



Contract 2861Q

Supply and Delivery of FURNISHINGS TO NEW FIRE HALLS

Bidders are requested to respond to this Quotation call as instructed subject to the provisions contained herein.

Name of Bidder: _____

Address: _____

City: _____

Province: _____ Postal Code: _____

Telephone No: _____ Fax No.: _____

E-mail: _____

Contact Person: _____

Title: _____

Table of Contents

Cover Page	1
Table of Contents	2
Instructions to Bidders	3
Quotation Form	6
Schedule of Quantities and Prices	7
List of Previous Contracts	8
Specifications	9
Environmental Terms and Conditions of the Contract	11
General Conditions of the Contract	GC1-GC3
Notice of No Bid	

Instructions to Bidders

1. Sealed quotations, plainly marked on the envelope:

CONTRACT 2861Q - SUPPLY AND DELIVERY OF FURNISHINGS TO NEW FIRE HALLS (HAMILTON AND SEA ISLAND)

will be received at the Information Counter, Main Floor, Richmond City Hall, addressed to the Purchasing Section, 6911 No. 3 Road, Richmond, BC, V6Y 2C1, until 2:00pm, Local time:

Thursday, July 13, 2006

2. Quotations received in the office of the Purchasing Section after the above-mentioned time and date will be returned unopened.
3. Quotations must be submitted on the attached Forms and be authorized by a signing officer of the Bidder's company. The entire Request for Quotation must be returned to the City.
4. This Document with completed Forms will become part of the Contract Documents between the City and the successful Bidder.
5. The City reserves the right to accept all or any part of a quotation or to waive irregularities at their own discretion. The lowest or any quotation will not necessarily be accepted.
6. The City of Richmond estimates that this contract will be awarded within 4 - 6 weeks of the closing date. All bidders submitting Quotations for the Project will be advised as to the outcome. Please note that Bid results for those contracts posted on the City Web Site and/or BC Bid will be listed on BC Bid within two (2) weeks of the award of Contract.
7. In accordance with the City's Procurement Policy number 3104, the award of bids shall be based on:
 - The lowest total cost of acquisition,
 - Experience of the bidder
 - The bidders references or performance on previous similar contracts,
 - The bidders financial resources,
 - The bidders capability of supervision, staffing and use of subcontractors,
 - The bidders ability to meet City specifications and performance criteria,
 - Any additional evaluation criteria stated in the contract document.

Instructions to Bidders (Cont'd)

8. Proprietary names, unless otherwise stated, are used solely to establish standards of materials and finish. Items of other manufacture may be accepted as equal to those specified, at the discretion of the City.
9. Alternate Quotations will be considered and should be submitted under separate cover and be marked "Alternate Quotation".
10. Prices, in Canadian currency, shall be shown for each unit specified and shall include all packing, crating, freight, cartage, shipping charges, cost of unloading supplies at destination, and all tariffs, taxes and duties.
11. Inquires during submission of Quotation should be directed as follows:

Purchasing

Kerry Lynne Young, Acting Buyer II
Purchasing Section
Finance Division
City of Richmond

Telephone: 604-276-4097

E-mail: purchasing@richmond.ca

Technical

Odd Bell, Project Manager
Facility Management,
Engineering & Public Works
City of Richmond

Telephone: 604-244-1239

E-mail: obell@richmond.ca

12. Quotations may be withdrawn by written notice only, provided such notice is received at the office of the City's Purchasing Section prior to the date/time set as the closing time for receiving Quotations.
13. Quotations shall be open for acceptance for 60 days following the submission closing date.
14. Each Bidder shall state on the list provided to be submitted as part of his quotation, information regarding their previous Contracts. It is the intention of the City not to award the contract to any Bidder who does not furnish satisfactory evidence that he has the ability and experience to perform the various works covered under this Contract, and that he has sufficient capital and plant to enable him to execute the said works successfully, and to the satisfaction of the City, and to complete and deliver said works as quoted in his Quotation.
15. Bidders are required to provide samples for all proposed fabrics and finishes on the quoted furnishings.
16. Bidders are advised that submissions of quotes shall be in compliance to the Freedom of Information and Privacy Act.

