



SUBMISSION DEADLINE: 4:00 P.M. WINNIPEG TIME, MARCH 9, 2004

If your company name and address are not correctly shown below, please enter or correct it before submitting your Bid.

Company Name _____

Address _____

**BUYER: Coleen Groening
TELEPHONE NO. 986-2491**

SUPPLY AND DELIVERY OF A FOUR WHEEL DRIVE GARDEN TRACTOR

Please quote prices on the attached Form B: Prices.

THE BID SUBMISSION MUST INCLUDE THIS PAGE (COMPLETED AND SIGNED)

**TERMS AND CONDITIONS ATTACHED APPLY EXCEPT AS
SUPERSEDED ABOVE OR BY SPECIFICATIONS (IF ANY) ATTACHED.**

Early payment discount: _____ % _____ days
(See 1.5 of the Terms and Conditions attached.)

RETURN TO:

**THE CITY OF WINNIPEG 12-2004
CORPORATE FINANCE DEPARTMENT
MATERIALS MANAGEMENT DIVISION
185 KING ST MAIN FLOOR
WINNIPEG MB R3B 1J1**

Contact Person: (print) _____

Telephone Number: _____

Facsimile Number: _____

The Bidder hereby offers to perform the Work in accordance with the Contract for the price(s), in Canadian funds, set out in this Bid.

The Bidder agrees that the Request for Quotation in its entirety shall be deemed to be incorporated in and to form a part of this offer notwithstanding that not all parts thereof are necessarily attached to or accompany this Bid.

The Bidder certifies that the following addenda have been received and agrees that they shall be deemed to form a part of the Contract.

No. 1 No. 2 No. 3 No. 4

This offer shall be open for acceptance, binding and irrevocable for a period of thirty (30) days following the Submission Deadline.

Signature: _____

TERMS AND CONDITIONS – GOODS

1. BIDDING PROCEDURES

- 1.1 The Bid must be submitted on the forms provided, with all required entries made clearly in ink.
- 1.2 If the Bidder finds discrepancies or omissions in the Request for Quotation or any part thereof, or is unsure of the meaning or intent thereof, he shall notify the Buyer. The Buyer will, if he deems it necessary, issue addenda to all Bidders. The Bidder is advised to direct all enquiries or comments to the Buyer at least five (5) business days prior to the Submission Deadline to allow time for the preparation and distribution of necessary addenda.
- 1.3 The Bidder is responsible for investigating the nature of the Work to be done and all conditions that might affect his Bid or his performance of the Work, and shall assume all risk for conditions existing or arising in the course of the Work which have been or could have been determined through such investigation.
- 1.4 The Contract is based on the design, methods and materials specified and any proposed substitutes must be clearly identified in the Bid. Where the phrases "or equal" or "or alternative" occur in the Request for Quotation, the Bidder is advised to submit descriptive matter in sufficient detail to permit a judgment as to the merits of any "equal" or "alternative" offered.
- 1.5 The Bidder may, but is not required to, offer a prompt payment discount. If prompt payment discounts are offered, they will be considered in determining the lowest evaluated responsive Bid.
- 1.6 The Bid must be submitted enclosed and sealed in an envelope clearly marked with the RFQ Number and the Bidder's name and address. Each envelope must contain only the Bid for one Request for Quotation.
- 1.7 The Bid must be submitted to the Materials Management Division at the address specified no later than the Submission Deadline specified. Bids received after the Submission Deadline will not be considered.
- 1.8 The Bid may be withdrawn without penalty at any time prior to the Submission Deadline.
- 1.9 The Bid shall be open for acceptance, binding and irrevocable for the period of time specified on the cover page. A Bidder who withdraws his Bid after the Submission Deadline but before his Bid has been released or has lapsed shall be liable for such damages as are imposed upon the Bidder by law and subject to such sanctions as the City considers appropriate in the circumstances.
- 1.10 The City may reject a Bid as being non-responsive if the Bid is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The City may reject all or any part of any Bid or waive technical requirements if the interests of the City so require. The City may reject any Bid submitted by a Bidder who does not demonstrate, in his Bid or in other information required to be submitted, that he is responsible and qualified. A responsible and qualified Bidder is one that meets the qualifications specified and is not suspended, debarred or in default under any contract with the City.
- 1.11 Where the Contract is proposed in separate sections or with alternatives, the City shall have the right to award any section separately or to choose any alternative which is in its best interests.
- 1.12 The City will have no obligation to award a Contract to a Bidder, even though one or all of the Bidders are determined to be responsible and qualified, and the Bids are determined to be responsive. Where an award of Contract is made by the City, the award shall be made to the responsible and qualified Bidder submitting the lowest evaluated responsive Bid.
- 1.13 The Buyer will give notice of the award of the Contract by issuing a Purchase Order to the successful Bidder, or will give notice that no award will be made.
- 1.14 The Request for Quotation, including but not limited to the specifications, drawings and addenda, and the Contractor's Bid shall be deemed to be incorporated in and to form a part of the Purchase Order notwithstanding that they are not necessarily attached to or accompany said Purchase Order.
- 1.15 The name of the successful Bidder and the Contract amount will be made available, upon request, to Bidders only after award of Contract.

