



# Request for Proposal

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## The Supply of Battery Operated Ride on Floor Scrubber

DEADLINE FOR RECEIPT OF PROPOSALS IS:

2:00 P.M. LOCAL TIME

DATE: Monday, December 14, 2009

LOCATION: DEPARTMENT of RECREATION & LEISURE SERVICES

97 Saskatchewan Ave. East

PORTAGE LA PRAIRIE, MANITOBA

R1N 0L8

EXCEPT WHERE EXTENDED BY ADDENDUM, PROPOSALS RECEIVED LATER THAN THE TIME STATED ABOVE WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED

SUBMISSIONS MARKED "The Supply of Battery Powered Ride on Floor Scrubber – "09 PRRA 08"  
MAY BE MADE TO:

Ms. Jenn Sarna  
Director of Recreation & Leisure Services  
City of Portage la Prairie  
97 Saskatchewan Ave East  
Portage la Prairie, MB R1N 0L8

GENERAL ENQUIRIES MAY BE DIRECTED TO:

Mr. Dave Green Parks/Facility Operations Manager  
PHONE: (204) 239-8325

Proposal Package No. \_\_\_\_\_

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## INSTRUCTIONS

### I.1 REQUEST FOR PROPOSAL NUMBER

For our reference, the Request for Proposal Number is 09 PRRA 08

### I.2 PROPOSAL TITLE

The Supply of Battery Powered Ride on Floor Scrubber for the New PCU Centre.

### I.3 PROPOSAL DESCRIPTION/SCOPE

It is the intent of this Request for Proposal that the contractor will supply a Battery Powered Ride on Floor Scrubber for the new PCU Centre in the City of Portage la Prairie, according to listed specifications.

### I.4 TIME AND DATE FOR FINAL RECEIPT OF PROPOSALS

Time and Date Set for Final Receipt of Proposals:

Time: 2:00 p.m. local time

Date: Monday December 14, 2009

At: Portage Regional Recreation Authority Inc. (PRRA)  
97 Saskatchewan Ave East  
Portage la Prairie, MB R1N 0L8

Except where extended by Addendum, Proposals received later than the time stated above will not be accepted and will be returned unopened.

### I.5 GENERAL ENQUIRIES

General enquiries may be directed to:

Mr. Dave Green  
Parks/Facility Operations Manager  
City of Portage la Prairie  
Telephone No.: (204) 239-8325 cell (204) 856-3135

### I.6 PROPSAL BACKGROUND

The PRRA intends to purchase a Battery Powered Ride on Floor Scrubber for our New PCU Centre.

## REQUEST FOR PROPOSAL – 09 PRRA 08

### I.7 PROPOSAL EQUIPMENT REQUIREMENT

The PRRA requests proposals for the Supply of a Battery Powered Ride on Floor Scrubber **equal or better** than the following specifications:

1. Machine shall be a three wheel battery –powered ride on automatic scrubber with cab forward design and ability to scrub and vacuum in one pass.
2. Capable of cleaning polished concrete, rubber skate floor and ceramic tile in one pass.
3. Minimum cleaning width 28” and Maximum 30”
4. Cylindrical Brushes with 3 speeds.
5. Minimum 24 gal (90 litres) solution and 24 gal (90 litres) recovery tank.
6. On board battery charger.
7. Long life battery.
8. Productivity minimum is 35,000 sq.ft. per hour (max theoretical)
9. Maximum Gross weight shall not exceed 1,500 lbs.
10. Machine shall have hour meter, level of solution gauge and battery discharge status gauge.
11. One touch scrubbing control.
12. Vacuum delay shut off.
13. Resettable circuit breaker protection against drive and scrub brush motor overloads.
14. Adjustable Brush down pressure.
15. Body height shall not exceed 52in.
16. Body width with out squeegee shall not exceed 32 in.
17. Body length shall not exceed 60in.
- 18. All taxes and delivery costs to included in final price.**
19. To be delivered to the New PCU Centre Portage la Prairie.

If you have more than one model or manufacture please include multiple RFP's including each unit..

### I.8 PROPOSAL DELIVERABLES

The PRRA requires the Battery Powered Ride on Floor scrubber by January 30, 2010 for the opening of the PCU Centre.

## REQUEST FOR PROPOSAL – 09 PRRA 08

### I.9 PROPOSAL SUBMISSION

The Request for Proposal Submission shall be submitted enclosed in a sealed envelope. The envelope must be clearly marked “The Supply a Battery Powered Ride on Floor Scrubber – 09 PRRA 08” and with the Proposer’s name and address.