Instructions to Bidders (Cont'd)

17. Any interpretation of, additions to, deletions from, or any other corrections to the Contract documents, will be issued as written addenda by the City of Richmond. It is the sole responsibility of the potential bidders to check the City of Richmond Web Site and/or BC Bid to ensure that all available information has been received prior to submitting a bid.

18. The City, it's agents and employees shall not be responsible for any information given by way of verbal communication.

Quotation Form

Purchasing Section

City of Richmond

6911 No. 3 Road

Richmond, BC V6Y 2C1

The undersigned Bidder, having carefully read and examined the Instructions to Bidders, Quotation Form, Schedule of Quantities and Prices, General Conditions of Contract, and Specifications, and having full knowledge of the work required, does hereby offer to provide all necessary materials in strict accordance with the Specifications and to do all therein called for on the terms and conditions and under the provisions therein set forth at the:

LUMP SUM TOTAL QUOTED PRICE OF \$ _____

The above price includes and covers duties, Federal, (including G.S.T.), Provincial Taxes, handling and transportation charges, and all other charges incidental to and forming part of this Quotation.

The undersigned Bidder agrees to supply the whole of the materials within _____ weeks of acceptance.

Name of Bidder: _____

Address: _____

Telephone No: _____

Name, Signature,
and Title of
Signing Officer: _____

Date: _____

E-mail: _____

Web Address: _____

Schedule of Quantities and Prices

The City shall pay in Lawful money of Canada the amount shown for the following items subject to the conditions of the Contract Documents.

DESCRIPTION	QUANTITY	UNIT PRICE	EXTENSION
<i>Sea Island Fire Hall</i>			
Dining Room Chairs	6	\$ _____	\$ _____
Work Station Chairs	3	\$ _____	\$ _____
Board Room Chairs	12	\$ _____	\$ _____
Board Room Tables	4	\$ _____	\$ _____
File Cabinet	1	\$ _____	\$ _____

DESCRIPTION	QUANTITY	UNIT PRICE	EXTENSION
<i>Hamilton Fire Hall</i>			
Dining Room Chairs	6	\$ _____	\$ _____
Work Station Chairs	5	\$ _____	\$ _____
Board Room Chairs	12	\$ _____	\$ _____
Board Room Tables	4	\$ _____	\$ _____
File Cabinet	2	\$ _____	\$ _____
Drafting Chairs	2	\$ _____	\$ _____

Subtotal \$ _____

Provincial Sales Tax \$ _____

Goods and Services Tax \$ _____

TOTAL QUOTED AMOUNT \$ _____
(carried forward to Quotation Form)

Payment Terms _____

Early Payment Terms _____

 Initials of Signing Officer

List of Previous Contracts

The Bidder has recently undertaken and completed the Contracts described following and authorizes the City of Richmond to inquire as to the nature of the Bidders performance on these contracts.

YEAR	PROJECT TITLE	OWNER PHONE # CONTACT	SCOPE	BUDGET		SCHEDULE		ROLE OF KEY STAFF MEMBERS	OTHER RELEVANT INFO
				Original	Actual	Proposed	Actual		

(If additional space is required, attach additional)

Specifications

All furniture supplied under this contract must be pre-assembled and suitable for easy gliding along with minimal impact to the concrete floors that have been planned for each facility.

Dining Room Chairs

- Neoprene or rubber base for easy, non-marking gliding suited to concrete flooring (please provide a sample).
- Easy Clean material.
- Durable wood or metal.
- Design must work with table purchased by RFR.
- Colour: please provide a choice of colours from your standard selection (samples required).

