



REQUEST FOR QUOTATION 5131Q
SUPPLY & DELIVERY OF BOOTS AND OXFORDS FOR RICHMOND FIRE-RESCUE
DEPT

Quotations 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 12:00 Noon local time on Wednesday, May 21, 2014

NOTES:

1. 3 (three) hardcopies and 1 (one) softcopy of quotations shall be in a sealed envelope or package marked with the bidder's Name, the RFQ Title and Number.
2. The Closing time will be conclusively deemed to be the time shown on the clock used by the City for this purpose.
3. Faxed quotations will not be received or considered.
4. The Lowest or any quote will not necessary be accepted.

All queries related to the RFQ shall be submitted
in writing to the attention of:

Daianna Panni - Buyer I

email: purchasing@richmond.ca

The deadline for all enquiries is **12:00 Noon local time on Monday, May 12, 2014**

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PART A – INSTRUCTIONS TO BIDDERS

PART A – INSTRUCTIONS TO BIDDERS

1.0 Description of Requirement

- 1.1 Quotations are invited for supply and delivery of Boots and Oxfords as set out herein, for the City of Richmond (The “City”). Located at 6911 No.3 Road, Richmond, BC, V6Y 2C1.

2.0 Contract Term

- 2.1 The duration of the contract shall be for three (3) year and may be renewed for an additional two (2) one-year periods, to a maximum of five (5) years, upon mutual consent of both parties. Notwithstanding the foregoing the City may cancel the contract at any time.

3.0 Pricing

- 3.1 Prices quoted shall be in Canadian currency and exclusive of all taxes, F.O.B. destination to the sites named herein, with all freight, unloading at destination, import duties, brokerage, royalties, handling, overhead, profit and all other costs included.

4.0 Inquiries and Clarifications

- 4.1 Clarification of terms and conditions for the Request for Quotation (“RFQ”) document and RFQ process and all other inquiries shall be directed to:

Daianna Panni
Buyer I
Purchasing Section
City of Richmond
email:purchasing@richmond.ca

- 4.2 The City will only respond to questions that are submitted in writing. Any questions that are received and answered by City Staff that affect the RFQ process, any interpretation of, additions to, deletions from, or any other corrections to the RFQ document, may be issued as written addenda by the City. It is the sole responsibility of potential Proponents to check the following websites to ensure that all available information has been received prior to submitting a Proposal:

- a) BC Bid: <http://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>
b) City’s website: <http://www.richmond.ca/busdev/tenders.htm>

PART A – INSTRUCTIONS TO BIDDERS

- 4.3 The City, its agents and employer shall not be responsible for any information given by way of oral or verbal communication.
- 4.4 The decision to issue or not issue an addendum is entirely at the sole discretion of the City.
- 4.5 The deadline for inquiries for this RFQ is **12:00 noon, local time on Thursday, May 8, 2014.** The City reserves the right not to respond to inquiries received after this deadline.

5.0 Submission of Quotation

- 5.1 The response to this RFQ with all accompanying schedules, appendices or addenda submitted by the Bidder will be received up to the closing time on the date and in the place shown on the title page of this RFQ (the “Closing Time”). The Quotation shall be submitted on the forms provided in a sealed envelope or package, marked with the Bidder’s name and the RFQ title and number.
- 5.2 Quotations received after the Closing Time or in locations other than the address indicated, may not be accepted and will be returned unopened.
- 5.3 The Bidder shall submit 3 (three) hardcopies and 1 (one) softcopy of its Quotation in accordance with the instructions stated herein.
- 5.4 The Bidder must enter its corporate or legal business name on the final page of the Quotation Form. The Quotation Form must be signed in the place provided by an officer or employee having authority to bind the Bidder to the terms and conditions of this RFQ. All other pages of the Quotation Form must be initialled by the authorized signatory in the spaces provided.
- 5.5 Amendments to a Quotation may be submitted if delivered in writing prior to the Closing Time in a sealed envelope or package, marked with the Bidder’s name and the RFQ title and number.
- 5.6 Quotations may be withdrawn by written notice only, provided such notice is received at the Purchasing Services office or Front of House prior to Closing Time.
- 5.7 All costs associated with the preparation and submission of the Quotation, including any costs incurred by the Bidder after the Closing Time, will be borne solely by the Bidder.
- 5.8 By submitting a Quotation, the Bidder acknowledges and agrees that the City will not be responsible for any costs, expenses, losses, damages (including damages

