



REQUEST FOR QUOTATION #2020-01
Mobile Shelving for Thunder Bay Public Library

WAVERLEY BRANCH LIBRARY
Issued: November 5 2020

I/We, the undersigned, do hereby quote and offer to enter into contract with the Thunder Bay Public Library for the **Mobile Shelving at Waverley branch** in accordance with the attached "Library's Standard Terms and Conditions for Tenders and Contracts" and all the specifications and terms of the Library's quotation which are set forth below and attached at the prices indicated in the space provided for that purpose, all to the entire satisfaction of Thunder Bay Public Library.

The price(s) quoted **INCLUDE** all duty, taxes (other than HST), customs, clearances, cartage, freight, delivery and installation and all other charges now or hereafter imposed or in force and is a **TOTAL FIRM PRICE**. Harmonized Sales Tax (HST) to be **EXTRA**. All taxes must be shown separately on invoicing i.e. Harmonized Sales Tax (HST).

I/We agree that the Library has the right to select the mover which in the Library's opinion most closely conforms to their requirements.

NOTE: This form must be completed, properly signed by an authorized official and received on or before the date and time specified, or your quotation will not be considered.

_____		_____	
COMPANY NAME	MAILING ADDRESS		
_____		_____	
CITY	POSTAL CODE	PHONE NO.	
_____		_____	
SIGNATURE OF AUTHORIZED OFFICIAL	DATE	FAX NO.	
_____		_____	
PLEASE PRINT NAME		CELLULAR NO.	

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This quotation will be **received in DUPLICATE** and on the forms provided, sealed in an envelope and delivered to the **Thunder Bay Public Library, Administration – Waverley Resource Library**, Attention: Cherri Braye, 285 Red River Road, Thunder Bay, Ontario, P7B 1A9, until **3:00 pm**, local time, **November 25, 2020**.

THE LOWEST OR ANY BID NOT NECESSARILY ACCEPTED
LATE BIDS WILL NOT BE ACCEPTED

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IN GENERAL:

The Thunder Bay Public Library ("the Library") offers public library service to the community of Thunder Bay through 4 libraries and a virtual branch (our website). While the Library receives most of its funding from the City of Thunder Bay, the Library is a separate legal corporation and registered charity governed by a 9 member Library Board appointed by City Council. The Library Board consists of one Councillor, two Board members recommended by the public and separate school boards (but appointed by Council) and six citizen appointees. Thunder Bay Public Library was established by municipal bylaw and is governed under The Public Libraries Act.

TBPL is committed to providing flexible and barrier free access to its physical space. Fluid and neutral decor with full functionality allows TBPL to retain its brand as resources are moved within and across various buildings.

TBPL invites those professionals with a proven track record in commercial and industrial design and supply to source and install mobile shelving at the Waverley Resource branch library.

Mobile Shelving Specifications

The base specification is Palmieri Duracon Wood Standard Shelving using the 'starter and adder' concept:

- Canadian made
- Neutral veneer, grade A, 1" thick ply solid core or metal materials
- Solid Wood - Natural Maple
- Mobile Bottom frames with heavy duty castors with lockable wheels
- Each section to be 37-1/4" wide x 23-1/2" deep x 60" high.
- Open on both sides with 11-1/2" deep shelves
- Includes 1 fixed and 3 adjustable shelves
- Units will be mobile – that is, they can be moved across level flooring while loaded with books

The contractor shall:

- Deliver and install a sample shelving unit for review at no cost to TBPL.
- Source mobile shelving as per specifications
- Deliver and install units at the Waverley Community Hub
- Provide any required training to library staff including any health and safety considerations
- Provide warranty work as required
- Meet all required deadlines
- Describe the "after sale" service model
- Demonstrate relevant experience in supplying similar products

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The target completion (completed installation) date for this project is February 12, 2021.

The Library reserves the right to be the sole judge of the acceptability of any bid offered.

The Library reserves the right to award the quotation complete, but retains the right to award by section or parts of sections.

Award of Purchase Order

It is anticipated the award will be made by December 4 2020; therefore, prices must be valid until that time.

Questions/Inquires

All inquiries, both technical and process related are to be directed in writing by 2:00 p.m. November 20, 2020 to:

Cherri Braye
Director of Resources
Phone (807) 684-6804 Fax (807) 344-3664
e-mail: cbraye@tbpl.ca

The required information will be obtained and a written **response** will be prepared and sent to the originator of the question and posted on the Library Web site as follows:
www.tbpl.ca/tbplandcommunity/abouttbpl/tendersquotationsandrfps

Where appropriate, an addendum will be issued. If addenda are issued, their receipt must be acknowledged by the bidder in the appropriate section of the quotation document. The Library will assume no responsibility for oral instructions or suggestions.

