

INFRASTRUCTURE & OPERATIONS

REQUEST FOR QUOTATIONS

Residential Organics Collection Containers
RFQ50255

Release date: May 21, 2019

Quotations will be received up to
3:00:00 pm local time on Thursday, June 13, 2019

Contact: Michael Hatfield
Procurement Officer
Municipality of East Hants
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EAST HANTS
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1. INSTRUCTIONS TO BIDDERS

1.1. INTRODUCTION

- 1.1.1. The Municipality of East Hants (East Hants) requires 400 new residential organics collection containers ("Containers"), as further described in Section 2, Statement of Requirements). To this end, East Hants is seeking competitive Quotations from the marketplace to identify a Vendor to supply these Containers.

1.2. DEFINITIONS

- 1.2.1. **Bidder:** An individual or company who submits a Quotation.
- 1.2.2. **Successful Bidder:** the Bidder whose Quotation is selected for award.
- 1.2.3. **Vendor:** registered business capable of supplying the requested Goods or Services
- 1.2.4. **Independent Contractor:** a Bidder, successful or otherwise, or a Vendor, as defined in this RFQ, is considered to be an Independent Contractor, not an employee of East Hants.

1.3. QUOTATION DEADLINE

- 1.3.1. Quotations will be received up to 3:00:00 pm local time on **June 13, 2019** at the address listed below:

Municipality of East Hants
Box 230, Suite 170
15 Commerce Court
Elmsdale, NS B2S 3K5

Attention: RFQ50255

- 1.3.2. Quotations must be received at the Reception & Payments counter on the first floor of the Lloyd E. Matheson Centre and must have the time and date indicated on it by East Hants staff to confirm receipt prior to the stated Quotation Deadline. Please allow sufficient time to be served by staff.

1.4. QUOTATION SUBMISSION

- 1.4.1. Bidders shall submit their Quotation as one original copy.
- 1.4.2. The Quotation shall be sealed in an envelope and shall be labeled as follows:

"RFQ50255 - Supply Residential Organics Collection Containers"
- 1.4.3. Although minor inconsistencies in labelling will not be cause to invalidate a response, the Bidder must ensure that the Competition Number is clearly visible on the outer packaging, especially when sending by courier or other means, to ensure the package is recognized as a quotation and received as described herein for consideration. East Hants will not be responsible to consider Quotations which are not clearly marked.

1.5. INQUIRIES

- 1.5.1. All questions or requests for additional information or clarifications regarding this Request for Quotations shall be in writing, preferably by email, to the attention of:

Michael Hatfield
Procurement Officer
Municipality of East Hants

Email: mhatfield@easthants.ca

- 1.5.2. East Hants will provide clarifications and additional information, if required, by way of Addenda.
- 1.5.3. Inquiries and questions will be accepted up until 3:00PM local Nova Scotia time on June 7, 2019.
- 1.5.4. Bidders are solely responsible to ensure that any such inquiries are received by East Hants as described above. East Hants will not be responsible if a Bidder acts based on information received in any other way than an approved Addendum or communication, in writing, from the representative named in this section.

