

PEMBINA TRAILS SCHOOL DIVISION

REQUEST FOR QUOTATION

Released: March 28th, 2022 Due: April 8th, 2022

Project Information

Supply of equipment for the Bison Run School, Wood Working Lab.

Direct general questions to: David Gamble Technology Education dgamble@pembinatrails.ca		Bids should be submitted to: Justina Agunbiade Purchasing Agent jagunbiade@pembinatrails.ca
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Bid must be submitted electronically via e-mail no later than **April 8th, 2022. 1:00 PM (CDT)**.

CURRENT ENVIRONMENT

Pembina Trails has approximately 16,000 students and 2,000 employees distributed across 35 schools, and three (3) administrative locations.

Pembina Trails is currently in the process of building two new schools scheduled to open in 2023. Bison Run School will be the first to be opened and the design of the school includes a new Wood Working Lab.

SCOPE OF THE REQUEST

Pembina Trails is looking for a quote to supply equipment for the Wood Working Lab.

1. All components should be equivalent or better than those listed in ANNEX A.
2. All components must meet the dimension and electrical requirements listed in ANNEX A.

GENERAL CONDITIONS

1. Sealed Bids will be received until **April 8th, 2022. 1:00 PM (CDT) and must be marked BISON RUN WOOD WORKING LAB ATTN JUSTINA AGUNBIADÉ.**
2. Submit digital copy of the Bid submission form, fully executed, signed, and sealed.
3. Equipment should be available by November 7th, 2022. Project is currently under construction and shall be substantially complete prior to delivery of products to jobsite.
4. Pembina Trails reserves the right to accept or reject any proposal or any part thereof, and to annul the process and reject all proposals at any time, without incurring any liability to the affected bidder(s) or any obligation to inform the bidder(s) of the grounds for the Division's action.
5. The lowest or any proposal will not necessarily be accepted.
6. The vendors(s) resulting from this request may be awarded to more than one bidder.
7. Pembina Trails reserves the right to negotiate with any bidder submitting a response to alter, clarify, or further enhance the proposal and/or any contract(s) arising from it.
8. All bids are irrevocable for 90 days from the closing date of the solicitation.
9. Amendment of Bid will be permitted before the Bid closing date and time, if endorsed by the same party or parties who signed the Bid. Communication only acceptable via email.
10. Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables.
11. Pembina Trails reserves the right to extend the closing date.
12. The successful vendor(s) shall provide goods and services exactly as proposed. In cases where bidders do not perform in accordance with the terms and conditions of the purchase order/offer, Pembina Trails reserves the right to cancel the purchase order/offer, in whole or in part.
13. All proposals submitted become the property of Pembina Trails.
14. No employee of Pembina Trails may act as agent for any bidder or receive any remuneration or other compensation as a result of this request.

15. In accordance with protection of privacy legislation, all information will be dealt with in compliance with the Province of Manitoba Freedom of Information and Protection of Privacy Act (FIPPA).

BIDDER RESPONSES

1. Bidders are asked to submit a quote that clearly shows cost of the different components as a per unit cost, and total cost for all components.
2. Bidders must submit their bid with ANNEX A- List of Deliverables and Prices.
3. ANNEX B should be used where Bidder is providing cost for suggested alternatives or substitute. This should not be included in ANNEX A.
4. Bidders must include documentation that clearly shows all current specifications for the components quoted.
5. Bidders are asked to confirm and agree to provide storage for all products and hold for delivery to the site for a period of up to two months from item availability date stated above. Bidders are asked to comment on Warehousing if storage requirement extends beyond 2 months.
6. Other terms and conditions should include, delivery timelines, delivery terms, payment terms and warranty.

END OF REQUEST