



Municipality of North Grenville

Request for Quotation

PRC 24-23 – Performance Lighting Controller

Vendor: _____

Address: _____

Telephone: _____ Email: _____

Attn: _____

Return Quotation to:

Joe Petschenig, Facilities Superintendent at prctenders@northgrenville.on.ca .

Buyers Name: Joe Petschenig for the Municipality of North Grenville

FOB: N/A **Payment Terms:** 30 days **Freight Terms:** N/A

Quote via: Emailed PDF

Quote Effective Date: 60 Days

Date Issued: May 28, 2024

Closing Date/Time: June 25, 2024 at 11:00 a.m.

Description:

The Municipality of North Grenville is seeking quotations from qualified vendors for supply and installation of a Performance Lighting Controller for the Urbandale Arts Centre located in the North Grenville Municipal Centre.

Delivery Date: _____ Unit Price: _____

Sub-Total: _____ Delivery Charge: _____

Warranty: _____ HST: _____

Grand Total: _____

Pricing to include but not limited to:

1. Replace the Express 24/48 board with a **New** ETC Element 60 board (or equivalent) to operate at the North Grenville Municipal Centre Urbandale Arts Centre.
2. Pricing to include all parts, labour, and equipment to ensure a fully operational system.
3. System commissioning.
4. Provide warranty information.
5. System operations manual to be left onsite.
6. System to work with current lighting system.
7. Any required electrical work must be specified in the quote.
8. Proponents must provide references on similar jobs completed in recent years.

A site meeting will take place at **11:00 a.m. on June 6, 2024**. Location: North Grenville Municipal Centre, 285 County Road 44, Kemptville. Please confirm your attendance by noon on June 4 by emailing prctenders@northgrenville.on.ca .

All questions to be submitted to prctenders@northgrenville.on.ca end of day **June 7, 2024**. Responses will be emailed to all registered firms by way of written addendum, no later than **end of day June 10, 2024**.

Quotations must be submitted to Joe Petschenig at prctenders@northgrenville.on.ca by **11:00 a.m. on June 25, 2024**.

The successful proponent must submit a list of all subcontractors.

The successful contractor must provide minimum \$2 million commercial general liability insurance and current WSIB certification.

Lowest or any quotation not necessarily accepted. Quotation may be awarded in whole or in part.

All or Part to be Subcontracted: Yes No

I have read and agree to comply with the terms and conditions of this Tender/Quotation:

(PRINT) Name of Company Representative

Phone #

Signature & Title of Authorized Company Official

Date

Instructions for Tenders/Quotations

- Carefully read all terms and conditions printed below, plus any supplementary terms and conditions which may be attached.
- A completed Quotation/Tender must be received at the designated location prior to closing date and time to be considered valid.
- Late Tender submissions will be returned unopened.
- The successful bidder will be notified by the Municipality by means of a purchase order or other agreement applicable to the requirements being tendered.

General Terms and Conditions

1. Validity of Quotation/Tender

To be considered valid, this Quotation/Tender must be completed, legible and signed and be submitted on the forms provided. If lengthy description is necessary, attach separate sheet(s) which will be considered part of the Quotation/Tender. Any attachments must be listed on the main Quotation/Tender document. Any erasure, overwriting or strikeovers must be initialled by the person signing for the bid.

2. Acceptance, Revocation and Rejection of Quotation or Tender

The Bidder agrees that the bid is a firm bid to supply requirements specified in this document at the quoted process, and on the terms and conditions herein contained, which offer may be accepted by the Municipality or its designated officials in whole or in part, as specified. Late Quotations/Tenders will be rejected. Should a Bidder wish to alter after the bid, amendments will be accepted until the designated time of bid closure.

3. Alternatives

Brands are to be as specified or an equivalent approved by the Municipality. When submitting bids on alternatives, supporting literature should accompany your submission wherever possible.

4. The Lowest or any Quotation/Tender not necessarily accepted.

- (a) The Municipality may, in its sole discretion, reject or retain for its consideration bids which are non-conforming because they do not contain the content or form required by this RFT or fail to comply with the submission process as set out in this RFT. If the Municipality, in its sole discretion, deems any items bid to be unbalanced, the bid may be deemed informal and rejected.

The Municipality reserves the right to award by item, or any part thereof, groups of items, or any parts thereof, or all items, and to award contracts to one or more bidders. The Municipality further reserves the right to reject any and all bids in whole or in part and to waive any technical defects, irregularities, and omissions if, in so doing, the best interests of the Municipality will be served.