1.6. QUOTATION ACCEPTANCE (PRIVILEGE CLAUSE)

- 1.6.1. This document and Request for Quotation process does not constitute a call for Tenders. This RFQ process will not give rise to any Contract A-based tendering law duties or legal obligations.
- 1.6.2. This Request for Quotations neither expresses nor implies any obligation on the part of East Hants to enter into a contract with any party submitting a response or responses.
- 1.6.3. All Quotations become the property of East Hants once submitted.
- 1.6.4. Late Quotations will be rejected and will be returned unopened. Faxed Quotations will not be accepted.
- 1.6.5. Incomplete Quotations may be rejected. **NTD: If emailed Quotations are acceptable:** "Emailed Quotations will be accepted; however it remains the responsibility of the Bidder to ensure electronic submissions are received on time. East Hants will not accept any responsibility for an email transmission which fails to reach their intended recipient for any reason, including, without limitation, reasons related to East Hants' firewall, email or operations systems, or recipient email availability. Copy such emails to procurement@easthants.ca."
- 1.6.6. Any Quotation that does not include all of the information required in this RFQ may be considered incomplete and may be rejected. East Hants will, in their sole discretion, determine if the missing information is material to their ability to evaluate a response; if East Hants believes they have sufficient information to evaluate, it may proceed to do so.
- 1.6.7. Bidders undertake any expenditure related to the submission of a Quotation at their own risk. The Bidder is responsible for all costs associated with preparing and submitting this Quotation. This includes, without limitation, any and all costs, fees, expenses (travel, accommodations or meals) or other incidentals related to preparing, printing, binding, transporting, presenting, defending, or clarifying the Quotation.
- 1.6.8. East Hants may include evaluation criteria within this Request for Quotation document to be used as a guideline for Bidders. East Hants reserves the right to deviate from the evaluation criteria where it is in the best interests of the Municipality. Without limiting the generality of the foregoing, decisions to deviate from the evaluation criteria may be made based on budgetary and/or service delivery considerations having regard to all of the Quotations received and the needs of East Hants.
- 1.6.9. East Hants does not bind itself to accept any Quotation, but may accept any Quotation, in whole or in part, or discuss with any Bidder different or additional terms to those described in this RFQ or in such Bidder's Quotation. East Hants may:
 - reject any or all of the Quotations;
 - accept any Quotation;
 - if only one Quotation is received, choose to accept or reject it;
 - choose not to accept the lowest bid price;

- alter the schedule, RFQ process, or any other aspect of the RFQ, as it may determine in its sole and absolute discretion.
- 1.6.10. Without limiting the preceding in any way, East Hants may accept any Quotation or any portion of any Quotation that may be considered to be in the best interests of East Hants. East Hants reserves the right to reject any and all Quotations that, in its sole discretion, are not in the best interests of East Hants.
 - 1.6.11. East Hants reserves the right to waive formality, informality or technicality in any Quotation. This includes the right to accept a Quotation that is not compliant with the instructions in the Request for Quotations document.
 - 1.6.12. East Hants reserves the right to amend this Request for Quotation document at any time before the Request for Quotation's closing date and will issue an addendum in the event of a change.
 - 1.6.13. East Hants reserves the right to negotiate, after the Request for Quotation's Quotation Deadline, with any Bidder and to finalize service arrangements in the best interests of East Hants.
 - 1.6.14. In applying this privilege clause, East Hants shall not be bound by trade or custom in dealing with and/or evaluating the responses to the Request for Quotations.
 - 1.6.15. East Hants reserves the right to interpret any and all aspects of this Request for Quotations as may be most favourable to East Hants.
 - 1.6.16. Should a Bidder find any discrepancies, errors, or omissions in this RFQ, or if a Bidder is unsure as to the meaning of anything in this RFQ, they are to advise East Hants in writing; East Hants may, in its sole discretion, respond to such written inquiry, to all Bidders, in an addendum.
 - 1.6.17. It is the responsibility of the Bidder to be sure they understand the requirements prior to submitting a Quotation and before the deadline for questions has passed. Insurance requirements, if any, should be reviewed by the Bidder's insurer.
 - 1.6.18. East Hants may cancel the RFQ process at any time, for any reason, in its sole discretion. In the event that an RFQ process is cancelled, East Hants will not be obligated to pay any costs, damages, or claims of any type to any Bidder or potential Vendor or Bidder.
 - 1.6.19. Suppliers who have been disqualified from bidding on contracts with East Hants may not respond to this RFQ and any RFQ which features a subcontractor who is disqualified from bidding may also be rejected.
 - 1.6.20. In providing a Quotation, the Bidder warrants that their Quotation is in all respects fair and is provided without collusion or fraud. No representative of the company from which a Quotation is to be provided may discuss the subject matter of a competition with any East Hants' staff member, Councilor, consultant, or any person involved in the procurement process, evaluation, or award, other than the designated contact or their designate. Under no circumstances may a Bidder extend entertainment, gifts, gratuities, discounts, or special services, regardless of value, to any employee of East Hants in connection with this or any other procurement of goods, services, or construction.
 - 1.6.21. Bidders must advise East Hants of any potential conflict of interest that may affect, or appear to affect, the RFQ process, including the influence of award. East Hants may disqualify a Bidder, rescind an invitation to negotiate, or terminate a contract subsequently entered into if East Hants determines that the Bidder has engaged in any conduct prohibited by this RFQ.
 - 1.6.22. Bidders shall indemnify and save harmless East Hants, its officers and its employees from and against all claims, demands, losses, damages and costs of any kind based upon injury or death of



