



## **REQUEST FOR QUOTATIONS**

**Title:** Supply and Delivery Street Sign Blanks and Blades

**Reference No.:** 1220-040-2022-024

**FOR THE SUPPLY OF GOODS**

(General Goods)

Issue Date: March 31, 2022

## TABLE OF CONTENTS

1. INTRODUCTION.....	3
2. ADDRESS FOR DELIVERY.....	3
3. DATE .....	3
4. INQUIRIES.....	3
5. ADDENDA .....	4
6. NO CONTRACT .....	4
7. ACCEPTANCE.....	4
8. CONTRACTOR'S EXPENSES.....	4
9. CONTRACTOR'S QUALIFICATIONS .....	5
10. CONFLICT OF INTEREST .....	5
11. SOLICITATION OF COUNCIL MEMBERS, CITY STAFF AND CITY CONSULTANTS.....	5
12. CONFIDENTIALITY .....	5
13. SIGNATURE .....	5
14. EQUIVALENTS, SUBSTITUTIONS, ALTERNATIVES .....	6
15. VANCOUVER REGIONAL CO-OPERATIVE PURCHASING GROUP (VRCPG) .....	6
16. NATURE OF AGREEMENT .....	6
<b>ATTACHMENT 1 – DRAFT QUOTATION AGREEMENT – GOODS .....</b>	<b>8</b>
<b>SCHEDULE A – SPECIFICATIONS OF GOODS .....</b>	<b>16</b>
<b>SCHEDULE B – FORM OF QUOTATION .....</b>	<b>25</b>

## REQUEST FOR QUOTATIONS

### 1. INTRODUCTION

The City of Surrey (the “**City**”) invites contractors to provide a quotation on the form attached as Schedule B – Form of Quotation to Attachment 1 – Quotation Agreement (the “**Quotation**”) for the supply and delivery of the goods described in Schedule A – Specifications of Goods to Attachment 1 – Quotation Agreement - Goods (the “**Goods**”). The description of the Goods sets out the minimum requirements of the City. A person that submits a Quotation (the “**Contractor**”) should prepare a Quotation that meets the minimum requirements, and may as it may choose, in addition, also include goods, or terms that exceed the minimum requirements.

### 2. ADDRESS FOR DELIVERY

The Contractor should submit the Quotation **electronically** in a single pdf file which must be delivered to the City by email at: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)

Confirmation of receipt of emails will be issued. Quotations that cannot be opened or viewed may be rejected. A Contractor bears all risk that the City’s receiving computer equipment functions properly so that the City receives the Quotation.

**Note:** The maximum file size the City can receive is 10Mb. If sending large email attachments, Contractors should phone [604-590-7274] to confirm receipt.

### 3. DATE

The City would prefer to receive Quotations on or before April 20, 2022 (the “**Date**”).

### 4. INQUIRIES

All inquiries related to this Request for Quotations (the “**RFQ**”) should be directed in writing to the person named below (the “**City Representative**”). Information obtained from any person or source other than the City Representative may not be relied upon.

Name: Sunny Kaila, Manager, Procurement Services

Email: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)

Reference: 1220-040-2022-024

Inquiries should be made no later than 7 business days before the Date set out in Section 3. The City reserves the right not to respond to inquiries made within 7 business days of the Date set out in Section 3. Inquiries and responses will be recorded and may be distributed to all Contractors at the discretion of the City.

Contractors finding discrepancies or omissions in the Agreement or RFQ, or having doubts as to the meaning or intent of any provision, should immediately notify the City Representative. If the City determines that an amendment is required to this RFQ, the

City Representative will issue an addendum in accordance with Section 5. No oral conversation will affect or modify the terms of this RFQ or may be relied upon by any Contractor.

## **5. ADDENDA**

If the City determines that an amendment is required to this RFQ, the City Representative will issue a written addendum by posting it on the BC Bid website at [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca) and the City website at [www.surrey.ca](http://www.surrey.ca) (collectively, the “Websites”), and upon posting, any addenda will form a part of this RFQ. It is the responsibility of Contractors to check the Websites for addenda. The only way this RFQ may be added to, or amended in any way, is by a formal written addendum. No other communication, whether written or oral, from any person will affect or modify the terms of this RFQ or may be relied upon by any Contractor. By delivery of a Quotation the Contractor is deemed to have received, accepted and understood the entire RFQ, including any and all addenda.

## **6. NO CONTRACT**

This RFQ is simply an invitation for quotations (including prices and terms) for the convenience of all parties. It is not a tender and no obligations of any kind will arise from this RFQ or the submission of Quotations. The City may negotiate changes to any terms of a Quotation, including terms in Attachment 1 and Schedules A and B and including prices, and may negotiate with one or more Contractors or may at any time invite or permit the submission of quotations (including prices and terms) from other parties who have not submitted Quotations.

## **7. ACCEPTANCE**

A Quotation will be an offer to the City which the City may accept at any time by signing the copy of the Quotation and delivering it to the Contractor. A Quotation is not accepted by the City unless and until both the authorized signatory of the Contractor and the authorized signatory of the City have signed. Delivery of the signed Agreement by the City may be by fax, pdf e-mail or hard copy. In that event, the contract will be comprised of the documents included in the definition of Agreement in Attachment No. 1 – Quotation Agreement – Goods.

## **8. CONTRACTOR'S EXPENSES**

Contractors are solely responsible for their own expenses in preparing and submitting Quotations, and for any meetings, negotiations or discussions with the City or its representatives and consultants, relating to or arising from the RFQ. The City will not be liable to any Contractor for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, incurred by the Contractor in preparing and submitting a Quotation, or participating in negotiations for a contract, or other activity related to or arising out of this RFQ.

## **9. CONTRACTOR'S QUALIFICATIONS**

By submitting a Quotation, a Contractor represents that it has the expertise, qualifications, resources, and relevant experience to supply the Goods.

**10. CONFLICT OF INTEREST**

A Contractor should disclose in its Quotation any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure.

**11. SOLICITATION OF COUNCIL MEMBERS, CITY STAFF AND CITY CONSULTANTS**

Contractors and their agents will not contact any member of the City Council, City staff or City consultants with respect to this RFQ, other than the contact person named in Section 4, at any time prior to the award of a contract or the cancellation of this RFQ.

**12. CONFIDENTIALITY**

All Quotations become the property of the City and will not be returned to the Contractor. All Quotations will be held in confidence by the City unless otherwise required by law. Contractors should be aware the City is a "public body" defined by and subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.

**13. SIGNATURE**

The legal name of the person or firm submitting the Quotation should be inserted in the Quotation. The Quotation should be signed by a person authorized to sign on behalf of the Contractor and include the following:

- (a) If the Contractor is a corporation then the full name of the corporation should be included, together with the names of authorized signatories. The Quotation should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Quotation on behalf of the corporation is submitted;
- (b) If the Contractor is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venturer should be included, and each partner or joint venturer should sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture should provide evidence to the satisfaction of the City that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venturer is a corporation then such corporation should sign as indicated in subsection (a) above; or
- (c) If the Contractor is an individual, including a sole proprietorship, the name of the individual should be included.

**14. EQUIVALENTS, SUBSTITUTIONS, ALTERNATIVES**

Unless otherwise expressly stated, if and wherever the specifications set out in Schedule A - Specifications of Goods to Attachment 1 – Quotation Agreement - Goods, use a brand name of a manufacturer, make, trade name, or catalogue designation in specifying an item, it does not restrict Contractors to the identified manufacturer, make, trade name, or

catalogue designation. The usage of such identification is simply to indicate the character, quality and/or performance equivalence of the commodity identified.

