



REGIONAL DISTRICT of Fraser-Fort George

INVITATION TO QUOTE PS-24-03

SUPPLY OF SCOTT CARBON FIBER SCBA CYLINDERS

Regional District of Fraser-Fort George
155 George Street, Prince George BC V2L 1P8
Telephone 250-960-4400 / Toll Free 1-800-667-1959 / Fax 250-562-8676
<http://www.rdffg.ca>



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INVITATION TO QUOTE – Supply of Scott Carbon Fiber SCBA Cylinders

The Regional District of Fraser-Fort George (the “Regional District”) invites written Quotations from qualified Bidders to provide to provide approximately 90-100 Scott 2216 PSI Carbon Fiber SCBA Air Cylinders (SCBA cylinders are to be the CGA style) for the Regional District’s Volunteer Fire Departments, located in Prince George BC and the surrounding area.

ITQ DOCUMENTS

Invitation to Quote (ITQ) documents may be obtained on, or after May 3, 2024 as follows:

- a) in a PDF (public document format) file format from the Regional District’s website at www.rdffg.ca; or
- b) on the BC Bid website at www.bcbid.gov.bc.ca.

All subsequent information regarding this ITQ, including amendments, addenda and answers to questions will also be available as above.

It is the sole responsibility of the Bidder to ascertain that they have received a full set of the ITQ documents, amendments and/or addenda. Upon submission of their Quotation, the Bidder will be deemed conclusively to have been in possession of a full set of the ITQ documents.

Questions relating to this ITQ must be emailed directly to the Project Manager:

Bonnie Seitz, Community Services Leader
bseitz@rdffg.bc.ca

Deadline for question submissions is 4:00 p.m. (local time) Friday May 17, 2024.

Those questions that are determined to be of a common interest to all potential Bidders will be summarized and posted as Addendum(s) on the website.

ITQ SCHEDULE

- Issue Date: Friday, May 3, 2024
- Deadline for Inquiries: 4:00pm PST, Friday, May 17, 2024
- **ITQ Closing: 2:00pm PST, Tuesday, May 28, 2024**
- Award Date: Anticipated Thursday, June 20, 2024

DELIVERY OF QUOTES AND CLOSING DATE

Qualified Bidders must complete and submit pages 6 through 8, including the Schedule of Prices – Quoted Price, Goods and Services Tax Information, and Conflict of Interest Disclosure. Each amendment and addenda must be signed by the Bidder and be included with their quotation submission.

Quoted prices must remain in effect for thirty (30) days after the closing date and time. Quotations will be evaluated on the Quoted price and Bidder’s experience. The Regional District reserves the right to reject any and all Quotes; the lowest price will not necessarily be accepted.

All applicable taxes will be shown separately. The successful Bidder will be required to itemize taxes on all invoices submitted to the Regional District.

To be considered, the Quotation must contain the original signature of an authorized signatory of the Bidder. By signing the Quotation, the Bidder is bound to statements made in response to this. Any Quotation received by the Regional District that is unsigned will be rejected.

Quotations not submitted in strict accordance with these instructions or not complying with the requirements in this ITQ may be rejected.

The Regional District will accept Quotes submitted by email or by direct delivery to the Regional District main office. All Quotes must be submitted to the Regional District's General Manager of Financial Services by 2:00 p.m. (local time) on Tuesday May 28, 2024.

Submissions must be directly delivered to the Regional District in one of two ways.

Email Submission

Email format with the Quote attached to the email in a PDF, or equivalent, format and emailed to purchasing@rdffg.bc.ca. The subject line should read ITQ PS-24-03 – Insert Bidder's Name. Maximum collective file size able to be received by the Regional District is 35 MB.

For closing purposes, the official time of receipt of Quotation submission is determined by the time of receipt of the email.

The responsibility for submitting a response to this Invitation to Quote to the correct email address on or before the closing date and time, will be solely and strictly the responsibility of the Bidder.

Hard Copy Submission

Bidders submitting in hard copy will complete and submit three (3) copies of their Quotation. Each copy must be complete and unabridged and must not refer to any other copy for additional information, clarification, or details.

One of the three (3) copies, the original (containing original signatures), is to be clearly identified as the original Quotation. In the event of discrepancy between the original submission and the remaining two (2) paper copies, the original document will prevail. Should it be in question which submitted version is to be taken as the original, the Regional District's determination will be final and binding on all parties.

