



**Request for Quotation**

**Terms, Condition & General Requirements**

**For**

**Supply of the Municipal Staff Uniform Clothing for the 2019,  
2020, 2021 and 2022 Calendar Years**

**Municipality of West Grey**

**Project: WG 2019-2022  
Issued: December 6, 2018**

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### GENERAL

#### 1.0 INTRODUCTION

##### 1.1 Invitation to Proponents

The Municipality of West Grey is interested in obtaining quotations from qualified proponents for the Supply of Municipal Staff uniform clothing for the 2019, 2020, 2021 and 2022 calendar years

The scope of work and deliverables for this RFQ includes:

- Supply of men's and women's clothing for approximately 100 staff members of the Municipality of West Grey.
- All shirts, sweaters, hoodies, jackets, hats and toques are to include the embroidery of the Municipality's logo.
- All singlets are to be silk screen front and back.
- Pricing is to be for the brands and styles specified where possible. Any changes must be approved by the Municipality.
- Spring/Fall and Winter jackets are only replaced on an as needed basis

##### 1.2 Evaluation of Proposals

The evaluation of the proposals will be conducted by Municipal staff. The evaluation will be based on a combination of the following points:

- a. Company's profile and experience;
- b. Price;
- c. Warranty (if applicable);

##### 1.3 Written Proposal Submission Requirements:

Each proponent must provide in its proposal the following:

- a. Company experience and profile;
- b. A statement of understanding of the project;
- c. Quotation Form.

##### 1.4 Reporting at the Site:

N/A

**1.5 Labour Standards**

N/A

**1.6 Site Visit**

N/A

**1.7 Municipal Contact**

For the purpose of this Request for Quotation, Stephanie Stewart, Manager of Community Services, is the contact person for the Municipality. She can be reached for all queries, questions, and notifications by email [sstewart@westgrey.com](mailto:sstewart@westgrey.com)

**1.8 Disclosure of Conflict of Interest**

The proponent shall disclose to the Municipality without delay any actual or potential situation that may be reasonably interpreted as either a conflict of interest or a potential conflict of interest.

**1.9 Seeking Clarification and Incorporate Response into Proposal**

The Municipality reserves the right to seek clarification and supplementary information from the proponent after the quotation submission deadline. The response received from the proponent shall, if acceptable by the Municipality, form an integral part of the proponent's proposal.

**2.0 QUOTATION FORM**

**2.1** All proposals shall be submitted on the Quotation Form attached (Appendix "A"). The quotation forms shall be completely filled out and returned with your proposal.

**2.2** Proposal submissions that are arithmetically incorrect, incomplete, without signatures, conditional or obscure, or which contain any additional or alterations not called for, may be rejected. In the case of discrepancy between figures and words in the proposal price, words shall govern.

**2.3** Proposal prices must remain firm until 11:59pm on December 31, 2022.

- 2.4 The lowest or any proposal will not necessarily be accepted, and the Municipality reserves the right to reject all or any proposal not in strict compliances with the Municipalities proposal conditions and/or procedures.

### 3.0 SUBCONTRACTING

- 3.1 Subcontracting, beyond the original list of subcontractors submitted with proposal submission, of any portion of work will not be permitted without prior written consent of the Municipality. If approval is granted, any work undertaken by the subcontractors shall be under the terms and conditions as set forth in this RFQ and the use of subcontractors shall in no way relieve the successful proponent of their responsibilities.
- 3.2 The proponent must submit a list of subcontractors involved in any part(s) or portion of this proposal.
- 3.3 The Municipality reserves the right to reject a proposed subcontractor.

### 4.0 ASSIGNMENT

Any business resulting from this proposal call shall not be assigned to any other company or individual without prior written approval from the Municipality.

### 5.0 SPECIFICATIONS

- 5.1 Logos are to be completed as determined by the Municipality of West Grey.
- 5.2 The make and style specified is to be quoted. Any changes/substitutions will need to be approved by the Municipality of West Grey
- 5.3 All clothing is to be delivered or couriered to 402813 Grey Road 4, RR 2 Durham, Ontario

### 6.0 SUBMISSIONS OF PROPOSAL

Proposals are to be delivered in a sealed envelope clearly marked "Municipality of West Grey Uniform Clothing" to the Municipal Office, 402813 Grey Road 4, RR 2, Durham, Ontario, N0G 1R0, via mail or in person, not later than **2:00 PM Local Time, January 10<sup>th</sup>, 2019.**

## 7.0 WITHDRAWING PROPOSAL

Proposal may be withdrawn on written request prior to closing of the proposal.

