

REQUEST FOR QUOTATION 2020-03

One (1) class 3 single axle hook lift truck

- Closing date and time:** If possible, please respond before **2:00 pm** Pacific Time on **February 20, 2020**. The Village will commence evaluation of responses after that time and reserves the right at its sole discretion to accept or reject any responses received after that time.
- Submit bid to:** Village of Haines Junction, P.O. Box 5339, Haines Junction YT Y0B 1L0
email address: admin@hainesjunction.ca. The onus is on the bidder to make sure the Village receives the bid. Bidders are welcome to request an email confirming receipt.
- Contact for questions:** Collin Kallio, Lead-hand, leadhand@hainesjunction.ca
Any questions should be submitted in writing. Enquiries and responses will be recorded and will be distributed to all bidders at the Village's discretion.
- Requirement:** Supply of either a 2019 or 2020 (1) class 3 single axle hook lift truck.
- How to respond:** Please respond by completing this quotation page and the following pages 2 – 3, plus Appendix A. Prices quoted are to be exclusive of GST. Quotes are to be FOB destination including all delivery charges. Bids should be submitted on this form and may be sent in hard copy, faxed, or emailed. If submitting by email, please submit one single document in Word or pdf format. Do not submit multiple attachments. Terms and conditions are on pages 18-20
- Delivery location:** Public Works Yard - Village of Haines Junction
Haines Junction, YT, Y0B 1L0
- Addenda:** Should a correction be necessary, or should additional information become available during the Request for Quotation process, it may be distributed in the form of an addendum. The Village of Haines Junction assumes no responsibility for notifying individual bidders of the existence of addenda. It is the sole responsibility of the bidder to ensure it has obtained, prior to the closing, any addenda issued by the Village of Haines Junction.
- Issue date:** January 27, 2020

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Pricing: Firm all-inclusive price to supply and deliver equipment as described below, including all transportation, brokerage, customs, duty, inspection, levies, fees, taxes, and any other costs except GST:

DESCRIPTION		QUANTITY & UNIT OF ISSUE	ALL-INCLUSIVE PRICE, EXCL. GST
1	Class 3 single axle hook lift Truck as per specifications in Appendix A	1 each	\$
2	Environmental levy for tires	1 each	\$
3	Environmental levy for battery	1 each	\$
4	Environmental levy for air conditioning	1 each	\$
5	Any other levies, fees, surcharges, or taxes except for GST (please identify below): _____ _____ _____ _____	1 of each	\$ \$ \$ \$
GRAND TOTAL, EXCL. GST			\$

<u>OPTIONAL ITEMS</u> DESCRIPTION		QUANTITY & UNIT OF ISSUE	ALL-INCLUSIVE PRICE, EXCL. GST
1	Commercial class 10' Front snow Plow	1 each	\$
1	Auxiliary Lights – give specification below	2 each	\$
1	Stainless steel V- Box sand spreader with feeder chain and poly spinner	1 each	\$
2	Exterior belly mounted tool box	1 each	\$

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SPECIFICATIONS	
Please fill in and return Appendix A as well.	_____ Yes, Appendix A is attached with my bid.

LEAD TIMES	
Please confirm that if you are identified as the preferred bidder, you are committed to holding the vehicle unsold for 60 days	
Is the vehicle coming from the factory or is it on your lot?	
Guaranteed delivery time from receipt of purchase order	_____ days

WARRANTY
Provide details respecting the warranty provided with the vehicles including term and extension options.
Identify the location(s) from which warranty service is provided.

The undersigned agrees to be bound by the terms and conditions of this Request for Quotation and to supply the goods or services listed at the prices quoted. If a Purchase Order is issued by the Village of Haines Junction to the undersigned, the undersigned will be bound by and will comply with the terms and conditions contained in the Request for Quotation and the Purchase Order which will constitute the full and complete agreement between the parties.

BIDDER INFORMATION		
Name & title of individual		
Legal name of company		
Company address		
Phone and fax numbers	Phone	fax
Email address		
Addenda acknowledged		
WCB No.		GST No.

