



REQUEST FOR QUOTATION

1. INSTRUCTIONS TO BIDDERS

1.1 GENERAL

The Pembroke Public Library (herein after known as the Library) is inviting quotations from interested bidders to design and install the Library shelves in consistent with existing Library shelves

1.2 SUBMISSION OF QUOTATIONS

1.2.1 Bidders shall submit the following, duly completed as part of this quotation request:

- Form of Quotation (pages 7-9)

1.2.2 Quotations shall be clearly marked:

Pembroke Public Library Shelves Contract

and addressed to:

Karthi Rajamani, CEO,

Pembroke Public Library

237, Victoria Street

PEMBROKE, ON K8A 4K5

Email: krajamani@pembrokelibrary.ca

1.2.3 Quotations shall be received at the above address on or before **2:00 pm, Local Time, FRIDAY, April 30, 2021.**

1.2.4 Quotations sealed may be emailed, couriered, or hand-delivered to the above address.

1.2.5 Quotations received by Pembroke Public Library CEO later than specified closing date and time shall not be accepted.

1.3 FORM OF QUOTATION

1.3.1 **All bids must be upon the blank Form of Quotation attached.**

1.3.2 Quotes provided on bidder's stationary shall not be accepted.

1.3.3 The Bidder shall complete the Form of Quotation in ink or in type.

1.4 TAXES, PERMITS, FEES

All prices must be stated in Canadian funds. **Prices quoted shall be the NET COST to the Library (do NOT show list price and discount)** and shall be inclusive of all associated costs i.e. labour, equipment, material, shipping and any other associated costs required to perform the service to the complete satisfaction of the Library. HST shall be extra to bid prices.

1.5 INQUIRIES, DISCREPANCIES, AND OMISSIONS

1.5.1 All inquiries during the quotation period including taking measurement for the shelves shall be directed to:



Karthi Rajamani, CEO, Pembroke Public Library

Phone: 613-732-8844

Email: krajamani@pembrokelibrary.ca

1.5.2 Any bidder finding discrepancies or omissions in this quotation document shall notify the CEO at once.

1.5.3 Misinterpretations of any requirement of the contract documents will not be considered a release of responsibility to complete the work as indicated. If in doubt about intent of documents, contact the CEO before the closing.

1.6 QUOTATION OPENING

Quotations will be opened shortly after closing. There will not be a formal quotation opening.

1.7 INFORMAL QUOTATIONS

Quotations that are incomplete, illegible, conditional or obscure, or which contain additions not called for, reservations, erasures/overwriting/strikeouts, not initialed, alterations or irregularities of any kind, or are not properly signed may be rejected as informal.

1.8 PRICING DISCREPANCIES

Whenever there is a discrepancy between the unit price and the extended price on the bid form, the unit price shall govern and the total price bid shall be adjusted accordingly.

1.9 REFERENCES

If requested, bidders shall provide references that are relevant to the current project in scope and value. The Library will review these references and the Bidder's prior performance on other contracts with the Library and consider same during evaluation of bids. References may be requested during the quotation call or post-bid opening.

1.10 QUOTATION EVALUATION

The following will be taken into consideration in determining the successful bidder:

- Conformity with specified requirements
- Price

1.11 AWARD OF CONTRACT

1.11.1 Award of this contract may be subject to budget approval.

1.11.2 The Library reserves the right to negotiate price or terms with the lowest compliant bidder should the bid price be over the budget allotted for the project, or to cancel and recall the bid.

1.11.3 The lowest or any submission will not necessarily be accepted and the Library reserves the right not to award any contract if it is deemed not to be in its best interest.

1.12 RIGHT TO REJECT

The Library reserves the right to reject quotations from any bidder who in the Library's reasonable opinion are deemed incapable of providing the necessary labour, materials, equipment, financing, and management resources to perform the work in a satisfactory manner.



2. TERMS AND CONDITIONS

2.1 TERMS OF PAYMENT

Payment will be made within 60 days of the project completion date.

2.2 PAYMENT WITHHELD FOR UNSATISFACTORY PERFORMANCE

The Library shall not pay the final invoice to the successful bidder for the work, services, products or materials stated in these documents until the Library is fully satisfied that all terms and conditions stated in these documents and all work, service performed, products or materials delivered shall be deemed to have been completed, installed or delivered to the complete satisfaction of the Library.