## 8.0 REQUESTS FOR INFORMATION AND ADDENDA

8.1 All questions or inquiries shall be submitted by email to Stephanie Stewart, [sstewart@westgrey.com](mailto:sstewart@westgrey.com) **no later than 2:00 PM Local Time, January 10<sup>th</sup>, 2019.**

8.2 All addenda to this document will be issued to all bidders during the tender period. **The final addendum, if required will be issued no later than 4:00 PM Local Time on Friday December 28<sup>th</sup>, 2018.**  
All addendums must be signed and included in the sealed proposals.

## 9.0 INSURANCES

N/A

## 10.0 HEALTH AND SAFETY

N/A

## 11.0 COMENCEMENT OF WORK

No work is to commence by the proponent until an official contract, or purchase, or letter of intent is issued by the Municipality and the Municipality receives all required documents stated in the RFQ.

## 12.0 TERMINATION

The Municipality reserves the right to terminate any contractor/purchase order resulting from this proposal call for sufficient cause, such as: non-performance, late deliveries, inferior quality, pricing problems, customer service issues, safety concerns/infractions, etc.

## 13.0 RIGHTS

In addition to any other rights which may be implied in the proposed or circumstances, the Municipality reserves the right to:

- a. Accept or reject any proposal or any part thereof, and to annul the proposal process and reject all proposals at any time prior to award of the contract, without thereby incurring any liability to the affected proponents or any obligation to inform the affected proponents of the grounds for the Municipalities action;

- b. Reject any and/or all proposals if deemed to be in the public interest to do so and award the work to the best advantage and do not obligate them to the lowest proposal;
- c. Refuse to accept any goods or services that do not meet the Municipalities specifications. In the case of a dispute, the decision of the Municipality will be final;
- d. Accept or reject a proposal if only one proposal is submitted and to cancel the process; and
- e. To cancel the proposal and award process if no qualified proposal meets the budget restraints of the Municipality.

The proposal will be reviewed as to the lowest price, qualifications, capabilities and experience of the bidder and the availability of funds by the Municipality to complete the work. The Municipality reserves the right to accept or reject all or any bids and to waive informalities in accordance with established policy. The Municipality relies on this advertisement to provide public notice of this business opportunity and is not obligated to notify any bidders in any other manner.

Questions may be directed to Stephanie Stewart, Manager of Community Services, [sstewart@westgrey.com](mailto:sstewart@westgrey.com)

**Quotation Form**

**Project Number:** WG 2019-2022

**Project Title:** Municipal Staff Uniform Clothing

**Project Location:** Municipal Office, 402813 Grey Road 4, RR 2 Durham

**Submitted To:** The Municipality of West Grey

**We,** \_\_\_\_\_  
(Company Name)

**of,** \_\_\_\_\_  
(Company Address)

\_\_\_\_\_

having examined the bid documents for this Project and Addenda No. \_\_\_\_\_ to No. \_\_\_\_\_ inclusive, and having visited and examined the Project site, hereby offer to enter into a contract to perform the work required by the Bid Documents for the stipulated price of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) in Canadian funds, which includes all applicable taxes in force at this date, including H.S.T. The breakdown of the price is shown on the attached Bid Form, Appendix "A".

**Declarations:**

We hereby declare that:

1. We acknowledge and agree to abide by all of the terms and conditions as set out in the Instruction to Bidders and the Bid Document.
2. We agree to perform work in compliance with the Proposal and within the required scheduled.
3. This Bid is irrevocable and open for acceptance for a period of sixty (60) days

from the date of the Bid closing, irrespective of the acceptance by the Municipality of any other Bid or the issuance of a notice of acceptance of any other Bid.

4. We agree that the Municipality has the absolute right to accept or to reject the offer that this Bid comprises, for any reason whatsoever, without explanation, including if it contains the lowest stipulated price of the Bids received by the Municipality.