Hard copy format, including three (3) copies, must be submitted in a sealed envelope with the following information written on the outside of the envelope containing the Quote, as well as on the outside of the courier envelope (if sending by courier):

1. Attention: General Manager of Financial Services
2. Regional District of Fraser-Fort George
3rd Floor, 155 George Street
Prince George, BC V2L 1P8
3. Invitation to Quote,
PS-24-03 Supply of Scott Carbon Fiber SCBA Cylinders
4. Responding Bidder's name and address

Quotes submitted by fax or delivered to an email address other than the address identified will **NOT** be accepted. Please do not carbon copy any other Regional District emails. Any Quote received after the closing date and time will be considered disqualified.

The Regional District will not be responsible for any costs incurred by Bidders which result from the preparation or submission of documents pertaining to this ITQ. The accuracy and completeness of the Quotation is the Bidder's responsibility. Should errors be discovered they will be corrected by the Bidder at their expense.

Rejection of Quote

The Regional District may, in its sole discretion, reject any and all Quotes, or accept the Quote deemed most favourable in the interests of the Regional District. The lowest, or any Quote, will not necessarily be awarded.

Quotes which contain qualifying conditions or otherwise fail to conform to the instructions contained in this ITQ may be disqualified or rejected. The Regional District may, however, in its sole discretion, reject or retain for its consideration Quotes which are non-conforming because they do not contain the content or form required by the ITQ, or for failure to comply with the process for submission set out in this ITQ, whether or not such non-compliance is material.

No Bidder shall have any claim for any compensation of any kind whatsoever as a result of participating in this Invitation to Quote.

In the event that the previous paragraph is found to be invalid by a court of competent jurisdiction, then this paragraph will apply. By submitting a Quote, a Bidder agrees that it will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the Bidder in preparing its Quote for matters relating to the Agreement or in respect of the competitive process, and the Bidder, by submitting a Quote, waives any claim for loss of profits if no agreement is made with the Bidder.

The Regional District reserves the discretion to reject any Quote submitted by a Bidder, where one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of that Bidder (or in the case of a Quote submitted by a Bidder who is an individual person, where that individual) is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District.

Without limiting any other provision of this ITQ, the Regional District may, in its sole discretion, reject a Quote submitted by a Bidder, if the Bidder or any officer or director of a corporate Bidder, is, or has been within a period of two years prior to the Closing Time, engaged either directly or indirectly through another corporation or legal entity in a legal proceeding initiated in any court against the Regional District in relation to any contract with, or works or services provided to the Regional District.



SCHEDULE OF PRICES

To provide 102 Scott 2216 PSI Carbon Fiber SCBA Air Cylinders, to be complete bottle assemblies including valve and stem, for use with SCOTT air packs for firefighting purposes for the Regional District's Volunteer Fire Departments. Quoted price stated below to include delivery of cylinders to 12560 Highway 16 West, Prince George BC.

PRICE per Scott 2216 PSI Carbon Fiber SCBA Air Cylinder \$ _____

PRICE for shipping directly to 12560 Highway 16 West \$ _____

Is GST Payable? Yes No

Delivery preference is prior to October 31, 2024
State expected delivery date: _____

Authorized Signatory Signature

Name and Title (Please Print)

Name of Company

Date

Email Contact



GOODS AND SERVICES TAX INFORMATION

Bidder:

Name

Address

City

Province

Postal Code

Phone Number

Are you a GST Registrant? Yes _____ No _____

If YES, please indicate your registration number: _____

If NO, please fill in the following (check appropriate box)

Supplier qualifies as a small supplier under s. 148 of the legislation

Other: Specify _____



CONFLICT OF INTEREST DISCLOSURE STATEMENT

PS-24-03 Supply of Scott Carbon Fiber SCBA Cylinders

Bidder Name: _____

The Bidder, including its officers, employees, and any person or other entity working on behalf of or in conjunction with, the Bidder on this Procurement Process:

- is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.
- has not, and will not, participate in any improper procurement practices that can provide the Bidder with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in big rigging.
- has an actual, perceived or potential conflict of interest regarding this procurement process as a result of:

State reason(s) for Conflict of Interest:

By signing below I certify that all statements made on this form are true and correct to the best of my knowledge.

Print Name of Person Signing Disclosure

Signature of Person Making Disclosure

Date Signed