Signature

Date

Appendix A: Vehicle Specifications

<u>GENERAL DESCRIPTION</u>	<u>NOTES</u>
<p>1 – class 3 Single axle hook lift truck for Municipal Construction service, snow plowing and emergency work. Configured for front snow plow mounting. "Short Turning Radius". Good driver visibility. Easy cab access. Chassis to suit gravel box and flat deck.</p>	
GVWR 11,000kgs.	
Wheel Base 177" approx.	
State turning radius	
State make of cab and chassis	
State model	
State model year	
<u>AXLES AND SUSPENSION</u>	
Front Axle	
Front Axle – 10,000-16,000 lb.	
Front Springs – 12,000-20,000 lb. taper leaf	
Shock Absorbers: telescopic double acting	
State turning radius	
Rear Axle 21,000-30,000 lbs. Meritor RS-23-161 or equivalent normal service. Single Speed c/w rear axle lube pump. State Make and Model	
20,000-31,000 lb rear air suspension system	
Rear air suspension dump valve autofill at 5 MPH with buzzer and indicator light	

Appendix A: Vehicle Specifications

<i>Single air rear suspension leveling valve</i>	
<i>Transverse control rods</i>	
<i>Driver controlled traction differential</i>	
<u>AXLES AND SUSPENSION (Continued):</u>	
<i>Rear shock absorbers</i>	
<i>Magnetic drain plug</i>	
<i>Rear axle ratio 4.89 approx.</i>	
<i>State rear axle ratio as bid</i>	
<i>Speed ability of 100 km/h with engine well below OEM red line. Preferred: 1700 RPM @ 100 km/hr approx. State OEM red line RPM.</i>	
<i>State type of speedometer to be supplied:</i> <i>Electric signal generator preferred</i>	
<u>BRAKES</u>	
<i>front brakes with non- asbestos front brake lining (pads) and front brake dust shields</i>	
<i>rear brakes with non-asbestos brake lining (pads) and rear brake dust shields</i>	
<i>Wabco ABS & traction control</i>	
<i>Traction control full disable</i>	
<u>BUMPERS</u>	
<i>Front only 3/8" rail, extra heavy duty construction type suitable for front end mounted snow plow</i>	

Appendix A: Vehicle Specifications

<p><u>CAB</u></p> <p>High strength steel construction <i>Conventional, Fully Insulated with Interior Noise Levels below Yukon Workers Compensation Board Requirements for continuous operation up to 12 hours.</i></p>	
<p><i>Imoron polyurethane paint or equivalent. Single tone factory white</i></p>	
<p><i>Air suspension driver's seat mounts</i></p>	
<p><i>Fiberglass tilt hood with stationary grill (required to clear snowplow mounting frame)</i></p>	
<p><i>Keyed door locks - both sides</i></p>	
<p><i>Both drivers and passengers seat to be cushioned, high back Cordura nylon covered air suspension type bucket seats c/w adjustable lumbar support</i></p>	
<p><i>Seatbelts to be compatible with type of seat installed. Must be three points with shoulder strap c/w retractors.</i></p>	
<p><i>Driver's side air bag</i></p>	
<p><i>Heavy duty rubber floor mats</i></p>	
<p><i>Dual sun visors</i></p>	
<p><i>AM/FM radio with power cut off when vehicle in reverse gear</i></p>	
<p><i>Arm rests</i></p>	
<p><i>Tinted windows</i></p>	
<p><i>Safety glass throughout</i></p>	
<p><i>Both driver and passenger side door - windows to be factory installed, power operated</i></p>	
<p><i>Fully undercoated, cab and chassis (asphalt emulsion or similar).</i></p>	