Prior to the Date, a Contractor may request, pursuant to section 4 the City to approve a commodity(ies) (each, an “**Equivalency**”) to be included in a Quotation in substitution for a commodity(ies), indicated in Schedule A Specifications of Goods to Attachment 1 – Quotation Agreement - Goods, on the basis that the substitution of the same or better character, quality and/or performance as the commodity(ies) indicated in Schedule A - Specifications of Goods to Attachment 1 – Quotation Agreement - Goods, such that that the proposed Equivalency will serve the purpose for which it is intended to be used equally as well. Applications for an Equivalency should be in writing delivered to the City Representative, accompanied by appropriate supporting information, data, specifications and documentation. The City may request any additional supporting information, data, specifications and documentation it considers necessary to make a decision with respect to the application. If the City decides in its sole discretion to accept an Equivalency, then the City will provide written confirmation of such acceptance to the Contractor, without notification to other Contractors (subject to the City’s discretion under section 4). The City is not obligated to review or accept any application for an Equivalency. Without limiting the City’s discretion as set out in this section 14, the City may specifically refuse to approve an application for an Equivalency with which there may be an associated increase to a Quotation Price or a delay to the supply and delivery of the Goods.

The Contractor should clearly identify in its Quotation any Equivalencies approved by the City under this section 14.

If the Contractor does not in its Quotation indicate any Equivalencies, the Contractor will be deemed to accept the commodity(ies) described in Schedule A – Specifications of Goods to Attachment 1 – Quotation Agreement - Goods.

#### **15. VANCOUVER REGIONAL CO-OPERATIVE PURCHASING GROUP (VRCPG)**

The RFQ recognizes the optional participation of members of the Vancouver Regional Co-operative Purchasing Group (VRCPG). Agencies that choose to participate in this commodity at a later date, must be in good standing with the VRCPG and must submit their estimated quantities when requested annually to reinforce their commitment. Suppliers will be asked to accept orders from new participants but receive authorization from the Lead Participating Member before proceeding.

#### **16. NATURE OF AGREEMENT**

It is understood and agreed by the Contractor that should the Contractor be selected by the VRCPG participating members, it will result in an Agreement only and the Goods will be ordered by the VRCPG participating members solely on an “as and when required” basis. The aggregate value of Goods which may be ordered is conditional upon the needs of the VRCPG participating members. No compensation will be accrued, owed or paid to any Contractor in the event that the Goods are not ordered. If an Agreement is

executed by the VRCPG participating members, at the sole option of each individual VRCPG participating member, the VRCPG participating member may place an order for Goods specified in the Agreement and the agrees to provide those Goods. The parties agree that the VRCPG participating members may not place any orders for Goods with the Contractor for the duration of the term of the Agreement. The parties agree that the City may purchase identical or similar Goods from any other source.

**Attachment No. 1 – DRAFT QUOTATION AGREEMENT – GOODS**

**Reference RFQ Title: Supply and Delivery Street Sign Blanks and Blades**

**RFQ No.: 1220-040-2022-024**

BETWEEN:

**CITY OF SURREY**  
13450 – 104<sup>th</sup>. Avenue  
Surrey, B.C., V3T 1V8  
(the "City")

AND:

\_\_\_\_\_  
(the "Contractor")

[INSERT THE FULL LEGAL NAME AND ADDRESS OF CONTRACTOR]

**WHEREAS** the City wishes to engage the Contractor to provide the Goods and the Contractor agrees to provide the Goods.

**THEREFORE** in consideration of the payment of one (\$1.00) dollar and other good and valuable consideration paid by each of the parties to the other (the receipt and sufficiency of which is hereby acknowledged) the City and the Contractor agree as follows:

**DEFINITIONS AND INTERPRETATION**

1. In these General Terms and Conditions:
  - (a) "Agreement" means this agreement and all schedules attached hereto;
  - (b) "City" means the City of Surrey;
  - (c) "Contractor" means a contractor whose Quotation has been accepted by the City and who is supplying the Goods under this Agreement;
  - (d) "Goods" means the equipment or materials that are the subject of this Agreement; and
  - (e) "Purchase Price" means the price quoted by the Contractor and accepted by the City, unless otherwise agreed by the parties in writing, and includes all taxes, duties, freight charges and other charges except GST and PST.
  
2. This Agreement may be modified only by express and specific written agreement. In the event of a conflict between the provisions of any documents listed below, then the documents shall govern and take precedence in the following order:
  - (a) this Agreement;
  - (b) Schedule B – Quotation Extracts;
  - (c) Schedule A – Specifications of Goods; and
  - (d) other terms, if any, that are agreed to by the parties in writing.



3. The following attached Schedules are a part of this Agreement:

Schedule A – Specifications of Goods; and  
Schedule B – Quotation Extracts.

### **GOODS**

4. The Contractor will supply the Goods in accordance with this Agreement. The Goods supplied will meet the specifications set out in Schedule A – Specifications of Goods of this Agreement.
5. The Contractor will deliver the Goods free and clear of all liens and encumbrances in the manner and to the destination stipulated. In the event of the Contractor's failure to meet this condition, the Contractor will, on written notice from the City, forthwith return all monies paid by the City on account of the Goods and in addition the City may by written notice terminate this Agreement without liability, and in such event, in addition to the above, the Contractor will be liable for any and all expenses or losses incurred by the City resulting from such failure.

### **PURCHASE PRICE**

6. The City will pay the Purchase Price to the Contractor in accordance with this Agreement. The Purchase Price shall also include without limitation all costs of boxing, packing, crating, and loading and unloading the Goods at the prescribed destination.

### **TERM**

7. This term of this Agreement will commence on [START DATE] and terminate [END DATE] (the "Term").
8. The City may at any time prior to thirty (30) days before the end of the Term, by written notice to the Contractor, extend the Term for a period of time not to exceed four (2) additional one (1) year periods. If the City elects to extend the Term, the provisions of this Agreement will remain in force, including the Fees, except where amended in writing by the parties.

### **TIME**

9. Time is of the essence.

### **PAYMENT**

10. Invoices should include the Contractor's name, address and telephone number, the City's purchase order number, the Contractor's invoice number, the Contractor's GST registration number or an indication that it is not applicable if the Contractor is a small trader, the quantity, tax amount (if any) and the complete Purchase Price calculations, including extensions and discounts.

11. The City will pay the invoice, in the amount as the City determines is correct less any deductions for setoffs or holdbacks permitted by this Agreement including, without limitation, those described in this Agreement, within 30 days of the receipt of the invoice, unless the parties have agreed in writing to other payment terms. The payment by the City of any invoice will not bind the City with respect to any subsequent payment or final payment and will not mean that the City has accepted that the Goods are in accordance with the requirements of this Agreement, or that the Contractor is in any manner released from its obligation to comply with this Agreement.
12. Unless otherwise provided, all dollar amounts referred to in this Agreement are in lawful money of Canada.
13. Payments to Contractors will be made through Electronic Funds Transfer (EFT), directly into the Contractor's bank account. An EFT application form will be provided to the Contractor for completion.

#### **DEFICIENCIES**

14. The City shall have a reasonable time to inspect and to accept the Goods. The City may reject any Goods not in accordance with this Agreement, whether due to damage resulting from improper packing, loading, unloading or otherwise. The City shall notify the Contractor of rejection of the Goods whereupon the Goods will be held subject to the disposition by the Contractor. Any costs or expenses incurred by the City as a result of the rejection of the Goods are, immediately upon written demand by the City, payable by the Contractor, and may be set off against any payments owing by the City to the Contractor.
15. The City may hold back from payments otherwise due to the Contractor up to 150% of a reasonable estimate, as determined by the City, on account of deficient or defective materials. This holdback may be held, without interest, until replacement Goods are received or such deficiency or defect is remedied.

#### **DEFAULT AND TERMINATION**

16. In the event the Contractor does not ship the Goods by the shipping date specified in this Agreement, or does not deliver the Goods by the delivery date specified in this Agreement, or otherwise fails to comply with the requirements of this Agreement, then:
  - (a) the City reserves the right to terminate this Agreement, in whole or in part, and in the event of such termination no payment will be owing by the City on account of this Agreement and the Contractor will be liable for any and all expenses or loss resulting from such failure or delay and will return all monies paid by the City; or
  - (b) if the City does not terminate this Agreement for late shipping or delivery, the City may deduct and setoff from any payments owing to the Contractor all

additional costs the City reasonably incurs on account of the late shipping or delivery.

