



DISTRICT OF

100 Mile House

REQUEST FOR QUOTATION

RFQ Number 2024-003

The District of 100 Mile House is requesting quotations for:

To supply and install two Columbaria in the 100 Mile Cemetery.

This is a Request for Quotation only. By requesting quotations, the District does not intend to enter into, and shall not be considered to have entered into, contractual relations upon the submission of a quotation by any person and no "Contract A" shall be formed between the District and any supplier upon the submission of a quotation. Without limiting the foregoing, the District shall not be obligated in any manner whatsoever to any supplier until a written agreement for the performance of the work herein contemplated has been duly executed.

Inquiries regarding this Request for Quotation may be directed to Todd Conway, Director of Community Services, Phone 250-706-2217, email tconway@100milehouse.com

A quotation shall be prepared and submitted at the sole expense of the proponent and without cost to the District of 100 Mile House. All quotations received by the District of 100 Mile House become the property of the District of 100 Mile House and as such are subject to the Municipal Freedom of Information and Protection of Privacy Act.

Quotations sealed in an envelope, clearly marked with the supplier's name and the product and/or service name will be accepted up to 2:00 p.m. (local time), March 28th, 2024 and will be received by:

Sheena Elias
Director of Finance
District of 100 Mile House
#1-385 Birch Avenue
Email selias@100milehouse.com

DISTRICT OF 100 MILE HOUSE TERMS AND CONDITIONS – QUOTATIONS

GENERAL

1. **THE LOWEST OR ANY QUOTATION NOT NECESSARILY ACCEPTED.** The District of 100 Mile House may accept any quotation in whole or in part, unless otherwise stipulated.
2. Bidders will be advised of acceptance or rejection within a reasonable time following receipt of bid.
3. Quotations received after the specified closing time & date, will be rejected and returned.
4. The District shall not be obliged to purchase any goods or services from any bidder until a Purchase Order has been issued. Any discussions, inspections or meetings with District staff will not constitute an expressed approval to purchase.

QUOTATION REQUIREMENTS

1. **Acceptance:** Quotations must remain valid for thirty (30) days after the closing date.
2. **Errors:** Quotations as received shall be considered final and no quotation shall be altered, amended or withdrawn after the specified closing date.
3. **Form:** Quotations will not be accepted unless properly signed and submitted on this form.
4. **Taxes:** Quotations must show appropriate taxes as indicated on the form attached.
5. **Quotes for Services:** In the event this quotation is for contracted services, the successful bidder will be required to provide
 - A copy of your current WorkSafeBC Clearance Letter
 - A copy of your current District of 100 Mile House Business Licence
 - A copy of your insurance acceptable to the District of 100 Mile House
6. **Submissions of Bids:** The District shall not be bound and the Bidder agrees not to rely upon any written or verbal statements or representations of any other persons,

whether employed by the District or not, in the preparation and submission of their bid.

7. **Quantities:** The District reserves the right to increase or decrease quantities related herein to meet operational or budget requirements.
8. **Delivery Requirements:** The product must be delivered FOB within 60 days of the issuance of a purchase order.

CONDITIONS OF PURCHASE

1. **Acknowledgement/Acceptance:** The District intends to award a contract through the issuance of a letter of award to the selected bidder.
2. **FOB Point:** All goods shall be quoted F.O.B. at the District specified site or unless otherwise specified.
3. **Shipments:** The District reserves the right to cancel this order, if the contract delivery date shown herein, is not met. All materials must be transported based on the conditions herein.
4. **Indemnity:** Notwithstanding the providing of insurance coverage by the Bidder, the Bidder hereby agrees to indemnify and save harmless the District, its officers, agents, servants and employees and each of them from and against all claims, demands, losses, costs, damages, actions, suites or proceedings by whomever made, brought or prosecuted and in any manner based upon, arising out, related to, occasioned by or attributable to the activities of the Bidders, its servants, agents, subcontractors and sub-subcontractors, in providing the services and performing the work of this Contract, excepting always liability arising solely out of the negligent act or omission of the District.

SPECIFICATIONS

Supply and install two (2) Columbaria in the 100 Mile House Cemetery.

The Nominal dimensions shall be as follows:

Each columbaria shall include a total of 48 Niches, 4 niches high x 6 niches wide. All niches shall be 12" x 12" x 16".

Note: The level concrete pads for the Columbaria will be provided and installed by the District of 100 Mile House.

QUOTATION SHEET

Quotation Bid Sheet – Bidders must complete the form below and return it to the Operations Supervisor on or before the published closing date.

Name of Firm Bidding:

Authorized Signature _____

Print Name _____

Position _____

Address

City_____ **Postal Code**_____

Phone # _____ **Fax #** _____

E-Mail Address _____

ITEM DESCRIPTION	PRICE
Two (2) Columbaria	
TAXES	
TOTAL QUOTED PRICE	