



REQUEST FOR QUOTATIONS

Title: Supply and Delivery of Bulk Winter Road Salt

Reference No.: 1220-040-2024-037

FOR THE SUPPLY OF GOODS

(General Services)

Issue Date: April 18th, 2024

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REQUEST FOR QUOTATIONS

1. INTRODUCTION

The City of Surrey (the “**City**”) invites contractors to provide a quotation on the form attached as Schedule B – Form of Quotation to Attachment 1 – Quotation Agreement (the “**Quotation**”) for the supply and delivery of the goods described in Schedule A – Specifications of Goods to Attachment 1 – Quotation Agreement - Goods (the “**Goods**”). The description of the Goods sets out the minimum requirements of the City. A person that submits a Quotation (the “**Contractor**”) should prepare a Quotation that meets the minimum requirements, and may as it may choose, in addition, also include goods, or terms that exceed the minimum requirements.

2. ADDRESS FOR DELIVERY

The Contractor should submit the Quotation **electronically** in a single pdf file which must be delivered to the City by email at: purchasing@surrey.ca

Confirmation of receipt of emails will be issued. Quotations that cannot be opened or viewed may be rejected. A Contractor bears all risk that the City’s receiving computer equipment functions properly so that the City receives the Quotation.

Note: The maximum file size the City can receive is 10Mb. If sending large email attachments, Contractors should phone [604-590-7274] to confirm receipt.

3. DATE

The City would prefer to receive Quotations on or before May 8th, 2024 (the “**Date**”).

4. INQUIRIES

All inquiries related to this Request for Quotations (the “**RFQ**”) should be directed in writing to the person named below (the “**City Representative**”). Information obtained from any person or source other than the City Representative may not be relied upon.

Name: Sunny Kaila, Manager, Procurement Services

Email: purchasing@surrey.ca

Reference: 1220-040-2024-037

Inquiries should be made no later than 7 business days before the Date set out in Section 3. The City reserves the right not to respond to inquiries made within 7 business days of the Date set out in Section 3. Inquiries and responses will be recorded and may be distributed to all Contractors at the discretion of the City.

Contractors finding discrepancies or omissions in the Agreement or RFQ, or having doubts as to the meaning or intent of any provision, should immediately notify the City Representative. If the City determines that an amendment is required to this RFQ, the

City Representative will issue an addendum in accordance with Section 5. No oral conversation will affect or modify the terms of this RFQ or may be relied upon by any Contractor.

5. ADDENDA

If the City determines that an amendment is required to this RFQ, the City Representative will issue a written addendum by posting it on the BC Bid website at www.bcbid.gov.bc.ca and the City website at www.surrey.ca (collectively, the “Websites”), and upon posting, any addenda will form a part of this RFQ. It is the responsibility of Contractors to check the Websites for addenda. The only way this RFQ may be added to, or amended in any way, is by a formal written addendum. No other communication, whether written or oral, from any person will affect or modify the terms of this RFQ or may be relied upon by any Contractor. By delivery of a Quotation the Contractor is deemed to have received, accepted and understood the entire RFQ, including any and all addenda.

6. NO CONTRACT

This RFQ is simply an invitation for quotations (including prices and terms) for the convenience of all parties. It is not a tender and no obligations of any kind will arise from this RFQ or the submission of Quotations. The City may negotiate changes to any terms of a Quotation, including terms in Attachment 1 and Schedules A and B and including prices, and may negotiate with one or more Contractors or may at any time invite or permit the submission of quotations (including prices and terms) from other parties who have not submitted Quotations.

7. ACCEPTANCE

A Quotation will be an offer to the City which the City may accept at any time by signing the copy of the Quotation and delivering it to the Contractor. A Quotation is not accepted by the City unless and until both the authorized signatory of the Contractor and the authorized signatory of the City have signed. Delivery of the signed Agreement by the City may be by fax, pdf e-mail or hard copy. In that event, the contract will be comprised of the documents included in the definition of Agreement in Attachment No. 1 – Quotation Agreement – Goods.

8. CONTRACTOR'S EXPENSES

Contractors are solely responsible for their own expenses in preparing and submitting Quotations, and for any meetings, negotiations or discussions with the City or its representatives and consultants, relating to or arising from the RFQ. The City will not be liable to any Contractor for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, incurred by the Contractor in preparing and submitting a Quotation, or participating in negotiations for a contract, or other activity related to or arising out of this RFQ.