17. The City may by written notice at any time cancel this Agreement with respect to Goods which, as of the date of cancellation, have not been shipped.
18. If the Contractor becomes insolvent or makes an assignment for the benefit of creditors or a receiver or trustee is appointed for the property of the Contractor, then the City may, at its election, and without prejudice to its rights at law or in equity, terminate this Agreement.
19. The City will not accept nor be responsible for any restocking charges for any Goods shipped to the City and then, for whatever reason, returned to the Contractor pursuant to this Agreement. The Contractor is to bear all costs including shipping and handling of returned Goods.

#### **WARRANTIES AND INDEMNITIES**

20. The Contractor warrants that the Goods shall be free from defects in design, materials, workmanship and title, shall conform in all respects to the terms of this Agreement, shall be fit and suitable and perform satisfactorily for the purposes and under the conditions made known to the Contractor by the City or which were reasonably inferable. The Goods shall be at least equal to the higher of national standards or codes (such as, by way of illustration, CSA or ASTM), or standards and codes customarily applicable at the place where the City will use the Goods. The Goods shall be of the best quality, if no quality is specified. This general warranty is independent of and without prejudice to any specific warranty or service guarantee offered by the Contractor or third party manufacturer or supplier of the Goods in connection with the purpose for which the Goods were purchased. The Contractor shall assign to the City any warranty or service guarantee offered by a third party manufacturer or supplier of the Goods. Notwithstanding this assignment, if at any time up to one year from the date of delivery or installation (if applicable) the City determines the Goods or any part do not conform to these warranties, the City shall notify the Contractor within a reasonable time after such discovery, and the Contractor shall then promptly correct such nonconformity at the Contractor's expense. Goods used to correct a nonconformity shall be similarly warranted for one year from the date of installation. The Contractor's liability shall extend to all liabilities, losses, damages, claims and expenses incurred by the City caused by any breach of any of the above warranties.
21. The Contractor warrants and guarantees that Goods delivered under this Agreement do not infringe any valid patent, copyright or trademark, foreign or domestic, owned or controlled by any other corporation, firm or person, and agrees to indemnify and save harmless the City and all of its elected and appointed officials, officers, employees, servants, representatives and agents (collectively the "Indemnitees"), from and against any and all claims, demands, causes of action, suits, losses, damages and costs, liabilities, expenses and judgments (including all actual legal costs) by reason of any

claim, action or litigation arising out of any alleged or actual infringement of any patent, copyright or trademark, foreign or domestic, relating to the Goods supplied under this Agreement.

22. The Contractor represents and warrants that all Goods delivered under this Agreement shall comply with all applicable codes, statutes, by-laws, rules and regulations, or any federal, provincial, municipal or other competent authority for the time being in force, including any environmental laws and that the Goods are not dangerous to the environment or to person or health.
23. The Contractor will indemnify and save harmless the Indemnitees from and against all claims, demands, causes of action, suits, losses, damages and costs, liabilities expenses and judgments (including all actual legal costs) for damage to or destruction or loss of property, including loss of use, and injury to or death of any person or persons which any of the Indemnitees incur, suffer or are put to arising out of or in connection with any failure, breach or non-performance by the Contractor of any obligation of this Agreement, or any wrongful or negligent act or omission of the Contractor or any employee or agent of the Contractor.

#### **CUSTOMS**

24. Documentation for shipments of Goods from outside Canada shall be provided by a Contractor by airmail and shall include all documents as required by law or customary practice. All packages shall be marked as follows:

“Upon arrival, please contact customs broker:  
Livingston International Inc.  
Telephone: 604-685-3555  
Fax: 604-605-8231  
Email: cst19@livingstonintl.com”

#### **INSPECTIONS**

25. If this Agreement pertains to the fabrication, assembly or other processing of the Goods, representatives of the City shall be permitted free access at all reasonable times for the purpose of inspection, testing or obtaining information as to the progress of the fabrication, assembly or processing.

#### **SAFETY**

26. If this Agreement includes any inspection, installation or other work on the City's premises by the Contractor, or representative or subcontractor of the Contractor, all such activity shall be performed and undertaken in strict compliance with all applicable health and safety laws and regulations, including, without limitation, the *Workers Compensation Act*, the Occupational Health & Safety Regulation and the *Hazardous Products Act*, and also in strict compliance with any published and issued by the City for use at the City's premises.

The Contractor shall provide the City with the Contractor's Workers Compensation Board registration number and a letter from the Workers Compensation Board confirming the supplier is registered in good standing with the Workers Compensation Board and that all assessments have been paid to the date thereof prior to the City having any obligation to pay monies under this Agreement.

### **WHMIS/MSDS**

27. The Contractor covenants and agrees to comply with all the Workers Compensation Board Occupational Health and Safety Regulations for hazardous materials and substances, and in particular with the "Workplace Hazardous Materials Information Systems (WHMIS)" Regulations. All "Material Safety Data Sheets (MSDS)" will be shipped along with the Goods and any future MSDS updates will be forwarded.

### **SHOP DRAWINGS**

28. The City may require that shop drawings be submitted by the Contractor for review prior to the delivery of the Goods. The City may require that a qualified registered professional engineer stamp and approve a shop drawing prior to submission. Any review of shop drawings by the City will not relieve the Contractor from its obligation to deliver Goods in full compliance with all requirements of this Agreement.

### **WAIVER**

29. Any failure of the City at any time or from time to time to enforce or require the strict keeping or performance of any of the terms and conditions contained in this Agreement shall not constitute a waiver of the terms and conditions and shall not affect or impair the terms or conditions in any way or the City's right at any time to avail itself of any remedies as the City may have for any breach or breaches of the terms and conditions.

### **APPLICABLE LAW**

30. This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia. The City and the Contractor accept the jurisdiction of the courts of British Columbia and agree that any action under this Agreement shall be brought in such courts.

### **NOTICES**

31. Any notice, report or other document that either party may be required or may wish to give to the other should be in writing, unless otherwise expressly provided for, and will be deemed to be validly given to and received by the addressee:
- (a) by hand, on delivery;
  - (b) by facsimile, on transmission; or
  - (c) by mail, five calendar days after posting.

The addresses for delivery will be as follows:

- (a) The City:  
City of Surrey  
Attention: [department/division/section name]  
13450 – 104 Avenue, Surrey, BC V3T 1V8, Canada
- (b) The Contractor:  
Attention:

## **MERGER AND SURVIVAL**

32. The representations, agreements, covenants and obligations set out in this Agreement shall survive the delivery of the Goods and payment of the Purchase Price.

## **ENTIRE AGREEMENT**

33. This Agreement, including any other documents expressly included by reference in this Agreement, contains the entire agreement of the parties regarding the provision of the Goods, and no understandings or agreements, oral or otherwise, exist between the parties except as expressly set out in this Agreement. This Agreement supersedes and cancels all previous agreements between the parties relating to the Goods.
34. In the event that the Contractor issues an invoice, packing slip, sales receipt, or any like document to the City, the City accepts the document on the express condition that any terms and conditions in it which constitute terms and conditions which are in addition to or which establish conflicting terms and conditions to those set out in this Agreement are expressly rejected by the City.

## **PARTICIPATING ENTITIES TERMS AND CONDITIONS**

35. Apart from the City of Surrey conducting this solicitation, the municipalities listed below have signified their intent to enter into a contract and participate with the City for this RFQ. These entities are considered participating entities for the purposes of this solicitation and its resulting contracts.

Specific terms and conditions related to each participating entity may be attached below.

Participating entities include:

- Coquitlam
- Port Coquitlam
- Surrey
- West Vancouver

The City and any participating entities reserve the right to competitively solicit additional sources for goods during the contract terms, where deemed to be in the best interests of the City and/or participating entities involved. Further, participating entities may have existing agreements for goods within the scope of this solicitation.