Appendix A: Vehicle Specifications

<p><u>Cab (Continued):</u></p> <p><i>Dual west coast bright finished heated mirrors with LED lights and LH and RH remote</i></p>	
<p><i>LH and RH 8 inch bright finish convex mirrors fender mounted and incorporated with the snow plow light brackets</i></p>	
<p><i>Lower RH door window</i></p>	
<p><i>LH and RH exterior grab handles</i></p>	
<p><i>Reflectors</i></p>	
<p><i>Easily Removable Panels for full Access to Instruments</i></p>	
<p><i>Front Fender Splash Guards</i></p>	
<p><i>Cab Steps Slip Resistant (low position & high position step)</i></p>	
<p><i>Provision for snowplow control Console mounting inside cab for one-man operation.</i></p>	
<p><u>ELECTRICAL SYSTEM</u></p> <p><i>To have minimum 30 AMP non-fused terminal strip mounted on Firewall. To have minimum 8 Gauge wire from starter positive terminal brd. minimum 8 gal wire to ground strap. Grounding through Cab Not Acceptable</i></p>	
<p><i>A fire wall mounted six (6) port fuse panel (Cole Hersey #46377-6) powered by a keyed circuit</i></p>	
<p><i>12 Volt negative ground</i></p>	
<p><i>165 Ampere Delco 36-SI Quadramount pad alternator to be equipped with automatic reset circuit breakers.</i></p>	
<p><i>Battery: Group 31, sufficient capacity to supply 2250 C.C.A. @ -20 Degrees C. State make, quantity and size.</i></p>	
<p><i>Rubber isolator under batteries</i></p>	
<p><i>Master battery disconnect switch</i></p>	

Appendix A: Vehicle Specifications

<i>Positive and negative posts for jump start</i>	
<i>Circuit breakers</i>	
<i>Coded wiring</i>	
<i>Fully suppressed</i>	
<u>FRONT LIGHTS</u>	
<i>High intensity headlight (c/w high power sealed quartz Halogen bulbs), automatic daytime operational that also activates dash and tail lights.</i>	
<i>Double faced front L.E.D. directional signals</i>	
<i>Combination L.E.D. parking/directional signal lights</i>	
<u>REAR LIGHTS</u>	
<i>L.E.D. light systems</i>	
<i>License plate light(s)</i>	
<i>Back up lights</i>	
<i>Factory wired RV and Commercial trailer plug at rear drop apron</i>	
<u>CAB LIGHTS:</u>	
<i>Full instrument panel lights</i>	
<i>Cab dome light</i>	
<i>Map lights</i>	
<i>Identification and corner marker lights</i>	
<i>Dual Star model 23803 Multi-Flash 12 volt amber L.E.D. strobe lights mounted on cab protector controlled by switch located on the certified power MDC console</i>	
<i>Snow plow lights mounted on hood, control switch for plow lights to be controlled by switch located on the certified power MDC console</i>	

Appendix A: Vehicle Specifications

<i>Snow plow lighting must be wired in such a way that when selecting the plow light, the vehicle headlights turn off.</i>	
<p><u>GAUGES:</u></p> <p><i>Are to be 2" minimum in diameter. No gauges are to be mounted below the dash.</i></p> <p><i>All gauges are to be mounted on the driver's side of the cab in the instrument panel.</i></p>	
<i>Speedometer and Odometer graduated in KPH.</i>	
<i>Ammeter</i>	
<i>Fuel</i>	
<i>Oil pressure</i>	
<i>Dash mount tachometer with red line at O.E.M. engine speed.</i>	
<i>Water temperature</i>	
<i>Transmission temperature indicator</i>	
<i>Engine hour meter</i>	
<i>Rear axle temperature gauge sensor shield on differential</i>	
<p><u>SWITCHES</u></p> <p><i>Exterior Lights</i></p>	
<i>Instrument Lights with Dimmer</i>	
<i>Map Light</i>	
<i>Dome Light</i>	
<i>Backup Lights</i>	
<i>High/Low beam control</i>	
<i>Directional signal self-cancelling</i>	
<i>Hazard warning</i>	