PART A – INSTRUCTIONS TO BIDDERS

for loss of anticipated profit) or liabilities incurred by the Bidder as a result of or arising out of submitting a Quotation for the proposed Contract, or due to the City's acceptance or non-acceptance of their Quotation or any breach by the City of the bid contract between the City and each of the Bidders or arising out of any contract award not made in accordance with the express or implied terms of the Quotation documents.

5.9 The Bidder shall submit warranty details on both the oxford and the boot.

6.0 Conflict of Interest

6.1 By submitting a Quotation, the Bidder warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Bidder, has any financial or personal relationship or affiliation with any elected official or employee of the City or their immediate families which might in any way be seen by the City to create a conflict.

7.0 Evaluation of Quotations

7.1 Quotations will be evaluated on the basis of the overall best value to City based on quality, service, price and any other criteria set out herein including, but not limited to:

- a) the Bidder's ability to meet the Requirements, qualifications and competencies set out herein;
- b) financial offer including but not limited to prices, maintenance costs, warranty, and any life cycle considerations;
- c) the Bidder's business and technical reputation and capabilities; experience and where applicable, the experience of its personnel; financial stability; track record; and references of current and former customers;
- d) footwear quality, configuration; and
- e) the Bidder's ability to meet the delivery timelines set out herein;
- f) any other criteria set out in the RFQ.

7.2 Prior to Contract award, the Bidder may be required to demonstrate financial stability. Should the City so request, the Bidder will be required to provide annual financial reports or a set of financial statements prepared by an accountant and covering the last 2 (two) fiscal years.

7.3 The City may, prior to Contract award, negotiate changes to the scope of the Work, the materials, the Specifications or any conditions with any one or more of

PART A – INSTRUCTIONS TO BIDDERS

the Bidders without having any duty or obligation to advise any other Bidders or to allow them to vary its prices as a result of changes to the scope of Work, the materials, the Specifications, or any conditions, and the City shall have no liability to any other Bidder as a result of such negotiations or modifications.

- 7.4 Preference may be given to Quotations offering environmentally beneficial products or services.

8.0 Acceptance and Rejection of Quotations

- 8.1 Notwithstanding any other provision in the Quotation documents, the City has in its sole discretion, the unfettered right to:

- a) accept any Quotation;
- b) reject any Quotation;
- c) reject all Quotations;
- d) accept a Quotation which is not the lowest Quotation;
- e) accept a Quotation that deviates from the Requirements, Specifications or the conditions specified in this Quotation;
- f) reject a Quotation even if it is the only Quotation received by the City;
- g) accept all or any part of a Quotation; and
- h) split the Requirements between one or more Bidders.

- 8.2 All Quotations shall remain open for a minimum of 60 (sixty) days after the Closing Time, whether or not another Quotation has been accepted.

- 8.3 The City may waive any non-compliance with the RFQ, the Requirements, the Specifications, or any conditions, including the timing of delivery of anything required by this RFQ and may elect to retain for consideration Quotations which are non-conforming, which do not contain the content or form required by the RFQ or which have not complied with the process for submission set out herein.

9.0 Award of Contract

- 9.1 Award of a Contract is contingent on funds being approved and the contract award being made by the appropriate City authority.

- 9.2 The City has in its sole discretion, the unfettered right to split the award between one or more Bidders.

PART A – INSTRUCTIONS TO BIDDERS

- 9.3 The purchase order, the Quotation, the RFQ and such other documents including all amendments or addenda, shall form the basis for the Contract between the Contractor and the City. In the event of a conflict between any of the Contract Documents, the following documents will take precedence and govern over each other in the following order of priority from highest to lowest:
- a) The City’s purchase order(s) including the standard purchase order terms and conditions;
 - b) Or any mutually agreed to amendments between the Bidder and the City;
 - c) The Quotation; and
 - d) The RFQ and any subsequent amendments or addenda.
- 9.4 Where the head office of the successful Bidder is located within the City and/or where the successful Bidder is required to perform the Service at a site located within the City, the successful Bidder is required to have a valid City business license prior to Contract execution.
- 9.5 The City is not under any obligation to award a Contract and may elect to terminate this RFQ at anytime.