Work Station Chairs

- Durable, dispatch-style chairs with lumbar support.
- Universal seating that can accommodate a variety of body types and sizes.
- Pneumatic adjustable seat height, depth, back height, arm height and width to ensure comfort to a variety of body types and sizes.
- Waterfall seat edge.
- Knee tilt and chair lift lock.
- 360 degree swivel with posture control, tilt and tilt tension.
- Neoprene or rubber base for easy, non-marking gliding suited to concrete flooring.
- Upholstery must be made of an easy clean, stain resistant and durable fabric.
- Colour: Grey Blue from your standard colour selection (please provide a sample).

Board Room Chairs

- Neoprene or rubber base for easy, non-marking gliding suited to concrete flooring.
- High-back and tilt-able with tension control and arm rests.
- Must be designed to ensure comfort to a variety of body types and sizes.
- Upholstery must be made of an easy clean, stain resistant and durable fabric.
- Colour: please provide a choice of colours from your standard selection (samples required).

Board Room Tables

- 2' wide x 6' length foldable rectangles.
- Neoprene or rubber base for easy, non-marking gliding suited to concrete flooring.
- Plastic Laminate top, 1 1/8" thick contour or self-edge.

- Colour: please provide a choice of colours from your standard selection (samples required).

File Cabinet

- Vertical, four-drawer legal-size cabinets with thumb latch.
- Shall accommodate a *hanging file* system.
- Colour: please provide a choice of colours from your standard selection (samples required).

Drafting Chairs

- Durable, task stools with lumbar support.
- Pneumatic adjustable back and seat height and seat depth, to ensure comfort to a variety of body types and sizes. Height must be adjustable to 32" to perform tasks on a drafting table.
- Detachable arm rests.
- Foot support ring, adjustable.
- 360-degree swivel with posture control, tilt and tilt tension.
- Non-marking rubber feet suitable for concrete and rubber mat floor finishes.
- Upholstery must be made of vinyl or an equivalent to an easy clean, stain resistant and durable fabric (please provide a sample).
- Colour: please provide a choice of colours from your standard selection (samples required).

Environmental Terms and Conditions of Contract

1.0 Environmental Policy Requirements

1.1 The City of Richmond's Environmental Purchasing Policy

The City of Richmond's Environmental Purchasing Policy states:

In order to increase the development and awareness of environmentally sound products and services, City of Richmond staff will review their contracts and tender specifications for goods and services, to ensure that wherever possible and economically feasible, specifications are amended to provide for consideration of environmental characteristics. Consideration may be given to those environmental products that are certified by an independent accredited organization.

The City of Richmond as a whole will endeavour to increase its use of products and services that are more responsible to the environment in the way they are made, used, transported, stored and packaged and disposed of. It is recognized that analysis is required in order to ensure that the products are made available at competitive prices, and that the environmental benefits provided by a product or service should not significantly affect the intended use of that product or service.

- 1.1.1 The City of Richmond reserves the right to request information from bidders that will demonstrate compliance to this environmental purchasing policy.
- 1.1.2 Bidders are asked to supply information on environmentally preferable products and services that meet all specifications and performance requirements.
- 1.1.3 Placing the City of Richmond in breach of its environmental policy or environmental laws will result in the termination or suspension of an agreement, at the sole discretion of the City.

General Conditions of the Contract

1. Definitions

The two parties to the contract/Purchase Order. are the Contractor and the City, defined as follows:

The Contractor: The successful bidder for the work upon receipt of a purchase order and/or written acceptance of his Quotation from the City.

The City: City of Richmond.

Acceptance of the City of Richmond Purchase Order deems acceptance of all conditions of the Supply and Delivery Contract.

2. Responsibility For Supplies and Waste Disposal

The Contractor shall be responsible for the supplies covered by this contract until they are delivered at the designated delivery point, regardless of the point of inspection; and the contractor shall bear all risks of loss or damage to rejected supplies after notice of rejection. The Contractor shall be responsible for the removal of all packaging and waste materials from delivery sites and shall not dispose of such materials on City property.

