



Request for Proposal No. 09 PRRA 07

Request for Proposal

The Supply of 18" Plastic Stacking Chairs

DEADLINE FOR RECEIPT OF PROPOSALS IS:

2:00 P.M. LOCAL TIME

DATE: Wednesday, December 2, 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 Plastic Stacking Chairs – "09 PRRA 07"

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. _____

INSTRUCTIONS

I.1 REQUEST FOR PROPOSAL NUMBER

For our reference, the Request for Proposal Number is 09 PRRA 07

I.2 PROPOSAL TITLE

The Supply of Plastic Stacking Chairs for the New PCU Centre.

I.3 PROPOSAL DESCRIPTION/SCOPE

It is the intent of this Request for Proposal that the contactor will supply 1300 Plastic Stacking Chairs 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: Wednesday December 2, 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 1300 Plastic Stacking Chairs for our New PCU Centre.

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I.7 PROPOSAL EQUIPMENT REQUIREMENT

The PRRA requests proposals for the Supply of 1300 18” plastic stacking chairs **equal or better** than the following specifications:

1. Chairs can be either new or reconditioned with new seat shell and swivel glides.
2. One-piece polyethylene seat shell.
3. Chrome 16 –gauge steel frames with 4 legs and 14 gauge cross members.
4. ¾” Tubular Steel back support.
5. Minimum 10 year warrantee.
6. Colour to be determined at time of order.
7. To be delivered to the PCU centre Portage la Prairie, Manitoba.
8. All taxes and delivery costs to included in final price.

I.8 PROPOSAL DELIVERABLES

The PRRA requires the 1300 18” Plastic Stacking Chairs by January 15, 2010 for the opening of the PCU Centre.

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 Plastic Chairs – 09 PRRA 07” 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

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- 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 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.

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 4, 2009.