2.3 SHIPPING

For those items requiring delivery, they shall be shipped F.O.B. Destination. No additional charges for shipping will be entertained.

2.4 DELIVERY PERIOD

Failure of a bidder to deliver within the time specified or within reasonable time as interpreted by the Library, will constitute authority for the Library to purchase in the open market to replace the commodities not delivered. On all such purchases, the bidder agrees to promptly reimburse the Library for excess costs occasioned by such purchases. Such purchases will be deducted from the contract approximate quantities.

2.5 QUALITY

Goods and service are subject to the Library's inspection and approval at a reasonable time after delivery. If specifications are not met, goods may be returned or services asked to be re-done at seller's expense.

2.6 SATISFACTION OF BIDDER

The submission of a bid shall be deemed proof that the bidder has satisfied him/herself as to all the provisions of the contract which may be encountered, of what materials he/she will be required to supply or any other matter which may enter in the carrying out of the order, and no claims will be entertained by the Library based on the assertion by the bidder that he/she was uninformed as to any of the provisions or conditions intended to be covered by the contract.

2.7 RESERVATIONS FOR REJECTION AND AWARD

The Library reserves the right to accept or reject any/or all bids, to waive irregularities and technicalities and to request rebids on the required services. The Library also reserves the right to waive minor variations to specifications (interpretation of minor variances will be made by the Library's Board).



2.8 BIDDER'S EXPENSE

Bidders are solely responsible for their own expenses in preparing a quotation. If the Library elects to reject all quotations received, the Library will not be liable to any bidder for any claims, whether for costs or damages incurred by the bidder in preparing the quotation, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

2.9 DEFAULT OF BIDDER

If, at any time during the contract period, in the opinion of the Library Board, the bidder does not fulfil the terms and conditions of this contract, the Library shall have the right to terminate this contract forthwith.

2.10 LIABILITY INSURANCE

The bidder shall carry liability insurance in an amount not less than \$2,000,000.00 inclusive per occurrence to cover any possible claim(s) for bodily injury, death and damage to property including loss of use thereof, by third parties due to this operation. The Library shall be named as an additional insured on the policy. This policy must not contain a limitation, exclusion or restriction that would otherwise limit coverage for loss caused by failure to perform. Prior to commencing work, the bidder shall provide to the Library proof of this insurance. This insurance shall be continued in force for the duration of this contract.

2.11 WORKPLACE SAFETY & INSURANCE BOARD (W.S.I.B.)

The bidder shall at the time of entering into any contract with the Library, furnish a satisfactory clearance from W.S.I.B. stating that all assessment or compensation payable to the W.S.I.B. has been paid. The successful bidder further agrees to maintain that good standing throughout the contract period.

2.12 ACCESSIBILITY REGULATIONS FOR CONTRACTED SERVICES

The Integrated Accessibility Standards Regulation requires contracted employees, third party employees, agents and others that provide goods, services or facilities on behalf of the Library to ensure that all individuals performing this work have received training on the Customer Service Standard, the Integrated Accessibility Standards and on the Human Rights Codes as they pertain to persons with disabilities. The Proponent has agreed to be in full compliance with this legislation.

2.13 REMOVAL FROM BIDDER'S LIST

The Library reserves the right to remove from its list of bidders, for an indeterminate period, the name of any bidder who fails to execute or accept a contract or purchase order or for unsatisfactory performance on any previous or current contract held with the Library or if the bidder is currently involved in or responsible for litigation of any kind against the Library.