9. CONTRACTOR'S QUALIFICATIONS

By submitting a Quotation, a Contractor represents that it has the expertise, qualifications, resources, and relevant experience to supply the Goods.

10. CONFLICT OF INTEREST

A Contractor should disclose in its Quotation any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure.

11. SOLICITATION OF COUNCIL MEMBERS, CITY STAFF AND CITY CONSULTANTS

Contractors and their agents will not contact any member of the City Council, City staff or City consultants with respect to this RFQ, other than the contact person named in Section 4, at any time prior to the award of a contract or the cancellation of this RFQ.

12. CONFIDENTIALITY

All Quotations become the property of the City and will not be returned to the Contractor. All Quotations will be held in confidence by the City unless otherwise required by law. Contractors should be aware the City is a "public body" defined by and subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.

13. SIGNATURE

The legal name of the person or firm submitting the Quotation should be inserted in the Quotation. The Quotation should be signed by a person authorized to sign on behalf of the Contractor and include the following:

- (a) If the Contractor is a corporation then the full name of the corporation should be included, together with the names of authorized signatories. The Quotation should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Quotation on behalf of the corporation is submitted;
- (b) If the Contractor is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venturer should be included, and each partner or joint venturer should sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture should provide evidence to the satisfaction of the City that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venturer is a corporation then such corporation should sign as indicated in subsection (a) above; or
- (c) If the Contractor is an individual, including a sole proprietorship, the name of the individual should be included.

14. ANTICIPATED QUANTITIES

The City reserves the right and discretion to place orders on quoted items during the duration of the term of the agreement as per Schedule B – Form of Quotation on an as per need basis. All quantities are anticipated quantities only and may or may not increase or decrease according to requirements.

ATTACHMENT NO. 1 – DRAFT QUOTATION AGREEMENT – GOODS



QUOTATION AGREEMENT

between

CITY OF SURREY

and

<<INSERT CONTRACTOR NAME>>

for

SUPPLY AND DELIVERY OF BULK WINTER ROAD SALT

Agreement No.: 1220-040-2024-037

ABW Contract No.: TBD

Purchase Order No.: TBD

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ATTACHMENT NO. 1 – DRAFT QUOTATION AGREEMENT – GOODS

Reference RFQ Title: Supply and Delivery of Bulk Winter Road Salt

RFQ No.: 1220-040-2024-037

THIS AGREEMENT dated for reference this ___ day of ____, 2024.

BETWEEN:

CITY OF SURREY
13450 – 104th. Avenue
Surrey, B.C., V3T 1V8
(the "City")

AND:

(the "Contractor")

WHEREAS the City wishes to engage the Contractor to provide the Goods and the Contractor agrees to provide the Goods.

THEREFORE in consideration of the payment of one (\$1.00) dollar and other good and valuable consideration paid by each of the parties to the other (the receipt and sufficiency of which is hereby acknowledged) the City and the Contractor agree as follows:

DEFINITIONS AND INTERPRETATION

1. In these General Terms and Conditions:
 - (a) "**Agreement**" means this agreement and all schedules attached hereto;
 - (b) "**City**" means the City of Surrey;
 - (c) "**Contractor**" means a contractor whose Quotation has been accepted by the City and who is supplying the Goods under this Agreement;
 - (d) "**Goods**" means the equipment or materials that are the subject of this Agreement;
 - (e) "**Purchase Price**" means the price quoted by the Contractor and accepted by the City, unless otherwise agreed by the parties in writing, and includes all taxes, duties, freight charges and other charges except GST and PST; and
 - (f) "**Term**" has the meaning described in Section 4.
2. This Agreement may be modified only by express and specific written agreement. In the event of a conflict between the provisions of any documents listed below, then the documents shall govern and take precedence in the following order:

- (a) this Agreement;
- (b) Schedule B – Quotation Extracts;
- (c) Schedule A – Specifications of Goods; and
- (d) other terms, if any, that are agreed to by the parties in writing.

3. The following attached Schedules are a part of this Agreement:

Schedule A – Specifications of Goods; and
Schedule B – Quotation Extracts.

