

INSTRUCTIONS TO BIDDERS

1.0 Submission

- 1.1 Responses to this Quotation (the Bid) can be delivered to the Purchasing Services Section for the Corporation of the District of Saanich ("District").
- 1.2 The envelope should be marked with the name of the Bidder submitting the Bid, the Quotation Title, Number, Closing Date and Time.
- 1.3 Dropping off your Bid package you may use the mailbox at the main entrance of the Saanich Municipal Hall, 770 Vernon Avenue or call the reception at 250-475-1775 to drop off your documents.
- 1.4 Email to purchase@saanich.ca. Emailed bids are not considered confidential. The subject line should include the Quotation No.

2.0 Bid

- 2.1 The highest or any Bid will not necessarily be accepted.
- 2.2 Saanich reserves the right to award this order in part or in full, on the basis of Bids received unless the Bidder specifies that its Bid is valid only for the complete order.

3.0 Enquiries

- 3.1 Enquiries regarding submission requirements should be directed to:
Melody Liu, Office of Purchasing Services Email: purchase@saanich.ca
- 3.2 The District, its agents and employees shall not be responsible for any information given by way of verbal communication.
- 3.3 Any questions that are received by the District that affect this Quotation may be issued as addenda by the District.

4.0 Pricing

The Bidder must show all pricing information in accordance with the section Pricing Information. Unit pricing will not be voluntarily made available as public information. Pricing is to be in Canadian Funds.

5.0 Payment Terms

A cheque or money order for the amount of the bid should accompany the submission of the quotation form to guarantee the bid. This deposit will be returned to the unsuccessful Bidders immediately after the award has been made.

6.0 Awards

In the event that only one eligible Bid is received, and/or Bid(s) are considered unacceptable, this Bid may be cancelled or re-issued without any change to the specifications.

7.0 Acceptance

All Bids received by the District are subject to acceptance within SIXTY (60) days after Closing Date.

8.0 Quality of Goods or Services

The District is selling these items on an "as is" basis. The District makes no representations or warranties as to the fitness, quality, suitability or state of repair of these items and accepts no responsibility whatsoever for any damages, loss, repairs, action, suits claims arising out of the failure, breakdown or use of these items.

9.0 Solicitation

If any director, officer, employee, agent or other representative of a Bidder makes any representation or solicitation to any Mayor, Councilor, officer or employee of the District with respect to the Quotation, whether before or after the submission of the Quotation, the District shall be entitled to reject or not accept the Quotation.

10.0 No Claim for Compensation

Except as expressly and specifically permitted in these Instruction to Bidders, no Bidder shall have any claim for any compensation of any kind whatsoever, as a result of participating in this Quotation, and by submitting a Bid each Bidder shall be deemed to have agreed that it has no claim.

11.0 Moving and Transportation

Moving and transportation costs will be the responsibility of the successful Bidder and must be completed within 10 (ten) working days from the date of award.

12.0 Freedom of Information

All Quotations become the property of the District upon submission and will not be returned to the Bidders. Bidders must be aware that the District is a public body subject to the provisions of the Freedom of Information and Protection of Privacy Act. Quotations will be held in confidence by the District, subject to the provisions of the Freedom of Information and Protection of Privacy Act, or unless otherwise required by law.

13.0 Cancellation

The District reserves the right to cancel this Quotation at any time and for any reason, and will not be responsible for any loss, damage, cost or expense incurred or suffered by a Bidder as a result of that cancellation.

14.0 Addenda

Any and all addenda to this Bid opportunity will be posted on the District website. It is the sole responsibility of the Bidder to make sure that they are in receipt of all addenda prior to the Closing Date and Time.

PRICING INFORMATION

- Bidders are required to complete the following Pricing Table.

