



Department of Finance  
Procurement Services

**REQUEST FOR STANDING  
OFFER**

**Tender Number: 5491**

**Closing Date: 10-June-2020**

**Closing Time: 12:00PM**

**Atlantic Time**

## **Hardware and Safety Supplies/Department of Transportation, Infrastructure & Energy/Parks**

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### **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.**
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#### 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 (**including any option periods**) may be more or less than the estimated quantities listed in this tender document. 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>	Highway Maintenance (64 Park St, Charlottetown), Maintenance/Stores (Gov’t Buildings, Rochford St, Charlottetown, Parks Warehouse, West Royalty) or any other delivery location as described in section 4 of this RFSO document, located within the borders of Prince Edward Island.		
<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  
**procurementservices@gov.pe.ca**

**When submitting your bid to the above e-mail address, please ensure your company name, tender title and tender number are clearly marked on the subject line of your e-mailed bid.**

Acceptable methods to submit your bid; **E-MAIL ONLY TO THE E-MAIL ADDRESS ABOVE**

## 9. CONTACT INFORMATION

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

**Name: Brandie Harris**  
**Phone: 902-368-4736**  
**E-mail: brharris@gov.pe.ca**

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

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

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**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**) and e-mail the Excel spreadsheet along with the tender 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 your company name. 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.

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## APPENDIX A:

### TENDER SPECIFICATIONS:

- The tendered quantities are estimates only, actual quantities over the standing offer may be more or less depending on requirements.
- The Province reserves the right to change size/quantities required to meet the needs of the Province. The Province reserves the right to add new items to the standing offer list as the need arises. Tender pricing will be extended to the new items.
- Quantities are FOB, Destination regardless of quantities ordered. All delivery/surcharges must be included in the bid price.
- Tendered items may be used in an industrial work environment, *light duty and garden quality do not meet requirements.*
- The Province will be the sole judge of quality.
- Some items are to be **brand name as indicated, substitutions in these cases will not be considered.** Also, please take note of quantities, sizes and dimensions.
- Samples may be requested and must be supplied on any item identified prior to the tender being awarded. Samples must be provided within 72 hours of notification or suppliers bid for this item will be removed from consideration. Samples may be returned to the supplier however at the supplier's expense.
- **Please note some items identified require samples to be submitted with the bid. Failure to send samples will disqualify your bid for these items. PLEASE SEE BELOW FOR THE PROTOCOL TO DELIVER SAMPLES.** If your bid is e-mailed then samples must also arrive prior to tender closing date and time. Samples may be returned to the supplier however at the supplier's expense.
- Tender is for a standing offer 1 year from the award date, with an option for an additional 12 months. **Pricing is to remain firm for the duration of the standing offer period.**
- Material Safety Data Sheets to be provided with all applicable products.

### The following is for shovels to be used by Highway Maintenance/Confederation Trails Workforce:

The quantities listed are estimates only and are approximately 75% of our overall needs.

If quoting on another line of shovels, it must meet the exact specifications as the contractor/Cougar line.

The Province will be the sole judge of equivalency.

The Province will entertain price quotes on three types of shovels from the Garant family of products. The line of Garant shovels meets the Province's needs, is the True Temper Contractor Industrial Quality/Garant Cougar line.

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Listed below are the specifications:

Product #	Quality	Weight lb	Handle	Handle Length	Blade Head	Total Length
Item #1, #02141	Contractor Quality True Temper	3.82	Long	48"	83/8 x 11 x 1/2	61 3/4"
Item #2, #02143	Contractor Quality True Temper	4.39	Long	48"	10 x 12	61 3/8"
Item #3, #02146	Garant/Cougar	5.75	Steel "D"	27 3/4"	11 1/2 x 14 1/2	44 1/4"

Item #1-Round point shovel, hallow back tempered steel blade, forward turned steps, hardwood handle.

Item #2-Square shovel, hallow back tempered steel blade, forward turned steps, hardwood handle.

Item #3-Square shovel, hallow back tempered steel blade #6, hardwood handle.

**COVID-19 INFORMATION REGARDING SAMPLES:**

**SAMPLES CAN ONLY BE DELIVERED TO 95 ROCHFORD STREET, CHARLOTTETOWN BETEEN THE HOURS OF 8:30 am TO 5:00 pm, MONDAY TO FRIDAY. UPON ENTRY INTO THE SHAW BUILDING YOU MUST BE GREETED BY THE COMMISSIONAIRE. YOU WILL BE REQUIRED TO FOLLOW ALL COVID-19 RESTRICTIONS. YOU WILL BE ASKED A SERIES OF COVID-19 QUESTIONS AND ONLY IF YOUR ANSWERS PASS YOU WILL BE PERMITTED TO LEAVE YOUR SAMPLE BOX/PACKAGE WITH THE COMMISSIONAIRE. THE COMMISSIONAIRE WILL PHONE PROCUREMENT AND A REPRESENTATIVE FROM PROCUREMENT WILL COME AND RETRIEVE THE SAMPLES. PLEASE ENSURE YOUR COMPANY NAME, TENDER NUMBER, PROCUREMENT CONTACT- MARK KAYS AND PROCUREMENT PHONE NUMBER 902-368-4040 ARE CLEARLY MARKED ON THE BOX/PACKAGE.**

**IF ONE OR MORE OF YOUR ANSWERS FAIL ANY OF THE QUESTIONS YOU WILL BE ASKED TO LEAVE THE SHAW BUILDING AND YOU MUST TAKE YOUR SAMPLE BOX/PACKAGE WITH YOU. YOU CANNOT LEAVE THE SAMPLES.**