a person or damage to or loss of property arising from any willful or negligent act, omission or delay on the part of the Bidder or their servants in the preparation of their Quotation and/or in the course of delivering Services.

- 1.6.23. Bidders are advised that no commitment to purchase Goods or Services shall exist until the successful Bidder is advised by East Hants, in writing, of an award. If an award is made, the method of procurement may be, at East Hants's discretion, Procurement Card, Purchase Order, or other method of contract East Hants may identify.
- 1.6.24. The procurement of Goods and Services, if any, resulting from this RFQ will require a written agreement between the parties. Unless otherwise agreed to in writing by East Hants, the terms and conditions of the attached sample agreement shall be the basis for such agreement. Any objections to such terms and conditions must be clearly set out in Bidders' Quotations. In the absence of such objections, East Hants will assume that the Bidder accepts such terms. The extent to which a Bidder accepts, rejects, or proposes modifications to such terms will be taken into account in evaluating Quotations. Any Quotation may, in the sole discretion of East Hants, be rejected at any time on the basis of proposed contract terms and conditions that are unacceptable to East Hants.
- 1.6.25. Bidders are advised that East Hants is governed by Nova Scotia's *Freedom of Information and Protection of Privacy Act (FOIPOP)* and any information submitted to East Hants in response to this RFQ may be subject to disclosure under *FOIPOP*. Bidders may identify any confidential information in their Quotations or any accompanying documentation and are advised to consult with their own legal advisors regarding the appropriate way to identify such information. East Hants will make reasonable efforts to safeguard confidential information, subject to its disclosure requirements under *FOIPOP* or any disclosure requirements imposed by law or by order of a court or tribunal. Bidders are advised that their Quotations will, as necessary, be disclosed, on a confidential basis, to advisers retained by East Hants to advise or assist with the RFQ process, including the evaluation of Quotations. Bidders are further advised that East Hants may make public the names of any or all Bidders and intends to publish the name of the successful Bidder and the total value of any contract entered into with the successful Bidder. If a Bidder has any questions about the collection and use of information pursuant to this RFQ, questions are to be submitted to the RFQ Contact.
- 1.6.26. In submitting a Quotation, the Bidder has accepted the reservation of rights (privilege clause) as set out herein and agrees to be bound by same. In addition, the Bidder confirms that it has, and will, comply with all policies of East Hants, including the *Procurement Policy* and *Supplier Disqualification Policy*. No Bidder shall have any claim for compensation of any kind whatsoever as a result of participating in this RFQ and by submitting a Quotation each Bidder shall be deemed to have agreed that it has no claim.
- 1.6.27. Submitting a Quotation shall be deemed proof that the Bidder was aware of and understood the requirements, the terms and conditions, and all other provisions of the RFQ. East Hants will not be liable for claims made by a Bidder that they were uninformed or unaware of the requirements, terms or conditions of this RFQ.

1.7. QUOTATION OPENINGS

- 1.7.1. East Hants will proceed with private openings for this RFQ. Bidders may be advised of their status in the RFQ once a determination has been made.