Samples or other submissions required to accompany the Proposal Submission may be packaged separately, but shall clearly be marked with the Request for Proposal Number, the Proposer’s name and address, and an indication that the contents are supplemental to his Proposal Submission.

Request for Proposal Submissions shall be submitted no later than the Time and Date Set for Final Receipt of Proposals in clause I.4.

Except where extended by Addendum, Request for Proposal Submissions received after the Time and Date Set for the Final Receipt of Proposals will not be accepted and will be returned unopened.

**Please note the proposal submissions will not be accepted by facsimile transmission.**

### I.10 SIGNATURES

The Proposal Submission shall be signed in accordance with the following requirements:

- 1) If the Proposal is submitted by a sole proprietor carrying on business in his own name, his name shall be printed immediately above his signature; or
- 2) If the Proposal is submitted by a person carrying on business under a name other than his own, his business name shall be printed immediately above his signature; or
- 3) If the Proposal is submitted by a partnership, the full name of the firm or business shall be printed immediately above the signature of the partner or partners who have authority to sign for the partnership; or
- 4) If the Proposal is submitted by a corporation, the full name of the corporation shall be printed immediately above the signature of its duly authorised officers and the corporate seal affixed. If the corporate seal is not affixed to the tender, the signatures shall be witnessed and proof of signing authority shall be provided.
- 5) The signatures of persons bidding must be in their respective handwriting.

Proposals submitted by agents proposing to represent principals must be accompanied by a Resolution of the principals or by an irrevocable Letter of Authority and Direction from the principals in a form satisfactory to the PRRA Solicitor showing that the agents are duly authorised to sign and submit the Proposal Submission on behalf of the principals, which Contract, when so executed, will bind the principals and have the same effect as if it were duly signed by the principals.

### I.11 DISCREPANCIES

Proposers, who find discrepancies or omissions in the Request for Proposal Package or are unsure of the meaning or intent thereof, shall notify the Director of Recreation.

The Director of Recreation will, if deemed necessary, issue Addenda to all Proposers.

Addenda will be issued at least seventy-two (72) hours prior to the Time and Date Set for Final Receipt of Proposals. Proposers are advised to direct all questions or comments to the Director of Recreation at least one

## REQUEST FOR PROPOSAL – 09 PRRA 08

hundred and twenty (120) hours prior to the Time and Date Set for Final Receipt of Proposals to all time for the preparation and distribution of necessary Addenda.

Notwithstanding the generality of the foregoing, the Director of Recreation may extend the Time and Date Set for the Final Receipt of Proposals at any time for cause.

Oral interpretations made to any Proposer shall not affect a modification of any provision of the final Contract Documents.

### I.12 COMPLIANCE WITH LAWS

The supplier or contractor shall comply with and the work shall be in compliance with all laws of the Dominion of Canada, Province of Manitoba, and the By-Laws of the PRRA.

### I.13 TERMINATION OF THE CONTRACT

The PRRA reserves the right to terminate the contract by submitting thirty (30) days notice in writing to the Proposer.

### I.14 OPENING OF PROPOSAL SUBMISSIONS

Proposal Submissions will not be opened publicly.

### I.15 WITHDRAWAL OF PROPOSAL SUBMISSIONS

Suppliers or contractors may withdraw their Proposal Submission without penalty at any time prior to the Time and Date Set for Final Receipt of Proposal submissions.

### I.16 REJECTION OF PROPOSAL SUBMISSIONS

The PRRA may reject a Proposal Submission as informal, if the Proposal Submission is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities.

The PRRA may reject Proposal Submissions that are submitted by suppliers or contractors who, in the judgement of the Director of Recreation, are not qualified to conduct and complete the Work.

The PRRA may reject all or any part of any Proposal Submission and/or waive technical requirements if, in the judgement of the Director of Recreation, the interests of the PRRA so require.

### I.17 PROPOSAL SUBMISSION EVALUATION

The rating of all proposal submissions shall be completed by the PRRA.

Upon determination of the highest rated proposal submission, the Director of Recreation will negotiate a contract with the highest rated supplier or contractor. The PRRA will issue a Purchase Order to cover the cost of the project.

**The lowest cost proposal, or any proposal submission, not necessarily accepted.**

**REQUEST FOR PROPOSAL – 09 PRRA 08**

**I.18 METHOD OF PAYMENT**

Payments shall be made upon completion of the project.

**I.19 AWARD OF CONTRACT**

The PRRA expects to award the Contract, or announce that no award will be made on, or before, December 18, 2009.