10.0 Publication of the Results of the Request for Quotation

- 10.1 The City will publish the name of the successful Bidder on the websites listed in section 4.1. No other notices will be issued by the City. Bidders shall visit these websites to obtain the results of this RFQ.

11.0 Quantities

- 11.1 The quantities stated herein are the City’s best estimates of its requirements and should not be relied on. Actual quantities may vary.

12.0 Brand Names

The brand names are: Magnum Stealth (Boots) and Red Wing Dante (Oxfords)

13.0 Freedom of Information and Protection of Privacy Act (BC)

- 13.1 Bidders should note that the City is subject to the Freedom of Information and Protection of Privacy Act (British Columbia), which imposes significant obligations on the City’s contractors to protect all personal information acquired from the City in the course of providing any service to the City.

PART A – INSTRUCTIONS TO BIDDERS

14.0 Confidentiality

- 14.1 Information about the City obtained by Bidders must not be disclosed unless prior written authorization is obtained from the City.
- 14.2 The Contractor agrees that this obligation of confidentiality will survive the termination of the Contract between the Contractor and the City.

PART B – GENERAL CONDITIONS

PART B – GENERAL CONDITIONS

1.0 Definitions

The following words and terms, unless the context otherwise requires, shall have the meanings set out below. Words including the singular number include the plural and vice versa.

“Act of God” means a cataclysmic phenomenon of nature, including earthquake, flood or cyclone. Rain, snow, wind, high water or any other natural phenomenon, which might reasonably have been anticipated from historical records of the general locality of the City, shall be deemed not to be acts of God;

“Bidder” means the individual, partnership, corporation or combination thereof, including joint ventures, who or which sign the Quotation form set out in Part D of this RFQ;

“City” means the municipal corporation, generally known as the City of Richmond.

“City’s Designated Representatives” means the City’s employees or representatives who are authorized in writing to deal with the Contractor on behalf of the City in connection with the goods, materials, equipment and services or to make decisions in connection with the Contract;

“Closing Time” means the closing date, time, and place as set out on the title page of this RFQ;

“Contract” means the agreement formed between the City and the Contractor as evidenced by the purchase order issued to the Contractor by the City;

“Contract Documents” means the purchase order, the Contractor’s Quotation, the RFQ and such other documents as listed in the purchase order, including all amendments or addenda agreed between the parties;

“Contractor” means the successful Bidder individual, partnership, corporation or combination thereof, including joint ventures, who or which is awarded the Contract;

“Delivery Date” means the date the City requires the Contractor to deliver the goods to the City’s Delivery Site;

“F.O.B.” means all costs of freight, insurance, brokerage, customs duties and all other costs of delivery to the site named as F.O.B. will be borne by the Contractor and that ownership and title to all goods, materials, and equipment are transferred to the City when same are delivered by the Contractor to the City and the risk of loss or damage to the goods, materials and equipment transfers to the City only at such time as same are received and accepted by the City at the site named as “F.O.B.”;

PART B – GENERAL CONDITIONS

“GST” means the goods and services tax administered under the Excise Tax Act (Canada) and any successor tax or levy therefore in force from time-to-time;

“OHS Regulation” means the *Workers Compensation Act* (British Columbia), including without limitation, the Occupational Health & Safety Regulation (BC Regulation 296/97, as amended by BC Regulation 185/99) enacted pursuant to such Act, all as such Act or Regulations are amended or re-enacted from time to time.

“PST” means British Columbia provincial sales tax and any successor tax or levies therefore in force from time-to-time;

“Quotation” means the Bidder’s response made on the Quotation form set out on Part E of this RFQ with all appendices or addenda submitted by the Bidder in response to the RFQ;

“RFQ” means this Invitation to Quotation including, but not limited to: Part A - Instructions to Bidders; Part B - General Conditions; Part C- Requirements; Part D – Quotation Form;

“Requirements” means all of the Specifications, requirements and services set out in the RFQ that describes the general requirements that the goods, materials, equipment and services must meet and the Contractor must provide;

“Work” means all the labour, materials, equipment, supplies, services and other items necessary for the execution, completion and fulfilment of the Requirements;

“Work Site” means the site where the Work is being performed, 6911 No 3 Road, B.C., unless otherwise stated in this RFQ.