1.8. QUOTATION VALIDITY

- 1.8.1. Quotations should remain firm for a period of thirty (30) days from the Quotation Deadline or such additional time as may be mutually agreed upon in writing.

1.9. PRICES

- 1.9.1. The Bidder must supply a Unit Price for each Container they intend to supply. Such Unit Price must be the landed cost, inclusive of all costs related to delivering the Containers, including, without limitation, production, packing, overhead and profit, loading and handling, travel time, delivery the site specified by East Hants, any labour and miscellaneous materials to facilitate packing and delivery, clearance costs (if any), delivery costs, duty (if any), or other costs which may be applicable to the supply and delivery of the Containers and for which the Bidder will wish to be reimbursed, except Harmonized Sales Tax (HST).
- 1.9.2. All prices must be in Canadian Dollars.
- 1.9.3. Without limiting the foregoing in any way, Extended Price (made up of the Unit Price multiplied by the Quantity) submitted by the Bidder must be the total cost to provide the quantity of Containers ordered.

1.10. QUOTATION REQUIREMENTS

- 1.10.1. The Containers required are described in Section 2, Statement of Requirements. East Hants has tried to clearly describe what it is looking for, how the Services must be supplied, and any support or after sales services it expects from a Vendor.
 - 1.10.1.1. Goods supplied under this RFQ must be new; and
 - 1.10.1.2. The Bidder must be legally able to sell the Containers for which they provide a quotation and capable to deliver the same, free of liens or other encumbrances, by the date or time specified in the RFQ response.
- 1.10.2. The Bidder must clearly and concisely describe in their Quotation the Containers they expect to supply. Therefore, the Bidder must include, without limitation, the following:
 - 1.10.2.1. Lead-time is the amount of time that will elapse from the point an order is placed to when East Hants will receive the Containers at their specified location, inclusive of reasonable transit time.
 - 1.10.2.2. The Bidder will provide a list of testing that their Container is subject to and required to pass in order to be sold. Please include both design qualification testing and quality control testing. This information must include any temperature performance data, at minimum the manufacturer's suggested performance ratings for maximum and minimum temperatures (in degrees Celsius);
 - 1.10.2.3. Manufacturer's part number (MPN);
 - 1.10.2.4. Bidder's part number (if different than the MPN);
 - 1.10.2.5. Country of Origin for the Goods - or locality, if manufactured locally or in Canada;
 - 1.10.2.6. Manufacturer's sell sheet, specification page, brochure, catalogue page(s) or other written information acceptable to East Hants sufficient to describe the exact product being supplied; and
 - 1.10.2.7. Plain language description of what the warranty typically will and will not cover.
- 1.10.3. East Hants currently has an arrangement with a third party provider to collect Containers which are not functional and to replace them with a cart that is functional. Our goal is to move toward repairing carts where possible instead of replacing them. To that end, East Hants wishes to ensure it has some repair parts on-hand to deal with immediate or urgent repair issues and that it has the knowledge to effect repairs properly.