2. SCOPE OF WORK

- 2.1 The Work to be done under this Contract shall consist of the supply and delivery of goods and the provision of ancillary services in accordance with applicable specifications, drawings and addenda.
- 2.2 The Contractor shall provide and pay for all materials, labour, equipment, tools, utilities, licenses and fees necessary to complete the Work.

3. GOODS

- 3.1 All goods supplied under the Contract shall be new and unused.
- 3.2 Materials and workmanship shall be fit for the purpose intended and shall equal or exceed the quality specified.
- 3.3 The Contractor shall be responsible for the storage, transportation and handling of goods until delivered to and accepted by the City.
- 3.4 Goods will be inspected at the time of delivery only for general description, quantity and obvious defects or damage. Notwithstanding any waiver or release which may be included on shipping bills, receipts or other such forms signed at the time of delivery, the Contractor shall not be relieved of any responsibility for goods which are defective or damaged or are not in accordance with the specifications.
- 3.5 Goods which, in the sole opinion of the City, fail to meet the requirements of the specifications shall be returned to the Contractor at his expense. The Contractor shall not be entitled to payment for goods so returned. In the event payment has been made to the Contractor, the City shall be entitled to recover same and to take whatever remedies that it may have at law.

4. ASSIGNMENT

- 4.1 The Contractor shall not assign the Contract or any payment thereunder without the prior written approval of the City.

5. SUBCONTRACTING

- 5.1 If the Contractor subcontracts any portion of the Work, he shall:
 - a) employ only Subcontractors who have successfully carried out work similar in nature, scope and value to the portion of the Work proposed to be subcontracted to them, or who are fully capable of performing the Work required to be done in accordance with the terms of the Contract;
 - b) enter into contracts or written agreements with his Subcontractors to require them to perform their work in complete conformance with and subject to the terms and conditions of the Contract; and
 - c) be as fully responsible to the City for acts and omissions of his Subcontractors and of persons directly or indirectly employed by them as for acts and omissions of persons directly employed by him.

