

**REQUEST FOR QUOTATION**

**FOR**

**Mountain View County  
Administrative Office  
Furniture Moving & Storage**



**Mountain View**  
C O U N T Y

**SCOPE OF WORK**

A complete job is called for, therefore, any labour, materials, equipment, tools or incidental items not specifically mentioned, but necessary for completeness will be considered incidental to the Work, and no separate or additional payment will be made.

Quantities and extents of the work may be adjusted at the discretion of Mountain View County and as communicated in writing.

This project requires the removal of all office furniture to on-site storage containers provided by the contractor, this includes chairs, filing cabinets, workstations, and cubicles. Electrical components including computers and phones will be removed prior. Once the office renovations are completed the furniture must be assembled in the same location. The project is scheduled to start after July 1<sup>st</sup> and be completed by August 23, 2024, dependent on contractor and material availability.

## **INSTRUCTIONS TO BIDDERS**

### **PREPARATION OF QUOTATION**

The Quotation must be submitted on the forms provided. Each Bidder shall specify on the Quotation Form the unit price and total bid for each of the separate items called for.

The Bidder shall sign his quotation and his address must be shown.

### **DELIVERY OF QUOTATIONS**

When submitting the Quotation, the **complete Request for Quotation** as issued by Mountain View County, must be submitted intact. Each Quotation must be submitted electronically to:

Mountain View County ([bneale@mvcountry.com](mailto:bneale@mvcountry.com))

Quotation for: **Mountain View County Office Furniture Move/Storage**

Will be received until: **4:00 pm, Local Time, Friday, April 26, 2024**

### **ACCEPTABILITY OF QUOTATIONS**

Quotations that are unsigned, incomplete, conditional, illegible, unbalanced, obscure, or that contain additions not called for, reservations, erasures, alterations, or irregularities of any kind, may be rejected as unacceptable.

The Bidder shall fill in every item in the Quotation Form.

If there is a discrepancy found between the unit prices and the total amount, the unit price will be considered as representing the intention of the Bidder.

The lowest or any Quotation will not necessarily be accepted.

## **COMPLETING QUOTATION FORMS**

The "Quotation Form" must be completed by:

- Showing the Unit Price (where applicable) and the total for each item in the "Total Bid" column (in case of a discrepancy, the unit price figure will take precedence)
- Showing the quotation lump sum (where applicable) in the "Total Bid" column, and
- Showing the sum of all the quotation item totals in the space marked "Total Quotation".

The Quotation must be signed by an authorized representative of the Bidder, and

- The official title of the Bidder must be shown.

## **SITE CONDITIONS**

The Bidder must examine the site of the work before submitting a bid, either personally or through a representative, and satisfy himself as to the nature and location of the work, local conditions, quality of materials to be used, the equipment and facilities needed prior to and during the prosecution of the work, and all other matters which can in any way affect the work under this Contract. Submission of a Quotation by the Bidder acknowledges awareness of all matters that such a site inspection would reveal to the reasonable Bidder.

## **GOOD AND SERVICES TAX**

Quotation prices are to be submitted GST exempt. Appropriate adjustments for GST will be added to the total quotation amounts by the Owner if required.

## **OMISSIONS OR DISCREPANCIES**

Should a Bidder find discrepancies in, or omissions from, the Quotation Form Documents, or should he be in doubt as to their meaning, he should at once notify the Owner who may send a direction to all Bidders. No oral interpretations shall be made to any Bidder as to the meaning of any part of the Quotation Documents. Every request for an interpretation shall be made in writing and addressed and forwarded to the Owner:

Mountain View County

**Contact:** Ben Neale – Operations Technologist

**E-Mail Address:** [bneale@mvcounty.com](mailto:bneale@mvcounty.com)

## **TIME FOR EXECUTING CONTRACT AND DAMAGES FOR FAILURE TO EXECUTE**

Quotations shall be open for acceptance by the Owner for **thirty-five (35) days** after the date for closing of the quotations.

## **CONDITIONS AND SPECIAL PROVISIONS**

1. The contractor agrees to indemnify and save harmless MVC from any and all Contractors and third-party claims, demands, or actions out of the work performed under this Contract, including but not limited to those arising out of negligence or willful acts of the Contractor or their employees or agents. This indemnity clause shall survive the termination of this contract.
2. MVC shall not be liable nor responsible for any bodily or personal injury or property damage of any nature whatsoever that may be suffered or sustained by the contractor, their employees, or agents in the performance of this Contract.
3. Contractors to obtain
  - a) Commercial Automobile Third Party Liability Insurance coverage, in an amount not less than \$2,000,000.00 inclusive per occurrence with a deductible not to exceed \$ 10,000.00, insuring against bodily injury, personal injury, property damage, and automobile damage including loss of use thereof. Such insurance shall include blanket contractual liability and shall remain in place until completion of this contract.
  - b) Professional Liability Insurance coverage, also referred to as Errors and Omissions Insurance, in an amount of not less than \$2,000,000. If the Value of the Contract exceeds \$2,000,000 then the minimum policy coverage shall be \$5,000,000 per occurrence.
  - c) General Liability Insurance coverage in a minimum amount of \$2,000,000 of coverage is required for Contracts to provide goods or services. A minimum of \$5,000,000 of coverage is required for contracts that involve constructing, renovating, or rebuilding on any MVC Property or Right of Ways. MVC must be named as an Additional Insured on the proof of Insurance document.
  - d) Non-owned Automobile Coverage of a minimum of \$2,000,000 per occurrence.
4. The Contractor shall furnish MVC with a certificate or certificates of Insurance as evidence that the required such insurance is in force, including evidence of any insurance renewal policy or policies.
5. The requirement for insurance coverage does not reduce nor limit the Contractor's liability to MVC in the event of a claim by MVC against the Contractor, or against MVC by a third-party.
6. The contractor shall comply with all safety policies and rules of Mountain View County and the safety regulations under the Occupational Health and Safety Act and for the purposes of this Act is the Prime Contractor for the work performed under this contract.
7. The Contractor is responsible for all amounts due to Workers' Compensation in accordance with the Workers' Compensation Act.
8. If for any reason the Contractor fails to provide services satisfactorily to MVC or comply with the conditions of this contract, the Contract may be terminated by MVC upon providing written notice to the contractor. Upon termination, MVC shall have no further obligation to the Contractor, except for payment for services performed to the date of termination.
9. Surety Bonds or proof of letter of credit security is required for projects that exceed \$100,000 and are completed in Phases that require progress payments prior to full project completion.

**QUOTATION FORM**

**Furniture Moving and Storage**

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY		UNIT PRICE	TOTAL BID
1	Workstations	60	each	Lump Sum	\$
2	Office Chairs	200	each		
3	Tables	40	each		
4	Filing Cabinets	150	each		
5	Bookshelves	60	each		
6	Cork Boards	120	each		
TOTAL QUOTATION PRICE					\$

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Contractor's Name (Print)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position in Company

\_\_\_\_\_  
Contractor's G.S.T. No.

\_\_\_\_\_  
Date

