



City of Coquitlam
REQUEST FOR QUOTATIONS
RFQ No. 15-05-04

Athletic Footwear

Quotations will be received on or before 2:00 pm (local time)

Thursday, June 25, 2015

(Closing date and time)

Obtaining RFO Documents

RFQ Documents and Drawings are available for downloading from the City of Coquitlam's website: www.coquitlam.ca/BidOpportunities

Printing of RFQ documents is the sole responsibility of the Bidders.

Inquiries

All inquiries are to be directed in writing by email quoting the RFQ name and number sent to: bid@coquitlam.ca

Addenda

Bidders are required to check the City's website for any updated information and addenda before the closing date at the City website: www.coquitlam.ca/BidOpportunities

Quotations Submissions

The City reserves the right to accept or reject any or all Quotations, cancel this RFQ or accept a Quotation deemed to be in the best interest of the City and will not be responsible for any costs incurred by Bidders in preparing a response.

D. Trudeau, Purchasing Manager
Issue Date: June 5, 2015

A. REQUEST FOR QUOTATIONS

The City of Coquitlam (the “City”) requests Quotations for **Athletic Footwear** sales on an “as needed and when requested basis”.

The City of Coquitlam is seeking an authorized retailer for the supply of approximately 130 pairs of **Athletic Footwear** to Coquitlam Fire Rescue (“CFR”) personnel on an annual basis. Quantities provided are estimated only and not a commitment by the City.

1.0 VENDOR LOCATION

The City prefers a retailer(s) located in Coquitlam and Tri-cities areas; however, best value will be at the sole determination of the City.

Personnel from CFR will visit the successful retailer’s location for fitting and purchase.

2.0 SUPPLY AND SERVICES

The successful retailer(s) will be required to:

- Stock a wide variety of brands, styles and sizes of athletic footwear at the designated location(s);
- Manage a process to ensure only authorized CFR personnel purchase athletic footwear on behalf of the City;
- Maintain accurate and secure records with monthly invoicing; and
- Provide detailed sales information regarding personnel and goods purchased on their invoices.

The City provides \$95 including GST & PST per authorized CFR employee for athletic footwear and would like a retailer to commit to a set dollar sales amount to supplement this amount, for any athletic footwear in excess of \$95, offered as a discount.

Example: Retailer will apply a set discount of \$XX to the purchase price of one pair of athletic footwear. The retailer will invoice the City for the actual amount of the footwear less the discount which is not to exceed \$95 (including PST & GST). Any remaining balance owing will be the responsibility of the employee and is due and payable at the time of purchase.

Retailers will be responsible for maintaining accurate and secure records, which include employee names; and submitting monthly invoices to the City for reimbursement of up to \$95 per employee. The City will not be held liable for any unauthorized purchases.

3.0 TERM OF CONTRACT

The term of this contract will be in effect for a one (1) year, with the option to renew for additional terms based on mutual agreement of price and service.

4.0 CONTRACT

Upon award, the successful retailer will enter into contract with City and the City's standard Terms and Conditions of Purchase will apply which are posted on the City's website:

[City's Standard Terms and Conditions](#)

The contract for supply of footwear is on an "as needed and when requested basis".

The City reserves the right to cancel the contract without cause or penalty upon 30 days written notice.

B. INSTRUCTIONS TO BIDDERS

- 1.0** The City pursues an environmentally responsible purchasing policy. Wherever possible, we seek to purchase goods and services which represent minimal negative impact to the environment. Please include information that would be relevant to this acquisition.
- 2.0** The City reserves the right to accept all or any part of a quotation and to waive irregularities at their own discretion or cancel this RFQ at any time. The lowest or any quotation will not necessarily be accepted, rather will be analyzed to determine best overall value to the City.
- 3.0** The criteria for award may include, but is not limited to, the discount amount, total cost implication, delivery lead time, product quality, warranties, references, past performances, compliance to specifications, bidder's organization, value added benefits and capability of the bidder to fulfill the requirements, location of business and best overall value to the City.
- 4.0** The City of Coquitlam reserves the right to cancel any order, if not filled within a reasonable time and in accordance with the terms and conditions specified. Time shall be of the essence.
- 5.0** Quotations may be withdrawn upon request by an authorized representative of the company sent to email: bid@coquitlam.ca prior to time set as closing time for receiving Quotations.

