



Department of Finance  
Procurement Services

**REQUEST FOR STANDING  
OFFER**

**Tender Number: 5514**

**Closing Date: 24-June-2020**

**Closing Time: 12:00PM**

**Atlantic Time**

## **Appliances, Charlottetown and East - Department of Social Development and Housing**

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### **1. Check for changes to this request**

Before submitting this proposal, visit the Procurement website [www.princeedwardisland.ca/en/tenders](http://www.princeedwardisland.ca/en/tenders) to see if any Addenda detailing changes have been issued on this tender. Changes may be posted up until the tender closing time. It is your responsibility to acknowledge and take into account **ALL ADDENDA**.

### **2. Give your business information** (please print)

Name of Company: \_\_\_\_\_  
(If you are not a registered company, give your name)

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

HST/GST Registration Number (BN): \_\_\_\_\_ (leave blank if NOT applicable)

### **3. Review the following documents, which will form part of your proposal**

All documents can be found on the Procurement Services website at [www.princeedwardisland.ca/en/tenders](http://www.princeedwardisland.ca/en/tenders).

- **Atlantic Standard Terms and Conditions**
  - **This tender opportunity is issued in accordance with the provisions of the Atlantic Procurement Agreement and the Canadian Free Trade Agreement. Vendors are encouraged to read the Atlantic Provinces Standard Terms and Conditions, prior to submitting any bid.**
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**4. Additional Information**

- Prices are to be in Canadian Funds.
- Price to include: Freight & Delivery.
- The quantities listed in the tender document are estimates only. Actual quantities over the span of the standing offer may be more or less than the estimated quantities listed in this tender document. The Province of PEI reserves the right to purchase more or lesser amounts depending on requirements. Products to be delivered are on an “as and when required basis” for the standing offer period indicated in this document unless otherwise stated.
- **Each item is regarded as a separate tender and the Province reserves the right to accept all or any portion thereof. Awarded items may be split between two (2) or more vendors.**
- Vendors are advised that all documents forming part of the RFSO process, including all submitted proposals, are subject to the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, Cap. F-15.01 (“FOIPP”). A copy of FOIPP is available at: <https://www.princeedwardisland.ca/en/legislation/all/all/a>

**5. Give your delivery and payment terms**

<b>Delivery Required by:</b>		<b>Goods will be delivered by:</b>	
<b>Delivery Location:</b>			
<b>FOB:</b>	Destination <input type="checkbox"/>	Other <input type="checkbox"/>	(Please Specify) _____
<b>Payment Terms:</b>	Net 30 <input type="checkbox"/>	Other <input type="checkbox"/>	(Please Specify) _____

**6. Acknowledge receipt of addenda (if any)**

<b>ADDENDUM</b>	<b>SIGNATURE</b>
Addendum #1	
Addendum #2	
Addendum #3	

Were there more than three addenda for this proposal?                      YES                      NO

Indicate the number of additional addenda you have received.

Please sign indicating that you acknowledge the additional addenda noted above \_\_\_\_\_

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## 7. Sign your Proposal

I confirm that the information I provided on this proposal is complete and accurate and that I am authorized to sign on behalf of the company.

Name (please print): \_\_\_\_\_ Position or Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 8. Submit Proposal To:

### PROCUREMENT SERVICES

95 Rochford Street  
2<sup>nd</sup> Floor South, Shaw Building, Room 27  
Charlottetown, PE, C1A 7N8  
Telephone: (902)368-4040  
Email: [procurementservices@gov.pe.ca](mailto:procurementservices@gov.pe.ca)

When submitting your bid to the above email address, please ensure your company name and tender number are clearly marked in the subject line of the email.

Acceptable methods to submit your bid; **email only**.