6. INDEMNITY

- 6.1 The Contractor shall save harmless and indemnify the City for twice the contract price plus two million dollars, unless specifically stated otherwise in the contract documents, against all costs, damages or expenses arising from actions, claims, demands and proceedings, by whomsoever brought, made or taken as a result of acts or omissions of the Contractor, his subcontractors, employees or agents in the performance or purported performance of the Work, and more particularly from:
 - a) accidental injury to or death of any person whether retained by or in the employ of the Contractor or not, arising directly or indirectly by reason of the performance of the Work, or by reason of any trespass on or damage to property;
 - b) damage to any property owned in whole or in part by the City, or which the City by duty or custom is obliged, directly or indirectly, in any way or to any degree, to construct, repair or maintain;
 - c) damage to, or trespass or encroachment upon, property owned by persons other than the City;
 - d) failure to pay and obtain a discharge of a notice of claim for lien served upon the City in accordance with the requirements of The Builders' Liens Act;
 - e) failure to pay a workers compensation assessment, or federal or provincial taxes;
 - f) unauthorized use of any design, device, material or process covered by letters patent, copyright, trademark or trade name in connection with the Work;
 - g) inaccuracies in any information provided to the City by the Contractor.
- 6.2 The City has the right, acting reasonably and upon notice to the Contractor, to settle any such action, proceeding, claim or demand and charge the Contractor with the amount so paid or to be paid in effecting a settlement.
- 6.3 The Contractor shall pay to the City the value of all legal fees and disbursements required to settle any such claim or to defend the City against any such claim, action, proceeding, claim or demand notwithstanding that the settlement or defence of the said action, proceeding, claim or demand was undertaken on behalf of the City by a salaried employee of the City.
- 6.4 If the Contractor fails to make any payment required to be made to the City hereunder, the City shall be entitled to deduct the amount of such payment from any payment required to be made by the City to the Contractor under the Contract or take whatever other remedies against the Contractor that the City may have at law.

7. EVENTS OF DEFAULT

- 7.1 An event of default will be deemed to have occurred if the Contractor:
 - a) abandons the Work; or
 - b) is adjudged bankrupt or files for bankruptcy, becomes insolvent, makes a general assignment for the benefit of his creditors, or has a receiver or liquidator appointed in respect of his assets; or
 - c) in the judgment of the City, is not performing or has not been performing the Work, or any part thereof, in a sound and workmanlike manner and in all respects in strict conformity with the Contract; or
 - d) in the judgment of the City, is not progressing continuously with the Work or any part thereof, and in such a manner as to ensure the completion of the Work or any part thereof, in accordance with the work schedule; or
 - e) fails to remedy any defective or deficient Work, or to remove any defective or deficient goods; or
 - f) fails to remedy defects or deficiencies during the warranty period in the manner and within the time periods specified by the City; or
 - g) fails to make prompt payment to his subcontractors, his employees or on account of the purchase or rental of equipment or material; or
 - h) fails to promptly secure a discharge of a lien or trust claim served upon the City pursuant to The Builders' Liens Act; or
 - i) fails to comply with any laws, by-laws or statutory regulations; or
 - j) fails to submit any schedules, documents or information required by the Contract; or
 - k) refuses or neglects to comply with an order given by the City;
 - l) commits any other breach of the Contract.
- 7.2 Any provision of the Contract may be waived only by express waiver in writing by the City. No express waiver of any provision shall imply the waiver of any other provision.
- 7.3 If an event of default has occurred, the City may do any one or more of the following:
 - a) withhold or retain the whole or part of any payment;
 - b) take the whole of the Work, or any part or parts thereof out of the hands of the Contractor;
 - c) demand payment for any amount owed to the City.

- 7.4 The duties and obligations imposed upon the Contractor by the Contract and the rights and remedies available to the City hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed upon the Contractor or available to the City at law.

8. PRICES AND PAYMENT

- 8.1 Prices bid shall be gross prices including all applicable duty, freight, cartage, Provincial and Federal Taxes [except Manitoba Retail Sales Tax (MRST or PST) and Goods and Services Tax (GST), which shall be extra where applicable] and all charges governmental or otherwise paid, and including profit and all compensation which shall be due to the Contractor.
- 8.2 If the Contractor charges GST, he must show his registration number and the amount of GST separately on the invoice.
- 8.3 Where The Builders' Liens Act is applicable to the Contract, payments will be subject to such holdbacks as are required to be made thereunder. Interest on holdback amounts will be credited, and holdback amounts will be released, in accordance with said Act.
- 8.4 Payment will be in Canadian funds net thirty (30) days from receipt of acceptable goods, or receipt and approval of the Contractor's invoice, whichever is later.

