



Finance and
Municipal Affairs
Procurement Services
Office of the Comptroller

PO Box 2000
Charlottetown, PE
C1A 7N8

Tel: (902) 368-4040
Fax: (902) 368-5171
www.gov.pe.ca

Quotation No.	Revision	Page
4539		1

This Is Not an Order - Inquiry Only
Request for Quotation

Ship to:

Western Hospital
PO Box 10
Alberton, PE C0B 1V0
CA

Vendor NAME _____
ADDRESS _____

CA

Quotation May Be Split
Between Two or More Vendors

Customer Acc. No.	Vendor No.	Date of Request/Buyer	Revised Date/Buyer
	10335	13-DEC-16	13-DEC-16 M KAYS
Payment Terms		Ship via	F.O.B.
Freight Terms		Quote via	Destination
Quote No Later than		Closing Bid Date	Confirm to/Telephone
03-JAN-17		03-JAN-17	Quote Information Valid

ITEM	PART NUMBER/DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION	PST
1	Utility Tractor- Department of Transportation, Infrastructure and Energy Contact Person: Wilf MacDonald Phone: 902-314-0611 Vendors are required to sign, price, and extend and total the RFQ document	1.00	Lot			

Mail to: Procurement Services P.O. Box 2000 Charlottetown, PE C1A 7N8
Deliver To: Procurement Services Shaw Building Room 27, Second Floor 105 Rochford Street Charlottetown, PE
Quotation to Be Returned by 12:00 Noon on Closing Date

Total

Vendor Signature _____ Date _____

Mark Kays
Procurement Services

Bid Specification For Utility Tractor

Prince Edward Island Department Transportation, Infrastructure & Energy

Introduction:

This tender is for the purchase of one (1) new Utility Tractor. The Departments decision to purchase will be based on best value as determined by the Department. The tractor will be used for general maintenance, including snow removal and grass cutting for the Western Hospital.

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 vehicle 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 or may not be used in the twenty four (24) months following tender award.

Upon delivery and training of employees, the 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.

BIDDER NAME (To be placed on each page)

Delivery:

The unit must be delivered to the Western Hospital in Alberton, 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 penalty of \$100.00 per calendar day per unit may be assessed against the Vendor until delivery is completed. Please note that no vendor will be penalized for late delivery as a result of circumstances beyond their control. Documentation must be provided as proof of reason for late delivery.

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

Product Acceptance:

The Utility Tractor must be properly pre-delivery serviced to ensure it is ready for use with particular attention to lubes, fluids, filters, belts, all fasteners, and adjustable items. **Dealer responsibility for hook up and testing of units prior to putting into service.**

Staff Training:

The vendor is to provide a competent representative to provide orientation to Department of Transportation & Infrastructure Renewal staff. Familiarization will include the machine's operating features and it's design so as to enable proper operation, maintenance and servicing.

Service Manual:

Vendor to provide one (1) electronic copy of parts and service procedures for the tractor. Also provide one (1) hard copy service manuals in case of equipment problems on the road.

Warranty:

All warranty work, including shipping, parts delivery charges, all shipments and travel, will be at the expense of the supplier.

**Department of Transportation, Infrastructure & Energy
Mechanical Branch Province of Prince Edward Island**

Specification: Utility Tractor

Date: December 7, 2016

Number Required: One

	<u>25-35 HP COMMERCIAL LAWN UTILITY TRACTOR</u>	<u>Yes/No</u>	<u>Comments</u>
1	Engine Size 25-35 HP - 1.5 - 2.5 liters		
2	Four wheel drive, please specify operating speed range		
3	Specify Speed.		
	<u>FUEL</u>		
4	Fuel Type - Diesel		
5	Specify Fuel Consumption Rating		
6	Fuel Tank Size/Liters/Fuel Gauge		
	<u>TIRES & WHEELS</u>		
7	Front Wheel Size - turf tires (Specify)		
8	Rear Wheel Size - turf tires (Specify)		
9	Wheels Mounted with Steel Studs		
	<u>STARTER</u>		
10	Electric		
11	Charge System (20 amp)		
	<u>BRAKES</u>		
12	Specify Braking System		
	<u>BUCKET / LOADER & BUCKET</u>		
13	Multi purpose bolt on cutting edge.		
14	Bucket must have Snow Blade/Push - Front Mount 64" minimum.		

		<u>Yes/No</u>	<u>Comments</u>
15	Quick Attach / connect for bucket to Tractor Bucket		
16	Bucket capacity (Specify lbs/kgs)		
	<u>UTILITY SPREADER - Priced as an Option</u>		
17	Small Utility Spreader - Used for Salt/Sand/Fertilizer.		
18	Broadcast Materials - 7 meters /23 Feet		
19	Hopper to be Poly Material/galvanized or stainless steel fasteners		
20	Spreader - 500 lbs (225 kgs) - 800 lbs (365 kgs) (Specify).		
21	Bidder to supply all materials for PTO Hook Up for spreader.		
22	Unit to be sized according to tractor.		
	<u>CAB</u>		
23	Engine Temperature Gauge.		
24	Fuel Gauge.		
25	Heater/Defroster.		
26	Hour Meter.		
27	Dome Light.		
28	Locking Cab.		
29	Lockable tool storage location		
30	Wipers.		
31	Back Up Alarm		
32	Work Light Switch		
33	Horn		

