



# Request for Proposal

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## The Supply of an Ice Resurfacer

DEADLINE FOR RECEIPT OF PROPOSALS IS:

2:00 P.M. LOCAL TIME

DATE: Monday, October 19, 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 an Ice Resurfacer – "09 PRRA 01"

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 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 01

### I.2 PROPOSAL TITLE

The Supply of an Ice Resurfacer.

### I.3 PROPOSAL DESCRIPTION/SCOPE

It is the intent of this Request for Proposal that the contractor will supply an Ice Resurfacer for the new PCU Center 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, October 19, 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  
Manager – Parks Division  
City of Portage la Prairie  
Telephone No.: (204) 239-8325 cell (204) 856-3135

### I.6 PROPSAL BACKGROUND

The PRRA intends to purchase or lease to purchase an ice resurfacer for its new Recreation Facility, the PCU center. Depending on cost or options the PRRA will either purchase outright or arrange for a lease with a buy out option after 4-5 years.

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### I.7 PROPOSAL EQUIPMENT REQUIREMENT

The PRRA requests proposals for the supply of an **Ice Resurfacer with Duel Ice Pad snow/water capacities** equal or better than the following specifications:

1. Propane Powered engine.
2. 4WD Chassis.
3. Board Brush.
4. Automatic Snow Breaker.
5. Automatic Towel lift.
6. Automatic Transmission/or Hydrostatic
7. Emission Control system
8. Tire wash
9. 4-Wheel Drive Shifter Kit (optional)
10. Restricted Dump Height Kit (optional)
11. 2 extra blades & 2 towels
12. 2 year minimum Warranty
13. Complete with all operation manuals, parts books and on site delivery training.

### I.8 PROPOSAL DELIVERABLES

The PRRA requires an Ice Resurfacer for Jan 1, 2010 for the opening of the main rink at the PCU Center. If a new Ice Resurfacer can not be delivered in that time frame the PRRA will require a loaner machine in good working condition until the new IceResurfacer is delivered at no extra cost.

### 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 of an Ice Resurfacer – 09 PRRA 01” 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 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.

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### 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, October 30, 2009.