No / Details</i></b>
7	Minimum Performance Standard	The minimum performance standard is considered critical and will be viewed as correct such when evaluating steel specifications. Government reserves the right to reject any tender not meeting in whole or in part these specifications and requirements.	
8	Disclaimer	Lowest or any tender not necessarily accepted.	
9	Contact	Reg MacDonald - (902)432-2766.	
10	Warranty	Provide warranty details with tender.	

**Please quote in detail using the attached spreadsheet format.**

<b>BIDDER'S NAME (PRINT)</b>	
<b>BIDDER'S TELEPHONE #</b>	
<b>BIDDER'S CELL PHONE#</b>	
<b>BIDDER'S EMAIL ADDRESS:</b>	
<b>DATE</b>	
<b>SIGNATURE</b>	