Appendix A: Vehicle Specifications

<i>Three (3) extra up fitter switches located in dash capable of 15 amp per switch – wires routed to back of cab area along chassis frame</i>	
<i>Dash mounted manual regeneration switch</i>	
<u>WARNING LIGHTS</u>	
<i>Brake system</i>	
<i>Seat belt reminder</i>	
<i>Directional signal indicators</i>	
<i>Hi-Beam indicator</i>	
<i>Backup lights</i>	
<i>Ignition/accessories</i>	
<i>Electric horn warning system for park brake not set with door open</i>	
<u>ACCESSORIES:</u>	
<i>Dual electric horns</i>	
<i>Windshield wipers/windshield washers, two speed H.D. electric intermittent with H.D. arms and snow type wiper blades</i>	
<i>12 volts power point located at dash area</i>	
<i>Heater, defroster and air conditioner</i>	
<i>Heater plumbing to have shut off valves</i>	
<i>Vehicle backup alarm- warn evacuator Model 107 or similar</i>	

Appendix A: Vehicle Specifications

<p><u>ENGINE</u></p> <p><i>OEM engine warranty to include allowance for use of B20 Bio-Diesel without jeopardizing engine manufacturer's warranty.</i></p> <p><i>Supply written warranty statement.</i></p>	
<p><i>Governed speed to suit transmission</i></p>	
<p><i>Oil cooler</i></p>	
<p><i>Programmable anti idle shut down pre-programmed for 10 minutes</i></p>	
<p><i>Electronic engine integral shutdown protection system</i></p>	
<p><i>Dash mounted manual regeneration switch</i></p>	
<p><i>Electronic throttle control</i></p>	
<p><i>Air Cleaner - dry type with fresh air intake c/w air cleaner restriction indicator mounted in dash.</i></p>	
<p><u>ENGINE (Continued):</u></p> <p><i>Side of hood air intake with firewall mounted, Donaldson Air Cleaner and inside/outside air with snow door</i></p>	
<p><i>Electric grid air intake warmer</i></p>	
<p><i>Spin on replaceable fuel filters</i></p>	
<p><i>Individual water separator filter with replaceable element c/w heater and water in fuel indicator and primer pump (Racor Model 1000 or similar)</i></p>	
<p><i>Dual full flow disposable spin-on engine oil filters</i></p>	
<p><i>Magnetic drain plug</i></p>	
<p><u>EXHAUST SYSTEM:</u></p> <p><i>RH outboard under step mounted horizontal after treatment system with a right hand B-Pillar mounted vertical tailpipe</i></p>	

Appendix A: Vehicle Specifications

6 gallon diesel exhaust fluid tank	
<p><u>COOLING</u></p> <p><i>H.D. radiator with bolted top and bottom tanks and frontal area, flow through capacity to suit engine manufacturers requirements for HEAVY EXTENDED USE with a snow plow mounted.</i></p>	
Radiator drain valve	
Bug screen mounted in front of radiator	
Spin on replacement coolant conditioner filter	
Gates blue stripe coolant hoses or equivalent	
Phillips 1000 watt block heater or equivalent, receptacle mounted in drivers door area, Battery warmer and oil pan heater	
Antifreeze to -40°C OAT (Nitrate and Silicate free) extended life coolant	
Horton 2 speed drive master fan drive	
<p><u>STARTER</u></p> <p><i>Delco 12V 38MT heavy duty starter with thermal protection</i></p>	
<p><u>CHASSIS</u></p> <p><i>A heavy duty single frame designed for specific application. With a front mounted snow plow and an under frame rated to a minimum of: 20 section modulus 125,000 PSI yield strength RBM of 2,500,000</i></p>	
<i>Front frame extensions appropriate for both the front mounted hydraulic pump and crank housing and for front snow plow mounting</i>	
<i>Frame drop apron with 10 ton 2 1/8 inch receiver mount combo ball and pintel hitch.</i>	