- 1.10.3.1. The Bidder is asked to include a small number of commonly replaced parts with their shipment to facilitate repairs performed by our third party provider so that the warranty need not be activated in every case. The Bidder is asked to include a list of such repair parts and the quantity it is willing, if any, to include with their shipment at no charge;
- 1.10.3.2. The Bidder is asked to include a Price List for repair parts with the intent that East Hants may reorder parts using this list to replenish the stores for their third party provider to facilitate ongoing repairs; and.
- 1.10.3.3. The Bidder will supply, upon request, such support necessary for East Hants and their third party provider to allow them to complete repairs. Such support, without limitation, may be in the form of drawings, telephone or email support, or training sessions.
- 1.10.3.4. The acceptance of parts or advice by East Hants will not relieve the Bidder of their responsibilities under their stated warranty, nor will acceptance of parts limit future warranty claims made by East Hants in any way.
- 1.10.4. East Hants may require a Bidder to provide a sample of the Container they are selling for further evaluation after the RFQ closes and prior to award. If so, East Hants will notify any selected Bidders and such sample must be shipped to East Hants at no charge. The sample may be subject to such testing as East Hants needs to complete to fully evaluate the suitability of the Container for our purposes. East Hants will pay for shipping the unit back to the Bidder once it has completed its evaluation should the Bidder wish it to be returned.
- 1.10.5. Bidders are must complete and submit with their Quotation Appendix A, the Quotation Form.
- 1.10.6. East Hants wishes to receive the units in one shipment to be delivered as soon as practical after award containing the entire quantity of Containers ordered. The Bidder should indicate any price breaks related to the following, which may affect East Hants' order quantity:
 - 1.10.6.1. Full truckload quantity;
 - 1.10.6.2. Half truckload quantity; and
 - 1.10.6.3. Economical Order Quantity which may be subject to additional discounts (if any).
- 1.10.7. East Hants may only be invoiced for Containers which they have received and accepted.
- 1.10.8. East Hants may consider lead-time a factor when determining which delivery scenario provides best value. East Hants may, in the interest of reducing lead-time or obtaining best value, consider split shipments where the quantities of Containers are different than specified herein.
- 1.11. **QUOTATION EVALUATION**
 - 1.11.1. East Hants will review each Quotation and the Quotation which, in East Hants's sole opinion, provides the best value to East Hants and its citizens may be selected for award.
 - 1.11.2. In determining best value, East Hants may consider, without limitation, the information provided in Appendix A, any of the specifications provided by the Bidder, omissions or errors in the data provided by the Bidder, product design and appearance, including body and lid construction, wheels and axles, aeration and drainage, the nature and application of the manufacturer's warranty, testing practices and test data, temperature performance, sample (if requested), added value (if any), shipping method, East Hants' previous experience with Goods or Services provided by the Bidder in the past, lead-time, and cost.
 - 1.11.3. East Hants may make calculations based on the information provided by the Bidder to help determine total cost of ownership or similar metrics and they may use such calculations in determining best value.
 - 1.11.4. Award is subject to approval by Council or the CAO.



2. STATEMENT OF REQUIREMENTS

2.1. GENERAL

- 2.1.1. The Municipality of East Hants ("East Hants") requires the supply of a number of residential organics collection containers ("Containers"). Such Containers are to be delivered in a one shipment of approximately 400 units.
- 2.1.2. The following requirements are not meant to be exclusive to any one product. East Hants will consider products which the manufacturer can demonstrate have, in their opinion, equivalent features, characteristics or qualities. East Hants will be the sole decider of whether a product will meet the requirements.
- 2.1.3. Such Containers must, at minimum:
 - 2.1.3.1. Meet or exceed the requirements the requirements of this Schedule except where East Hants has authorized a deviation;
 - 2.1.3.2. Be consistent with the documentation provided by the Successful Bidder in support of their Quotation;
 - 2.1.3.3. Have a typical capacity of approximately 240L;
 - 2.1.3.4. Be repairable;
 - 2.1.3.5. Be marked as indicated in the letter of acceptance or purchase order; and
 - 2.1.3.6. Be consistent in quality in each shipment.

2.2. DESIGN/APPEARANCE

- 2.2.1. The shape of the Container must be:
 - 2.2.1.1. Able to accommodate a European Style Lift and Dump and Universal Lifting Mechanism;
 - 2.2.1.2. Balanced to reduce tipping whether full or empty;
 - 2.2.1.3. Tapered and free of internal obstructions that would hamper the emptying of contents and cleaning;
 - 2.2.1.4. Of uniform design and construction;
 - 2.2.1.5. Green in colour with pigment throughout;
 - 2.2.1.6. Permanently marked with a serial number unique to each Container. The number must be approximately 5 cm high text and be able to be read from 2 meters away. Each serial number will begin with the letters "NS" followed by the last two digits of the year of in which the Container was ordered;
 - 2.2.1.7. Permanently marked with a logo provided by East Hants. The logo will be same for all Containers in the order (except where no logo is required) and the location for the logo must be approved by East Hants.
 - 2.2.1.8. Supplied with the words "*No Hot Ashes*" moulded into the lid (East Hants may consider other ways of permanently marking the lid);
 - 2.2.1.9. Capable of holding a minimum of 100 kg (220 lb) during the lifting cycle, without structural damage or deformation; and
 - 2.2.1.10. Constructed to be resistant to rodents.