The lowest, or any, Proposal will not necessarily be accepted, and the Municipality shall have the unfettered right to:

- (i) Accept a non-compliant Proposal.
- (ii) Accept a Proposal which is not the lowest Proposal; and
- (iii) Reject a Proposal that is the lowest Proposal even if it is the only Proposal received.

- (b) The Municipality reserves the right to consider, during the evaluation of Quotation/Tenders;
- information provided in the Quotation/Tender document itself.
 - information provided in response to enquiries of credit and industry references set out in the Quotation/Tender.
 - information received in response to enquiries made by the Municipality of third parties apart from those disclosed in the Quotation/Tender in relation to the reputation, reliability, experience, and capabilities of the Bidder.
 - the manner in which the Bidder provides services to others.
 - the experience and qualifications of the Bidder's senior management, and project management.
 - the compliance of the Bidder with the Municipality's requirements and specifications; and
 - innovative approaches proposed by the Bidder in the Quotation/Tender.
- (c) The Bidder acknowledges that the Municipality may rely upon the criteria which the Municipality deems relevant, even though such criteria may not have been disclosed to the Bidder. By submitting a Quotation/Tender, the Bidder acknowledges the Municipality's rights under this Section and absolutely waives any right or cause of action against the Municipality and its consultants, by reason of the Municipality's failure to accept the Quotation/Tender submitted by the Bidder, whether such right or cause of action arises in contract, negligence, or otherwise.

5. Price

Prices quoted by the Bidder shall include packing, packaging, delivery, unloading and installation charges, where applicable, unless otherwise specified in the Quotation/Tender and shall remain unchanged during the period stipulated in the Quotation/Tender.

6. Packaging

All goods shall be packaged in standard commercial packages and/or cartons unless otherwise specified and shall be accompanied by a packing slip. All shipping containers shall carry the names of the item, size or weight, quantity, the name of the vendor, purchase offer number, tagging and shipping instructions specified.

7. Harmonized Sales Tax

Bidders must include the Harmonized Sales Tax (HST) in their bid.

8. Unit Price

All unit prices must be clearly indicated and must be extended and totalled. In the event of any conflict between unit prices and the total sum, the unit prices will be used in evaluating the bid.

9. Cash Discounts

Cash discounts offered for expeditious payment of invoices, if applicable, shall be quoted separately and the time will be measured from the date of which the goods and services are delivered, whichever is the later date.

10. Electrical Equipment

All electrically operated equipment quoted or tendered must be C.S.A and/or Ontario Hydro approved and bear label.

11. Legal Responsible

The Bidder shall indemnify and save harmless the Corporation of the Municipality of North Grenville against all claims, actions, suits and proceeding for the infringement of any patent based upon the use of any inventions protected by such patent or for royalties or other payments which may be payable in conjunction with carrying out the work and in respect of the use of disposal by the Municipality or articles and supplies, furnished pursuant to a contract

All contractors, subcontractors and suppliers to the Municipality shall comply with all legislation and regulations which may be applicable to this Quotation/Tender.

12. Delivery Conditions

Unless otherwise stated in the "Request for Quotation/Tender," all goods ordered in quantities specified from time to time shall be delivered to the specified destination in the Province of Ontario, in good order and free from any extra expense to the Municipality. Unless otherwise specified, all deliveries shall be made on a normal working day. The tenderer shall ensure strict adherence to any specified delivery schedule.

13. Quality Control

Authorized representatives of the Municipality of North Grenville shall during normal working hours, have access to the Bidders plant and premises where any part of the work is being carried out.

The Bidder shall provide assistance, test pieces and samples to carry out any requested inspections and/or appropriate tests of goods or materials.

Representative samples of the goods delivered shall be inspected by the consignee. In the event that the goods supplied do not conform to specifications, they shall be rejected and returned to the bidder, at the bidder's expense.

If latent defects are discovered after the goods have been accepted, such goods will then be rejected, and the Bidder shall replace the defective goods at the Bidder's expense. Rejected goods will be returned to the Bidder, transportation charges 'collect.' The Bidder shall replace rejected goods within a reasonable period not usually exceeding fifteen (15) working days.

14. Supplementary Terms and Conditions

Any articles hereinafter have been numbered as supplementary to the respective articles of the general policies.

These supplementary policies, where used, govern over the general policies. Supplementary policies attached.

Under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), all information posted to websites and/or accessible to the public, must be in accessible format.

All Municipality of North Grenville facilities and properties fall under the Smoke-Free Ontario Act 2017. Any consultants and contractors on Municipal properties or in Municipal facilities must adhere to these laws.