



## NOTTAWASAGA VALLEY CONSERVATION AUTHORITY

### REQUESTS FOR ALL-TERRAIN VEHICLE QUOTE (RFQ) 02/2019

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Nottawasaga Valley Conservation Authority (NVCA) is requesting quotes for an all-terrain vehicle as indicated below.

Quotes will be received by the undersigned on behalf of Nottawasaga Valley Conservation Authority (NVCA) as follows:

Bidders are encouraged to use electronic means for delivering the quotes. Electronic quotes shall be delivered in a PDF format with "Confidential - RFQ 02/2019" in the subject line. For hard copy delivery, one (1) hard copy is to be submitted, in a sealed envelope clearly marked "Confidential – RFQ 02/2019 Nottawasaga Valley Conservation Authority All-terrain Vehicle Quote".

Quotes via fax cannot be accepted and will be deemed non-compliant.

**The completed quotations will be received until 4:00 p.m. local eastern standard time on April 23<sup>rd</sup>, 2019.**

This time and date will be deemed to be the closing of the quote. Late quotes will not be considered.

#### **Award/Bid Evaluation**

Please note that the lowest quote will not necessarily be successful or accepted. NVCA reserves the right to accept any quote or to reject any or all quotes meeting the specifications outlined in this RFQ.

The selection will take place as soon as possible after the closing of the RFQ, upon the completion of an evaluation, at which time only the successful bidder will be notified and an agreement entered into by the successful bidder and NVCA.

**Nottawasaga Valley Conservation Authority**

**ALL-TERRAIN VEHICLE BID FORM**

I/We, hereby confirm that I/we have authority to make this declaration on behalf of

\_\_\_\_\_ (company name/ proponent) and to bind the Company to the contents of the Quote.

I/We declare that the Quote is NOT made in connection with any other Proponent submitting a Proposal for the same services or work and is in all respects fair and without collusion or fraud.

I/We hereby confirm, having carefully reviewed the Request for Quote, that we are able to provide the vehicle as specified in accordance with the RFQ.

It is certified that the undersigned is/are authorized, appointed and empowered to sign and submit this Quote and bind them to its offer, terms and conditions.

**CONTACT INFORMATION OF THE BIDDER**

\_\_\_\_\_  
Authorized Agent Signature:

\_\_\_\_\_  
Name (title)

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

Executed by me and bearing date this \_\_\_\_\_ day of \_\_\_\_\_, 2019

**BID FORM**

**ALL-TERRAIN VEHICLE**

Price (incl. HST) Include any rebates/discounts	Make/Model	Delivery Date	Other details

\_\_\_\_\_  
Authorized Agent Signature:

## **INSTRUCTIONS TO BIDDERS**

### **1.1 All-Terrain Vehicle Specifications**

- New – 2018-2019,
- 500 kg towing capacity,
- 2" hitch receiver,
- 4x4,
- Wheel base to fit in a 6.5ft truck box,
- 1,000kg front mounted winch.

### **1.2 Warranty**

Manufacturer's factory warranty shall be supplied.

### **2.1 Communication Regarding the Request for Quote (RFQ)**

Communication concerning this RFQ shall be in writing and directed to: Kyra Howes, Manager, Lands & Operations, via e-mail: [khowes@nvca.on.ca](mailto:khowes@nvca.on.ca).

No person other than the above named person or their authorized representative is authorized to speak for NVCA with respect to this RFQ. A Proponent who seeks to obtain information, clarification or interpretation from another NVCA employee or member of NVCA Board of Directors, is advised that such material is used at the Proponents own risk, and NVCA will not be bound by any such representations.

### **2.2 Cost of Responding to the RFQ**

All costs directly or indirectly incurred by the Proponent in responding to this RFQ shall be at the sole cost of the Proponent.

### **2.3 Municipal Freedom of Information and Protection of Privacy Act**

NVCA is required by law to adhere to the requirements of the *Municipal Freedom of Information and Protection of Privacy Act*, as amended. Any Proponent who requires that the information in its Proposal be kept confidential shall explicitly advise NVCA of that fact by stamping or boldly marking the information as Confidential. Release of any information not marked as confidential will be in compliance with MFIPPA. Quotation bidders and prices are reported to NVCA Board of Directors and the reports are for public information.

### **2.4 Adjustment to a Proposal Package**

A proponent desiring to make adjustments to a Quote shall withdraw the Quote and/or supersede it with a later Quote submission prior to the RFQ closing date and time.

### **2.5 Cancellation of Request for Quote**

NVCA reserves the right to cancel the RFQ at any point in the process without liability.

## **2.6 Form of the Quote**

All quotes must be upon the Bid Form contained herein and be signed by an individual who has the authority to make the bid on behalf of the business and able to bind the business to the contents of the proposal. Proponents are invited to submit a copy of their quote as printed out by their software in addition to the Bid Form.

## **2.7 Allocation of Risk**

NVCA shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent by reason of non-acceptance by NVCA of any quote submission or by reason of any delay in its acceptance.

## **2.8 Negotiations**

NVCA may award the Quote on the basis of proposals received without discussion; however, NVCA reserves the right to enter into negotiations with the selected proponent(s). If NVCA and the selected proponent cannot negotiate a successful agreement, NVCA may terminate the negotiations and begin negotiations with another proponent. This process will continue until an agreement has been executed or all of the proponents have been rejected. No proponent shall have any rights against NVCA arising from negotiations.

The proponent will assume all costs incurred in providing responses to the RFQ and for providing any additional information required by NVCA to facilitate the evaluation process.

NVCA reserves the right to discontinue the RFQ process at any time and makes no commitments, implied or otherwise, that this process will result in a business transaction with one or more proponents.