6.0 Bidders are advised that submissions of quotes are subject to the Freedom of Information and Protection of Privacy Act (FOIPP) and contents of their submission may be disclosed, if required to do so pursuant to the Act.

7.0 The City will not assume any responsibility or liability for any costs incurred by the Bidder in the preparation of his/her Quotation.

8.0 Except as expressly and specifically permitted in these instructions to Bidders, no Bidder shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFQ including accepting a non-compliant bid, and by submitting a quotation each Bidder shall be deemed to have agreed that it has no claim.

9.0 Unless otherwise stated, prices or discounts are to:

- be open for acceptance for 60 calendar days from RFQ closing date
- be firm for a minimum one (1) year term unless otherwise stated
- be in Canadian dollars
- exclude all taxes which are to be shown separately

10.0 Payment by the City shall be made within thirty (30) days after receipt of the invoice and verification of the documentation unless otherwise agreed to.

Invoices are to be submitted in .pdf format quoting the City Purchase Contract number sent to email: apinvoices@coquitlam.ca

Invoices are to include:

- invoice number and Invoice date
- date of transaction
- name of CFR personnel making the purchase
- retail price of the footwear, less discount and amount paid by the CRF employee
- Taxes are to be shown separately



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Quotation Submission Instructions

Quotation submissions are to be uploaded electronically through Qfile, the City's file transfer service accessed at website: <http://qfile.coquitlam.ca/bid>

1. In the "Subject" field enter: RFQ Number and Name
2. Add files in .pdf format and "Send"
(Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete and was sent to email: bid@coquitlam.ca)

Bidders are responsible to allow ample time to complete the submission process. The City reserves the right to accept Quotations after the closing date and time.

For Quotation submission assistance, phone 604-927-3060 or Fax 604-927-3035.

QUOTATION SUBMISSION FORM

Complete and return this Quotation Form

Submitted by: _____

(Company Name)

1. PRICE AND SPECIFICATIONS

Footwear must be original manufactured quality brand name products sold by authorized retailers.

Quantities provided are estimates only and actual quantities may vary.

.1	DICSOUNT - State the amount of discount offered for each sale for the initial one (1) year term.	\$
.2	TOTAL DISCOUNT – State the total discount on an estimated 130 pairs of athletic footwear: 130 pairs x _____ discount = \$ _____	\$
.3	LOCATIONS – Provide addresses for area retail locations:	
.4	BRAND NAMES - List the brand names available at your retail locations:	
.5	SIZES AND WIDTHS - List the range of sizes and widths available at your retail locations:	
.6	DISCOUNTS - List any additional discounts offered on what items?	
.7	PROCESS - Describe your process on how to ensure only authorized CFR personnel receive the discount and \$95. towards their footwear:	
.8	VALUE ADDED BENEFITS – What is your competitive advantage and what other benefits would be provided to the City if your company is the selected retailer:	

2. ADDENDA

We acknowledge receipt of the following Addenda related to this RFQ and have incorporated the information received in preparing this Quotation:

Addendum No.	Date Issued	Date Received

3. Authorization

We hereby submit our Quotation for the goods as specified in strict accordance with all referenced Terms & Conditions, Specifications, and information provided in this RFQ.

Company Name:	
Address:	
Phone:	
Name and Title of Contact <i>for communication related</i> <i>to this RFQ</i> (please print)	
Contact Email:	
Name & Title of Authorized Signatory: (please print)	
Signature of Authorized Person:	
Date:	

The signature above is an authorized representative that can bind the company to statements made in this Quotation. For the purpose of this RFQ, electronic signatures will be accepted.

–End of Quotation Form–