



Request for Quotation

RFQ-2019-01 – Public Works Gates

Issue date: February 05, 2019

Closing date: 2:00pm PST, February 15, 2019

Prepared by:

Westbank First Nation Purchasing Department

301–515 Highway 97 South,
Kelowna, BC V1J3Z2
Telephone: (250) 769-2499
Attention: Jonathon Mitchell

Community. Leadership. Pride.

INTRODUCTION

1. REQUIREMENTS

Westbank First Nation (WFN) is accepting quotations for the supply and installation of two vehicle gates and one man gate for its Public Works yards. Both vehicle gates and man gate need to have electric magnetic locking mechanisms with pad, fob and/or remote access capabilities. Requested gate mechanisms can be found in Appendix "B" – Preferred Specifications, and existing gate Specifications can be found in 'Appendix "A" – Existing Gate Locations.

2. QUOTATION SUBMISSION

- a. WFN is committed to sustainable business practice where practical and as such is **only** accepting quotations by e-mail to purchasing@wfn.ca.
- b. All submissions will be held in strict confidence in the purchasing office. Proponents are requested to remit one (1) copy of their proposal electronically in Adobe format via e-mail to purchasing@wfn.ca ; and are to clearly identify the complete RFP number and name in the e-mail subject line of their submission.
- c. WFN reserves the right to cancel this quotation at any time.
- d. WFN reserves the right to award this contract to any participating proponent based on overall best value to WFN.
- e. Quotations and other related documents received after the closing time may not be considered by WFN.
- f. The date and time recorded by WFN will take precedence over any machine initialed date and time information on Quotations or revisions.
- g. NOTE: If your response submission exceeds ten (10) MB of file size please contact Purchasing immediately for assistance.
- h. Quotations will not be opened publicly

3. CLOSING DATE AND TIME:

Quotations must be received no later than **2:00pm February 15, 2019**.

4. CONTACT:

All enquiries with respect to this Request for Quotation are to be directed to:

Jonathon Mitchell,
Purchasing Manager JLMitchell@wfn.ca 250-769-4999 Ext. 1131

INSTRUCTIONS TO PROPONENTS

Prospective Proponents are directed to carefully examine the following information. Failure to follow the instructions may result in disqualification of the Quotation.

1. REQUEST FOR QUOTATION FORMAT

- a. Cover Page,
- b. Introduction - Page 1,
- c. Instructions to Proponents Pages 2 to 4,
- d. Gate Questions (Filled) – Page 6,
- e. Schedule “A” – Vehicle Gate 1 - Russell Building Entrance (Filled) – Page 7,
- f. Schedule “B” – Vehicle Gate 2 - Yard Entrance (Filled) – Page 7,
- g. Schedule “C” – Man Gate (Filled) – Page 7,
- h. Schedule “D” – Gate Pricing (Filled) – Page 7,
- i. Installation Form (Filled) – Page 8, and
- j. Quotation Form (Filled) - Page 8,

2. PARTICULARS AFFECTING AMOUNT OF QUOTATION

Substitutions are not acceptable as Quotations shall be based on the specifications of the project as detailed herein. However, if there are variations or missing components that have been specified, proponents are encouraged to define these details with the quotation. WFN reserves the right to determine, at its sole discretion, whether the alternatives or missing components are feasible.

Quotation Prices

Quotation Prices must be in Canadian funds, duty, fees, charges, delivery and other associated charges included in the Total Price.

The products and services requested in this Request for Quotation are being purchased in respect of First Nation Band Management activities on reserve and therefore are not subject to Provincial or Goods and Services taxes.

Quotation Validity

Quotations shall be open for acceptance for at least 90 days after the closing date.

3. COMPLETION AND SUBMISSION OF QUOTATION

Form of Quotation

- a. Proponents shall submit their pricing on the Quotation Form (Schedule “C” – Gate Pricing) included in the Request for Quotation. Schedules “A” through “C” and the Quotation Form are the only parts of this document that must be submitted. Proponent brochures, referenced work or websites are encouraged.
- b. By submission of a Quotation Form, the Proponent acknowledges receipt of any and all addenda issued by WFN.
- c. Alteration, qualification or omission to the Quotation Form may render the Quotation liable to rejection by WFN.
- d. Where applicable, in the event of a discrepancy between the individual or unit prices and total bid amount, the individual or unit prices govern.