FORM B: PRICES

UNIT PRICES

SECTION 1

ITEM NO.	DESCRIPTION	SPEC. REF.	UNIT	APPROX. QUANTIT Y	UNIT PRICE	EXTENDED AMOUNT
1	Four Wheel Drive Garden Tractor	04-006	Each	1	\$ _____	\$ _____
2	47 inch Front Mount Blower	04-006	Each	1	\$ _____	\$ _____
3	60 inch Rear Mount Blade	04-006	Each	1	\$ _____	\$ _____
4	50 inch Rotary Broom	04-006	Each	1	\$ _____	\$ _____
5	Cab	04-006	Each	1	\$ _____	\$ _____
G.S.T. and M.R.S.T. extra, where applicable TOTAL BID PRICE FOR SECTION 1 (in figures) _____ (in words) _____ _____						\$ _____

Name of Bidder

FORM B: PRICES

UNIT PRICES

SECTION 2

ITEM NO.	DESCRIPTION	SPEC. REF.	UNIT	APPROX. QUANTITY	UNIT PRICE	EXTENDED AMOUNT
6	Four Wheel Drive Garden Tractor	04-006	Each	1	\$ _____	\$ _____
7	54 inch, 3 Blade, Mid Mount Mower	04-006	Each	1	\$ _____	\$ _____
8	Front End Loader	04-006	Each	1	\$ _____	\$ _____
9	50 inch Rotary broom	04-006	Each	1	\$ _____	\$ _____
G.S.T. and M.R.S.T. extra, where applicable TOTAL BID PRICE FOR SECTION 2 (in figures) _____ (in words) _____ _____						\$ _____

Name of Bidder

DETAILED SPECIFICATIONS 04-006

SUPPLY AND DELIVERY OF A FOUR WHEEL DRIVE GARDEN TRACTOR

1.0 SCOPE

1.1 The intent of these specifications is to describe the Supply and Delivery of new 2003 (or newer), minimum 22 H.P. (16.4 kW), Four Wheel Drive Garden Tractors.

2.0 INSTRUCTIONS FOR COMPLETION OF SPECIFICATIONS

2.1 All items in these specifications must be answered indicating compliance or non-compliance. **Bidders shall state "yes" for compliance or state deviation**, or give a reply where requested to do so. Deviations shall be clearly stated and fully detailed. Alternatives will be considered subject to evaluation.

2.2 Each bidder is required to fill in every blank. Failure to do so may be used as a basis for rejection of bid.

3.0 SPECIFICATIONS-GENERAL- FOUR WHEEL DRIVE TRACTOR

3.1 The following specifications are a list of minimum requirements for specific components of the Four Wheel Drive Garden Tractors, and are not to be construed as to describe the complete machine. The Contractor shall ensure that the Four Wheel Drive Garden Tractors are equipped with any components, not specifically mentioned in these specifications that are required to make the four wheel drive garden tractors complete and fully operational for the intended purpose.

3.2 The Four Wheel Drive Garden Tractors shall be equipped with all components, features and accessories normally provided as standard for the models being supplied.

