



Department of Finance  
Procurement Services

**REQUEST FOR STANDING  
OFFER**

**Tender Number: 5472**

**Closing Date: 15-May-2020**

**Closing Time: 12:00PM**

**Atlantic Time**

## **One (1) – Rotary Mower with Folding Deck/Department of Transportation, Infrastructure & Energy**

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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).
- 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 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>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)

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  
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 address, please ensure your company name and tender number are clearly marked on the e-mail subject line.**

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

## **9. CONTACT INFORMATION**

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

**Name: Wilf MacDonald**  
**Phone: 902-314-0611**  
**E-mail: wjmacdonald@gov.pe.ca**

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

**Procurement Officer: Mark Kays**  
**Phone: N/A AT THIS TIME**  
**E-mail: mjkays@gov.pe.ca**

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## **APPENDIX A:**

### **TENDER SPECIFICATIONS:**

# **Bid Specification For Rotary Mower with Folding Deck**

Prince Edward Island Department of Transportation, Infrastructure & Energy

Mechanical Branch

### **Introduction:**

This tender is for the purchase and installations of one (1) Rotary Mower with the option to purchase additional cutters for a period of 12 months from the award date. The Mower will be hauled by a 2015 John Deere 5100E tractor or equivalent. The Department's decision to purchase will be based on best value as determined by the Department. This Rotary Mower will be used by the Department of Transportation, Infrastructure & Energy, Bridgetown Depot.

### **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 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. 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.

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**Delivery:**

The unit must be delivered to the Department of Transportation, Infrastructure & Energy, Bridgetown Depot – 12 Cheese Factory Road, PE C0A 1G0, 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.

**Product Acceptance:**

The Rotary mower 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 & Energy staff. Familiarization will include the machine's operating features and its design as to enable proper operation, maintenance and servicing.

**Service Manual:**

Vendor to provide one (1) electronic copy of parts and service procedures for the mower. Also provide a (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.

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**VEHICLE SPECIFICATION:** Rotary Mower with Folding Deck to be used on 2015 John Deere 5100E.

**DATE REVISED:** April 29, 2020

**NUMBER REQUIRED:** One (1) (with the option to purchase additional units in a 12 month period after award).

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

	<b>SPECIFIC</b>	<b>DESCRIPTION</b>	<b>YES / NO / DETAILS</b>
<b>1</b>	Cutting Width	Minimum 10 ft 6 inches. (Specify)	
<b>2</b>	Transport Width	Maximum 8 ft. (Specify)	
<b>3</b>	Cutting Height	2 to 14 inches. (Specify)	
<b>4</b>	Cutting Capacity	Minimum 2 ½ inches. (Specify)	
<b>5</b>	Blade Holder	Stump jumper dished pan.	
<b>6</b>	Blade Bolt	Keyed with hardened flat washer.	
<b>7</b>	Blade Overlap	Minimum 6 inches.	
<b>8</b>	Wing Offset	Right wing model with weight box on left side.	
<b>9</b>	Wing Lift	To be hydraulic with Transport Locks.	
<b>10</b>	Wing Drive Line	ASE Cat 4.	
<b>11</b>	Wing Flex	87 degrees up to 22 degrees down.	
<b>12</b>	Skid Shoes	Wing and weight box replaceable.	
<b>13</b>	Gear Box	235/Transfer 190 Center and Wing Horsepower.	
<b>14</b>	PTO Drive-in Input	ASE Cat 5 2ith constant velocity u-Joint.	
<b>15</b>	Slip Clutches	All drive-ins to have 2 friction plate clutches.	
<b>16</b>	Deck Thickness	8mm or .032 inch. (Specify)	
<b>17</b>	Front, Rear & Side Guards	Double chain plus heavy industrial grade rubber on left hand side of cutter.	
<b>18</b>	Hitch	Pull type swivel clevis with safety chains.	
<b>19</b>	Tires, Plus Spare Tire & Rim	Severe duty pneumatic 15 inches.	
<b>20</b>	Wheels	Four (4) wheels on transport axle and (1) one on wing axle.	
<b>21</b>	Axles	Independent springs each axle including wing.	

22	Colour	Specify colour.	
23	Safety Chains	Supply two safety chains.	
24	Off Set Hitch	Please provide.	
	<b><u>General</u></b>		
25	Warranty	Provide warranty schedule with tender. Attach warranty terms & conditions. Bidder responsible for all parts, service, labour, while under warranty.	
26	Shop Manual	Provide shop parts and maintenance manual.	
27	FOB	Price to be FOB Bridgetown Depot, 12 Cheese Factory Road, Bridgetown, PE C0A 1G0.	
28	Compliance	Must conform to Federal & Provincial Regulations.	
29	Delivery Date	Two weeks from issue of PO.	
30	Installation & Hook Up	Supplier is requested to indicate any items specified here which may cause delivery of this mower to delay beyond the standard time.	
31	Delivery Delays	Supplier is requested to indicate any items specified here which may cause delivery of this mower to delay beyond the standard time.	
32	Minimum Performance Standard	The minimum performance standard is considered critical and will be viewed as such when evaluating tenders. Government reserves the right to reject any tender not meeting in whole or in part these specifications and requirements. Notwithstanding, the Government will evaluate these units based on fuel economy, delivery, as well as cost advantages.	
33	Disclaimer	Lowest or any tender not necessarily accepted.	
34	Contact	Wilf MacDonald – (902)314-0611 Alan Munro – (902)940-5308	

**Please quote in the following manner:**

<b>BID COMPANY NAME</b>	
<b>YEAR</b>	
<b>MAKE</b>	
<b>MODEL</b>	
<b>PRICE PER MOWER (EXCLUDING TAX)</b>	<b>\$</b>
<b>BIDDER INFORMATION</b>	
<b>BIDDER'S NAME (PRINT)</b>	
<b>BIDDER'S CONTACT NUMBER</b>	
<b>BIDDER'S EMAIL ADDRESS</b>	
<b>AUTHORIZED SIGNATURE</b>	
<b>EXTENDED WARRANTY: TERMS &amp; CONDITIONS</b>	<b>PRICE</b>

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