



**THE CORPORATION OF THE DISTRICT OF SAANICH
OFFICE OF PURCHASING SERVICES**

770 Vernon Avenue, Victoria, BC V8X 2W7
Telephone: (250) 475-1775 Fax: (250) 475-5460
Email: purchase@saanich.ca

SALE OF SURPLUS EQUIPMENT

TITLE: Sale of Surplus Equipment –Cardio Equipment		No. Q 45/20	
Buyer:	Melody Liu	PAGE:	1 of 3 + (attachment)

CLOSING DATE AND TIME: October 21st, 2020 at 3:00 P.M.

NAME OF PERSON SUBMITTING BID

EMAIL ADDRESS

SIGNATURE

ADDRESS

CITY & POSTAL CODE

DATE

TELEPHONE #

FAX #

SUB-TOTAL	\$
GST	\$
TOTAL COST	\$

NOTE: Bid Response may not be accepted unless properly signed and **SUBMITTED ON THIS FORM.** Qualifying clauses or exceptions may result in rejection of the Bid Response.

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.

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, Councillor, 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 Addendums

Any and all addendums 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 addendums 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 - may be viewed <u>by appointment only</u> by contacting Helen Clark, Cedar Hill Recreation Centre, 3220 Cedar Hill Rd, Victoria, BC at Ph: 250-475-7126 or email: helen.clark@saanich.ca. Hours of viewing are Tuesday-Saturday 9:30 a.m. to 5:00 p.m.</p>				
1.0	1	ea	<p>Stairclimber – Life Fitness Integrity Domestic (LSS108203) (Commercial Grade)</p> <ul style="list-style-type: none"> Purchased in 2015 Good condition: normal signs of wear and tear and minor scratches Serviced yearly by Contract Company <p>Note: Minimum Bid of \$1,000.00</p>	\$ _____
<p>Item 2.0 - 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>				
2.0	1	ea	<p>Precor URB 835 Up Right Bike (Commercial Grade)</p> <ul style="list-style-type: none"> Purchased in 2013 Good condition: normal signs of wear and tear and minor scratches. Serviced yearly by Contract Company <p>Note: Minimum Bid of \$800.00</p>	\$ _____
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)