The City and any participating entity reserve the right to award partial Goods categories or not participate in the award if deemed to not be in the best interest of that participating entity.

**SIGNATURE**

36. This Agreement may be executed in one or more counterparts all of which when taken together will constitute one and the same Agreement, and one or more of the counterparts may be delivered by fax transmission or as a pdf file.

**ENUREMENT**

37. This Agreement shall enure to the benefit of and be binding upon the respective successors and permitted assigns of the City and the Contractor.

This Quotation Agreement is executed by the Contractor this \_\_\_\_\_ day of \_\_\_\_\_, 202\_.

**CONTRACTOR**

**I/We have the authority to bind the Contractor.**

\_\_\_\_\_  
(Legal Name of Contractor)

\_\_\_\_\_  
(Signature of Authorized Signatory)

\_\_\_\_\_  
(Signature of Authorized Signatory)

\_\_\_\_\_  
(Print Name and Position of Authorized Signatory)

\_\_\_\_\_  
(Print Name and Position of Authorized Signatory)

This Quotation Agreement is executed by the City of Surrey this \_\_\_\_ day of \_\_\_\_\_, 202\_.

**CITY OF SURREY**

by its authorized signatory:

\_\_\_\_\_  
(Signature of Authorized Signatory)

\_\_\_\_\_  
(Print Name and Position of Authorized Signatory)

## SCHEDULE A – SPECIFICATIONS OF GOODS

### TECHNICAL SPECIFICATIONS

Materials shall meet the requirements specified below. All supplied blanks and blades are preferred to be made of virgin non-recycled materials; alternative blanks and blades made of recycled materials should be indicated within Schedule B. For each alternative product listed, a specification sheet shall be attached to the submission. Blanks and blades supplied shall be in accordance with the current British Columbia Ministry of Transportation Traffic Sign Fabrication Specifications, including the substrate material and the following appropriate requirements:

(a) Aluminum

- Finished sign shall be flat within a maximum allowable deflection of 0.005(D) where 'D' is the maximum dimension of the sign blank in any direction
- Sheet Aluminum shall be nominal thickness of 2 mm (0.081") flat sheet tension leveled
- Sign grade aluminum alloy 5052-H38 conforming to the requirements of ASTM B209M
- Made of non-recycled materials - *preferred*
- Finish – continuous, smooth, uniform

(b) Dimensions

- For shape and dimensions refer to Schedule A-2 Drawings
- The dimensions of the sign blank shall be within 1.5 mm of those specified

### ANTICIPATED QUANTITIES

#### Core Items

Item # (refer to contract drawings)	Item Description	Anticipated Quantity	UOM
<b>BLANKS</b>			
	Dimensions	Thickness	
1A	45 x 30	.081"	350 unit
1B	30 x 45	.081"	2900 unit
2A	60 x 30	.081"	117 unit
2B	30 x 60	.081"	50 unit
3	45 x 45	.081"	128 unit



4A	45 x 60	.081"	905	unit
4B	60 x 45	.081"	50	unit
5A	60 x 60 sq	.081"	250	unit
5B	60 x 60 diamond	.081"	395	unit
6A	60 x 60 stop	.081"	534	unit
6B	75 x 75 stop	.081"	50	unit
7	60 x 75	.081"	650	unit
8A	60 x 60 pentagon	.081"	2	unit
8B	75 x 75 pentagon	.081"	200	unit
8C	75x 75	.081"	as needed	unit
9A	75 x 75 sq.	.081"	100	unit
9B	75 x 75 diamond	.081"	484	unit
10A	triangle	.081"	as needed	unit
10B	90 x 90 yield	.081"	258	unit
11	75 circle	.081"	as needed	unit
12A	37.5 x 60	.081"	as needed	unit
12B	60 x 37.5	.081"	as needed	unit
13A	22.5 x 60	.081"	as needed	unit
13B	22.5 x 60	.081"	as needed	unit
14	30 x 90	.081"	373	unit
15	75 x 75	.081"	34	unit
16	40 x 50	.081"	as needed	unit
17	30 x 30	.081"	90	unit
18	13 x 20	.081"	25	unit
19	36" x 48"	.081"	100	unit
20	45 x 90 (no holes rounded corners)	.081"	14	unit
21	60 x 90 (no holes rounded corners)	.081"	50	unit
22	24x48 (no holes round corners)	.081"	25	unit
23	12x48 (no holes rounded corners)	.081"	100	unit

**BLADES**

Item #	Description	Thickness		
A1	24" - Cut to length complete with Punched Holes.	.125"	58	unit
A2	24" - Cut to length complete with Punched Holes.	.125"	as needed	unit
A3	24" - Cut to length complete with Punched Holes.	.125"	600	unit
A4	24" - Cut to length complete with Punched Holes.	.125"	as needed	unit
B1	24" - Cut to length complete without Punched Holes	.125"	as needed	unit
B2	24" - Cut to length complete without Punched Holes	.125"	as needed	unit
B3	24" - Cut to length complete without Punched Holes	.125"	as needed	unit
B4	24" - Cut to length complete without Punched Holes	.125"	as needed	unit

C1	30" - Cut to length complete with Punched Holes.	.125"	17	unit
C2	30" - Cut to length complete with Punched Holes.	.125"	as needed	unit
C3	30" - Cut to length complete with Punched Holes.	.125"	100	unit
C4	30" - Cut to length complete with Punched Holes.	.125"	as needed	unit
D1	30" - Cut to length complete without Punched Holes	.125"	as needed	unit
D2	30" - Cut to length complete without Punched Holes	.125"	as needed	unit
D3	30" - Cut to length complete without Punched Holes	.125"	as needed	unit
D4	30" - Cut to length complete without Punched Holes	.125"	as needed	unit
E1	36" - Cut to length complete with Punched Holes.	.125"	6	unit
E2	36" - Cut to length complete with Punched Holes.	.125"	as needed	unit
E3	36" - Cut to length complete with Punched Holes.	.125"	as needed	unit
E4	36" - Cut to length complete with Punched Holes.	.125"	as needed	unit
F1	36" - Cut to length complete without Punched Holes	.125"	as needed	unit
F2	36" - Cut to length complete without Punched Holes	.125"	as needed	unit
F3	36" - Cut to length complete without Punched Holes	.125"	as needed	unit
F4	36" - Cut to length complete without Punched Holes	.125"	as needed	unit

### Additional Items

Item	Description	Anticipated Quantity	UOM
<b>Blank</b>			
Q1	60X60 CM TB SQUARE LG CORNERS SCM FE	16	EA
Q2	2'X4' LG CORNERS NO HOLES	0	EA
Q3	30X30 CM 12"X12" LG CORNERS SCM FE	66	EA
Q4	30X45 CM LG CORNERS SCM. FE	42	EA
Q5	4SX22.5 CM 9"X18" LG CORNERS 2.2 CM FE	4	EA
Q6	45X45 CM 18"X18" LG CORNERS SCM FE	4	EA
Q7	45X60 CM 18"X24" LG CORNERS SCM FE	114	EA
Q8	60X30 CM 12X24" LG CORNERS SCM FE	21	EA
Q9	60X60 CM DIAMOND LG CORNERS SCM FE	24	EA
Q10	60X75 CM LG CORNERS 7.SCM FE	25	EA
Q11	60X90CM FOR RB 17 LG CORNERS SB-36	9	EA
Q12	7"X7" SQUARE	55	EA
Q13	75X75 CM 30"X30" LG CORNERS 8.SCM FE	17	EA
Q14	W/WHITE E/G REFLECTIVE ONE SIDE 4'X4'	0	EA
<b>Blade</b>			
R1	1/8"x6" MAILLARDILLE STYLE W/ REFLECTIVE SM CORNERS 2 HOLES .5" FE	3	EA
R2	1/8"x13" MAILLARDVILLE STYLE W/ REFLECTIVE SM CORNERS 2 HOLES .5" FE	3	EA