TERM

- 4. The Contractor will provide the Goods for the period commencing on July 1st, 2024 and terminating on June 30th, 2025.
- 5. The City may at any time prior to 30 days before the end of the Term, by written notice to the Contractor, extend the Term for a period of time not to exceed three (3) one-year periods. If the City elects to extend the Term, the provisions of this Agreement will remain in force, including the Fees, except where amended in writing by the parties.

GOODS

- 6. The Contractor will supply the Goods in accordance with this Agreement. The Goods supplied will meet the specifications set out in Schedule A – Specifications of Goods of this Agreement.
- 7. The Contractor will deliver the Goods free and clear of all liens and encumbrances in the manner and to the destination stipulated. In the event of the Contractor's failure to meet this condition, the Contractor will, on written notice from the City, forthwith return all monies paid by the City on account of the Goods and in addition the City may by written notice terminate this Agreement without liability, and in such event, in addition to the above, the Contractor will be liable for any and all expenses or losses incurred by the City resulting from such failure.

PURCHASE PRICE

- 8. The City will pay the Purchase Price to the Contractor in accordance with this Agreement. The Purchase Price shall also include without limitation all costs of boxing, packing, crating, and loading and unloading the Goods at the prescribed destination.
- 9. The parties agree that the Purchase Price as set out in this Agreement will remain in force for a period of twelve (12) months and thereafter the Purchase Price will be subject to an increase during the term once per year of the term by a percentage which shall not be greater than the percentage increase in the consumer price index (All items) for Vancouver, British Columbia as published by Statistics Canada, or any successor government agency

for the calendar year using the latest 12-month average index (“Twelve-Month Moving Average”) reading as of December of each year to index contracts for the upcoming year.

TIME

10. Time is of the essence.

PAYMENT

11. Invoices should include the Contractor’s name, address and telephone number, the City’s purchase order number, the Contractor’s invoice number, the Contractor’s GST registration number or an indication that it is not applicable if the Contractor is a small trader, the quantity, tax amount (if any) and the complete Purchase Price calculations, including extensions and discounts.

Payment by the City of the Purchase Price will be full payment for the Goods and the Contractor will not be entitled to receive any additional payment from the City.

12. The City will pay the invoice, in the amount as the City determines is correct less any deductions for setoffs or holdbacks permitted by this Agreement including, without limitation, those described in this Agreement, within 30 days of the receipt of the invoice, unless the parties have agreed in writing to other payment terms. The payment by the City of any invoice will not bind the City with respect to any subsequent payment or final payment and will not mean that the City has accepted that the Goods are in accordance with the requirements of this Agreement, or that the Contractor is in any manner released from its obligation to comply with this Agreement.
13. Unless otherwise provided, all dollar amounts referred to in this Agreement are in lawful money of Canada.
14. Payments to Contractors will be made through Electronic Funds Transfer (EFT), directly into the Contractor’s bank account. An EFT application form will be provided to the Contractor for completion.

DEFICIENCIES

15. The City shall have a reasonable time to inspect and to accept the Goods. The City may reject any Goods not in accordance with this Agreement, whether due to damage resulting from improper packing, loading, unloading or otherwise. The City shall notify the Contractor of rejection of the Goods whereupon the Goods will be held subject to the disposition by the Contractor. Any costs or expenses incurred by the City as a result of the rejection of the Goods are, immediately upon written demand by the City, payable by the Contractor, and may be set off against any payments owing by the City to the Contractor.
16. The City may hold back from payments otherwise due to the Contractor up to 150% of a reasonable estimate, as determined by the City, on account of deficient or defective

materials. This holdback may be held, without interest, until replacement Goods are received or such deficiency or defect is remedied.

DEFAULT AND TERMINATION

17. In the event the Contractor does not ship the Goods by the shipping date specified in this Agreement, or does not deliver the Goods by the delivery date specified in this Agreement, or otherwise fails to comply with the requirements of this Agreement, then:
 - (a) the City reserves the right to terminate this Agreement, in whole or in part, and in the event of such termination no payment will be owing by the City on account of this Agreement and the Contractor will be liable for any and all expenses or loss resulting from such failure or delay and will return all monies paid by the City; or
 - (b) if the City does not terminate this Agreement for late shipping or delivery, the City may deduct and setoff from any payments owing to the Contractor all additional costs the City reasonably incurs on account of the late shipping or delivery.
18. The City may by written notice at any time cancel this Agreement with respect to Goods which, as of the date of cancellation, have not been shipped.
19. If the Contractor becomes insolvent or makes an assignment for the benefit of creditors or a receiver or trustee is appointed for the property of the Contractor, then the City may, at its election, and without prejudice to its rights at law or in equity, terminate this Agreement.
20. The City will not accept nor be responsible for any restocking charges for any Goods shipped to the City and then, for whatever reason, returned to the Contractor pursuant to this Agreement. The Contractor is to bear all costs including shipping and handling of returned Goods.