2.0 Independent Contractor

The Contractor, its the officers, directors, shareholders, partners, personnel, affiliates and agents of the Contractor, nor are they to be deemed to be, partners, appointees, employees or agents of the City.

3.0 Laws, Permits and Regulations

3.1 The laws of British Columbia shall govern the Contract.

3.2 In carrying out its obligations hereunder, the Contractor shall familiarize itself and comply with all applicable laws, bylaws, regulations, ordinances, codes, specifications and requirements of all regulatory authorities, and shall obtain all necessary licenses, permits and registrations as may be required by law.

PART B – GENERAL CONDITIONS

4.0 Inspection

- 4.1 The services and materials are subject to inspection and in case any of the services are not in conformity with the Requirements of the Contract or the Contractors' warranty (expressed or implied), the City shall have the right either to reject them or to require correction.
- 4.2 The City shall be the final judge of the services and materials in respect of both quality and quantity and its decisions of all questions in dispute with regard thereto will be final.
- 4.3 The City will not be deemed to have accepted the services and materials by virtue of a partial or full payment for it.

5.0 Warranty

- 5.1 The Contractor warrants that the goods, materials, equipment and/or services supplied by the Contractor to the City will be in full conformity with the Specifications as well as samples, if any, then this is a sale by sample as well as by description within the meaning of the Sale of Goods Act (BC).
- 5.2 The Contractor further warrants that the goods, materials and/or equipment are of merchantable quality, and fit for the intended use and will perform according to the requirements set out in the RFQ.
- 5.3 Equipment and materials shall be new, free and clear of all liens, charges and encumbrances, the latest model, and shall be complete with all necessary accessories for operation. All equipment and materials shall be at the risk of the Contractor until delivered to and accepted by the City.
- 5.4 The Contractor warrants that its employees have the qualifications, experience, knowledge, skills and abilities necessary for the fulfilment of the Contract.
- 5.5 Warranty is to start from date of complete delivery of all goods ordered.

6.0 Termination

- 6.1 The City will advise the Contractor by written notice of its intent to terminate the whole or any part of the Contract in any one of the following circumstances:
 - a) if the Contractor fails to make delivery of the goods, materials, equipment and/or services within the time specified, or fails to perform any other provisions, terms or conditions of the Contract within the time specified, or within a reasonable time if no time is specified;

PART B – GENERAL CONDITIONS

- b) in the event that the Contractor performs any act or does anything by which the City shall incur any liability whatsoever;
 - c) any failure of the Contractor to meet the safety requirements of the Contract;
 - d) in the event that any creditor of the Contractor causes a writ of execution or similar writ or court order to be served upon the City requiring the City to pay any portion due to the Contractor under the Contracts; or
 - e) in the event that the Contractor is adjudged bankrupt or if it makes a general assignment for the benefit of creditors or if it becomes insolvent or if it should take the benefit of any Act that may be in force for bankrupt or insolvent debtors.
- 6.2 Upon termination of the Contract, the City shall have no obligation to the Contractor except for such services and/or goods as have been supplied up to the date of the termination of the Contract(s).
- 6.3 Upon termination of the Contract(s) in whole or in part, the City may procure similar goods, materials, equipment and/or services and the Contractor shall be liable to the City for any excess costs for such similar goods, materials, equipment and/or services. The Contractor shall not be liable for any excess costs if failure to perform arises by reason of strikes, lockouts, Acts of God or acts of the City. The City will not be liable where Delivery Sites are not available due to strikes, lockouts or Acts of God.

7.0 Payments

- 7.1 The Contractor shall be paid net 30 (thirty) days from receipt of invoice and acceptance of the goods, materials, equipment and/or services, whichever is the later.
- 7.2 The City shall make progress payments once a month for work completed and materials on the site upon receipt of the Contractor's invoice.