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<i>2 front mounted tow hooks – frame mounted</i>	
<i>Black frame and under gear</i>	
<p><u>FUEL SYSTEM</u></p> <p><i>One (1) single 50 gallon fuel tank mounted on the drivers side.</i></p> <p><i>Tanks marked diesel only. System must be compatible with B20 Bio-Diesel.</i></p>	
<p><u>STEERING</u></p> <p><i>TRW THP-60 power steering with RCH45 auxiliary gear. Oil/Air power steering cooler.</i></p>	
<p><u>TRANSMISSION & DRIVE LINE</u></p> <p><i>6 speed Allison 3,000 RDS Push button, electronic shift control – dash mounted Full synthetic transmission fluid. Water to transmission cooler in radiator end tank.</i></p>	
<i>Magnetic Drain Plug</i>	
<i>Spicer Life Driveline with XL U joints</i>	
<p><u>TRANSMISSION & DRIVE LINE (Continued):</u></p> <p><i>Transmission oil check and fill with electronic oil level check</i></p>	
<i>Electronic transmission, customer access connector firewall – mounted</i>	
<p><u>WHEELS AND TIRES</u></p> <p><i>FRONT - 3 wheels complete - including spare</i></p>	
<i>Tires – Michelin XZY-3 385/65 R22.5 18 ply Radial front tires</i>	
<i>Wheels – 22.5X12.25 10-Hub Pilot steel (painted white) or aluminum tubeless rims</i>	

Appendix A: Vehicle Specifications

REAR - 5 Wheels complete - including spare.	
Tires – Michelin XDE M/S 11R22.5 16 ply Radial Rear tires	
Wheels – dual 22.5 x 8.25. 10 – Hub Pilot steel (painted white) or aluminum tubeless rims	
<u>WINDOWS</u>	
Safety glass throughout	
<u>HOIST & HYDRAULICS</u>	
Hydraulic pump to be front mounted, engine driven	
Multi use hook lift frame included	
Central hydraulic system supplied by Certified Power with controls for hook lift body, 4 way front plow, sander conveyor chain, spinner and pre-wet. Entire system to be installed, tested and fully operational.	
Sauer Danfoss front engine driven pump JRLS75CLS1424 with low oil shutdown valve and temporary override switch on console. Freedom 2.2 sander control, Sauer Danfoss PVG series control valve, MDC with arm rest console mounted inside cab. 40 gallon frame mounted service guard (tank and valve enclosure combination)	
Hydraulic system requires adjustable load sense relief valves for sander chain circuits in conjunction with main system relief valve. Valve body to be mounted to allow easy service and adjustment.	
Integral return filter cartridge 10 micron	
Hydraulic tank and valve enclosure combination mounted to drivers side frame – matched to system requirements	

Appendix A: Vehicle Specifications

<p><u>CONTROLS:</u></p> <p><i>All controls & switches to be mounted on a Certified Power MDC console with a backlit Canbus Touchguard switch pack, including a dump box lock out deadman button on hoist joystick.</i></p>	
<p><u>CONTROLS (Continued):</u></p> <p><i>Require 6 console switches:</i></p> <ol style="list-style-type: none"><i>1. Power</i><i>2. Spinner light</i><i>3. Alternating amber sander lights (wig wags)</i><i>4. Strobe lights</i><i>5. Front snow plow lights</i> <p><i>Spinner light and sander wig wag wiring to be in place with wires run to left side back of cab. Wires to be clearly labeled for function and terminating with two feet of additional wiring.</i></p>	
<p><i>Console to be mounted on a central pedestal with arm rest between the cab seats and placed in such a way as to allow for easy reach and view of all controls and switches</i></p>	

Appendix A: Vehicle Specifications

Three (3) hydraulic supply and one (1) return line for sander chain, spinner and pre-wet motor to be run along truck chassis to rear for quick connect hose to sander body.

Ensure return line is sized for system requirements (Lines are to be seamless steel tubing not rubber hose). Four (4) hydraulic supply/return lines for the front snow plow must be run to the front of the vehicle.

All lines are to be permanently marked for their function. All lines must be routed and located so as not to interfere with any linkages, lines, wiring or trailer equipment.

Suction and return lines at the hydraulic tank to have quarter turn ball valves to shut off oil when servicing or replacing damaged lines.

