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|  | SCHEDULE B - QUOTATION |

RFQ Title: **Sun Shade Structures**

RFQ No: 1220-040-2022-040

**CONTRACTOR**

**Legal Name:**

**Contact Person and Title:**

**Business Address:**

**Business Telephone:**

**Business Fax:**

**Business E-Mail Address:**

**CITY OF SURREY**

City Representative: Sunny Kaila, Manager, Procurement Services

E-mail for PDF Files: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)

1.If this Quotation is accepted by the City, a contract will be created as described in:

(a) the Agreement;

(b) the RFQ; and

(c) 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 – Agreement – Goods and Services. 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)**

4. The City requires that the successful Contractor have the following in place **before providing the Goods and Services**:

1. Workers’ Compensation Board coverage in good standing and further, if an “Owner Operator” is involved, personal operator protection (P.O.P.) will be provided,

Workers' Compensation Registration Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

1. Prime Contractor qualified coordinator is Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

1. Insurance coverage for the amounts required in the proposed Agreement as a minimum, naming the City as additional insured and generally in compliance with the City’s sample insurance certificate form available on the City’s Website at [www.surrey.ca](http://www.surrey.ca) search [Standard Certificate of Insurance](http://www.surrey.ca/files/DCT_Standard_Certificate_of_Insurance_2014.docx);

(d) City of Surrey or Intermunicipal Business License: Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

(e) If the Contractor’s Goods and Services are subject to GST, the Contractor’s GST Number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and

(f) If the Contractor is a company, the company name indicated above is registered with the Registrar of Companies in the Province of British Columbia, Canada, Incorporation Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

As of the date of this Quotation, we advise that we have the ability to meet all of the above requirements **except as follows** (list, if any):

**Requested Departure(s):**

5.The Contractor acknowledges that the departures it has requested in Sections 3 and 4 of this Quotation will not form part of the Agreement unless and until the City agrees to them in writing by initialing or otherwise specifically consenting in writing to be bound by any of them.

**Changes and Additions to Specifications:**

6. In addition to the warranties provided in the Agreement, this Quotation includes the following warranties:

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

**Requested Departure(s)**

**Indicative Design Submittal**

8. Each Quotation should be accompanied by an indicative design. The indicative design should represent a full size, conceptual, blueprint type of drawings and detailed engineering drawings of the Goods, representing a level of design sufficient to enable a thorough evaluation of the Contractor’s design concepts. Such drawings should be drawn to scale using a CAD program to ensure accurate and professional drawings. The City may request electronic copies of such drawings.

Contractor should:

(a) show the overall dimensions and configuration of the Goods;

(b) be consistent with the technical and functional requirements set out Schedule A – Specifications of Goods;

(c) provide a narrative that further describes the key features and innovative aspects of the Contractor’s design concept.

**Fees and Payments**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **F.O.B.** Destination Freight Prepaid | | **Payment Terms**:  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 #** | **Specifications / Description** | | | **Amount** |
| 1 | Fraser Heights Recreation Centre: | | | $ |
| Labour: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Materials and Equipment: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 2 | Cloverdale Recreation Centre: | | | $ |
| Labour: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Material and Equipment: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 3 | Guildford Recreation Centre: | | | $ |
| Labour: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Materials and Equipment: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 4 | Newton Recreation Centre: | | | $ |
| Labour: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Materials and Equipment: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 5 | Chuck Bailey Recreation Centre: | | | $ |
| Labour: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Materials and Equipment: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 6 | South Surrey Recreation and Arts Centre: | | | $ |
| Labour: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Materials and Equipment: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 7 | Kensington Prairie Community Centre: | | | $ |
| Labour: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Materials and Equipment: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 8 | Fleetwood Community Centre: | | | $ |
| Labour: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Materials and Equipment: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 9 | Surrey Nature Centre: | | | $ |
| Labour: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Materials and Equipment: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| The Contractor shall furnish all necessary labour, materials, supplies, and transportation necessary to supply and deliver the Good(s) and Services and any spare parts in accordance with this Agreement.  Note: Overheads, General Conditions and Profit are to be included in the above amounts. | | | | |
| CURRENCY: Canadian | | | Subtotal: | $ |
| GST 5%: | $ |
| PST 7%: | $ |
| **QUOTATION PRICE:** | **$** |

**Preliminary Time Schedule:**

10. The Contractor anticipates to supply and deliver the Goods perform the Services that meet the specifications set out in Schedule A – Specifications of Goods and Scope of Services of the Agreement in accordance with the following schedule:

|  |  |  |
| --- | --- | --- |
|  | **Start Date** | **Completion Date** |
| Fraser Height Recreation Centre | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Cloverdale Recreation Centre | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Guildford Recreation Centre | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Newton Recreation Centre | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Chuck Bailey Recreation Centre | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| South Surrey Recreation and Arts Centre | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Kensington Prairie Community Centre | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Fleetwood Community Centre | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Surrey Nature Centre | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Completion Date:**

**Substantial Completion: September 30, 2022.**

**Experience, Reputation and Resources:**

11. Contractor's relevant experience and qualifications in delivering Goods and Services similar to those required by the Agreement (use the spaces provided and/or attach additional pages, if necessary):

12. Contractor's references (name and telephone number) (use the spaces provided and/or attach additional pages, if necessary). The City's preference is to have a minimum of three references. Previous clients of the Contractor may be contacted at the City’s discretion.

13. Contractors should identify and provide the background and experience of all key personnel proposed to provide the Goods and Services (use the spaces provided and/or attach additional pages, if necessary):

**Key Personnel**

|  |  |
| --- | --- |
| Name: |  |
| Experience: |  |
| Dates: |  |
| Project Name: |  |
| Responsibility: |  |

14. Contractors should identify and provide the background and experience of all sub‑contractors and material suppliers proposed to undertake a portion of the Goods and Services (use the spaces provided and/or attach additional pages, if necessary):

|  |  |  |  |
| --- | --- | --- | --- |
| *Description of Goods & Services* | *Sub-Contractors & Material Suppliers Names* | *Years of Working with Contractor* | *Telephone Number and Email* |
|  |  |  |  |
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15. Describe the warranty you offer for the shade structure and related works – minimum 15-year warranty required on the shade panels.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

16. I/We the undersigned duly authorized representatives of the Contractor, having received and carefully reviewed the RFQ and the Agreement, submit this Quotation in response to the RFQ.

**This Quotation** is offered by the Contractor this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2022.

**CONTRACTOR**

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

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Legal Name of Contractor)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature of Authorized Signatory)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Print Name and Position of Authorized Signatory) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature of Authorized Signatory)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Print Name and Position of Authorized Signatory) |