3. SPECIFICATIONS

3.1 GENERAL

Main Floor Adult Department Shelving

- Remove existing main floor Adult Department metal shelving.
- Install main floor Adult Department natural maple shelving.
- Shelves/products must be in solid natural maple.
- All product must match the existing natural maple shelves in design and durability.
- Must include design plan with the quote.
- All shelving must match existing shelving already in the branch.
- All shelving must be interchangeable with existing shelving. Must be able to add on to the existing shelving in the branch.
- All adjustable shelves are 3/4" thick edge glued solid maple.
- End, mid, top and base panels to be constructed from 1" thick 11-ply solid core, veneered 2 sides. Vertical, top and bottom edged with 1/4" external hardwood edging, edges to be eased.
- Front Edge: 3/4" thick x 2 1/2" high fascia - tongue and grooved to top.
- All gables (uprights) are 1" plywood core with a 1/4" solid maple nosing on all exposed surfaces including the top.
- All back panels are 1/4" maple printed hardboard.
- All shelves are adjustable every 1 1/4" on concealed hardware.
- Finish is a furniture grade lacquer in a natural finish as follows:
 - Polish and sand all components.
 - The furniture will then undergo the following finishing procedure:
 - Apply a uniform coat of sanding sealer and allow to dry.
 - Sealer will be lightly sanded using 240 grit silicon paper.
 - A catalytic lacquer of 34-45-degree sheen is evenly applied and allowed to dry under factory-controlled conditions.
- 4" swivel concealed casters for mobile units.
- Mobile units must have concealed steel frame underneath base to keep units straight and square
- Benches are an integral part of each range and constructed the same as the shelving with an 18" height. There is a storage area below with kick plate to match. Cushion is 2" thick in same style as existing and is added on to the new base. Fabric to match existing.
- All existing metal shelving to be dismantled and disposed of by shelving contractor.
- Contractor must have at least 5 years' experience in dealing with Public Libraries and provide references if required.
- Installation will occur over a 3-5-day period to allow for book movement.

3.2 SPECIAL REQUESTS

The bidder may be called upon for special requests such as to remove existing metal shelves from the Library.



3.3 INVOLVEMENT OF OTHERS

The successful bidder will be required to work/liaise with the Library CEO and with the employees with respect to this contract.



Pembroke Public Library

FORM OF QUOTATION

Library Shelving -2021

Item # A (Single sided wall shelving)

- (1) 1) single faced range 10" deep x 65" wide x 72" high made up of (2) 10" x 32 1/2" bays.
 - (1) single faced range 10" deep x 93" wide x 72" high made up of (2) 10" x 36" bays and (1) 10" x 20" bay.
 - (1) single faced range 10" deep x 95" wide x 72" high made up of (2) 10" x 36" bays and (1) 10" x 22" bay.
 - (1) single faced range 10" deep x 94" wide x 72" high made up of (2) 10" x 36" bays and (1) 10" x 20" bay.
 - (1) single faced range 10" deep x 91" wide x 72" high made up of (3) 10" x 30" bays.
 - (1) single faced range 10" deep x 104" wide x 72" high made up of (2) 10" x 36" bays and (1) 10" x 32" bay.
 - (1) single faced range 10" deep x 218" long x 72" high made up (6) 10" x 36" bays.
- All 10" deep bays are set up with (6) openings. (5 shelves)**
-All walls are approx. measurements
-Please take your own site measurements

Subtotal A:



Item #B (Double sided fixed shelving)

- (1) double faced range 19 ½" deep x 290" long x 72" high made up of (14) 10" x 36" bays and (1) bench
- (1) double faced range 19 1/2" deep x 24" long x 72" high made up of (2) 10" x 24" bays.
- (2) double faced ranges 19 ½" deep x 142" long x 72" high one made up of (6) 10" x 36" bays and a bench and the other (8) 10" x 36" bays.
- (1) double faced range 19 ½" deep x 326" long x 72" high made up of (16) 10" x 36" bays and (1) bench.
- (1) double faced range 19 ½" deep x 102" long x 72" high made up of (4) 10" x 36" bays and (2) 10" x 24" bays.
- (1) double faced range 19 ½" deep x 142" long x 72" high made up of (6) 10" x 36" bays and a bench.
- (1) double faced range 19 ½" deep x 254" long x 72" high made up of (12) 10" x 36" bays and (1) bench.
- All bays are set up with (5) openings. (4 shelves)
- Measurements are approx.. please measure between columns
- Benches have a storage shelf underneath the cushion to match existing
- Provide (10) extra 10 x 36" adjustable shelves.

Subtotal B:



Item # C (Double sided mobile shelving)
-(2) double faced mobile units 23 ½" deep x 37" long x 60" high each made up of (2) 12" x 36" bays.
Subtotal C:

Subtotal A + B + C =
HST=
TOTAL PRICE:

SPECIAL REQUESTS



OFFERED BY:

COMPANY:

(Name)

(Street Address)

(City, Province, Postal Code)

(Telephone No.)

(Fax No.)

(Email Address)

SIGNATURE:

(I have the authority to bind the company)

PRINT NAME & POSITION:

DATE:
