

PURCHASING DIVISION

2010 February 9

File: 102-10

RE: Quotation Reference No. 102-10 HVAC Filters

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Please be advised that the above referenced quotation has been amended as follows:

- Item #2 should be "24X24X22 FARR 6 pocket 65%"
- Merv rating on pleated filters is 8
- Media filters are dry

We apologize for any inconvenience this may cause. Any quotations already sent will be returned at your request. For further information, please call me at 250-828-3504.

Yours truly,

J. Dickenson, CPPB  
Purchasing Coordinator

Name and Address of Firm Quoting

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Canada's Tournament Capital

City of Kamloops  
Purchasing Division  
Telephone: 250-828-3504  
Facsimile: 250-828-3390

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

**CITY OF KAMLOOPS  
REQUEST FOR  
FAX QUOTE**

Quotation No: 102-10  
Closing Time: 2:00 p.m.  
Closing Date: 2010 February 12

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT
	HVAC filters as per attached schedule of quantities and prices.			
	Carry forward sub-total.			
	Fax in all pages of this request.			
		SUBTOTAL	\$	_____
		P.S.T.	\$	_____
		G.S.T.	\$	_____
		Net Total Price F.O.B. City of Kamloops	\$	=====

**Quotations subject to conditions stated on page two**

\_\_\_\_\_  
Signature of Person Authorized  
to sign Quotation

\_\_\_\_\_  
J. Dickenson, CPPB  
Purchasing Coordinator  
City of Kamloops

\_\_\_\_\_  
Name and Title of Person Above  
(Please Print)

Telephone No: \_\_\_\_\_

Fax No: \_\_\_\_\_

**CITY OF KAMLOOPS**  
**TERMS AND CONDITIONS - QUOTATIONS AND TENDERS**

GENERAL (Applies to all quotations and tenders for the supply of goods and services.)

1. **THE LOWEST, OR ANY QUOTATION/TENDER NOT NECESSARILY ACCEPTED.** The City of Kamloops may accept any quotation/tender in whole or in part, unless otherwise stipulated.
2. Bidder will be advised of acceptance or rejection within a reasonable time following receipt of bid.
3. The City of Kamloops reserves the right to waive minor defects and/or technicalities which, in the opinion of the City, do not materially alter the specifications of the contract.
4. The City of Kamloops shall not be responsible for the costs incurred by the bidder in preparing and submitting the bid.
5. Contractors and suppliers wishing to do business with the City of Kamloops agree to resolve any differences through the City of Kamloops' dispute resolution procedure. Contractors and suppliers who choose to use a public forum to air any differences run the risk of being removed from the preferred vendor list and may be prevented from doing business with the City of Kamloops.
6. **QUOTES TO BE FAXED TO 250-828-3390 BEFORE 2:00 P.M. ON CLOSING DATE SHOWN. THE CITY OF KAMLOOPS ASSUMES NO RESPONSIBILITY FOR TRANSMISSION PROBLEMS.**
7. Successful vendors only will be advised in writing of bid results. Bid awards will be posted on the City's website, [www.kamloops.ca](http://www.kamloops.ca), within two weeks of award. All bidders are encouraged to visit this Web page for bid awards, opportunities, and general purchasing information.

GOODS

8. **ALL GOODS SHALL BE QUOTED F.O.B. KAMLOOPS, UNLESS OTHERWISE SPECIFIED.**  
The City of Kamloops will consider offers on products, projects, and services that are environmentally preferred. The City recognizes that procurement decisions by its employees can make a difference in pursuit of improving environmental performance and as such support the purchase of products, projects, and services that will minimize the negative impact on the environment when they are practical and can be obtained at a reasonable cost. The entire statement can be viewed at [www.kamloops.ca/purchasing](http://www.kamloops.ca/purchasing).
9. The bid shall be deemed to be a continuing offer to supply the items as listed thereon at the quoted prices for the period specified and as ordered by the City of Kamloops from time to time.
10. Each order issued by the City of Kamloops shall constitute a contract binding upon the accepted quotation/tender for the supply of the items specified thereon at the quoted prices and upon the conditions set out herein.
11. No goods are to be delivered without an Official City of Kamloops Purchase Order Number.
12. The City of Kamloops reserves the right to cancel any order if not filled within a reasonable time of the order, and in accordance with the terms specified.
13. Any items of an Electrical or Mechanical nature, must bear Canadian Standards Association or such local approval as required under Provincial and Municipal Laws and Regulations governing the sale and usage of such equipment.
14. City of Kamloops terms shall apply unless otherwise stipulated by the successful bidder and agreed to by the City. Payment terms are 30 days from receipt of invoice.
15. **IMPORTANT:** All materials delivered shall be subject to our inspection and approval, notwithstanding prior payment to obtain cash discount. Vendor to pay all transportation charges both ways on rejected materials. In the case of default or rejection the City of Kamloops reserves the right to purchase in the open market and hold the vendor responsible for any excess cost occasioned thereby. Should any violation of specifications in contract occur, the City of Kamloops may cancel the contract and remove the vendor from the bidding list. **WHERE APPLICABLE, MATERIAL BID MUST MEET CITY SPECIFICATIONS AND BE ON THE APPROVED MATERIALS LIST AS DETAILED IN THE CITY SPECIFICATION DOCUMENT.**
16. Seller warrants title to commodities supplied by him/her, and warrants them free from any and all defects, imperfections, suits, claims, demands, expenses, patent infringements, liens or other charges of any nature whatsoever and will indemnify and hold the City of Kamloops harmless therefrom.