3.3 All applicable SAE standards form an integral part of these specifications.

4.0 FOUR WHEEL DRIVE GARDEN TRACTORS

4.1 Engine- three (3) cylinder, liquid cooled diesel. _____

4.3 Horsepower- minimum 22-24 hp diesel engine. State. _____

4.4 Oil filter – full flow, spin-on. _____

4.5 Cooling system – automotive style radiator with water pump. _____

4.6 Air cleaner – two stage with replaceable element. _____

4.7 Fuel tank – minimum 5 Imp. Gal. (22.7 L) capacity. _____

4.8 Fuel filter – replaceable element type. _____

4.9 Water separator- preferred. _____

4.10 Starting- electric required. _____

5.0 ELECTRICAL SYSTEM

5.1 Type - 12 volt negative ground. _____

5.2 Battery - minimum 425 CCA preferred. State. _____

5.3 Alternator – minimum 20 amp required. State. _____

6.0 DRIVETRAIN & BRAKES

6.1 Transmission –hydrostatic, c/w oil cooler. _____

6.2 Drive- 2 wheel drive and selectable 4 wheel drive. _____

6.3 Rear differential lock- required. _____

6.4 Travel speed - infinitely variable from 0 to maximum. _____

6.5 Brakes- wet disc. _____

6.6 Parking brake- required. _____

7.0 STEERING

7.1 Hydrostatic power steering required. _____

7.2 Steering wheel type steering required. (stick controls not acceptable). _____

8.0 WHEELS & TIRES

8.1 Front steel rims and pneumatic tires. **(item 1)** _____

a) 4 ply rating, rib type tires. _____

b) 18 x 8.50-8, minimum. State. _____

8.1.1 Rear steel rims and pneumatic tires. **(item 1)** _____

a) 4 ply rating, rib type tires. _____

b) 26 x 12.00-12, minimum. State. _____

8.1.2 Tire chains- required for both front and rear tires. _____

8.2 Front steel rims and pneumatic tires. **(item 2)** _____

a) 4 ply rating, turf type tires. _____

b) 18 x 8.50-8, minimum. State. _____

8.2.1 Rear steel rims and pneumatic tires. **(item 2)** _____

a) 4 ply rating, turf type tires. _____

b) 26 x 12.00-12, minimum. State. _____

8.2.2 Tire chains- required for both front and rear tires.

9.0 OPERATOR STATION

9.1 Roll over protective structure (ROPS) - two (2) post type, OSHA certified or as recommended by the manufacturer, if required. State.

9.2 Seat - padded, high back bucket (suspension seat preferred), vinyl upholstery, fully adjustable.

9.2.1 Seat belt required if equipped with ROPS system only.

9.2.2 Seat safety interlock switch.

9.3 Keyed stop, run and start switch.

9.4 Instrumentation: (preferred)

a) Engine hourmeter.

b) Ammeter/voltmeter or warning light.

c) Fuel gauge.

d) Oil pressure warning light.

e) Water temperature warning light.

9.5 Slow-moving vehicle warning triangle - fastened to rear of tractor.

9.6 Noise level dB(A) - maximum 86 dBa at operator's station under full load, state level.

9.7 Tool/storage area - required to permit storage of required hand tools and operator's manual.

10.0 IMPLEMENT ATTACHMENT & DRIVE

10.1 Rear- Category 1, three (3) point hitch.

10.2 Three position hydraulic valve with float.

10.3 PTO- live independent or equivalent required. State.

11.0 OPERATING CHARACTERISTICS

11.1 Power unit with mower deck attached shall be capable of climbing a 6 inch (152 mm) curb (without the use of ramps).

11.2 State ground clearance under power unit.

11.0 CAB AND CAB EQUIPMENT (for item 1 only)

12.1 Cab- fully enclosed cab, c/w removable safety glass windows.

12.2 Cab shall have both easy access and fully functional side doors. _____

12.3 Windshield wiper- required, front only. _____

12.4 Heater- hot water radiator type preferred. Shall have defrosting/heating capability. Shall have a multi speed fan, switched and clearly labelled on the operators console. Shall provide a comfortable environment for the operator during winter conditions common to Winnipeg. _____

13.0 LIGHTING

13.1 Brake lights, head lights, back up lights and rear work lights required. _____

13.2 Warning Lights- Preco, Model 3614 required (**for item 2 only**), c/w both AD and BD lenses. _____

13.2.1 Warning Lights shall be roof mounted, guarded and placed for maximum visibility. _____

14.0 SNOWBLOWER (for item 1 only)

14.1 Snowblower c/w quick attachment- 2 stage- specifically designed for use with the equipment being offered:

a) blower size (width)- maximum 47 inches wide _____

b) shall have hydraulically or electrically operated , directional snow throwing capability. Shall be controlled from inside of cab and clearly labelled. _____

c) quick attach capability one (1) man operation, no tools required to install components) _____