**Front plow including installation
Sander including installation
ITEMS ABOVE: MUST BE PRICED SEPARATELY FROM THE TRUCK BID**

<p>FRONT PLOW Full trip reversible snow plow with skid shoes 10' mould board 10 gauge mould board thickness with 3/8" poly facing Dual compression spring trip assemblies on full trip mould board C/W Monroe quick hitch MC 7090 Double acting lift cylinder 4" box x 10" stroke</p>	
<p>MISCELLANEOUS Motor Inspection. Certificate of Acceptance and window decal. Valid Yukon commercial vehicle inspection</p>	
<p>All service & operations manuals & shop and parts manuals required for all components, and shall be Included at time of delivery.</p>	
<p>Front and rear tow hooks/eyes.</p>	
<p>Three matching sets of ALL Keys (TO INCLUDE REMOTE FOBS IF REQUIRED)</p>	
<p>One complete listing of ALL belts, filters and cartridges for truck and attachments.</p>	
<p>Supply a line production sheet listing ALL components for the completed unit.</p>	
<p>Good quality H.D. removable rubber floor mats. (Husky, Pants Saver or equivalent)</p>	
<p>Warranty on equipment, hydraulics, hoses, electronics, Engine and transmission to be handled by the selling truck dealer.</p>	
<p>Vendor to ensure that warranty will not commence until the unit is actually put into service. Date put into Service will be reported by the Village of Haines Junction.</p>	

<i>State warranty separately for truck and attachments</i>	
<i>Electric trailer brake controller installed and standard 6 pin connector in place at rear apron.</i>	
<i>Lockable aluminum drybox/storage box approx 24" x 24" x 24" mounted on left side..</i> 3 sets of keys	

Request for Quotation Terms and Conditions

1. This Request for Quotation should not be interpreted as an agreement to purchase goods or services. The Village of Haines Junction's (the "Village's") intent is to select the bid(s) representing, in its sole discretion, best value to the Village, taking into account, in no particular order, the specifics of the goods or services proposed, the schedule, the experience of the bidder, the bidder's references, the Village's experience with the bidder, the direct costs, the indirect costs and the non-monetary impact upon the Village as well as any other criteria the Village in its sole discretion may deem relevant. It will not be bound to accept the lowest or any bid and reserves the right in its sole and absolute discretion to reject, in whole or in part, any bid, or to cancel the Request for Quotation in its entirety. The Village will not be obligated in any manner to any bidder submitting a quotation whatsoever until the bid has been accepted by the Village, in which case the Purchase Order Terms and Conditions, the terms of this Request for Quotation and the terms of the quotation shall constitute the contract between the Village and the successful bidder.
2. It is the responsibility of the bidder to ensure that the quotation arrives prior to the date and time and at the place indicated. The Village reserves the right at its sole discretion to accept or reject any responses received after this time. From time to time the Village's spam filters block legitimate email. The Village cannot accept responsibility for delivery/receipt of email so please follow up if you do not receive a response.
3. Quotations shall be based on the specifications. Equivalent alternatives to products specified may be considered if full descriptive data on proposed alternatives is submitted with the Quotation. The Village of Haines Junction reserves the right to determine, at its sole discretion, whether the alternatives are equal to products specified.
4. Quotations should be in Canadian funds.
5. Unless otherwise agreed, payment will become due 30 days from the receipt of the invoice or the satisfactory delivery of the goods or services, whichever is later.
6. The Village and its employees and agents shall not be held liable or accountable for any error or omission in any part of this Request for Quotation or response to bidder questions. While the Village and/or its employees and agents have made efforts to ensure an accurate representation of information in this Request for Quotation, the information contained in or provided with the Request for Quotation, is supplied solely as a guideline for bidders. The information is not guaranteed or warranted to be accurate by the Village and/or its employees or agents, nor is it necessarily comprehensive or exhaustive. Bidders should not rely exclusively on any information provided in or with this Request for Quotation and should independently verify all such information. Nothing in this Request for Quotation is intended to relieve bidders from the responsibility of conducting their own investigations and research and forming their own opinions and conclusions with respect to the matters addressed in this Request for Quotation. Proponents will be solely responsible to ensure their quotation meets all requirements of the Request for Quotation, to advise the Village immediately of any apparent discrepancies or errors in the Request for Quotation, and to request clarification if in doubt concerning the meaning or intent of anything in the Request for Quotation.
7. Any questions should be submitted in writing to the contact identified herein. Enquiries and responses will be recorded and may be distributed to all bidders at the Village's discretion. Information obtained from any other source is not official and should not be relied upon. Should a correction be necessary, or should additional information become available during the Request for Quotation process, it may be distributed in the form of an addendum. The Village of Haines Junction assumes no responsibility for notifying individual bidders of the existence of addenda. It is the sole responsibility of the bidder to ensure it has obtained, prior to the closing, any addenda issued by the Village of Haines Junction.
8. If a bidder discovers that it has made an error in its quotation, the bidder may forward a correction notice to the Village, but it must be received prior to the closing date and time for the Request for Quotation. Unless otherwise specified, quotations will be open for acceptance for 60 days after the closing date.
9. Quotations that contain qualifying conditions or otherwise fail to conform to the Request for Quotation terms may be rejected. The Village retains the right to waive irregularities in the quotation if it deems such irregularities to be of a minor or technical nature. The Village retains the sole right to determine which quotation, if any, best meets its needs. The Village reserves the right to issue multiple Purchase Orders, i.e., to more than one bidder, should it deem this to be in the best interest of the Village of Haines Junction.
10. When quotations have been received and an award made, the successful supplier will be held to its quotation as of the closing of the Request for Quotation irrespective of subsequent representation that mistakes have been made in the quotation originally submitted.
11. Notwithstanding the previous paragraphs, if it appears an error has been made in a quotation, the Village may, in its sole discretion, before awarding an order, communicate with the potential supplier to ascertain if it will supply at the quoted price or withdraw the quotation. If the potential supplier is permitted to withdraw its quotation, the potential supplier will not be considered on this Request for Quotation.