WARRANTIES AND INDEMNITIES

21. The Contractor warrants that the Goods shall be free from defects in design, materials, workmanship and title, shall conform in all respects to the terms of this Agreement, shall be fit and suitable and perform satisfactorily for the purposes and under the conditions made known to the Contractor by the City or which were reasonably inferable. The Goods shall be at least equal to the higher of national standards or codes (such as, by way of illustration, CSA or ASTM), or standards and codes customarily applicable at the place where the City will use the Goods. The Goods shall be of the best quality, if no quality is specified. This general warranty is independent of and without prejudice to any specific warranty or service guarantee offered by the Contractor or third party manufacturer or supplier of the Goods in connection with the purpose for which the Goods were purchased. The Contractor shall assign to the City any warranty or service guarantee offered by a third party manufacturer or supplier of the Goods. Notwithstanding this assignment, if at any time up to one year from the date of delivery or installation (if applicable) the City determines the Goods or any part do not conform to these warranties, the City shall notify the Contractor within a reasonable time after such discovery, and the Contractor shall then promptly correct such

nonconformity at the Contractor's expense. Goods used to correct a nonconformity shall be similarly warranted for one year from the date of installation. The Contractor's liability shall extend to all liabilities, losses, damages, claims and expenses incurred by the City caused by any breach of any of the above warranties.

22. The Contractor warrants and guarantees that Goods delivered under this Agreement do not infringe any valid patent, copyright or trademark, foreign or domestic, owned or controlled by any other corporation, firm or person, and agrees to indemnify and save harmless the City and all of its elected and appointed officials, officers, employees, servants, representatives and agents (collectively the "Indemnitees"), from and against any and all claims, demands, causes of action, suits, losses, damages and costs, liabilities, expenses and judgments (including all actual legal costs) by reason of any claim, action or litigation arising out of any alleged or actual infringement of any patent, copyright or trademark, foreign or domestic, relating to the Goods supplied under this Agreement.
23. The Contractor represents and warrants that all Goods delivered under this Agreement shall comply with all applicable codes, statutes, by-laws, rules and regulations, or any federal, provincial, municipal or other competent authority for the time being in force, including any environmental laws and that the Goods are not dangerous to the environment or to person or health.
24. The Contractor will indemnify and save harmless the Indemnitees from and against all claims, demands, causes of action, suits, losses, damages and costs, liabilities expenses and judgments (including all actual legal costs) for damage to or destruction or loss of property, including loss of use, and injury to or death of any person or persons which any of the Indemnitees incur, suffer or are put to arising out of or in connection with any failure, breach or non-performance by the Contractor of any obligation of this Agreement, or any wrongful or negligent act or omission of the Contractor or any employee or agent of the Contractor.

CUSTOMS

25. Documentation for shipments of Goods from outside Canada shall be provided by a Contractor by airmail and shall include all documents as required by law or customary practice. All packages shall be marked as follows:

"Upon arrival, please contact customs broker:
Livingston International Inc.
Telephone: 604-685-3555
Fax: 604-605-8231
Email: cst19@livingstonintl.com"

INSPECTIONS

26. If this Agreement pertains to the fabrication, assembly or other processing of the Goods, representatives of the City shall be permitted free access at all reasonable times for the

purpose of inspection, testing or obtaining information as to the progress of the fabrication, assembly or processing.

SAFETY

27. If this Agreement includes any inspection, installation or other work on the City's premises by the Contractor, or representative or subcontractor of the Contractor, all such activity shall be performed and undertaken in strict compliance with all applicable health and safety laws and regulations, including, without limitation, the *Workers Compensation Act*, the Occupational Health & Safety Regulation and the *Hazardous Products Act*, and also in strict compliance with any published and issued by the City for use at the City's premises. The Contractor shall provide the City with the Contractor's Workers Compensation Board registration number and a letter from the Workers Compensation Board confirming the supplier is registered in good standing with the Workers Compensation Board and that all assessments have been paid to the date thereof prior to the City having any obligation to pay monies under this Agreement.