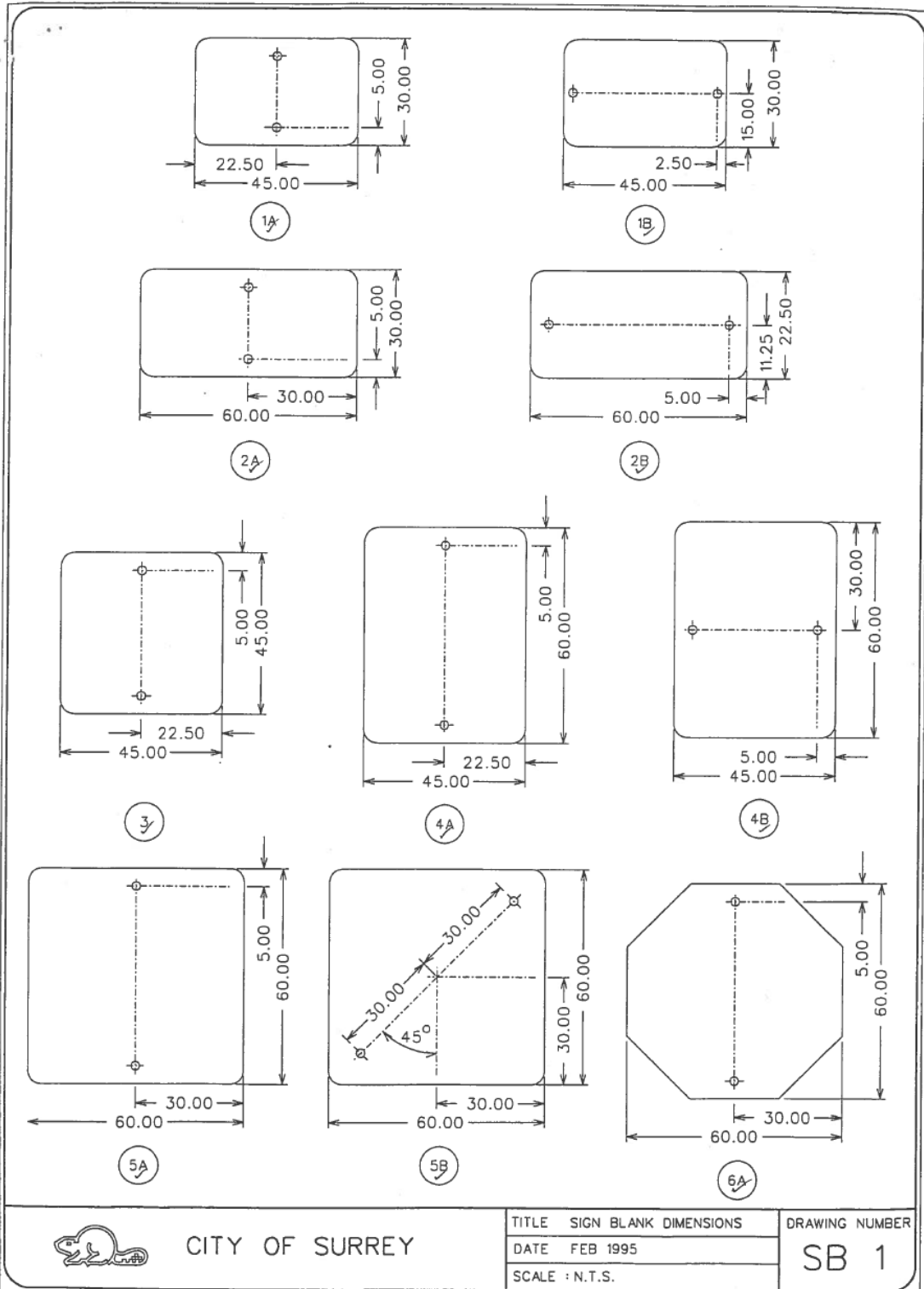
R3	9" X 24" DGW DOUBLE SIDED, .081 (12 GAUGE) LG (1.5" RADIUS CORNERS 4 HOLES (7/16"), 7/16" FE (8" C/C)	136	EA
R4	9" X 28" DGW DOUBLE SIDED, .081 (12 GAUGE) LG (1.5" RADIUS CORNERS 4 HOLES (7/16"), 7/16" FE (8" C/C)	252	EA
R5	9" X 36" DGW DOUBLE SIDED, .081 (12 GAUGE) LG (1.5" RADIUS CORNERS 4 HOLES (7/16"), 7/16" FE (8" C/C)	128	EA
R6	9" X 30" DGW DOUBLE SIDED, .081 (12 GAUGE) LG (1.5 " RADIUS CORNERS 4 HOLES (7/16"), 7/16" FE (8" C/C)	220	EA
R7	9" X 41.5" DGW DOUBLE SIDED, .081 (12 GAUGE) LG (1.5" RADIUS) CORNERS 4 HOLES (7/16"), 7/16" FE (8" C/C)	3	EA

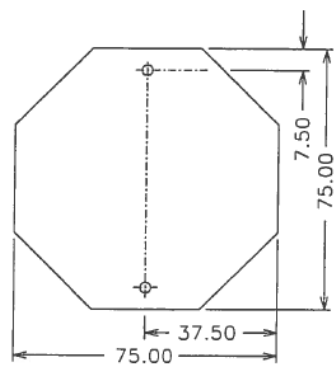
## SCHEDULE A-1 – DELIVERY ADDRESSES

Name & Address (shipping & invoicing, if applicable)	Contact Name & Title Email Address	Telephone No.
<p><b>SHIP TO:</b> District of West Vancouver - Operations Centre 3755 Cypress Bowl Road, West Vancouver, B.C. V7S 3E7</p> <p><b>INVOICE TO:</b> District of West Vancouver - Accounts Payable 750 – 17<sup>th</sup> Street, West Vancouver, B.C. V7V 3T3</p>	<p>Michelle Vodnak <a href="mailto:mvodnak@westvancouver.ca">mvodnak@westvancouver.ca</a> <a href="mailto:mlaut@westvancouver.ca">mlaut@westvancouver.ca</a></p> <p><a href="mailto:accountspayable@westvancouver.ca">accountspayable@westvancouver.ca</a></p>	<p>604-925-7115</p> <p>604-925-7116</p>
<p><b>SHIP TO:</b> City of Coquitlam 500 Mariner Way, Coquitlam, B.C. V3K 7B6</p> <p><b>INVOICE TO:</b> City of Coquitlam - Accounts Payable 3000 Guildford Way, Coquitlam, B.C. V3B 7N2</p>	<p>Alden MacLean Stores Supervisor <a href="mailto:amaclean@coquitlam.ca">amaclean@coquitlam.ca</a></p> <p><a href="mailto:APIInvoices@coquitlam.ca">APIInvoices@coquitlam.ca</a></p>	<p>604-927-6258</p>
<p><b>SHIP TO:</b> City of Port Coquitlam - Operations Centre 1737 Broadway Street, Port Coquitlam, B.C. V3C 2M9</p> <p><b>INVOICE TO:</b> City of Port Coquitlam - Accounts Payable 2580 Shaughnessy Street, Port Coquitlam, B.C. V3C 2A8</p>	<p>Charlie Dalgarno, SCMP Buyer <a href="mailto:dalgarnoc@portcoquitlam.ca">dalgarnoc@portcoquitlam.ca</a></p>	<p>604-927-5487</p>
<p><b>SHIP TO:</b> City of Surrey - Engineering Operations 6645 – 148 148 St., Surrey, B.C. V3S 3C7</p> <p><b>INVOICE TO:</b> City of Surrey- Accounts Payable 13450 – 104 Ave. Surrey, B.C. V3T 1V8</p>	<p>Victor Totten Buyer II <a href="mailto:Victor.Totten@surrey.ca">Victor.Totten@surrey.ca</a></p> <p><a href="mailto:surreyinvoices@surrey.ca">surreyinvoices@surrey.ca</a></p>	<p>604-591-4164</p>

