

Public Schools Branch

May 2, 2019

**RE: Public Schools Branch
2019-2020 Janitorial Supply Tender, RFQ # 5262**

Dear Supplier:

The Public Schools Branch (PSB) wishes to invite quotations for the supply of janitorial supplies in accordance with the following specifications. The Request for Quotation neither expresses nor implies any obligation on the part of the PSB to enter into a contract with any supplier submitting quotations. Lowest or any tender not necessarily accepted.

Being a PEI public tender, we ask that you follow the procedures as outlined in the provincial tender documents.

Associated terms and conditions pertaining to this tender are located on the following page.

Contacts:

Michelle Proctor, Purchasing
Public Schools Branch (PSB)
(902) 888-8423
maproctor@edu.pe.ca

Andrew McCardle, Property Services
Public Schools Branch (PSB)
(902) 626-9894
acmccardle@edu.pe.ca

Public Schools Branch

Janitorial Supply Tender for 2019-2020 School Year RFQ # 5262

TERMS AND CONDITIONS:

- a. All prices should be quoted **before** taxes and must be **FOB ground level** at the locations of our schools and offices. No additional shipping charges will be accepted. "Offloading" equipment and /or labour that may be required for this purpose will be the **responsibility of the VENDOR. Failure to price according to this direction may make your bid void.**
- b. Delivery of all supplies **MUST** take place by **June 21, 2019**
- c. **Information pertaining to unfilled or back ordered items must be conveyed to the School Board office prior to June 5, 2019. Failure to deliver items prior to delivery date may result in the cancellation of orders.** Vendors are advised that no commitment shall exist under this request until such time the Vendor receives official confirmation in the form of an ELSB purchase order. The quantities quoted in this document are estimates. The exact quantities purchased may vary from the amounts referenced.
- d. For items where brand names are specified, substitutes **may not** be accepted. If a substitution is offered, a sample or a specification sheet must be provided. In addition to price, quality (as determined by brand names and/or as established by the ELSB Procurement Staff) will also be used in determining awards. Catalog numbers **must** be shown and literature forwarded, if we have not specified your product.
- e. Awarding of this tender will be on a **product by product basis** and not as a whole. **Lowest price** on any specific item is **not necessarily accepted.**
- f. Payment for items will be forwarded upon verification of items received in good order and condition. In the event the supplies are found to be defective or do not conform to the specifications, the PSB reserves the right to cancel the order and return the items at the vendor's expense.
- g. **Awarded prices must stay in place for one year** (365 days) from the date of first order (awarding) as some orders will be made in smaller shipments throughout the year or additional supply might be required.
- h. If you cannot access the document please contact Melanie Barlow at Procurement Services at (902) 368-4040.
- i. **Vendors MUST enter their bid electronically on the Excel spreadsheet as provided. Vendors MUST print and submit a signed hard copy of the spreadsheet as well as an electronic copy saved on a virus free disc or memory stick. DO NOT SCAN THE SPREADSHEET AND SAVE AS A PDF ON THE ELECTRONIC COPY, SAVE THE SPREADSHEET IN AN EXCEL FORMAT.**
- j. **TENDER BIDS are to be sent to Procurement Services at the following address:**
Government of PEI
Procurement Services
2nd Floor Shaw Building,
95 Rochford Street,
Charlottetown, PE C1A 7N8

PLEASE FILL OUT INFORMATION BELOW AND INCLUDE WITH TENDER PACKAGE.

Date Pricing Guaranteed until:	
Company Name:	
Contact Name:	
Telephone Number:	

Printed Name

Authorized Signature

Date