PRICING TABLE				
ITEM	QTY	UNIT	DESCRIPTION	PRICE
<p>Item 1.0 - 4.0 may be viewed <u>by appointment only</u> by contacting Kam Rad, Saanich Commonwealth Place, 4636 Elk Lake Road, Victoria, BC at Ph: 250-475-7613. Hours of viewing are Sunday-Thursday 8:00 a.m. to 3:00 p.m.</p>				
1.0	1	ea	<p>Precor Upright bike UBK 885 (Commercial Grade) SN# AYZGD15130001</p> <ul style="list-style-type: none"> • Purchased in 2013 • Good condition: normal signs of wear and tear • Serviced yearly by Contract Company <p>Note: Minimum Bid of \$350</p>	\$ _____
2.0	1	ea	<p>Precor Upright bike UBK 885 (Commercial Grade) SN# AYZGD15130002</p> <ul style="list-style-type: none"> • Purchased in 2013 • Good condition: normal signs of wear and tear • Serviced yearly by Contract Company <p>Note: Minimum Bid of \$350</p>	\$ _____
3.0	1	ea	<p>Precor Upright bike UBK 885 (Commercial Grade) SN# AYZGD15130008</p> <ul style="list-style-type: none"> • Purchased in 2013 • Good condition: normal signs of wear and tear • Serviced yearly by Contract Company <p>Note: Minimum Bid of \$350</p>	\$ _____
4.0	1	ea	<p>Precor Upright bike UBK 885 (Commercial Grade) SN# AYZGD15130011</p> <ul style="list-style-type: none"> • Purchased in 2013 • Good condition: normal signs of wear and tear • Serviced yearly by Contract Company <p>Note: Minimum Bid of \$350</p>	\$ _____
<p>Item 5.0 - 7.0 may be viewed <u>by appointment only</u> by contacting Helen Clark, Cedar Hill Recreation Centre at Ph: 250-475-7126. Hours of viewing are Monday – Friday 9:30 am – 3:30 pm.</p>				
5.0	1	ea	<p>Life Fitness Cross Trainer Discover SI Domestic 95X (Elliptical) (Commercial Grade) SN# ASX114297</p> <ul style="list-style-type: none"> • Purchased in 2015 • Good condition: normal signs of wear and tear • Serviced yearly by Contract Company <p>Note: Minimum Bid of \$400</p>	\$ _____

6.0	1	ea	Life Fitness Cross Trainer Discover SI Domestic 95X (Elliptical) (Commercial Grade) SN# ASX114391 <ul style="list-style-type: none"> • Purchased in 2015 • Good condition: normal signs of wear and tear • Serviced yearly by Contract Company Note: Minimum Bid of \$400	\$ _____
7.0	1	ea	Life Fitness Integrity Stair Climber Domestic CLSS SN# LSS108187 (Commercial Grade) <ul style="list-style-type: none"> • Purchased in 2015 • Good condition: normal signs of wear and tear • Serviced yearly by Contract Company Note: Minimum Bid of \$350	\$ _____
Item 8.0 - 9.0 may be viewed <u>by appointment only</u> by contacting Deanna Roch or Dan Atagi, Gordon Head Recreation Centre at Ph: 250-475-7100. Hours of viewing are Monday – Friday 9:30 am – 3:30 pm.				
8.0	1	ea	Precor Upright bike UBK 885 (Commercial Grade) SN# AYZGD11130011 <ul style="list-style-type: none"> • Purchased in 2013 • Good condition: normal signs of wear and tear • Serviced yearly by Contract Company Note: Minimum Bid of \$350	\$ _____
9.0	1	ea	Precor Upright bike UBK 885 (Commercial Grade) SN# AYZGD1113015 <ul style="list-style-type: none"> • Purchased in 2013 • Good condition: normal signs of wear and tear • Serviced yearly by Contract Company Note: Minimum Bid of \$350	\$ _____
Sub-Total				\$ _____
GST				\$ _____
TOTAL COST				\$ _____

Signing this document and submitting a bid acknowledges acceptance of the conditions as presented above.

Bidder's signature

Date

(Please Print)