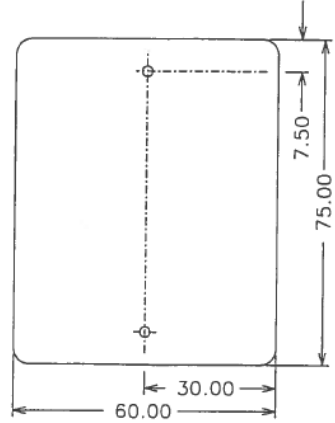
## SCHEDULE A-2 – DRAWINGS

The following drawings are for reference only:

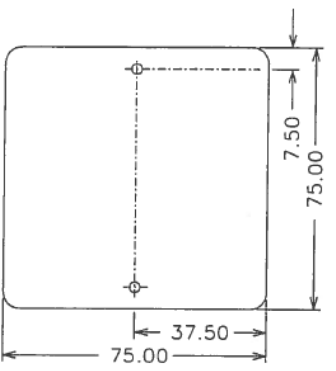




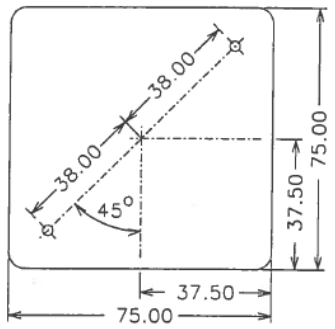
6B



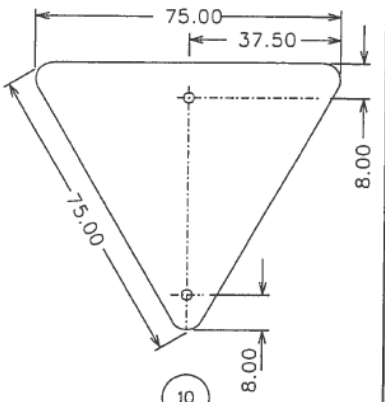
7



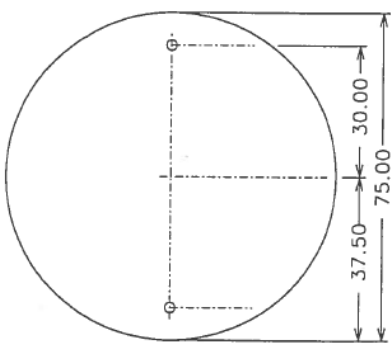
9A



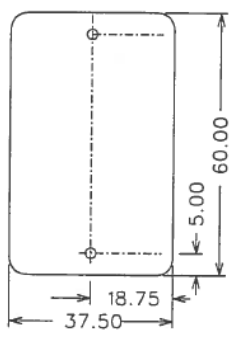
9B



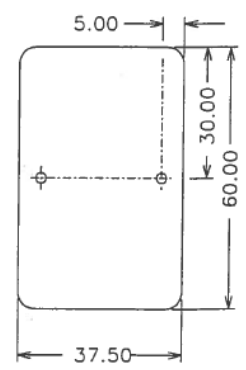
10



11



12A



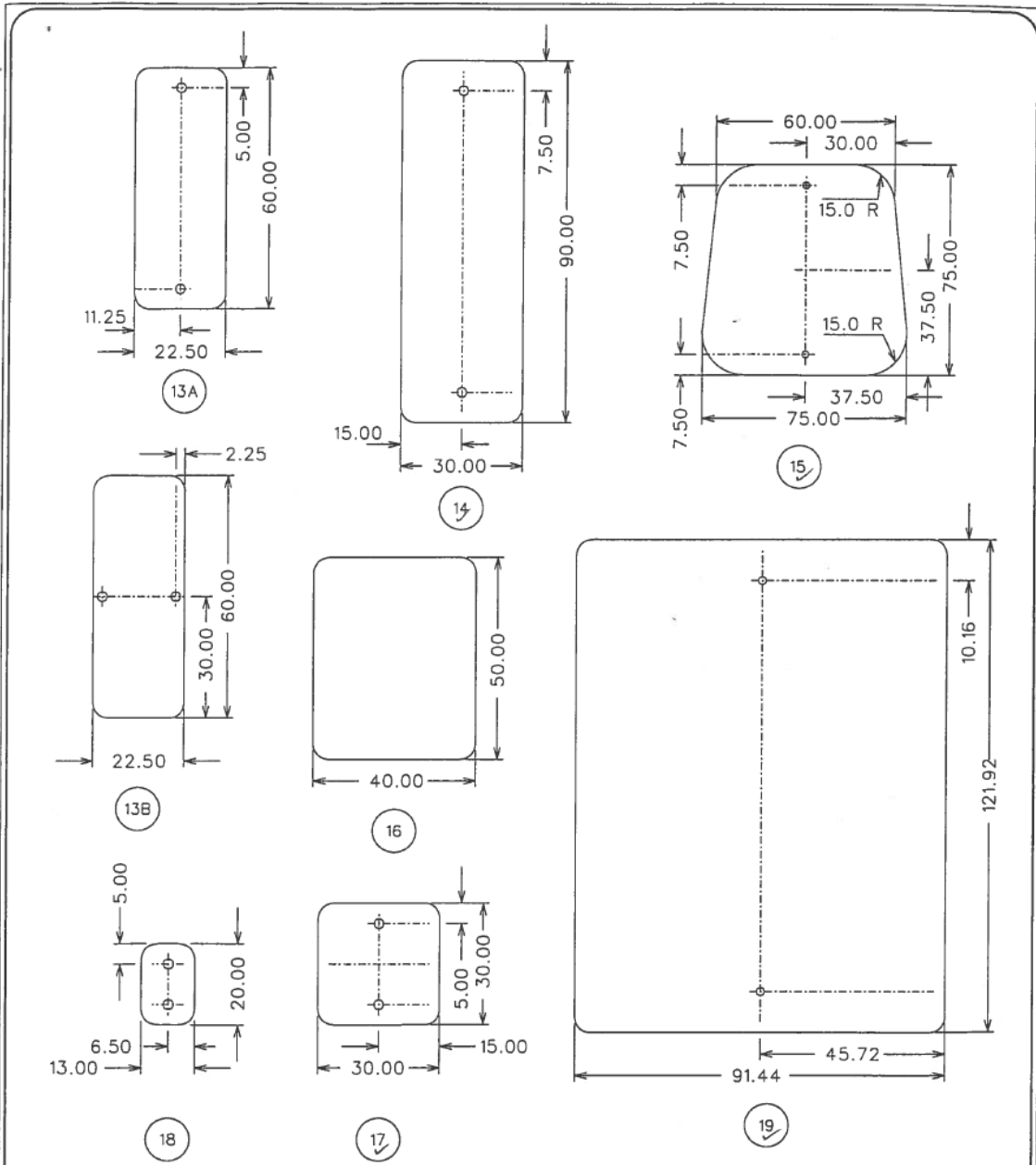
12B



CITY OF SURREY

TITLE	SIGN BLANK DIMENSIONS
DATE	DEC 1998
SCALE	: N.T.S.