3. Inspection

All supplies shall be subject to inspection and test by and shall meet the approval of the Manager of Purchasing and Risk and his decision shall be final and binding upon all parties.

In case any supplies or lots of supplies are defective in material or workmanship otherwise not in conformity with the specifications of the contract, the Manager of Purchasing and Risk shall have the right either to reject them or to require their correction.

Acceptance or rejection of the supplies shall be made as promptly as practicable after delivery, but failure to inspect and accept or reject supplies shall not relieve the contractor from responsibility for such supplies as are not in accordance with the specifications.

4. Warranty

Unless otherwise specified, the contractor warrants that in the manufacture of the supplies only the best workmanship and materials have been employed and if, within a period of one (1) year from the date of acceptance of the supplies by the City, such

General Conditions of the Contract (Cont'd)

supplies or any portion thereof are found by the City to be defective or faulty due to imperfect or bad workmanship or material, the contractor agrees, to replace such defective supplies forthwith without expense to the City.

5. Payments

The contractor shall be paid within 30 Days after the submission by the contractor of properly prepared invoices to the Accounts Payable Section for supplies delivered and accepted or services rendered and accepted. However, the City may withhold an amount equal to two times the value of goods or services not provided by the Contractor from any amounts owing to the Contractor.

6. Indemnification and Insurance

The Contractor will indemnify, hold and save harmless the City from and against all claims, losses, damages, costs, actions and other proceedings, made, sustained, brought or prosecuted in manner, based upon, occasioned by attributable to any injury, including death, property damage, infringement or damage arising from any act or omission of the Contractor, his employees, officers, volunteers, servants or agents or persons from whom the Contractor has assumed responsibility in the performance or purported performance of this agreement.

7. Liens

The Contractor shall fully indemnify the City from and against any and all liability or expenses by way of legal costs or otherwise in respect of any claim which may be made for a lien or charge at law or inequity or to any claim or liability under the Builders Lien Act, or to any attachment for debt, garnishee process, or otherwise.

8. Patent Fees

The Contractor shall pay all royalties and licence fees and shall save the City harmless from loss on account of suits or claims of infringement of patents in the doing of the work.

9. Default

- (a) The City may, by notice of default to the contractor, terminate the whole or any part of this contract if the contractor fails to make delivery of the supplies within the time specified, or to perform any other provisions of this contract.
- (b) In the event the City terminates this contract in whole or in part as provided in clause (a) the City may procure supplies or services similar to those so terminated,

General Conditions of the Contract (Cont'd)

and the contractor shall be liable to the City for any excess costs for such similar supplies or services.

- (c) The contractor shall not be liable for any excess costs under clause (b) if failure to perform the contract arises by reason of strikes, lockouts, acts of God or acts of the City.

10. Taxes

Unless otherwise provided herein, the Contractor shall pay all government sales or excise taxes in force at the date of the Contract/Purchase Order, provided that any increase or decrease in such taxes shall increase or decrease the amount due under the Contract accordingly. Invoices must show the appropriate amounts for Goods and Services Taxes and Provincial Sales Taxes separately.

11. Laws

The laws of British Columbia shall govern the work.

12. Time

Time shall be the essence in this Contract.

13. Assignment

Neither party to the Contract shall assign the Contract without the written consent of the other.

14. Changes

The City may make changes to the Contract and time and value shall be adjusted accordingly, except for emergencies all changes shall be made by written order.

15. Notices

Any notice required to be given in this Contract shall be deemed to be duly given to the City if sent by registered mail addressed to the City's Purchasing and Risk Manager at "City Hall, 6911 No. 3 Road, Richmond, BC V6Y 2C1" and to the Contractor if sent by registered mail addressed to the Contractor at the address set forth in the Quotation.



Note: Receipt of this completed form will assist us in calling for future bids. Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation/Proposal/Tender form.
Please remember to include Quotation/Proposal/Tender No. at right.

Quotation/Proposal/Tender No.