SERVICES

17. The City of Kamloops Contractors Coordination Program requires that before a contractor can be hired to do work for the City of Kamloops, the following information must be on file:
  - A copy of your current WorkSafeBC Clearance Letter.
  - A copy of your current City of Kamloops business licence.
  - A copy of your insurance acceptable to the City of Kamloops.
  - An up-to-date copy of your Occupational Health and Safety Program acceptable to the City of Kamloops.
  - For companies with more than 20 employees, the City will require a copy of the contractor's Occupational Health and Safety Program for review to ensure that it meets the criteria set by the WorkSafeBC Regulation 3.3. The manual must also contain safe work procedures regarding the type of work the contractor is being hired to do.
  - For companies with less than 20 employees, there must be proof that employees have been properly trained in the work they have been hired to do and evidence there is a commitment to safety by the contractor.



City of Kamloops

Request for Quotation No. 102-10  
HVAC Filters

	Qty.		Unit Price	Extended Price
1.	216	16 x 20 x 2 Pleat High Capacity	\$ _____	\$ _____
2.	36	24 x 24 x 16 BAG FARR 65% BAG Filter 6 Pocket	\$ _____	\$ _____
3.	312	24 x 24 x 2 Pleat High Capacity	\$ _____	\$ _____
4.	108	12 x 24 x 2 Pleat High Capacity	\$ _____	\$ _____
5.	348	20 x 30 x 2 Pleat High Capacity	\$ _____	\$ _____
6.	24	18 x 24 x 2 Pleat High Capacity	\$ _____	\$ _____
7.	216	20 x 25 x 2 Pleat High Capacity	\$ _____	\$ _____
8.	48	20 x 20 x 2 Pleat High Capacity	\$ _____	\$ _____
9.	36	16 x 25 x 2 Pleat High Capacity	\$ _____	\$ _____
10.	72	16 x 25 x 1 Pleat High Capacity	\$ _____	\$ _____
11.	48	16 x 20 x 1 Pleat High Capacity	\$ _____	\$ _____
12.	24	25 x 25 x 1 Pleat High Capacity	\$ _____	\$ _____
13.	24	20 x 20 x 1 Pleat High Capacity	\$ _____	\$ _____
14.	48	20 x 25 x 1 Pleat High Capacity	\$ _____	\$ _____
15.	48	16 x 25 x 4 Pleat High Capacity	\$ _____	\$ _____
16.	60	24 x 24 x 2 Media	\$ _____	\$ _____
17.	96	15 x 21 x 1 Media	\$ _____	\$ _____
18.	24	16 x 20 x 2 Media	\$ _____	\$ _____
		Subtotal	\$ _____	_____



City of Kamloops

Request for Quotation No. 102-10  
HVAC Filters

	Qty.		Unit Price	Extended Price
19.	12	16 x 20 x 2 Media	\$ _____	\$ _____
20.	72	16 x 25 x 2 Media	\$ _____	\$ _____
21.	24	18 x 25 x 2 Media	\$ _____	\$ _____
22.	12	14 x 25 x 1 Pleat High Capacity	\$ _____	\$ _____
23.	12	24 x 12 x 4 Pleat High Capacity	\$ _____	\$ _____
		Subtotal	\$ _____	_____