Proponent's Expenses

- a. Proponents are solely responsible for their own expenses in preparing a Quotation. If WFN elects to reject all Quotations, WFN will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the Quotation, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.
- b. Further to the preceding paragraph, the Proponent, by submitting a Quotation, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect to the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its quotation and the Proponent, by submitting a quotation, waives any claim for loss of profits if no agreement is made with the Proponent.

Signature on Quotation

The Quotation must be signed by a person authorized to sign on behalf of the Proponent and to bind the Proponent to its quotation. Any unsigned Quotation will be rejected.

Revisions of Quotation

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its Quotation prior to the closing date and time. Upon closing time, all Quotations become irrevocable.

Ownership of Quotations

All documents, including Quotations, submitted to WFN become the property of WFN. They will be received and held in confidence by WFN.

4. INSURANCE AND WORKSAFE BC

Insurance

During the contract, the successful Proponent is required to maintain Comprehensive General Liability insurance in the minimum amount of not less than \$2,000,000.00 per occurrence. The successful Proponent shall provide, at the request of WFN, documentation satisfactory to WFN evidencing the insurance coverage required hereunder.

WORKSAFE BC

As a condition of Contract award, the successful Proponent must be registered and in good standing with Assessment and Audit Operations of WorkSafeBC and shall maintain such good standing during the term of the Contract.

5. ACCEPTANCE OF QUOTATION

Lowest Quotation

The lowest or any quotation will not necessarily be accepted.

Owner's Discretion

- a. Quotations that contain qualifying conditions or otherwise fail to conform to the Instructions to Proponents may, at the sole discretion of WFN, be disqualified or rejected.

- b. WFN retains the separate right to waive irregularities in the Quotation Form if in WFN's sole discretion such irregularities are of a minor or technical nature.
- c. WFN reserves the right to award multiple contracts, i.e. to more than one Proponent, should it deem this to be in the best interest of WFN.
- d. WFN may, in its absolute discretion, reject any Quotation submitted by a Proponent if the Proponent or any other officer or director of the Proponent is or has been engaged either directly or indirectly through another corporation in a legal action against WFN or its elected or appointed officers or employees in relation to any other contract for works or services.
- e. In the event that all of the Quotations received are over budgetary expectations, WFN reserves the right to set aside the Request for Quotation and negotiate with the lowest priced or any Proponent, or with any firm whether or not it's submitted a Quotation.
- f. WFN reserves the right not to proceed with award to any Proponent if it determines, at its sole discretion that not entering into a contract with any of the Proponents would be in the best interest of WFN.

6. EVALUATION

Quotations will be evaluated using the following criteria:

Criteria	Percentage
Price	30%
Gate Specifications	25%
Firm Qualifications, Experience and Past Performance	15%
Delivery/Installation	15%
Value added Services	15%
Total	100%

7. PURCHASE ORDER

WFN will not be obligated in any manner to any potential supplier whatsoever until a Purchase Order has been issued by WFN respecting a Quotation. WFN Terms and Conditions of Purchase, as found on www.WFN.ca will apply to the supplied purchase order.

SPECIFICATIONS OF GATES

1. VEHICLE GATE 1 – RUSSELL BUILDING ENTRANCE: 3500 RED CLOUD WAY

- Distance between existing posts: 252"
- Traffic includes delivery trucks, pickup trucks, cars and equipment (bobcats, loader, tractor etc.)
- Will require gate to open greater than 90* on left side (entering)
- Electric Hydraulic opening mechanism
- Magnetic locking system w/emergency unlock panel
- Remote open (garage door-opener type mechanism), **AND/OR** Keypad/fob station *(based on proponents recommendation)*
- Removal and disposal of excess/old/non-usable materials and supplies