2.2.2. Body

- 2.2.2.1. Body Construction: single piece, rigid, injection molded with aeration holes on the body of the Container.
- 2.2.2.2. Body Material: UV stabilized HDPE, recycled material where possible, where integrity is equal to or better than virgin HDPE.
- 2.2.2.3. Provide Body Wall Thickness and performance testing results. Hardware: stainless steel or otherwise designed and constructed to resist rust.
- 2.2.2.4. Containers shall be new and unused.
- 2.2.2.5. Handles for moving shall be on opposite side from the lifting area.

2.2.3. Lid

- 2.2.3.1. Lid Action - free moving (no tension), able to be opened fully to at least 270 degrees;
- 2.2.3.2. Lid Material - same material as body, including colour;
- 2.2.3.3. Integral hinge, located at rear of container, opposite the lifting action; and
- 2.2.3.4. Lid Hatch provided with no latch.

2.2.4. Wheels and Axles

- 2.2.4.1. Vulcanized rubber wheel or a blow molded wheel with a minimum of seven inches in diameter;
- 2.2.4.2. Wheels shall be able to be removed for reuse and repair; and
- 2.2.4.3. Axles of solid steel (stainless or coated or treated to prevent corrosion).

2.2.5. Aeration and Drainage

- 2.2.5.1. Containers shall be designed to facilitate aeration, to promote productive airflow, and to encourage aerobic conditions;
- 2.2.5.2. There is no requirement for a grate to be installed in these Containers.
- 2.2.5.3. Where the Container does contain a grate, it must:
 - 2.2.5.3.1. be raised and located near the bottom of the inside of the Container;
 - 2.2.5.3.2. be designed to allow easy removal of materials that fall under it and for cleaning;
 - 2.2.5.3.3. be constructed to prevent corrosion (stainless or coated steel or plastic) ; and
 - 2.2.5.3.4. be equipped with hinged pins adequate to ensure grate is not dislodged when emptying the Container.

2.2.6. Performance Requirements



- 2.2.6.1. Goods must be suitable to their purpose, which includes collection at the curb a minimum of once every two weeks, using mechanical equipment to tip and empty them; and
- 2.2.6.2. Goods must be designed to be durable and to perform in a cold weather environment where temperatures are regularly well below zero degrees Celsius in winter and for extended periods of time.

2.3. DELIVERY

- 2.3.1. The delivery of the Containers must be made in accordance with the promised Lead-time of notification of award as specified in the Successful Bidder's Quotation.
- 2.3.2. Delivery of Goods must be made at the following location, unless otherwise authorized, in writing, by East Hants.

East Hants Waste Management Centre
1306 Georgefield Road
Georgefield, NS

- 2.3.3. A delivery appointment must be arranged prior to delivery. Business hours are from 8:00 AM to 4:00PM, Monday to Friday. Saturday delivery may be possible, by special arrangement.
- 2.3.4. East Hants will not accept ownership and will have no responsibility for damage, however caused, until the Containers are unloaded to our satisfaction. Without limiting the foregoing in any way and provided an appointment has been made, East Hants will assist with unloading.
- 2.3.5. There is no truck-level dock at this location.

2.4. INSURANCE

- 2.4.1. There are no specific insurance requirements associated with this agreement.

2.5. WARRANTY REQUIREMENTS

- 2.5.1. The Successful Bidder will provide warranty in accordance with the warranty provisions that they have provided in their Quotation. The warranty period shall start from the date the Containers are received and accepted by East Hants.
 - 2.5.1.1. Without limiting the foregoing, East Hants intends to make certain basic repairs to Containers in order to maintain service levels to their residents. Such repairs may be completed by a third party provider of East Hants' choosing. Performance of a repair on one component of a Container shall not affect the warranty on the remaining components of that Container.
 - 2.5.1.2. East Hants may purchase parts from the Successful Bidder using the Price List provided by the Successful Bidder in their Quotation. The Successful Bidder must provide reasonable to East Hants in the event the Price List is to be changed.
 - 2.5.1.3. The acceptance of parts or advice given by the Successful Bidder to East Hants will not relieve the Successful Bidder of their responsibilities under their stated warranty, nor will such acceptance limit future warranty claims made by East Hants in any way.

2.6. GENERAL CONDITIONS

- 2.6.1. East Hants is committed to providing value to our residents in everything we do.
- 2.6.2. Bidders shall comply with all Federal, Provincial and Municipal regulations and other authorities having jurisdiction.



- 2.6.3. The Successful Bidder will be required to pay all Federal and Provincial Taxes as required by the appropriate enactments.
- 2.6.4. The Successful Bidder will be required to indicate on each application for payment, as a separate amount, the Harmonized Sales Taxes that East Hants is legally obligated to pay. This amount will be included in payments to the Successful Bidder.
- 2.6.5. Invoices will be reviewed by East Hants for completeness in a timely manner and, if acceptable, will be approved for payment;
- 2.6.6. Where there is a discrepancy, error, or other anomaly, East Hants may reject an Invoice, request clarification or additional information, or otherwise require the Invoice to be made acceptable prior to approval. The Contractor will have a duty to make corrections to the Invoice or Services to ensure they are acceptable to East Hants;
- 2.6.7. Payment will be made on a net thirty (30) days basis from receipt of an acceptable Invoice;
- 2.6.8. No payment made by East Hants will constitute acceptance of work or Goods that are not in accordance with the specifications of the Successful Bidder's Quotation and the terms of this document.

2.7. EAST HANTS REPRESENTATIVE

- 2.7.1. The East Hants Representative for these Goods is Andrea Trask, Manager of Solid Waste. East Hants may, through the Representative or their designate, supply either verbal or written instructions to the Successful Bidder with respect to these Goods.

2.8. RESPONSIBILITY FOR DAMAGE

- 2.8.1. The Successful Bidder shall repair and restore to its original condition any material or surface damaged by their operations, including the delivery of the Containers.
- 2.8.2. The Successful Bidder shall be entirely responsible for any loss or damage to their materials, supplies, and equipment during transport and until the Containers are offloaded to East Hants' satisfaction.



Appendix A - Quotation Form

1. Contact information for Bidder:

Name of Bidder Company	
Address	
Phone Number (office)	
Primary Contact Name	
Email Address for Primary Contact	
Cell Phone Number for Primary Contact	

2. The Bidder must complete the following table to be submitted with their Quotation. The rates and associated totals are exclusive of Harmonized Sales Tax (HST).

Description	Part Number	Landed Unit Cost (Each)	Quantity	Extended Price
Organics Container as Described in Schedule A (unloaded at destination)			400	
Total Extended Price (less HST)				

3. Warranty Description: Include a separate sheet

Warranty Period: _____

Lead-time (from order placement to receipt at East Hants): _____

Shipping Method (loose, palletized, describe): _____

Repair Parts included with shipment: _____

Include a separate list

4. The Bidder hereby agrees to supply the Containers described in Section 2 at the Rates indicated in the table above, inclusive of, without limitation, all fees, expenses or costs for which the Bidder may wish to be reimbursed, except HST. By signing this Quotation Form, the Bidder agrees to be bound by the Terms and Conditions included in this RFQ document.

Signature of Witness

Authorized Signature

Name (Printed)

Title (Printed)

Date