2861Q

A Quotation/Proposal/Tender is not being submitted for the following reason(s):

- | | |
|--|--|
| <input type="checkbox"/> We do not manufacture/supply the required goods/services | <input type="checkbox"/> Cannot obtain raw materials/goods in time to meet delivery requirements |
| <input type="checkbox"/> We do not manufacture/supply to stated specifications | <input type="checkbox"/> Cannot meet delivery requirements |
| <input type="checkbox"/> Specifications are not sufficiently defined | <input type="checkbox"/> Cannot quote/tender a firm price at this time |
| <input type="checkbox"/> Insufficient information to prepare quote/proposal/tender | <input type="checkbox"/> Insufficient time to prepare quote/tender. |
| <input type="checkbox"/> Quantity too small | <input type="checkbox"/> We are unable to competitively quote/tender at this time. |
| <input type="checkbox"/> Quantity too large | <input type="checkbox"/> We do not have facilities to handle this requirement |
| <input type="checkbox"/> Quantity beyond our production capacity | <input type="checkbox"/> Licensing restrictions (please explain) |
| <input type="checkbox"/> Cannot meet packaging requirements | <input type="checkbox"/> Agreements with distributors/dealers do not permit us to sell directly. |
| <input type="checkbox"/> Cannot handle due to present plant loading | <input type="checkbox"/> Other reasons or additional comments (please explain below) |

I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Company Official – Signature and Title	Date
This space for City of Richmond Comments	Firm Name	
	Address	
	City	
	Province Postal Code	
	Telephone Number	



City of Richmond

6911 No.3 Road, Richmond, BC V6Y 2C1
Telephone (604) 276-4000
www.city.richmond.bc.ca

July 6, 2006
File: 02-0775-30-- INBOX/Vol 01

Business & Financial Services Department
Telephone: 604-276-4219
Fax: 604-276-4222

Attention: To all potential bidders

Dear Sir/Madam:

Re: Addendum No. 1 - Request for Quotation 2861Q - Supply & Delivery of Furnishings to New Fire Halls (Sea Island and Hamilton)

Please consider the following for your information,

The addresses of the new fire halls are as follows:

- No. 4 Fire Hall (Sea Island) – 3911 Russ Baker Way, Richmond BC V7B 1M7
- No. 5 Fire Hall (Hamilton) – 22451 Westminster Hwy, Richmond BC V6V 1B6

An alternate contact for inquiries on this Request for Quotation is Deputy Chief Ron Beaman, (ph – 604-303-2701)

Thank you for your consideration

Yours truly,

Kerry Lynne Gillis (please note the change in my surname)
Buyer

KG:kg

pc: Ron Beaman, Deputy Chief
Odd Bell, Project Manager

RICHMOND
Island City, by Nature



City of Richmond

6911 No.3 Road, Richmond, BC V6Y 2C1
Telephone (604) 276-4000
www.city.richmond.bc.ca

July 11, 2006
File: 02-0775-30-- INBOX/Vol 01

Business & Financial Services Department
Telephone: 604-276-4219
Fax: 604-276-4222

Attention: To Those Who Have Received a Copy of 2861Q

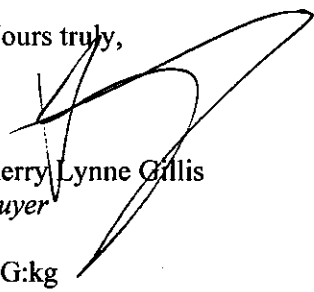
Dear Sir/Madame:

Re: City of Richmond Request for Proposal 2861Q - Supply & Delivery of Furnishings to the New Fire Halls Addendum 2

Please be advised of the following:

- The file cabinets must not be laminated to match the table top. This is to maintain the overall design scheme of the new fire hall setting.
- The tables must measure 2' - 6" x 6'-0"; no fold-up legs are required and the tables are not required to be folding ones.

Yours truly,


Kerry Lynne Gillis
Buyer

KG:kg

pc: Odd Bell, Project Manager
Ron Beaman, Deputy Chief