2. VEHICLE GATE 2 – YARD ENTRANCE: 3255 RED CLOUD WAY

- Distance between posts: 268" (Image 1)
- Will require gate to open greater than 90* on left side
- Traffic includes delivery trucks, pickup trucks, cars and equipment (bobcats, loader, tractor etc.)
- Electric Hydraulic opening mechanism
- Magnetic locking system w/emergency unlock panel
- Remote open (garage door-opener type mechanism), **AND/OR** Keypad/fob station (*based on proponents recommendation*)
- Removal and disposal of excess/old/non-usable materials and supplies

3. MAN GATE – RUSSEL BUILDING ENTRANCE: 3500 RED CLOUD WAY

- Gate is 47.5" x 80" (Image 1)
- Magnetic locking system w/emergency unlock panel
- Keypad/fob station
- Removal and disposal of excess/old/non-usable materials and supplies

4. GATE QUESTIONS:

1) How long does the opening mechanism take to open/close?

2) In your experience, would a pin-pad/fob entry for this application be better suited than remote entry (garage door opener), or should WFN consider a combination of both?

3) WFN would still consider a roller gate, but the concern of snow/wear and tear deemed this type of gate unreliable/risky. In your firm's experience, is this true?

4) Both gates will open and close after hours. As such, various suppliers and contractors will require access. What would your firm recommend for these situations?

5) These gates will open and close frequently during the workday, and throughout the year (not seasonal). Does this eliminate solar as a reliable source of power?

6) If solar is not an option, will WFN be responsible for hiring an electrical supplier to run power to the gates? Or will this be setup through your firm?

QUOTATION FORM

This page and all the Quotation Form pages, including Schedule “A” through “D”, Gate Questions and the Authorised Signing Officer, must be submitted, i.e. pages 6-8.

WFN is exempt GST and PST, therefore, neither should be noted nor included in the prices.

Schedule “A” – Vehicle Gate 1 – Russell Building Entrance Description Please provide information and specifications of the proposed gate system.

Schedule “B” – Vehicle Gate 2 – Yard Entrance Description Please provide information and specifications of the proposed gate system.

Schedule “C” – Man Gate – Russell Building Entrance Description Please provide information and specifications of the proposed gate system.

Schedule “D” – Gate Pricing	
Vehicle Gate 1 – Russell Building Entrance:	\$
Vehicle Gate 2 – Yard Entrance:	\$
Man Gate – Russell Building Entrance:	
Site Prep:	\$
Cement/Concrete Works:	\$
Installation:	\$
Delivery:	\$
Other:	\$
Sub Total:	\$
Taxes - Not Applicable:	N/A
Total Price:	\$

1. INSTALLATION

Please state below the earliest date(s) the proposed gates can be delivered and installed, after receipt of a WFN Purchase Order.

Site Location	Start Date	Finish Date	Notes
Vehicle Gate "A" – Russell Building			
Vehicle Gate "B" – Yard Entrance			
Man Gate "C" – Russell Building			

2. VALUE ADDED / EXTRA SERVICES/ PROJECT UNDERSTANDING

Please provide extra details or value added information the proponent feels gives them a competitive advantage.

The undersigned agrees that they have read and fully understand the terms, conditions and specifications contained herein and agrees to be bound by the same at the prices quoted. If a purchase order is issued by WFN to the undersigned, the undersigned will be bound and will comply with the terms and conditions contained in this Request for Quotation and the terms and conditions of the issued purchase order, which will constitute the full and complete agreement between the parties.

Authorized Signing Officer			
Legal Business Name:			
Other names your company operates under:			
Address:			
City:		Province:	
Telephone:		Email:	
Signature:			
Title:		Date:	

Appendix "A" – Existing Gate Locations



Gate 1 – Russell Building Entrance: 3500 Red Cloud Way (Existing Gate)



Vehicle Gate 2 – Yard Entrance: 3255 Red Cloud Way (Existing Gate)



Vehicle Gate 2 – Yard Entrance: 3255 Red Cloud Way (Existing Post)



Man Gate – Russell Building Entrance: 3500 Red Cloud Way (Existing Gate)

Appendix "B" – Preferred Specifications



Electric Hydraulic Closing Mechanism



Photoelectric Sensor



Magnetic Locking System



Remote Control (to be used for both gates)