8.0 Taxes

- 8.1 Unless otherwise provided herein, the Contractor shall pay all sales or excise taxes in force during the term of the Contract, provided that any increase or decrease in such taxes shall increase or decrease the amount due under the Contract(s).
- 8.2 Invoices shall show the appropriate amounts for GST and PST.

PART B – GENERAL CONDITIONS

9.0 Patent Fees

9.1 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.

10.0 Conduct of the Contract

10.1 The City's Manager, Purchasing shall have the conduct of the RFQ and the Contract.

11.0 Rectification of Damage and Defects

11.1 The Contractor shall rectify any loss or damage for which, in the opinion of the City the Contractor is responsible, at no charge to the City and to the satisfaction of the City. Alternatively, the City may repair the loss or damage and the Contractor shall pay to the City the costs of repairing the loss or damage forthwith upon demand from the City. Where, in the opinion of the City, it is not practical or desirable to repair the loss or damage, the City may estimate the cost of the loss or damage and deduct such estimated amount from the amount owing to the Contractor hereunder.

12.0 Failure to Perform

12.1 If, in the opinion of the Manager Purchasing, the work is improperly, defectively, or insufficiently performed, or being performed, the Manager Purchasing may, in writing, order the Contractor to re-execute or correct the work in accordance with such order; and if the Contractor fails to comply with such order within ten (10) working days, the Manager Purchasing may, at any time thereafter, execute or cause to be executed the order so given, and the Contractor shall, on demand, pay to the City of Richmond, all costs, damages, and expenses incurred in respect thereof or occasioned by reason of the non-compliance by the Contractor with any such orders; and if the Contractor fails to pay such costs, damages, and expenses, the City may retain and deduct such costs, damages, and expenses from any amount then or thereafter payable to the Contractor under this Contract.

12.2 Should the Contractor neglect to execute the Requirement properly or fail to perform any provision of the Contract, the City may, without prejudice to any other right or remedy it may have, make good such deficiencies and may deduct the cost thereof from the payment due to the Contractor.

12.3 If the Contractor fails to perform any provision of the Contract due to reasons of strike, lockout or other work stoppages, the City may upon 10 (ten) days written

PART B – GENERAL CONDITIONS

notice to the Contractor terminate the Contract without prejudice to any other right or remedy the City may have.

13.0 Dispute Resolution

- 13.1 All claims, disputes or issues in dispute between the City and the Contractor shall be decided by mediation or arbitration, if the parties agree, or failing agreement, in a Court of competent jurisdiction with the Province of British Columbia and be governed by the laws of British Columbia.
- 13.2 In the event that the parties agree to arbitration pursuant to the above, the arbitration shall be governed by the rules of the British Columbia International Commercial Arbitration Centre, except that the arbitrator or arbitrators shall be agreed upon by the parties, and failing agreement by the parties, shall be appointed by a court of competent jurisdiction with the Province of British Columbia.
- 13.3 In the event that the parties agree to arbitration, the arbitration shall take place in the Lower Mainland, British Columbia and be governed by the laws of British Columbia.
- 13.4 The procedure set out in this section is not meant to preclude or discourage informal resolution of disagreements between the City and the Contractor.

14.0 Delivery and Packaging of Supplies

- 14.1 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.
- 14.2 All items under this contract are to be delivered as follows
- 14.3 Fireman boots and dress oxfords to the Stores Department at 5599 Lynas Lane, Richmond, BC V7C 5B2 between the hours of 8:00am and 4:00 pm Monday through Friday. The Stores Department requires that all pairs of footwear ordered by Stores must be individually packaged and identified by style and size.
- 14.4 Goods **must** be on-site (Stores Warehouse @ 5599 Lynas Lane) within one week (5 business days) of order placed.
- 14.5 One contractor's representative should be assigned as the main contact for all City staff services and be available five (5) days a week. If at times, this representative is not available, the contractor is required to give City staff advance notice of the alternate representative along with their contact information.

PART B – GENERAL CONDITIONS

- 14.6 If conditions outlined in 14.4 is not met, the City has the right to purchase the goods and/or services from an alternate contractor.

