

Name and Address of Firm Quoting



Canada's Tournament Capital

City of Kamloops
Purchasing Division
Telephone: 250-828-3504
Facsimile: 250-828-3390

Date: _____

**CITY OF KAMLOOPS
REQUEST FOR
FAX QUOTE**

Quotation No: 113-10
Closing Time: 2:00 p.m.
Closing Date: 2010 April 13

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT
	Supply and Deliver Fertilizer as per attached specifications and terms. Carry forward sub-total total from attached schedule of quantities. Fax in all pages of this request. All enquiries to Shawn Cook, 250-828-3695.			
		SUBTOTAL	\$	_____
		P.S.T.	\$	_____
		G.S.T.	\$	_____
		Net Total Price F.O.B. City of Kamloops	\$	=====

Quotations subject to conditions stated on page two

Signature of Person Authorized to sign Quotation

J. Dickenson, CPPB
Purchasing Coordinator
City of Kamloops

Name and Title of Person Above (Please Print)

Telephone No: _____

Fax No: _____

CITY OF KAMLOOPS
TERMS AND CONDITIONS - QUOTATIONS AND TENDERS

GENERAL (Applies to all quotations and tenders for the supply of goods and services.)

1. **THE LOWEST, OR ANY QUOTATION/TENDER NOT NECESSARILY ACCEPTED.** The City of Kamloops may accept any quotation/tender in whole or in part, unless otherwise stipulated.
2. Bidder will be advised of acceptance or rejection within a reasonable time following receipt of bid.
3. The City of Kamloops reserves the right to waive minor defects and/or technicalities which, in the opinion of the City, do not materially alter the specifications of the contract.
4. The City of Kamloops shall not be responsible for the costs incurred by the bidder in preparing and submitting the bid.
5. Contractors and suppliers wishing to do business with the City of Kamloops agree to resolve any differences through the City of Kamloops' dispute resolution procedure. Contractors and suppliers who choose to use a public forum to air any differences run the risk of being removed from the preferred vendor list and may be prevented from doing business with the City of Kamloops.
6. **QUOTES TO BE FAXED TO 250-828-3390 BEFORE 2:00 P.M. ON CLOSING DATE SHOWN. THE CITY OF KAMLOOPS ASSUMES NO RESPONSIBILITY FOR TRANSMISSION PROBLEMS.**
7. Only successful vendors only will be advised of bid results (in writing). Bid awards will be posted on the City's website, www.kamloops.ca. All bidders are encouraged to visit this web page for bid awards, opportunities, and general purchasing information.

GOODS

8. **ALL GOODS SHALL BE QUOTED F.O.B. KAMLOOPS, UNLESS OTHERWISE SPECIFIED.**
The City of Kamloops will consider offers on products, projects, and services that are environmentally preferred. The City recognizes that procurement decisions by its employees can make a difference in pursuit of improving environmental performance and as such support the purchase of products, projects, and services that will minimize the negative impact on the environment when they are practical and can be obtained at a reasonable cost. The entire statement can be viewed at www.kamloops.ca/purchasing.
9. The bid shall be deemed to be a continuing offer to supply the items as listed thereon at the quoted prices for the period specified and as ordered by the City of Kamloops from time to time.
10. Each order issued by the City of Kamloops shall constitute a contract binding upon the accepted quotation/tender for the supply of the items specified thereon at the quoted prices and upon the conditions set out herein.
11. No goods are to be delivered without an Official City of Kamloops Purchase Order Number.
12. The City of Kamloops reserves the right to cancel any order if not filled within a reasonable time of the order, and in accordance with the terms specified.
13. Any items of an Electrical or Mechanical nature, must bear Canadian Standards Association or such local approval as required under Provincial and Municipal Laws and Regulations governing the sale and usage of such equipment.
14. City of Kamloops terms shall apply unless otherwise stipulated by the successful bidder and agreed to by the City. Payment terms are 30 days from receipt of invoice.
15. **IMPORTANT:** All materials delivered shall be subject to our inspection and approval, notwithstanding prior payment to obtain cash discount. Vendor to pay all transportation charges both ways on rejected materials. In the case of default or rejection the City of Kamloops reserves the right to purchase in the open market and hold the vendor responsible for any excess cost occasioned thereby. Should any violation of specifications in contract occur, the City of Kamloops may cancel the contract and remove the vendor from the bidding list. **WHERE APPLICABLE, MATERIAL BID MUST MEET CITY SPECIFICATIONS AND BE ON THE APPROVED MATERIALS LIST AS DETAILED IN THE CITY SPECIFICATION DOCUMENT.**
16. Seller warrants title to commodities supplied by him/her, and warrants them free from any and all defects, imperfections, suits, claims, demands, expenses, patent infringements, liens or other charges of any nature whatsoever and will indemnify and hold the City of Kamloops harmless therefrom.

