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|  | SCHEDULE B – FORM OF QUOTATION |

RFQ Title: **Supply, Delivery and Installation of Fitness Equipment – Clayton Community Centre**

RFQ No: 1220-040-2019-100

**CONTRACTOR**

**Legal Name:**

**Contact Person and Title:**

**Business Address:**

**Business Telephone:**

**Business Fax:**

**Business E-Mail Address:**

**CITY OF SURREY**

City Representative: Richard D. Oppelt, Manager, Procurement Services

Address: Surrey City Hall

 Finance Department – Procurement Services Section

 Reception Counter – 5th Floor West

 13450 - 104 Avenue, Surrey, B.C., Canada, V3T 1V8

E-mail for PDF Files: [purchasing@surrey.ca](file:///C%3A%5CUsers%5CP209285%5CAppData%5CRoaming%5COpenText%5COTEdit%5CEC_ecm16%5Cc250383432%5Cpurchasing%40surrey.ca)

1.If this Quotation is accepted by the City, a contract will be created as described in:

(a) the Agreement;

(b) the RFQ; and

(c) 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 Agreement and RFQ. Except as specifically modified by this Quotation, all terms, conditions, representations, warranties and covenants as set out in the Agreement and RFQ will remain in full force and effect.

3. I/We have reviewed the RFQ Attachment 1 – Agreement – Goods and Services. 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)**

4. The City requires that the successful Contractor have the following in place **before providing the Goods and Services**:

1. Workers’ Compensation Board coverage in good standing and further, if an “Owner Operator” is involved, personal operator protection (P.O.P.) will be provided,

Workers' Compensation Registration Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

1. Prime Contractor qualified coordinator is Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

1. Insurance coverage for the amounts required in the proposed Agreement as a minimum, naming the City as additional insured and generally in compliance with the City’s sample insurance certificate form available on the City’s Website [Standard Certificate of Insurance](http://www.surrey.ca/files/DCT_Standard_Certificate_of_Insurance_2014.docx);

(d) City of Surrey or Intermunicipal Business License: Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

(e) If the Contractor’s Goods and Services are subject to GST, the Contractor’s GST Number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and

(f) If the Contractor is a company, the company name indicated above is registered with the Registrar of Companies in the Province of British Columbia, Canada, Incorporation Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

As of the date of this Quotation, we advise that we have the ability to meet all of the above requirements **except as follows** (list, if any):

 **Requested Departure(s) / Alternative(s)**

5.The Contractor acknowledges that the departures it has requested in Sections 3 and 4 of this Quotation will not form part of the Agreement unless and until the City agrees to them in writing by initialing or otherwise specifically consenting in writing to be bound by any of them.

**Technical and Functional Specifications/Requirements Response**

6. The Contractor should complete and include with their Quotation the City’s Fitness Equipment Response Schedule worksheet.

 The Fitness Equipment Response Schedule worksheet may be viewed and/or obtained at the Managed File Transfer Service (MFT) link noted below. Printing will be the sole responsibility of the Contractor.

7. Each Quotation should be accompanied by a set of the “Contractor’s Specifications” consisting of a detailed description of the Good proposed and to which Good should conform. Computer run-off sheets are not preferred as descriptive literature. The specifications should indicate size, type, model, and make of all component parts and equipment.

8. In addition to the warranties provided in the Agreement, this Quotation includes the following warranties:

9. I/We have reviewed the RFQ Attachment 1 – Agreement – Goods and Services. 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)**

10. The Contractor acknowledges that the departures it has requested in Section 7 of this Quotation will not form part of the Agreement unless and until the City agrees to them in writing by initialing or otherwise specifically consenting in writing to be bound by any of them.

11.The Contractor offers to supply to the City of Surrey the Goods and Services for the prices plus applicable environmental levies and taxes as follows:

1. **Price and Delivery Schedule**

The **Schedule B - Fitness Equipment Response Schedule,** can be downloaded from the spreadsheet embeded below.

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The Contractor should not submit unbalanced prices.

**Note**:

1. The Contractor will provide complete data substantiating compliance of proposed items with requirements stated in the solicitation, including:
2. Product identification, including manufacturer’s name
3. Manufacturer’s literature identifying

o Product description

o Reference standards (if any)

o Performance or test data (if any)

1. The Contractor to Include specifications, photos and supporting literature of the equipment you are bidding on.

**SUPPLY, DELIVERY AND INSTALLATION OF GOODS**

12. The Contractor will supply, deliver and install the Goods that meet the specifications set out in Schedule A – Specifications of Goods and Scope of Services of the Agreement.

The Contractor will complete and deliver to the Delivery Location each Good in accordance with the following schedule:

|  |  |  |
| --- | --- | --- |
| **Equipment** | **Delivery Date** | **Installation Date** |
| Cardio Zone |  |  |
| Weight Zone |  |  |
| Free Weight Zone |  |  |
| Plate Weights |  |  |
| Free Zone (2) |  |  |

1. **Separate Pricing:**

13. The following is a list of separate prices. The separate price(s) are an addition to the Quotation Price as set out in Section 1.A above and do not include applicable sales taxes. DO NOT state a revised Quotation Price.

(i) Options for equal alternative brands of same high-quality products; and

(ii) Extended warranty.

1. **Force Account Labour and Equipment Rates**

14. Contractor should complete the following tables setting out the all-inclusive hourly labour rates including overhead and profit for requested on-call support repair services. (use the spaces provided and/or attach additional pages, if necessary):

 Table 1 – Hourly Labour Rate Schedule For Service:

|  |  |  |
| --- | --- | --- |
| Labour Category | Straight Time/hr (Plus GST) | Overtime Rate/hr (Plus GST) |
| .1 Certified Technician | $ | $ |
| .2 Apprentice | $ | $ |
| .3 Helper | $ | $ |

 Table 2 – Hourly Equipment Rate Schedule:

|  |  |  |
| --- | --- | --- |
| **No.** | **Equipment Description** | **Hourly Equipment Rate** |
|  |  | $ |
|  |  | $ |
|  |  | $ |

1. **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.

**Technical and Functional Specifications/Requirements Response**

15. Contractor to provide detailed information to demonstrate that the Good proposed is commercial grade quality, cardio and movement equipment. It is the Contractor’s responsibility to provide evidence that substantiates that the product they are proposing under each category meets or exceed the commercial grade quality standard.

16. Good(s) proposed shall be suitable for daily use (high volume recreation setting) and must be adaptable for all users with emphasis on options that accommodate people over 300lbs, elderly and people with mobility issues.

Have you included information on the suitability of the equipment as part the submission? \_\_\_\_\_Yes \_\_\_\_\_No

17. Contractors are to include with their Quotation a letter issued by the manufacturer of the product(s) they are proposing, certifying that the Contractor is fully authorized to sell, service and provide warranty support for the proposed Goods.

Have you included information on the suitability of the equipment as part the submission? \_\_\_\_\_Yes \_\_\_\_\_No

18. All Describe all environmental “Green” certification, innovations in manufacturing, and any other benefits that contribute to the overall best value of the equipment proposed. (Provide any available information regarding the origin of the equipment and if recycled materials were used in the manufacturing process.)

19. **Buy Back**: At the end of the purchased equipment’s life cycle, the City may replace the equipment. Provide information on your company’s buy-back program and the value that the City would receive on further replacement purchases.

20. **Equipment Durability and Lifespan**: Only commercial grade quality equipment designed for steady use on a daily basis is suited for our environment. Provide your equipment durability and lifespan details.

21. **Functionality**: Equipment to be biomechanically sound, adaptable to diverse customer base (experience, body size, training and rehab needs). Please advise how your solutions match these requirements.

**Experience, Reputation and Resources**

22. Contractor's relevant experience and qualifications in the supply, delivery and installation of Goods and Services similar to those required by the RFQ. (use the spaces provided and/or attach additional pages, if necessary):

23. Performance History: Provide the number of Goods similar to the proposed Goods delivered in the past five years, including timeframes for delivery. Provide a copy of recall notices issued for the proposed model during the previous five years along with the number of affected Goods in service.