15.0 MOWER (for item 2 only)

15.1 Type - rotary, mid mount, 3 cutter, side discharge deck, quick connect, no tools required. _____

15.3 Swath width - nominal 54 inch. _____

15.4 Deck - minimum 10 ga. steel, reinforced at all wear and stress locations. _____

15.5 Cutter drive – PTO direct preferred, shielded as required. State. _____

15.6 Spindle drive - belt type with automatic slack adjusting idler pulley, preferred. State. _____

15.7 Spindles - with greaseable bearings and top access lubrication preferred. State. _____

15.8 Blades - three (3), heat treated steel. _____

15.9 Casters - puncture resistant. _____

15.10 Anti-scalp rollers - required. _____

16.0 LOADER (for item 2 only)

16.1 Quick attach loader kit, c/w hydraulic hoses, double acting cylinders and couplers. _____

16.2 Loader controls- shall be mounted next or near to steering wheel. _____

16.3 Bucket- nominal 48 inch required. State. _____

16.4 Lift height- minimum 70 inches. State. _____

16.5 Breakout force- nominal 850 pounds. State. _____

16.6 Lifting capacity- approximately 450 to 500 pounds. State. _____

16.7 Ballast box- required. _____

16.8 Required amount of ballast recommended by the manufacturer shall be supplied by manufacturer if available. _____

17.0 SWEEPER (for item 1 and 2)

17.1 Nominal 50 inch, quick attach, articulating, rotary type, broom sweeper, c/w implement drive. _____

18.0 WHEEL WEIGHTS (for item1 and 2)

18.1 50 pound wheel weights (per side) required or as recommended by manufacturer, c/w mounting hardware. _____

19.0 REAR BLADE (for item 1 only)

19.1 Rear mount blade shall be a quick attach, reversible, push/pull, angling type. _____

20.0 MANUALS-(CDs (preferred)

20.1 The following manuals/CDs shall be supplied with the 4 WD Garden Tractor; (Manuals shall be in English and shall be included in the bid price)

20.2 Parts and Service manuals/CDs- two (2) required. _____

20.3 Operator's manual/CDs– two (2) required. _____

20.4 Preventative Maintenance Schedules for life of unit – two (2) required. _____

State if VHS video tape training aides on the type of apparatus being offered are available. _____

21.0 PARTS/PARTS AVAILABILITY

21.1 The Contractor shall have an established dealer/representative located within 10 km of the boundaries of the City of Winnipeg. _____

21.2 The Contractors Winnipeg dealer/representative shall stock parts required for regular servicing, as outlined in the manufacturers service and maintenance manual.

21.2.1 The Contractor shall be responsible to ensure that regular servicing parts are made available to the City of Winnipeg within a 24 hour period.

21.2.2 In order to assure minimum down time of the equipment, the Contractor shall maintain a stock of all replacement parts in North America, either in his/her own inventory or in that of an agency that normally supplies parts to the Contractor. Parts, shall be made available to the City by the Contractor within seventy two (72) hours from the date of notification. The City reserves the right to reject any bid where in the opinion of the Contract Administrator, past experience has displayed an unsatisfactory delivery of replacement parts.

21.3 All warranty items brought to the attention of the Contractor by the City shall be rectified expediently. The City reserves the right to effect warranty repairs to the equipment, at full cost to the Contractor, should the Contractor fail to perform the work within four working days.

21.4 In the case where the Bidder proposes that warranty work be performed by the City of Winnipeg Repair Facility, any work performed by the City of Winnipeg shall be charged to the Contractor at the Facility's shop rate in effect at the time the work is performed (for example, shop rate for 2004, \$65.00/hour).

22.0 LITERATURE

22.1 Bidders shall submit current descriptive, detailed literature with two (2) business days of a request by the Contract Administrator.

23.0 PERFORMANCE RELIABILITY

23.1 The Contractor shall assure the City that the responsibility for the design of the four wheel drive garden tractor, it's performance and reliability shall rest upon the Manufacturer.

24.0 DELIVERY

24.1 The equipment shall be delivered freight pre-paid, F.O.B., Winnipeg, serviced and ready for operation, to a destination within the boundaries of the City of Winnipeg, **by April 30, 2004 or sooner**. The Contract Administrator shall be notified (204) 986-5328, at least two (2) business days prior to delivery.