12. The Village reserves the right to award this order in part or in full, on the basis of quotations received.
13. In the event of a discrepancy between the unit price and the regular price, the unit price shall govern.
14. Bidders should use the unit of measure shown in the Request for Quotation. Where conversions are required, these should be done by the bidder prior to submitting quotation.
15. In addition to the services stated in the bid form, the Village may also choose to award non-exclusive contracts to one or more bidders to supply goods or services on an "as and when requested" basis during a specified term. Non-exclusive means the contracted bidder would not have the exclusive right to provide the goods or services to the Village of Haines Junction and there would be no guarantee with respect to the volume of goods or services potentially purchased. The Village reserves the right to award to multiple bidders, establish a priority call-out list, assign portions of its requirements to other qualified firms either through a competition or select process, or conduct the work in-house.
16. Bidders should refer to the Request for Quotation number in all correspondence.
17. Bidders must comply with applicable laws. This Request for Quotation will be governed exclusively by and construed and enforced in accordance with the laws of the Yukon. The courts of the Yukon will have exclusive jurisdiction in the event of any dispute concerning this Request for Quotation or any matters arising out of this Request for Quotation.
18. Bidders' expenses:
 - a. It is a fundamental condition of this Request for Quotation and the receipt and consideration of quotations by the Village that the Village, and its respective employees, consultants and agents, will not and shall not under any circumstances including without limitation whether pursuant to contract, tort, statutory duty, law, equity, any actual or implied duty of fairness, or otherwise, be responsible or liable for any costs, expenses, claims, losses, damages or liabilities (collectively and individually all of the foregoing referred to as "Claims") incurred or suffered by any bidder as a result of or related to any one or more of: the Request for Quotation; the preparation, negotiation, acceptance or rejection of any conforming or non-conforming quotation; the rejection of any bidder; or the cancellation, suspension or termination of the Request for Quotation process. By submitting a quotation each bidder shall be conclusively deemed to waive and release the Village and its employees, contractors, consultant and agents, from and against any and all such Claims.
 - b. By submitting a quotation the bidder agrees that it shall not claim damages for any matter arising out of this Request for Quotation process or in preparing and submitting a quotation. The bidder further agrees to and hereby waives any claim for damages for loss of profit if the bidder is not selected by the Village.
 - c. In consideration of the Village considering a bidder's quotation, the bidder waives any right it may have to question or challenge the evaluation of its quotation or any other quotation and releases the Village from any Claims arising from the evaluation process or the failure of the Village to select that bidder's quotation.
19. Freedom of Information:
 - a. All documents, including bids, submitted to the Village of Haines Junction become the property of the Village of Haines Junction subject to the provisions of the Yukon Access to Information and Protection of Privacy Act.
 - b. Contracts valued at \$25,000 and over require approval of Haines Junction Council prior to award. The total bid amount of all bids and the reason for selecting the successful bidder will be routinely released at a Regular Meeting of the Haines Junction Council.
 - c. Certain other bid information may be released in accordance with the provisions of the Yukon Access to Information and Protection of Privacy Act. Should the bidder believe that portions of its bid should be held as confidential, these should be clearly identified. However, even information identified as confidential may be released in accordance with the Yukon Access to Information and Protection of Privacy Act or a court order. The Village of Haines Junction reserves the right to release to the public the total bid price of any submission, regardless of whether it was identified as confidential. By submitting a bid or quotation you consent to the release of the total bid price in order to provide transparency in relation to municipal expenditures of this type.
20. All inquiries related to this Request for Quotation are to be directed to the Village as noted on the Request for Quotation. Information obtained from any other source should not be relied upon. Inquiries and responses may be distributed to all bidders at the Village's option.
21. Bidders should supply prices for all items listed as "Optional". Haines Junction in its sole and unfettered discretion shall determine whether goods described as "Optional" will form part of the goods to be completed in the Contract.