DRAWING NUMBER	SB 2
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NOTE :  
 - ALL BOLT HOLES - 12 mm DIAMETER  
 - ALL CORNER RADII - 38 mm  
 - SIGN BLANK No. 1, 5, 9, 12 & 13  
 SUBJECT TO REQUIRED BOLT LOCATIONS  
 AS REQUIRED

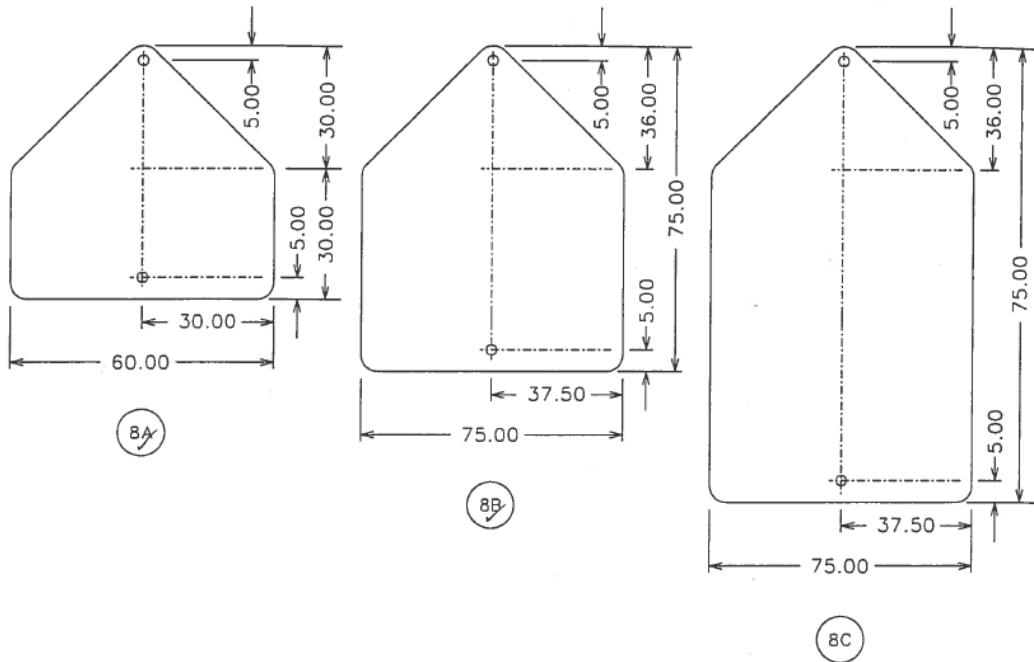
- ITEM 20 30.48 cm x 121.92 cm NO HOLES (\*)
  - ITEM 21 60.96 cm x 121.92 cm NO HOLES (\*)
  - ITEM 22 22.50 cm x 45.00 cm NO HOLES (\*)
- (\*) - ROUNDED CORNERS



CITY OF SURREY

TITLE SIGN BLANK DIMENSIONS  
 DATE FEB 1995  
 SCALE : N.T.S.

DRAWING NUMBER  
 SB 3



CITY OF SURREY

TITLE	SIGN BLANK DIMENSIONS	DRAWING NUMBER
DATE	DEC 1998	SB 4
SCALE	: N.T.S.	





## QUOTATION SCHEDULE B

**RFQ Title: Supply and Delivery Street Sign Blanks & Blades**

**RFQ No.: 1220-040-2022-024**

### CONTRACTOR

**Legal Name:** \_\_\_\_\_

**Contact Person and Title:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Business Telephone:** \_\_\_\_\_

**Business Fax:** \_\_\_\_\_

**Business E-Mail Address:** \_\_\_\_\_

TO:

### CITY OF SURREY

City Representative: Sunny Kaila, Manager, Procurement Services

Email: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)

1. If this offer is accepted by the City, such offer and acceptance will create a contract as described in:
  - (a) the RFQ;
  - (b) the specifications of Goods set out above and in Schedule A;
  - (c) the General Terms and Conditions; and
  - (d) this Quotation; and
  - (e) other terms, if any, that are agreed to by the parties in writing.
  
2. Capitalized terms used and not defined in this Quotation will have the meanings given to them in the RFQ. Except as specifically modified by this Quotation, all terms, conditions, representations, warranties and covenants as set out in the RFQ will remain in full force and effect.
  
3. I/We have reviewed the RFQ Attachment 1 – Quotation Agreement - Goods. If requested by the City, I/we would be prepared to enter into that Agreement, amended by the following departures (list, if any):

**Section**

**Requested Departure(s) / Alternative(s)**

---

---

**Please State Reason For Departure(s):**

---

---

**Changes and Additions to Specifications:**

4. In addition to the warranties provided in Attachment 1 – Quotation Agreement - Goods, this Quotation includes the following warranties:

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5. I/We have reviewed the RFQ Attachment 1 – Quotation Agreement - Goods, Schedule A – Specifications of Goods. If requested by the City, I/we would be prepared to meet those requirements, amended by the following departures (list, if any):

**Section**

**Requested Departure(s) / Alternative(s) / Additions**

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**Please State Reason For Departure(s):**

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**Fees and Payments**

6. The Contractor offers to supply to the City of Surrey the Goods for the prices plus applicable taxes as follows:

**Table A-1: Core Items**

<b>FREIGHT:</b> Freight is to be broken out and indicated in Table B, below.		<b>Payment Terms:</b> A cash discount of ___% will be allowed if invoices are paid within ___ days, or the ___ day of the month following, or net 30 days, on a best effort basis.					<b>Ship Via:</b>					
Item # (refer to contract drawings)	Item Description	Product Manufacturing Name and Number	Lead Time	Anticipated Quantity	U/M	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	
				(a)		(b)	(a) x (b)	(b)	(a) x (b)	(b)	(a) x (b)	
<b>BLANKS</b>												
	Dimensions	Thickness				<b>Initial Term</b>		<b>Option Renewal Year 1</b>		<b>Option Renewal Year 2</b>		
1A	45 x 30	.081"		350	unit	\$	\$					
1B	30 x 45	.081"		2900	unit	\$	\$					
2A	60 x 30	.081"		117	unit	\$	\$					
2B	30 x 60	.081"		50	unit	\$	\$					
3	45 x 45	.081"		128	unit	\$	\$					
4A	45 x 60	.081"		905	unit	\$	\$					
4B	60 x 45	.081"		50	unit	\$	\$					
5A	60 x 60 sq	.081"		250	unit	\$	\$					
5B	60 x 60 diamond	.081"		395	unit	\$	\$					
6A	60 x 60 stop	.081"		534	unit	\$	\$					
6B	75 x 75 stop	.081"		50	unit	\$	\$					
7	60 x 75	.081"		650	unit	\$	\$					
8A	60 x 60 pentagon	.081"		2	unit	\$	\$					

8B	75 x 75 pentagon	.081"			200	unit	\$	\$				
8C	75x 75	.081"			as needed	unit	\$	\$				
9A	75 x 75 sq.	.081"			100	unit	\$	\$				
9B	75 x 75 diamond	.081"			484	unit	\$	\$				
10A	triangle	.081"			as needed	unit	\$	\$				
10B	90 x 90 yield	.081"			258	unit	\$	\$				
11	75 circle	.081"			as needed	unit	\$	\$				
12A	37.5 x 60	.081"			as needed	unit	\$	\$				
12B	60 x 37.5	.081"			as needed	unit	\$	\$				
13A	22.5 x 60	.081"			as needed	unit	\$	\$				
13B	22.5 x 60	.081"			as needed	unit	\$	\$				
14	30 x 90	.081"			373	unit	\$	\$				
15	75 x 75	.081"			34	unit	\$	\$				
16	40 x 50	.081"			as needed	unit	\$	\$				
17	30 x 30	.081"			90	unit	\$	\$				
18	13 x 20	.081"			25	unit	\$	\$				
19	36" x 48"	.081"			100	unit	\$	\$				
20	45 x 90 (no holes rounded corners)	.081"			14	unit	\$	\$				
21	60 x 90 (no holes rounded corners)	.081"			50	unit	\$	\$				
22	24x48 (no holes round corners)	.081"			25	unit	\$	\$				
23	12x48 (no holes rounded corners)	.081"			100	unit	\$	\$				

**BLADES**

Item #	Description	Thickness	Width				Initial Term		Option Renewal Year 1		Option Renewal Year 2	
A1	24" - Cut to length complete with Punched Holes.	.125"	6"		58	unit	\$	\$				

