

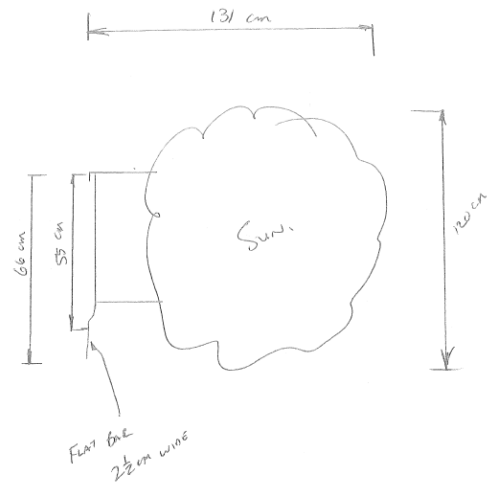
**Town of South Bruce Peninsula
Admin 2017-06
Request for Quotation – Winter Lighted Decorations**



The Town of South Bruce Peninsula (the Town) is requesting quotations for the supply of lighted decorations which will be affixed to hydro poles in South Bruce Peninsula and will have a winter theme.

Quotations are being accepted with the following being requested to be considered:

- The winter decorations should be white lighted snowflakes or similar winter design (snowflakes are preferred however we will entertain other winter design)
- The decorations and bracket will be approximately 131 cm wide and 120 cm high
- There are currently summer lighted decorations which are attached with a flat bar which is 2 ½ cm wide (see picture and diagram below for current decoration – provided to show size and mounting method)
- The Town would like to order 10 (ten) winter lighted decorations (dependent upon price)



Bidders will provide a quotation which includes at minimum:

- The price per lighted decoration (assume that the Town would like to order 10)
- The cost for delivery
- The cost for mounting hardware
- Any other costs or fees which will be charged
- The HST as a separate line item
- A detailed description of the material the decoration will be made of
- The delivery date
- Any warranty
- A photo of the decoration being quoted

The quotation should also include the signed "Statement by Bidder" document attached to this Request for Quotation.

Quotations on the bidder's own letterhead must be received by the undersigned no later than 12:00 noon on November 16, 2017. Please email quotations to sbpen@bmts.com. The Town reserves the right that we may not consider any quotation provided after the bid date.

The Town reserves the right of award or non-award subject to any factor deemed appropriate by the Town. Quotations will be evaluated based upon the following criteria:

Category	Percentage
Price	40%
Delivery Date	15%
Warranty	10%
Decoration Look/Material	30%
Inclusion Statement by Bidder	5%
Total	100%

Any or the lowest quotation not necessarily accepted. Please be advised that the submission of a quotation should not be taken nor construed to constitute any contract or agreement for any work. The Town policies and procedures (including the Purchasing Policy) must be adhered to in all instances. The Town of South Bruce Peninsula contracts, quotes and tenders are subject to the MASH Annex.

Quotations may be discussed in open meetings and therefore, the bidder should indicate clearly and give reasons outlining their position if there are any portions of the quotation submission which are considered confidential. At minimum, those items required by the Town to be included in the quotation bid as indicated herein shall not be considered confidential.

Issued this 6th day of November, 2017.

Angie Cathrae
Manager of Legislative Services/Clerk
Town of South Bruce Peninsula
315 George Street, PO Box 310
Warton ON N0H 2T0
519-534-1400 ext 122
Fax 519-534-4862
sbpen@bmts.com



**Town of South Bruce Peninsula
Request for Quotation Admin 2017-06
Winter Lighted Decorations**

Statement by Bidder

Bid Document Name: _____

Bid Document Number (if applicable): _____

1. I/We have reviewed all terms and conditions of all forms included as part of this bid package.
2. I/We have read and understand all of the terms and conditions of the forms included as part of this bid package.
3. I/We understand that if our bid is successful, all requirements of the successful bidder as outlined in this bid document will be completed by the time and in the format required.

Dated at _____ this _____ day of _____, 20____.

Witness

Signature of Authorized Person

Name of Authorized Person

Position