		<u>Yes/No</u>	<u>Comments</u>
34	Dual Rearview Mirrors		
35	Beacon/Strobe Light Kit on Roof Visible from 360 degrees. __		
	<u>SEAT</u>		
36	Seat with Air Suspension, Adjustable/high back & Arm Rests		
	<u>HITCH</u>		
37	Trailer Hitch		
	<u>MOWING DECK - Priced as an option</u>		
38	Drive Over Deck		
39	Blade Size & Number of Blades (Specify)		
40	Reverse Speed Operating		
41	Deck Size (Specify)		
42	Heavy Duty Steel (Specify)		
43	Blade Tip Speed		
44	Commercial Grade		
45	Deck Steel Thickness (Gauge)		
	<u>SNOW BLOWER - Priced as an option</u>		
46	3 Point Blower		
47	Blower 64"minimum. Please specify width.		
48	Hydraulic Chute		
49	Adjustable shoes		
50	Quick attach coupler		
51	Specify Cutting Height		
52	Bolt on Blade		

	WARRANTY	<u>Yes/No</u>	<u>Comments</u>
53	Provide warranty period and details for tractor and all components		
	<u>General</u>		
54	<u>Warranty</u> State warranty (provide details on engine, transmission, rear axles etc. All warranty work, including shipping, parts, delivery charges & travel will be at the expense of the supplier. NO EXCEPTIONS.		
55	<u>FOB</u> Pre-inspection will be performed at the dealer or Charlottetown Mechanical Branch prior to confirmation of the order and delivery to the Western Hospital.		
56	<u>Compliance</u> Must conform to Federal & Provincial Regulations.		
57	<u>Delivery Date</u> Please state date of guaranteed delivery.		
58	<u>Delivery Penalty</u> 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. Please note that no Vendor will be penalized for late delivery as a result of circumstances beyond their control. Documentation must be provided as proof of reason for late delivery. In the event the Department agrees to an extension of the delivery date, no penalty will be assessed.		

		<u>Yes/No</u>	<u>Comments</u>
59	<p><u>Minimum Performance Standard</u> This minimum performance standard is considered critical & will be viewed as such when evaluating tenders. Government reserves or in part these specifications & requirements. Notwithstanding, the Government will evaluate the tractor based on fuel economy, delivery, as well as cost advantages.</p>		
60	<p><u>Training</u> Must provide training to employees.</p>		
61	<p><u>Price</u> Quote net price. Appropriate taxes to be added as applicable.</p>		
62	<p><u>Disclaimer</u> Lowest or any tender not necessarily accepted.</p>		
63	<p><u>Comments (Additional Information from Bidder)</u></p>		
64	<p><u>Contact</u> Wilf MacDonald, (902) 314-0611.</p>		

Please quote in the following manner:

_____ **Bid Company Name:** _____

_____ **Bidder's Name (Print):** _____

_____ **Bidder's Signature:** _____

_____ **DATE:** _____

1) TRACTOR

_____ **Year:** _____

_____ **Make:** _____

_____ **Model:** _____

_____ **PURCHASE PRICE:** _____ **(Excluding Taxes)**

Warranty Period: _____

2) BUCKET

_____ **Year:** _____

_____ **Make:** _____

_____ **Model:** _____

_____ **PURCHASE PRICE:** _____ **(Excluding Taxes)**

Warranty Period: _____

BIDDER NAME (To be placed on each page)

3) MOWER

____ Year: _____

____ Make: _____

____ Model: _____

____ PURCHASE PRICE: _____ (Excluding Taxes)

____ Warranty Period: _____

4) SPREADER

____ Year: _____

____ Make: _____

____ Model: _____

____ PURCHASE PRICE: _____ (Excluding Taxes)

____ Warranty Period: _____

5) BLOWER

____ Year: _____

____ Make: _____

____ Model: _____

____ PURCHASE PRICE: _____ (Excluding Taxes)

____ Warranty Period: _____

TOTAL PRICE (Items 1 - 5) Excluding Taxes _____

BIDDER NAME (To be placed on each page)



REQUEST FOR QUOTATION

Tender Number: 4539

Closing Date: Jan 3, 2017

Closing Time: 12:00PM

1. Check for changes to this request

Before submitting this proposal, visit the Procurement website www.gov.pe.ca/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. Follow any special instructions

The full RFQ document is attached to this PDF.

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

(All documents can be found on the Procurement Services website at <http://www.gov.pe.ca/tenders>)

- Atlantic Standard Terms and Conditions
- Applicable Trade Agreements

5. Fill in your unit price, extended price and total price for all items

Quote prices in Canadian dollars, before taxes

6. Give your delivery and payment terms

Delivery Required by:		Goods will be delivered by:	
Delivery Location:			
FOB:	Destination <input type="checkbox"/>	Other <input type="checkbox"/>	(Please Specify) _____
Payment Terms:	Net 30 <input type="checkbox"/>	Other <input type="checkbox"/>	(Please Specify) _____

7. Acknowledge receipt of addenda (if any)

ADDENDUM	SIGNATURE
Addendum #1	
Addendum #2	
Addendum #3	

Were there more than 3 addenda for this proposal? YES NO

Indicate the number of additional Addendums you have received.

Please sign indicating that you acknowledge the additional addenda noted above

8. 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: _____

9. Submit Proposal To:

PROCUREMENT SERVICES
 95 Rochford Street
 2nd Floor South, Shaw Building, Room 234
 PO Box 2000, Charlottetown, PE, C1A 7N8
 Telephone: (902)368-4040