WHMIS/MSDS

28. The Contractor covenants and agrees to comply with all the Workers Compensation Board Occupational Health and Safety Regulations for hazardous materials and substances, and in particular with the "Workplace Hazardous Materials Information Systems (WHMIS)" Regulations. All "Material Safety Data Sheets (MSDS)" will be shipped along with the Goods and any future MSDS updates will be forwarded.

SHOP DRAWINGS

29. The City may require that shop drawings be submitted by the Contractor for review prior to the delivery of the Goods. The City may require that a qualified registered professional engineer stamp and approve a shop drawing prior to submission. Any review of shop drawings by the City will not relieve the Contractor from its obligation to deliver Goods in full compliance with all requirements of this Agreement.

WAIVER

30. Any failure of the City at any time or from time to time to enforce or require the strict keeping or performance of any of the terms and conditions contained in this Agreement shall not constitute a waiver of the terms and conditions and shall not affect or impair the terms or conditions in any way or the City's right at any time to avail itself of any remedies as the City may have for any breach or breaches of the terms and conditions.

APPLICABLE LAW

31. This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia. The City and the Contractor accept the jurisdiction of the

courts of British Columbia and agree that any action under this Agreement shall be brought in such courts.

NOTICES

32. Any notice, report or other document that either party may be required or may wish to give to the other should be in writing, unless otherwise expressly provided for, and will be deemed to be validly given to and received by the addressee:
- (a) by hand, on delivery;
 - (b) by facsimile, on transmission; or
 - (c) by mail, five calendar days after posting.

The addresses for delivery will be as follows:

- (a) The City:

Attention: <<City Contact>>
13450 – 104th. Avenue
Surrey, B.C., V3T 1V8

- (b) The Contractor:

Attention: <<Contractor Contact>>
<<Insert Contractor Address>>

MERGER AND SURVIVAL

33. The representations, agreements, covenants and obligations set out in this Agreement shall survive the delivery of the Goods and payment of the Purchase Price.

ENTIRE AGREEMENT

34. This Agreement, including any other documents expressly included by reference in this Agreement, contains the entire agreement of the parties regarding the provision of the Goods, and no understandings or agreements, oral or otherwise, exist between the parties except as expressly set out in this Agreement. This Agreement supersedes and cancels all previous agreements between the parties relating to the Goods.
35. In the event that the Contractor issues an invoice, packing slip, sales receipt, or any like document to the City, the City accepts the document on the express condition that any terms and conditions in it which constitute terms and conditions which are in addition to or which establish conflicting terms and conditions to those set out in this Agreement are expressly rejected by the City.

SIGNATURE

36. This Agreement may be executed in one or more counterparts all of which when taken together will constitute one and the same Agreement, and one or more of the counterparts may be delivered by fax transmission or as a pdf file.

ENUREMENT

37. This Agreement shall enure to the benefit of and be binding upon the respective successors and permitted assigns of the City and the Contractor.

IN WITNESS WHEREOF the parties hereto have executed the Agreement on the day and year first above written.

CITY OF SURREY

by its authorized signatory:

[NAME]
[Title]

<<NAME OF CONTRACTOR>>

by its authorized signatory:

[NAME]
[Title]

SCHEDULE A – SPECIFICATIONS OF GOODS

1. PURPOSE

- 1.1. The City invites Quotations from experienced and qualified Contractors for the provision of everything required including all skilled labour, tools, materials, equipment for the Supply & Delivery of Bulk Winter Road Salt and Brine and any other requirements.

2. REQUIRED PRODUCTS

- 2.1. The Contractor shall supply and deliver to the City bulk winter road salt. Bulk winter road salt shall be Sodium Chloride Type I, Grade 1, conforming to the latest revision of ASTM Standard Specification D632. The salt is to be available by October 2024.