Acknowledgement of Addenda (If applicable)

All bidders are to indicate and confirm the following on the line below:

Number of Addenda received: _____

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COST SHEET				
	Description	Price per Unit	Number of Units	Total Price
A	<p>Mobile Library Shelving</p> <ul style="list-style-type: none"> • Palmieri Duracon Wood Standard Shelving using the 'starter and adder' concept • Neutral veneer, grade A, 1" thick ply solid core or metal materials • Solid Wood - Natural Maple • Mobile Bottom frames with heavy duty castors with lockable wheels • Each section to be 37-1/4" wide x 23-1/2" deep x 60" high. • Open on both sides with 11-1/2" deep shelves • Includes 1 fixed and 3 adjustable shelves • Units will be mobile – that is, they can be moved across level flooring while loaded with books. 		107 units and/or 2,568 feet	
B	Freight and installation			

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C	Provide any required training to library staff including any health and safety considerations Provide an "after sale" service model			
D	HST (Harmonized Sales Tax)			
E	Total Price			

FOR A TOTAL COMPLETE FIRM PRICE FOR SHELVING \$ _____,

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WARRANTIES

The performance and materials warranties must be fully stated and attached to this quotation form.

CANCELLATION OF CONTRACTS

The Library reserves the right to terminate the contract without notice if due to non-performance and unsatisfactory service.

The Library reserves the right to call in alternate supplier if the bidder is unable to provide the service when it is requested.

AWARDS

The Thunder Bay Public Library, unless it otherwise states, reserves the right to award by item, or part thereof, groups of items, or all items of the quotation, and to award contracts to one or more bidder submitting identical bids as to price; to reject any and all submissions in whole or in part; to waive technical defects, irregularities and omissions, if in so doing, the best interest of the Library will be served.

The Library, unless it other states, reserves the right to award the purchase order upon the condition of receiving sufficient funding from the City of Thunder Bay. In the event funding is less than budgeted, the Library reserves the right to negotiate with the lowest cost bidder for the items to be purchased based upon available funding.

INSURANCE AND INDEMNIFICATION

The successful proponent shall, at its own expense, obtain and maintain until the termination of the contract, and provide the Library with evidence of:

Comprehensive general liability insurance on an occurrence basis for an amount not less than Five Million (\$5,000,000 dollars) and shall include the Library and City of Thunder Bay as an additional insured with respect to the Library's operations, acts and omissions relating to its obligations under this Agreement, such policy to include non-owned automobile liability, personal injury, broad form property damage, contractual liability, owners' and contractors' protective, products and completed operations, contingent employers liability, cross liability and severability of interest clauses;

Automobile liability insurance for an amount not less than Two Million (\$2,000,000) dollars on forms meeting statutory requirements covering all vehicles used in any manner in connection with the performance of the terms of this Agreement.

The policies shown above will not be cancelled or permitted to lapse unless the insurer notifies the Library in writing at least thirty (30) days prior to the effective date of cancellation or expiry. The Library reserves the right to request such higher limits of insurance or other types of policies appropriate to the work as the Library may reasonably require.

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The successful proponent shall not commence work until such time as evidence of insurance has been filed with and approved by the Library. The successful Firm shall further provide that evidence of the continuance of said insurance is filed at each policy renewal date for the duration of the contract.

The successful proponent shall indemnify and hold the Library and the City of Thunder Bay and any others harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or in nuisance whether wilful or otherwise by the bidder, it's agents, officers, employees or other persons for whom the bidder is legally responsible.

WORKPLACE SAFETY & INSURANCE ACT (From Successful Contractor Only) (if applicable)

The Contractor shall also furnish evidence of compliance with all requirements of the Workplace Safety & Insurance Act. Independent operators will need CONFIRMATION from the Workplace Safety & Insurance Board (WSIB).

- i.e. i) Certificate of Clearance
ii) Letter of Good Standing
iii) Independent Operator Letter

IN REFERENCE TO WORKPLACE SAFETY & INSURANCE ACT

(From Successful Contractor Only) (if applicable)

The Thunder Bay Public Library requires all contractors and independent operators to have a Status Ruling done from the WSIB prior to any work being carried out for the Library.

The Library may not issue a purchase order to any contractor or independent operator until "Confirmation" from the WSIB is received. If further information on WSIB is required, please contact the local WSIB at 343-1710.

Contractors or independent operators are to STATE if "Confirmation" and "Status Ruling" has been received from the WSIB.

ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES

(From Successful Contractor Only) (if applicable)

The bidder shall comply with the provisions of the Accessibility for Ontarians Act, 2005, and the Regulations thereunder with regard to the provision of its goods and services to persons with disabilities. The Thunder Bay Public Library will consider the accessibility for persons with disabilities when purchasing goods or services.

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THE LIBRARY WEB SITE ADDRESS FOR LIST OF BID OPPORTUNITIES IS:
www.tbpl.ca

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