SERVICES

17. The City of Kamloops Contractors Coordination Program requires that before a contractor can be hired to do work for the City of Kamloops, the following information must be on file:
 - A copy of your current WorkSafeBC Clearance Letter.
 - A copy of your current City of Kamloops business licence.
 - A copy of your insurance acceptable to the City of Kamloops.
 - An up-to-date copy of your Occupational Health and Safety Program acceptable to the City of Kamloops.
 - For companies with more than 20 employees, the City will require a copy of the contractor's Occupational Health and Safety Program for review to ensure that it meets the criteria set by the WorkSafeBC Regulation 3.3. The manual must also contain safe work procedures regarding the type of work the contractor is being hired to do.
 - For companies with less than 20 employees, there must be proof that employees have been properly trained in the work they have been hired to do and evidence there is a commitment to safety by the contractor.

Specifications

The annual estimates listed herein serve as a contract with the City of Kamloops.

The City of Kamloops reserve the right to either increase or decrease order quantities based on operational requirements which may fluctuate from one year to the next.

A. City of Kamloops Requirements:

The fertilizer order must be shipped to the City of Kamloops Public Works Centre, within 3 weeks of receiving the “Notice of Award”.

1. Fertilizer shall meet or exceed the requirements of the Canada Fertilizer Act.
2. All fertilizer shall be in granular form, dry, free flowing, free of dusts or other deleterious materials and contain no filler. The City reserves the right to have a bag or bags of unopened fertilizer tested by an independent laboratory to ensure the guaranteed analysis is achieved.
3. Fertilizer shall be packaged in uniformly sized 25 kg or 22.68 Kg poly-lined bags. Each bag shall be clearly labeled with the guaranteed minimum analysis, coverage rates, handling precautions and first aid instructions. Product Material Safety Data sheets must be included with shipping documents.

The proponent has to be able to supply an optional 1000 kg tote bulk bags as the City of Kamloops may have a new Fertilizer Spreader at the end of May that can accommodate this and the proponent would have to possibly supply these bulk bags.

4. Bags shall be shipped shrink-wrapped on non-refundable pallets.
5. All bids **must** come with Specification and Technical Data Sheets for bids to be considered.
6. Deliveries shall be made to the Public Works Centre, Kamloops, BC, 955 Concordia Way, V2C 6V4 within three (3) weeks from the “Notice of Award” and at the predetermined delivery dates. A minimum of 24 hours notice is required prior to shipping. Fertilizer will only be received Monday-Friday between the hours of 8:00 am and 2:00 pm, excluding holidays.
7. The City reserves the right to increase, decrease or cancel the specified quantities shown in this tender, within two weeks of the specified shipping dates.

B. Fertilizer Description & Quantities

1. Fertilizer #1 - 30-3-18

Amount required: 15,000 Kg

Analysis:

- Nitrogen (N) Max. 30%
Exclusive source of either Polymer Coated or Methylene Coated Urea (minimum 40% slow release)
- Available Phosphoric Acid (P2O5) Min. 3%
- Soluble Potash (K2O) Min. 15%
- Micro-Nutrients - Iron Min. .105 %

2. Fertilizer #2 - 30-3-15

Amount required: 15,000 Kg

Analysis:

- Nitrogen (N) Max. 30%
Exclusive source of either Polymer Coated Urea or Methylene Coated Urea (minimum 40% slow release)
- Available Phosphoric Acid (P2O5) Min. 3%
- Soluble Potash (K2O) Min. 15%
- Micro-Nutrients - Iron Min. 1.3%

3. Fertilizer #3 - 23-3-23

Amount required: 10,000 Kg

Analysis:

- Nitrogen (N) Max. 23%
Exclusive source of Methylene Urea coating ammonium sulphate (minimum 50% slow release)
- Available Phosphoric Acid (P2O5) Min. 3%
- Soluble Potash (K2O) Min. 23%
- Micro-nutrients - Iron Min. 2.00%
- Zinc Min. 0.13%

4. Fertilizer #4 - 13-26-6

Amount required: 1000 Kg

Analysis:

- Nitrogen (N) -25% organic based 13%
Exclusive source Polymer Coated Urea (minimum 50% slow release)
- Available Phosphoric Acid (P2O5) 26%
- Soluble Potash (K2O) 6%
- Sulfur (S) 1.17%
- Magnesium (Mg) 0.60%
- Micro nutrients - Iron 0.3%
- Calcium 0.80%
- Zinc 0.23%

Part C: Bidders must complete this form and sign it.

Print Name of Firm/Company _____

To Supply and Deliver Fertilizer pursuant to all terms and conditions outlined in PARTS A and B herein, FOB Kamloops, freight charges included in the total tendered amount(s) shown below, unless otherwise stated.

Annual Estimated Quantities	Fertilizer Description	Price per kg	Extended Price
City of Kamloops requirements:			
18,000 Kg	30-3-18	\$	\$
15,000 Kg	30-3-15	\$	\$
10,000 Kg	23-3-23	\$	\$
1000 Kg	13-26-6	\$	\$
Optional 1000 Kg Bulk Bags			
18	30-3-18	\$	\$
15	30-3-15	\$	\$
10	23-3-23	\$	\$
Sub-Total			\$
		PST	\$
GST	\$		
Total Tendered Price	\$		

Bidders are reminded to complete the pricing section shown above in order to be considered.

Name of Firm Bidding: _____

Authorized Signature: _____

Print Name _____

State Capacity (see Bid Signing): _____

Address: _____

City: _____

Postal Code: _____

Phone/Fax #: _____

Email _____