SPECIFICATIONS

1. GENERAL

1.1 These Specifications shall be applicable to the Work and shall take precedence over the Terms and Conditions.

2. DEFINITIONS

2.1 When used in this Request for Quotation:

- (a) "**Business Day**" means any Calendar Day, other than a Saturday, Sunday, or a Statutory or Civic Holiday;
- (b) "**Buyer**" means the person authorized to represent the City in respect of the Request for Quotation;
- (c) "**Calendar Day**" means the period from one midnight to the following midnight;
- (d) "**Contract**" means the combined documents consisting of the Request of Quotation package and any documents and drawings referred to and incorporated therein together with any submissions required to be made by the Contractor after award, and all amendments to the foregoing;
- (e) "**Contract Administrator**" means the person authorized to represent the City in respect of the Contract and is identified at the time of award of the Contract;
- (f) "**Contractor**" means the person undertaking the performance of the Work under the terms of the Contract;
- (g) "**Work**" means the carrying out and the doing of all things, whether of a temporary or permanent nature, that are to be done by the Contractor pursuant to the Contract and, without limiting the generality of the foregoing, includes the furnishing of all equipment, facilities, material, labour and services necessary for or incidental to the fulfilment of the requirements of the Contract.

2.2 Further to 2.1(b), the Buyer is:

Coleen Groening
Contracts Officer
The City of Winnipeg
Corporate Finance Department
Materials Management Division
Main Floor, 185 King Street
Wpg., MB., R3B 1J1

Ph: 204-986-2491

3. GOODS

3.1 The Contractor shall supply and deliver the Four Wheel Drive Garden Tractor in accordance with the requirements as shown in Detailed Specification 04-006 hereinafter specified.

4. DELIVERY

4.1 Refer to Page 10, Detailed Specification 04-006, section 24.1.

4.2 Goods shall be delivered between 8:00 a.m. and 4:00 p.m. on Business Days.

4.3 The City intends to award this Contract by March 12, 2004.

5. ADDENDA

5.1 The Buyer may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies or omissions in the Request for Quotation, or clarifying the meaning or intent of any provision therein.

5.2 The Buyer will issue each addendum to all Bidders by:

publication at the Materials Management Division's Bid Opportunities internet website at
<http://www.winnipeg.ca/matmgt/bidopp.asp>.

- 5.3 The Bidder is responsible for ensuring that he/she has received all addenda and shall acknowledge receipt of each addendum on the Request for Quotation cover page. Failure to acknowledge receipt of an addendum may render a Bid non-responsive.
- 5.3.1 The Bidder is advised to check the Materials Management Division's Bid Opportunities internet website for addenda shortly before submitting his/her Bid.

6. BID SUBMISSION

- 6.1 The Bid Submission consists of the following components:
- (a) Request for Quotation cover page completed and signed;
 - (b) Form B: Prices; and
 - (c) Detailed Specification 04-006.
- 6.2 Bids may be submitted by:
- (a) mail, courier or personal delivery to the address shown on the Request for Quotation cover page; or
 - (b) facsimile transmission (fax) to (204) 949-1178.
- 6.2.1 The Bidder is advised that the City cannot take responsibility for the availability of the facsimile machine at any time.
- 6.2.2 Bids submitted by internet electronic mail (e-mail) will not be accepted.

7. PRICES

- 7.1 The Bidder shall state a price in Canadian funds for each item of the Work identified on Form B: Prices.

8. INVOICES

- 8.1 The Contractor shall submit invoices to the location designated on the Purchase Order.
- 8.2 Invoices must clearly indicate, as a minimum:
- (a) the City's Purchase Order (PO);
 - (b) shipping date(s);
 - (c) delivery address(s);
 - (d) description, quantity and unit price(s) of goods delivered;
 - (e) total amount payable with GST and PST, where applicable, shown as separate amounts; and
 - (f) where applicable, the Contractor's GST registration number.
- 8.3 The City will bear no responsibility for delays in approval of invoices that are improperly submitted.

9. WARRANTY

- 9.1 The Contractor warrants that the goods will be free of any and all defects or deficiencies for a period of (2) years, plus an additional one (1) year power train warranty, no deductible, from the date the equipment is put into service by the City of Winnipeg.
- 9.2 Upon notification by the Contract Administrator, the Contractor shall, at his/her sole cost and expense, remedy any defect or deficiency within a period of two (2) Business days as identified by the Contract Administrator during the warranty period and any damage that may arise or result from the defect or deficiency or as a result of the correction of same.
- 9.2.1 Goods determined to be defective within thirty (30) Calendar Days from the date of delivery of an order shall, except when otherwise authorized by the Contract Administrator, be replaced with new and unused goods at no cost to the City. If goods are supplied as an assembly, the entire assembly shall be replaced as a whole.

- 9.2.2 Goods determined to be defective after the first thirty (30) Calendar Days but within one (1) year from the date of delivery shall, except when otherwise authorized by the Contract Administrator, be repaired at no cost to the City. The Contractor may, at his/her option, replace the defective goods with new and unused goods at no cost to the City.
- 9.3 Notwithstanding 9.1 and 9.2 above, if any statute in force in the Province of Manitoba or in the jurisdiction where the goods were manufactured requires, or if the manufacturer provides, a longer warranty period or a warranty that is more extensive in its nature, then the provisions of such statute or manufacturer's warranty shall apply.

10. TRAINING

- 10.1 The Supplier shall provide at their expense, up to four (4) hours of operational and maintenance training by qualified staff for the City of Winnipeg Streets Division, Plant Division, and the City of Winnipeg Maintenance Personnel in both areas. The training shall be conducted in a separate or combined session/s for each group of personnel. The session/s shall be sufficient in duration and shall provide adequate familiarization and orientation on the vehicle, to the satisfaction of the Contract Administrator.
- 10.2 The training shall be conducted in Winnipeg at a location to be designated by the Contract Administrator.

11. REPEATED FAILURES

- 11.1 The term "repeated failures" three (3) times will be determined by the Contract Administrator, and used herein is defined to mean that the same component, subassembly, or assembly develops repeated defects, breakdowns and/or malfunctions rendering the apparatus inoperative, or requiring repeated shop correction, service and/or replacement during the warranty period applicable for said component, subassembly, or assembly.
- 11.2 Minor items or ordinary service adjustments are not included, or considered under the scope of "repeated failures", as well as other factors, such as operational damage due to accidents, misuse or lack of proper maintenance, service and lubrication attention by not following the manufacturer's preventative maintenance schedule.
- 11.3 Where the apparatus develops "repeated failures" in service, the Contractor shall make any necessary engineering changes, repairs, alterations or modifications in order to guarantee reliability of performance, at no cost to the City of Winnipeg, including all incidental costs, with a reapplied, full warranty.

12. EVALUATION CRITERIA

- 12.1 Award of this Contract will be based on the following evaluation criteria:
- (a) conformance of the Bid with the requirements of the RFQ and degree of compliance with specifications or acceptable deviation therefrom;
 - (b) qualifications of the Bidder pursuant to 1.10 of the Terms and Conditions
 - (c) Total Bid Price for each section
- 12.2 Further to 12.1(a), the Bidder shall, within two (2) Business Days of a request by the Buyer, provide representative samples of the goods offered.
- 12.3 Further to 12.1(b), the Bidder shall:
- (a) submit, within two (2) Business Days of a request by the Buyer, proof satisfactory to the Buyer of the qualifications of the Bidder and of any proposed subcontractor;
 - (b) provide, on the request of the Buyer, full access to any of the Bidder's equipment and facilities to confirm, to the Buyer's satisfaction, that the Bidder's equipment and facilities are adequate to perform the Work.
- 12.4 Further to 12.1(c), the Total Bid Price for each section shall be the sum of the quantities multiplied by the unit prices for each item shown on Form B: Prices for each section.
- 12.4.1 If there is any discrepancy between the Total Bid Price for each section written in figures, the Total Bid Price for each section written in words and the sum of the quantities multiplied by the unit prices for each item, the sum of the quantities multiplied by the unit prices for each item shall take precedence.

- 12.5 Further to 12.1(c), Total Bid Price for each section will be evaluated considering early payment discounts if offered.
- 12.6 This Contract may be awarded separately in sections as identified on Form B: Prices.
- 12.6.1 Notwithstanding 7.1, the Bidder may, but is not required to, bid on any one or more sections.