Purchase Order Terms and Conditions

1. Address all correspondence pertaining to this Purchase Order to the buyer specified on the Purchase Order.
2. Upon receipt of the Purchase Order, ensure that all pertinent details are correct. If not, please contact the buyer immediately to discuss.
3. Unless it specifies otherwise, the price shown on the Purchase Order includes all taxes, delivery charges, installation costs and other fees. No additional charges will be invoiced unless specifically discussed with the Village.
4. The Purchase Order number shall appear on all invoices associated with the Purchase Order. Failure to do so may result in a delay in payment.
5. Invoices are to be forwarded to the Village of Haines Junction, Village Hall, Finance Department, Accounts Payable, P.O. Box 5339, Haines Junction BC V4K 3E2
6. The Village reserves the right to cancel all or any of the items associated with this Purchase Order if deliveries are not made by the delivery dates specified.
7. The Vendor warrants that the goods supplied under this Purchase Order are fit for the particular purpose or use for which they were purchased, and will perform in accordance with specifications, and the Vendor also warrants the goods, material and equipment against any defects in material, workmanship or design. This warranty is valid for a minimum of one year from the date of delivery.
8. All goods, materials and equipment are subject to inspection and approval upon delivery.
9. Unless otherwise specified, goods shall be FOB the location stated on the Purchase Order.
10. This Purchase Order may not be assigned or sub-contracted either in whole or in part without the prior consent on writing of the Village of Haines Junction.
11. Whenever the Purchase Order calls for any service to be performed in Haines Junction, the Vendor must provide proof of Haines Junction Business License, minimum \$5 million public liability and property damage insurance coverage with the Village as a co-named insured. When a vehicle is used to deliver the service, proof of minimum \$5 million vehicle public liability & property damage insurance coverage is required.
12. This Purchase Order shall be governed by the laws of the Yukon.
13. All negatives and artwork become the property of the Village, but may be retained by the printer, at the discretion of the job's originator, for possible future use at no charge for handling or storage.
14. The Vendor agrees that the Village exclusively owns all intellectual property rights, including copyright, in any materials produced pursuant to this Order. Upon the Village's request, the Vendor must deliver documents to the Village's satisfaction, waiving in the Village's favour any moral rights and confirming the vesting of copyright in the Village.
15. Any electrical equipment supplied to the Village, or used in delivery of service to the Village, is required to be compliant with the BC Safety Standards Act and applicable regulations, including the Electrical Safety Regulation.
16. The Vendor by the acceptance of this Purchase Order accepts all the terms and conditions thereof.