3. MATERIAL QUALITY SPECIFICATIONS

- 3.1. All Goods offered by the Contractor shall be fit for its intended purpose.
- 3.2. Any Goods, determined by the City's Manager of Engineering Operations which is unsuitable, will be removed at the Contractor's expense within two (2) working days after notification.
- 3.3. In no case shall salt containing frozen lumps detrimental to operations be used. Any deliveries containing frozen lumps of salt will be rejected and to be removed by the Contractor at the Contractor's expense.
- 3.4. If the rejected Goods are not removed within the specified time frame, the Goods will become the property of the City. Any cost incurred by the City for removal of the rejected Goods will be billed to the Contractor.
- 3.5. Road de-icing salt shall be sodium chloride, Type 1, Grade 1 conforming to the latest revision of ASTM standard specification D632. MOT and PNS approved.
- 3.6. Brine Salt shall be clean of dirt and grit, minimum 99% pure sodium chloride. MOT and PNS approved.
- 3.7. The City reserves the right to terminate the Agreement based on poor Goods quality.

4. OPTIONS FOR PURCHASE

- 4.1. The City reserves the right to order the Goods from the Contractor in any or all of the following options listed below.

4.2. Option A: City Guarantee for Road Salt

- 4.2.1. Salt supply and delivery to the City shall be subject to the guarantees described below:

4.2.2. Salt Purchase:

- (a) The City will purchase a minimum of 80% of its total estimated tonnage awarded under the Agreement and the Contractor is obligated to furnish a maximum of 150% of the total estimated tonnage awarded. As used in this paragraph, “total estimated tonnage” means the total estimated tonnage as averaged by the City over the past several winter seasons. Should the City require additional salt supply beyond the 150% maximum then the Contractor will deem the City of Surrey to be a priority customer and acting reasonably will negotiate a rate for subsequent supply.

4.2.3. Salt Delivery Requirements:

- (a) Regular Salt deliveries requires the Contractor to provide not less than 80% and not more than 150% (unless otherwise agreed) of the estimated annual quantity available for delivery or pick-up as ordered.

4.3. OPTION B: City Guarantee for Brine Salt

4.3.1. Brine Salt supply and delivery to the City shall be subject to the guarantees described below:

4.3.2. Brine Salt Purchase:

- (a) The City will purchase a minimum of 80% of its total estimated tonnage awarded under the Agreement and the Contractor is obligated to furnish a maximum of 150% of the total estimated tonnage awarded. As used in this paragraph, “total estimated tonnage” means the total estimated tonnage as averaged by the City over the past several winter seasons. Should the City require additional salt supply beyond the 150% maximum then the Contractor will deem the City of Surrey to be a priority customer and acting reasonably will negotiate a rate for subsequent supply.

4.3.3. Brine Salt Delivery Requirements:

- (b) Regular Salt deliveries requires the Contractor to provide not less than 80% and not more than 150% (unless otherwise agreed) of the estimated annual quantity available for delivery or pick-up as ordered.

4.4. OPTION C: No City Guarantee

4.4.1. No guarantee will be given by the City as to the amount of salt that will be purchased over the duration of the Term.

5. Delivery

5.1.1. The Contractor may be required to deliver quantities to the Surrey Works Yard, 6651 - 148th Street, Surrey, BC, the Hemlock Yard, 9353 – 160th Street, Surrey, BC and the South Surrey Operations Centre, 2336 166 Street

- 5.1.2. All deliveries will be coordinated through the City's Engineering Department Operations dispatch centre. The Contractor must adhere to the delivery schedule as established by our dispatch centre, or contact our dispatch centre if changes in operations occur. If the Contractor has a consistent record of not meeting delivery schedules the Contractor may be penalized for personnel and equipment charges for the time utilized awaiting deliveries.
- 5.1.3. The City reserves the right to pick up materials at the Contractors site as required by the City.

6. Delivery Tickets

- 6.1. All truckloads delivered to the City by the Contractor must be accompanied by a numbered delivery ticket containing the following information:
- (a) Contractor's name;
 - (b) Location of Contractor's source of supply;
 - (c) Tonnage delivered;
 - (d) City's purchase order number; and
 - (e) Signature of City's employee receiving the Goods.
- 6.2. Payment will not be made on any delivery ticket not bearing total volume per shipment or where a quantity has been altered and not initialed by a City employee.