**Signature:**

Company:

\_\_\_\_\_

*(Name)*

\_\_\_\_\_

*(Street Address and Postal Box Number)*

\_\_\_\_\_

*(City, Province & Postal Code)*

Signature:

Name & Title:

\_\_\_\_\_

*(Print or Type)*



**Appendix "A"**  
**Project Number: WG 2019-2022**  
**Municipal Staff Uniform Clothing**

**QUOTATION**  
**List of Unit Prices**

Style	Manufacturer	Description	2019 Price	2020 Price	2021 Price	2022 Price
<b>Pants and Shorts</b>						
874	DICKIES	Flat Front Work Pant				
2112372	DICKIES	Cargo Work Pant				
LR542	DICKIES	Work Short				
774	DICKIES	Female work pant				
	MESHWEAR	Cool Works Work pant				
<b>Shirts</b>						
L3520	SANMAR	Female Wicking T-Shirt				
L3520LS	SANMAR	Female Long Sleeve Wicking T-Shirt				
CGM212	CALLAWAY	Female Golf Shirt Core Performance				
SAT010W	STORMTECH	Female Practice Jersey				
2000	SANMAR	Unisex Short Sleeve Cotton T-Shirt				
2400	GILDAN	Male Long Sleeve Ultra Cotton				
CGM211	CALLAWAY	Male Golf Shirt Core Performance				
S445LS	COAL HARBOUR	Male Long Sleeve Sport Shirt				
SAT010	STORMTECH	Practice Jersey				

PC-002	AGO	Traffic Safety Short Sleeve T-Shirt				
PC-007	AGO	Traffic Safety Short Sleeve Polo Shirt				
HV-118	AGO	Hi- Viz Poly Short Sleeve T-Shirt				
PC-010	AGO	Traffic Safety Short Sleeve Work Shirt				
HV-148	AGO	Hi-Viz poly Mesh Short Sleeve T-Shirt				
<b>Hoodies</b>						
F220	ATC	Male Fleece Hoodie				
F221	ATC	Male Full Zip Fleece Hoodie				
L221	ATC	Female Full Zip Fleece Hoodie				
PC-016	AGO	Traffic Safety Crew Neck Pullover Sweatshirt				
G125	GILDAN	Hoodie				
G18600FL	GILDAN	Female Full Zip Hoodie				
G18700	GILDAN	Full Zip Hoodie				
<b>Outer wear (Bought as needed)</b>						
BTC998	DICKIES	Premium Duck Hooded Jacket				
61242	DICKIES	Diamond Quilted Nylon Jacket				
33237	DICKIES	Fleece Lined Hooded Nylon Jacket				
AC1010	KNP HEADWEAR	Toque				
910	VIKING	Rain Jacket				
5110J	VIKING	Rain Jacket				

5110P	VIKING	Rain Pant				
C1318	ATC	Snapback Trucker Cap				
		100gram Thinsulate Work Gloves				
WPBT-001	DAKOTA	3-in-1 Waterproof Breathable Work Coat				
19E839	DAKOTA	T-Max Twill Lined Coverall				
HV-006	AGO	Hi-Viz '3 Pocket Poly Field Vest				
HV-016	AGO	Hi-Viz '3 Pocket Poly Field Vest				
PC-140	AGO	Traffic Safety Bib Overall				
PC-318	AGO	Traffic Safety Utility Jacket				
PC-370	AGO	Traffic Safety Insulated Bib Overall				
PC-260	AGO	Traffic Safety Insulated Parka				
OH-600	AGO	Traffic Safety Rain Suit				
		Female Yoga Jacket				
SAJ014	STORMTECH	Textured Jacket				
SV100	ATHLETIC KNIT	Singlet				

Note:

Bidders are to include this quotation form in their proposal.

**Appendix “B”  
Project Number: WG 2019-2022  
Municipal Staff Uniform Clothing**

**Sub-Contractor List**

Company Name	Contact Name	Contact Info	Responsible For

Note:

Bidders are to include this quotation form in their proposal.

**Appendix “C”  
Project Number: WG 2019-2022  
Municipal Staff Uniform Clothing**

**Company Profile**

Company Executive:

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Years in Business:

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Company Business Activity

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Company Strategy, Purpose & Mission

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Company Structure (Public, Private, Other)

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Yearly Revenue, Profits & Major Assets

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Company Clients

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What makes your company unique?

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