15.0 Changes in Requirements

- 15.1 The City, without invalidating the Contract, may make changes to the Contract by altering, adding or deducting from the Requirements. Subject to mutual agreement, the Contractor shall proceed with the amended Requirements and the amended Requirements shall be executed under the provisions of the Contract.
- 15.2 The Contractor must not make any changes to from the terms of the Contract unless it shall first have received the written consent of the City and no claims for additional compensation shall be valid unless the change is so ordered.

16.0 Notices

- 16.1 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 Manager at Richmond "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.

PART C - REQUIREMENTS

Station Boots



Magnum Stealth Force 8.0 Side Zipper CT/CP

#5319

- Full grain leather/1680 denier ballistic heavy duty nylon mesh upper
- YKK side-zipper for quick donning and doffing
- Cambrelle® moisture-wicking lining
- Agion™ antibacterial treatment - protection against bacteria build-up and unpleasant odours
- M-PACT contoured sockliner with memory foam provides support and comfort
- EVA Midsole
- X-Traction Zone outsole combines advanced features to ensure stable footing
- **CSA** Composite toecap & penetration resistant plate fully meets all safety shoe requirements and provides excellent all round protection
- Anti-static construction
- Sizes required (6 to 13, including half sizes)
- Estimated three year quantities

Size	Quantity	Size	Quantity	Size	Quantity
6	12	9	50	11.5	60
7	6	9.5	68	12	72
7.5	12	10	60	13	8
8	8	10.5	55		
8.5	26	11	62		

PART C - REQUIREMENTS

OXFORD



Red Wing Dante

#4070

- Full Grain Leather
- Dri-Lex Lining
- Polyurethane Footbed
- Rubber Outsole
- Dynamic Comort System
- Sizes required (7 to 13, including half sizes and various widths)
- Estimated three year quantities

Size	Quantity	Size	Quantity	Size	Quantity
Width B Size 9	2	Width D Size 7	1	Width D Size 11	12
Width B Size 10	8	Width D Size 8	2	Width D Size 11.5	12
Width B Size 11.5	8	Width D Size 9.5	2	Width D Size 12	14
Width B Size 12	13	Width D Size 10	12	Width D Size 13	2
		Width D Size 10.5	12		

PART D – QUOTATION FORM

Quotation

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, General Conditions, Requirements, Quotation Form, and having full knowledge of the work required, does hereby offer to provide all necessary materials in strict accordance with the Requirements and to do all therein called for on the terms and conditions and under the provisions therein set forth at the:

The quantities provided are a three year estimate only and they do not guarantee actual quantities. **Boots and oxfords will be ordered as and when required.** The contractor's inventory must be sufficient to ensure an ongoing supply. Please refer to Part A - 11.0 Quantities.

ITEM	DESCRIPTION	*3 YEAR ESTIMATE QUANTITY	TOTAL COST
1. Magnum Stealth Force 8.0 Side Zipper CT/CP	Black Boot Model # 5319	500 pairs various sizes	\$ _____
2. Red Wing Dante	Oxford Style #4070	100 pairs various sizes	\$ _____

Subtotal \$ _____

Provincial Sales Tax \$ _____

Goods and Services Tax \$ _____

TOTAL QUOTED AMOUNT \$ _____

The above prices **INCLUDES** and covers duties, shipping, handling, freight, and transportation charges to be delivered to Stores (5599 Lynas Lane, Richmond), and all other charges incidental to and forming part of this Quotation.

Bidder Initials _____

PART D – QUOTATION FORM

The Goods will arrive on site (Stores @ 5599 Lynas Lane, Richmond, BC) within _____ working days of acceptance of individual order(s).

Goods must be on-site (Stores Warehouse @ 5599 Lynas Lane) within one week (5 business days) of order placed.

Payment Terms _____ Early Payment Terms _____

Price Fluctuations for Subsequent Terms of the Contract

Term	% increase or decrease
2017 – 2018 (2 nd term)	
2018 – 2019 (3 rd term)	

Name of Bidder: _____

Address: _____

Telephone No: _____

Signature _____

Name, and Title of Signing Officer: _____

Date: _____

E-mail: _____

Web Address: _____

Initials of Signing Officer

Bidder Initials _____