**Faxed, mailed or hand delivered submissions are not accepted.**

## 9. CONTACT INFORMATION

About the good or service:

Name: Chris Reeves  
E-mail: [cdreeves@ihis.org](mailto:cdreeves@ihis.org)

About the procurement process:

Procurement Officer: Melanie Barlow  
E-mail: [mcbarlow@gov.pe.ca](mailto:mcbarlow@gov.pe.ca)

**10. Fill in your unit price, extended price, and total price of all items  
Quote prices in Canadian dollars, before taxes. Quantities are estimates only,  
actual quantities may be more or less depending on requirements.**

Line	Quantity	Description	Unit Price	Extended Price
1		Please complete attached specification and pricing spreadsheet		

Vendors **MUST** submit a saved electronic version of the Excel spreadsheet (**In Excel, NOT PDF**) to [procurementservices@gov.pe.ca](mailto:procurementservices@gov.pe.ca) along with your submission. **Failure to submit an electronic Excel spreadsheet may cause your submission to be non-compliant and will not be considered for further evaluation.** Vendors are required to sign, date and price the spreadsheet. Enter a "0" if a bid for an item is not applicable.

## APPENDIX A:

### Specifications for Appliances for 2020 tender process

#### **Top Freezer Refrigerators**

- 2 door frost free
- white in color
- reversible handles
- glass shelves
- energy star efficient
- vendor identification
- meets Canadian Safety Regulations and Standards (CSA, UL, etc.)
- Standard Manufacturer's Warranty unless otherwise stated.
- Product Warranty and Maintenance Service Provided

\*Prices required for 24" standard (minimum of 12 cubic feet), 28" standard (minimum of 14 cubic feet and no higher than 63 inches), and 30" standard (minimum of 18 cubic feet.)

#### **Electric Ranges** Prices required 30" stoves

- glass in oven door
- electric clock and timer
- digital temperature display
- oven timer
- oven light
- control knobs on front side of stove
- white in color
- bottom drawer
- vendor identification
- meets Canadian Safety Regulations and Standards (CSA, UL, etc.)
- Standard Manufacturer's Warranty unless otherwise stated
- Product Warranty and Maintenance service provided
- All stoves to be equipped 4 top "Smart Burners" by Pioneer meet UL858 Household Electric Ranges Standards for Safety.

#### • **Electric Ranges** Prices required 24" stoves

- glass in oven door
  - oven light
  - control knobs on front side of stove
  - white in color
  - bottom drawer
  - vendor identification
  - meets Canadian Safety Regulations and Standards (CSA, UL, etc.)
  - Standard Manufacturer's Warranty unless otherwise stated
  - Product Warranty and Maintenance service provided
  - All stoves to be equipped 4 top "Smart Burners" by Pioneer meet UL858 Household Electric Ranges Standards for Safety.
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- **Washers**
- 27" commercial
- minimum of 3.2 cubic feet
- top load
- minimum of 3 cycle wash
- white in color
- complete with new washer hoses
- vendor identification
- meets Canadian Safety Regulations and Standards (CSA, UL, etc)
- Standard Manufacturer's Warranty unless otherwise stated
- Product Warranty and Maintenance service provided

### **Dryers**

- 27" commercial
- minimum of 6 cubic feet
- front load
- push button start
- white in color
- vendor identification
- meets Canadian Safety Regulations and Standards (CSA, UL, etc)
- Standard Manufacturer's Warranty unless otherwise stated
- Product Warranty and Maintenance service provided

### **Requesting the following for Charlottetown and East (estimates)**

- 95 Refrigerators
  - 35 – 30" Refrigerator
  - 10 – 28" Refrigerator
  - 50 – 24" Refrigerator
- 60 Electric Ranges
  - 35 – 30" Range
  - 25 – 24" Range
- 20 Washers
- 10 Dryers

### **Please Note:**

Requesting standing offer for appliances with the understanding that the successful vendor maintain a minimum of 5 refrigerators, 5 electric ranges, 2 washers and 2 dryers in stock at all times.

Prices to include delivery charges and installation. **Units must be delivered within 24 to 48 hrs after order is placed.**

Successful vendor is also responsible for removal of old appliances and deliver to housing maintenance shops if requested or to the recycling depot.

This pricing for the Request for Quotation is to run for one year from awarding date.

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