7. Delivery Scheduling

- 7.1. **Routine Delivery:** Upon request, re-supply shall be made within a maximum of twenty-four (24) hours, seven (7) days per week. The Contractor is to designate an employee or person responsible for accepting and scheduling telephone orders. For routine orders, the City must be able to contact this person anytime between the hours of 8:00 a.m. and 3:30 p.m. Monday through Friday.
- 7.2. **Emergency Delivery:** When deemed necessary by the City, during period of repeated storm activity and when re-supply is critical, deliveries shall be started not less than four (4) hours and completed in eight (8) hours, and shall also be made during nights, weekends and holidays. For emergency orders, the City must be able to contact the Contractor's representative from 3:30 p.m. to 8 a.m. Monday through Friday, and 24 hours a day on weekends and/or holidays. If the Contractor is unable to meet this requirement the Contractor may be penalized for costs incurred to the next acceptable low bidder.

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SCHEDULE B – QUOTATION

RFQ Title: Supply and Delivery of Bulk Winter Road Salt

RFQ No.: 1220-040-2024-037

CONTRACTOR

Legal Name: _____

Contact Person and Title: _____

Business Address: _____

Business Telephone: _____

Business Fax: _____

Business E-Mail Address: _____

TO:

CITY OF SURREY

City Representative: Sunny Kaila, Manager, Procurement Services

Email: purchasing@surrey.ca

1. If this offer is accepted by the City, such offer and acceptance will create a contract as described in:
 - (a) the RFQ;
 - (b) the specifications of Goods set out above and in Schedule A;
 - (c) the General Terms and Conditions; and
 - (d) this Quotation; and
 - (e) other terms, if any, that are agreed to by the parties in writing.

2. Capitalized terms used and not defined in this Quotation will have the meanings given to them in the RFQ. Except as specifically modified by this Quotation, all terms, conditions, representations, warranties and covenants as set out in the RFQ will remain in full force and effect.

3. I/We have reviewed the RFQ Attachment 1 – Quotation Agreement - Goods. If requested by the City, I/we would be prepared to enter into that Agreement, amended by the following departures (list, if any):

Section

Requested Departure(s) / Alternative(s)

Please State Reason For Departure(s):

Changes and Additions to Specifications:

4. In addition to the warranties provided in Attachment 1 – Quotation Agreement - Goods, this Quotation includes the following warranties:

5. I/We have reviewed the RFQ Attachment 1 – Quotation Agreement - Goods, Schedule A – Specifications of Goods. If requested by the City, I/we would be prepared to meet those requirements, amended by the following departures (list, if any):

Section

Requested Departure(s) / Alternative(s) / Additions

Please State Reason For Departure(s):

Fees and Payments

6. The Contractor offers to supply to the City of Surrey the Goods for the prices plus applicable taxes as follows:

F.O.B. Destination, Freight Prepaid	Payment Terms: A cash discount of ____% will be allowed if invoices are paid within ____ days, or the ____ day of the month following, or net 30 days, on a best effort basis.			Ship Via:
Option	Item Name	Unit of Measure	Total Estimated Tonnage	Unit Price
A	Quantity Guarantee (80 – 150 %) Sodium Chloride Type I, Grade 1 (Road Salt) Environmental Levy	Tonnes	8,000	\$ _____ \$ _____
B	Quantity Guarantee (80 – 150 %) Brine Salt, minimum 99% pure sodium chloride and clean of dirt and grit. Environmental Levy	Tonnes	2,000	\$ _____ \$ _____
C	No Quantity Guarantee (Variable) Sodium Chloride Type I, Grade 1 (Road Salt) Brine Salt Environmental Levy	Tonnes Tonnes	n/a n/a	\$ _____ \$ _____ \$ _____
<p>Notes: 1) Overheads, General Conditions and Profit are to be included in the above amounts. 2) Payment will be based upon the quoted unit price per metric tonne and approved scale tickets. 3) Unit prices are to exclude tax.</p> <p>CURRENCY: Canadian</p>				

7.3. Contractors should provide information regarding their delivery scheduling contacts for both routine and emergency deliveries as referenced in Schedule A, section 7. Contractors should detail the designated person(s) for each delivery type, and their hours of availability with contact information.

7. I/We the undersigned duly authorized representatives of the Contractor, having received and carefully reviewed the RFQ including without limitation the draft Agreement submit this Quotation in response to the RFQ.

This Quotation is offered by the Contractor this _____ day of _____, 2024.

CONTRACTOR

I/We have the authority to bind the Contractor.

(Full Legal Name of Contractor)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)