24. Key Personnel: Contractors should identify and provide the background and experience for the key personnel that would perform the Contractor’s work, outlining the intended roles in meeting the requirements.

 Preference may be given to a Contractor and proposed personnel that demonstrates knowledge and experience involving the successful design, delivery and installation of the Goods. Each Contractor should make clear in their Quotation its relevant knowledge and experience and that of its proposed personnel.

25. Contractors should provide the following information on the background and experience of all sub‑contractors and material suppliers proposed to undertake a portion of the Goods and Services (use the spaces provided and/or attach additional pages, if necessary):

|  |  |  |  |
| --- | --- | --- | --- |
| *Description of Goods & Services* | *Sub-Contractors & Material Suppliers Names* | *Years of Working with Contractor* | *Telephone Number and Email* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

26. Contractor's should provide information on their relevant references (name and telephone number). The City's preference is to have a minimum of three references. Previous clients of the Contractor may be contacted at the City’s discretion (use the spaces provided and/or attach additional pages, if necessary):

**Training and Support Services, On-Call Support and On-Site Service, Parts Support and Warranty:**

27. Training and Support Services. Contractors should provide a description of the general approach and methodology that the Contractor would take in performing the training and support services:

28. On-Call Support and On-Site Service.

(a) What technical and engineering support could the Contractor provide to the City?

 Please include location these services will be provided and how the City’s needs will be addressed in critical times. Please include the breadth and depth of the support.

(b) What technical and engineering support could be provided by the original equipment manufacturer (OEM) that supports the major components in each Good? Please provide letters of assurance from OEM’s, if possible.

(c) What and how would technical liaison and field services will be supplied to the City by the Contractor?

(d) How field service team member’s abilities, experience, and qualifications could meet the City expectation of a high level of support?

29. Replacement Parts Support:

 It is expected that the Contractor provide or able to provide all requested replacement parts for the service life of the Goods.

 Contractors should:

(a) Identify the location of the parts provider the Contractor now maintains or agrees to establish and the hours of operation. Please identify the parts providers that OEM suppliers of major components within North America that will support the supply chain of components on the Goods.

(b) Describe how the Contractor’s parts supply team member’s abilities, experience and qualifications will meet the City’s expectation of high level of support.

(c) State what parts the Contractor will carry in its parts service centre or directly supported through a North American supply chain by other parties or Original Equipment Manufacturers.

(d) Contractor should provide information on their approach to meeting the City’s service and preventative maintenance requirements.

30. Provide a description of the procedure for training the end user in a newly acquired Goods operation, including maintenance training.

31. Provide concise description of proposed training on equipment care and use including daily maintenance checks & cleaning instructions for City staff and equipment maintenance contractor.

32. Provide information if City Staff can perform preventative maintenance device without voiding the warranty and information how training would be provided.

33. Additional Warranties:

(i) For each Goods proposed, include details of any additional warranty(ies) offered. This information should include length of warranty, various types of warranty, including parts and service covered.

(ii) Contractor to state when warranty does not apply or becomes void on each piece of Goods.

34. Preventative Maintenance Provided by the Contractor during Warranty Period:

1. Provide information on what is included in a Preventative Maintenance Service.

1. All costs associated with Preventative Maintenance. During the warranty period, it is the responsibility of the Contractor.

35. I/We the undersigned duly authorized representatives of the Contractor, having received and carefully reviewed the RFQ and the Agreement, submit this Quotation in response to the RFQ.

**This Quotation** is offered by the Contractor this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 201\_.

**CONTRACTOR**

**I/We have the authority to bind the Contractor**

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| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Legal Name of Contractor)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature of Authorized Signatory)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Print Name and Position of Authorized Signatory) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature of Authorized Signatory)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Print Name and Position of Authorized Signatory) |