A2	24" - Cut to length complete with Punched Holes.	.125"	7"		as needed	unit	\$	\$				
A3	24" - Cut to length complete with Punched Holes.	.125"	8"		600	unit	\$	\$				
A4	24" - Cut to length complete with Punched Holes.	.125"	12"		as needed	unit	\$	\$				
B1	24" - Cut to length complete without Punched Holes	.125"	6"		as needed	unit	\$	\$				
B2	24" - Cut to length complete without Punched Holes	.125"	7"		as needed	unit	\$	\$				
B3	24" - Cut to length complete without Punched Holes	.125"	8"		as needed	unit	\$	\$				
B4	24" - Cut to length complete without Punched Holes	.125"	12"		as needed	unit	\$	\$				
C1	30" - Cut to length complete with Punched Holes.	.125"	6"		17	unit	\$	\$				
C2	30" - Cut to length complete with Punched Holes.	.125"	7"		as needed	unit	\$	\$				
C3	30" - Cut to length complete with Punched Holes.	.125"	8"		100	unit	\$	\$				
C4	30" - Cut to length complete with Punched Holes.	.125"	12"		as needed	unit	\$	\$				
D1	30" - Cut to length complete without Punched Holes	.125"	6"		as needed	unit	\$	\$				
D2	30" - Cut to length complete without Punched Holes	.125"	7"		as needed	unit	\$	\$				

D3	30" - Cut to length complete without Punched Holes	.125"	8"		as needed	unit	\$	\$				
D4	30" - Cut to length complete without Punched Holes	.125"	12"		as needed	unit	\$	\$				
E1	36" - Cut to length complete with Punched Holes.	.125"	6"		6	unit	\$	\$				
E2	36" - Cut to length complete with Punched Holes.	.125"	7"		as needed	unit	\$	\$				
E3	36" - Cut to length complete with Punched Holes.	.125"	8"		as needed	unit	\$	\$				
E4	36" - Cut to length complete with Punched Holes.	.125"	12"		as needed	unit	\$	\$				
F1	36" - Cut to length complete without Punched Holes	.125"	6"		as needed	unit	\$	\$				
F2	36" - Cut to length complete without Punched Holes	.125"	7"		as needed	unit	\$	\$				
F3	36" - Cut to length complete without Punched Holes	.125"	8"		as needed	unit	\$	\$				
F4	36" - Cut to length complete without Punched Holes	.125"	12"		as needed	unit	\$	\$				
<b>PRICING FOR VRCPG</b>  <b>Currency: Canadian</b>							Initial Term SUBTOTAL	\$	Renewal Option Year 1: SUBTOTAL	\$	Renewal Option Year 2: SUBTOTAL	\$
							GST (5%)		GST (5%)		GST (5%)	
							PST (7%)		PST (7%)		PST (7%)	
							<b>TOTAL:</b>		<b>TOTAL:</b>		<b>TOTAL:</b>	

**Table A-2: Additional Items**

FREIGHT: Freight is to be broken out and indicated in Table B, below.		Payment Terms:			Ship Via:					
		A cash discount of ___% will be allowed if invoices are paid within ___ days, or the ___ day of the month following, or net 30 days, on a best effort basis.								
Item	Description	Product Manufacturing Name and Number	Anticipated Quantity (a)	UOM	Unit Price (b)	Amount (a) x (b)	Unit Price (b)	Amount (a) x (b)	Unit Price (b)	Amount (a) x (b)
<b>SIGN BLANK</b>					<b>Initial Term</b>		<b>Option Renewal Year 1</b>		<b>Option Renewal Year 2</b>	
Q1	60X60 CM TB SQUARE LG CORNERS SCM FE		16	EA	\$	\$				
Q2	2'X4' LG CORNERS NO HOLES		0	EA	\$	\$				
Q3	30X30 CM 12"X12" LG CORNERS SCM FE		66	EA	\$	\$				
Q4	30X45 CM LG CORNERS SCM. FE		42	EA	\$	\$				
Q5	4SX22.5 CM 9"X18" LG CORNERS 2.2 CM FE		4	EA	\$	\$				
Q6	45X45 CM 18"X18" LG CORNERS SCM FE		4	EA	\$	\$				
Q7	45X60 CM 18"X24" LG CORNERS SCM FE		114	EA	\$	\$				
Q8	60X30 CM 12X24" LG CORNERS SCM FE		21	EA	\$	\$				
Q9	60X60 CM DIAMOND LG CORNERS SCM FE		24	EA	\$	\$				
Q10	60X75 CM LG CORNERS 7.SCM FE		25	EA	\$	\$				
Q11	60X90CM FOR RB 17 LG CORNERS SB-36		9	EA	\$	\$				
Q12	7"X7" SQUARE		55	EA	\$	\$				
Q13	75X75 CM 30"X30" LG CORNERS 8.SCM FE		17	EA	\$	\$				
Q14	W/WHITE E/G REFLECTIVE ONE SIDE 4'X4'		0	EA	\$	\$				
<b>BLADE - STREET SIGN</b>					<b>Initial Term</b>		<b>Option Renewal Year 1</b>		<b>Option Renewal Year 2</b>	
R1	1/8"x6" MAILLARDILLE STYLE W/ REFLECTIVE SM CORNERS 2 HOLES .5" FE		3	EA	\$	\$				
R2	1/8"x13" MAILLARDVILLE STYLE W/ REFLECTIVE SM CORNERS 2 HOLES .5" FE		3	EA	\$	\$				
R3	9" X 24" DGW DOUBLE SIDED, .081 (12 GAUGE) LG (1.5" RADIUS CORNERS 4		136	EA	\$	\$				

	HOLES (7/16"), 7/16" FE (8" C/C)									
R4	9" X 28" DGW DOUBLE SIDED, .081 (12 GAUGE) LG (1.5" RADIUS CORNERS 4 HOLES (7/16"), 7/16" FE (8" C/C)		252	EA	\$	\$				
R5	9" X 36" DGW DOUBLE SIDED, .081 (12 GAUGE) LG (1.5" RADIUS CORNERS 4 HOLES (7/16"), 7/16" FE (8" C/C)		128	EA	\$	\$				
R6	9" X 30" DGW DOUBLE SIDED, .081 (12 GAUGE) LG (1.5 " RADIUS CORNERS 4 HOLES (7/16"), 7/16" FE (8" C/C)		220	EA	\$	\$				
R7	9" X 41.5" DGW DOUBLE SIDED, .081 (12 GAUGE) LG (1.5" RADIUS) CORNERS 4 HOLES (7/16"), 7/16" FE (8" C/C)		3	EA	\$	\$				
<b>PRICING FOR VRCPG</b>  <b>Currency: Canadian</b>					Initial Term Subtotal		Renewal Option Year 1 Subtotal		Renewal Option Year 2 Subtotal	
					GST (5%)		GST (5%)		GST (5%)	
					PST (7%)		PST (7%)		PST (7%)	
					<b>TOTAL:</b>		<b>TOTAL:</b>		<b>TOTAL:</b>	



**Table B:**

<b>Participating Member (PM)</b>	<b>Freight per unit to destination</b>	_____	_____
Coquitlam	\$	\$	\$
Port Coquitlam	\$	\$	\$
Surrey	\$	\$	\$
West Vancouver	\$	\$	\$
Mission	\$	\$	\$
<b>PRICING FOR INDIVIDUAL PMs</b>			
<b>Currency: Canadian</b>			

7. I/We the undersigned duly authorized representatives of the Contractor, having received and carefully reviewed the RFQ including without limitation the draft Agreement submit this Quotation in response to the RFQ.

**This Quotation** is offered by the Contractor this \_\_\_\_\_ day of \_\_\_\_\_, 202\_.

**CONTRACTOR**

I/We have the authority to bind the Contractor.

\_\_\_\_\_  
 (Full Legal Name of Contractor)

\_\_\_\_\_  
 (Signature of Authorized Signatory)

\_\_\_\_\_  
 (Print Name and Position of Authorized Signatory)