



*A People Place, A Change of Pace*  
**SHELBURNE**  
ONTARIO, CANADA

**Town of Shelburne**  
**Request for Quotation 01-2020**  
**ONE (1) NEW RUBBER TRACKED COMPACT MINI EXCAVATOR**  
**Issued February 14, 2020**

**Instructions to Bidders:**

1. Request for Quotations for the outright purchase will be received at the Town office of the undersigned for one (1) New Rubber Tracked Compact Mini Excavator until:

**2:00 pm Wednesday March 11, 2020**

- Please indicate excavator price and HST respectively
  - Please specify all applicable warranties to Excavator
  - Please include delivery date
  - Unit to meet all minimums set out in Appendix A
  - Price quote must be valid for ninety (90) days
  - Faxes or emailed RFQ submissions will not be accepted
2. Request for Quotation submissions must include Appendix 'A' as well as the Pricing (Appendix B) provided sealed in a properly labeled (RFQ 01-2020) envelope. Request for Quotations to be delivered to the Town of Shelburne Municipal Office at:

**203 Main Street East,  
Shelburne, Ontario, L9V 3K7  
Attention Carey Holmes, Treasurer**

3. Contract Award and Execution shall be in accordance with the Town's Municipal Procurement Policy 2019-05. Copies are available on the Town's website:  
<https://www.shelburne.ca/en/town-hall/resources/Documents/Municipal-Procurement-Policy-2019.pdf>

This document is available in alternative format upon request.

4. The lowest or any Request for Quotations may not necessarily be accepted.

5. Request for Quotation documents are available at the Town of Shelburne office and on the Town of Shelburne website as specified below, and any questions should be directed in writing to:

Jim Moss, Director of Development and Operations  
Town of Shelburne  
203 Main Street East,  
Shelburne, Ontario L9V 3K7  
Phone: 519-925-2600  
Email: [jmoss@shelburne.ca](mailto:jmoss@shelburne.ca)  
Website: [www.shelburne.ca](http://www.shelburne.ca)

Responses and clarifications requests will be provided to all proponents in writing. No clarification requests will be accepted by telephone.

### **Equipment Specifications**

This Equipment Specification covers Rubber Tracked Compact Mini Excavator intended for use in municipal maintenance and construction operations. Only major details of the unit are listed. It is the supplier's responsibility to deliver a fully equipped unit with compatible components to provide dependable service. Where minimums are given the unit must meet or exceed the capacity, size or performance specified. Desired weight capacity maximum should be 5 ton. Equipment must be supplied with suitable components to comply with the following minimum specifications.

Note: If additional equipment over and above the minimum contained in Appendix A are included in the pricing for the piece of equipment, please list them on a separate quote consistent with the total cost.

### **Confidentiality of Information**

The successful Proponent shall not at any time during or after the completion of the process divulge any confidential information communicated or acquired by or disclosed by the Town. No such information shall be used by the proponent on any other engagement without prior written agreement.

### **Indemnity**

The Proponent shall indemnify and save harmless the Corporation of the Town of Shelburne from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgements of every nature and description made, brought or recovered against the Town by reason of any act or omission of the Proponent, his agents or employees, in the execution of his work.

## Appendix A Minimum Equipment Specifications

The following minimum Equipment Specifications must be met:	Included	
	Yes	No
4-cylinder liquid cooled diesel engine, minimum 40 hp, auto idle		
12-volt electrical system		
60-amp alternator		
12-volt battery minimum 540 cold cranking amps		
Engine block heater		
Hydrostatic driven independent track system		
Hydraulic oil cooler		
Ergonomic pilot controls for direction, steering, boom and blade controls with arm rests		
Gauges or warning lights for fuel, seat belt, engine coolant engine or hydraulic malfunctions with shut down		
Displays for hours of run time and RPM's		
Boom mounted quick couplers		
24" digging bucket and 42" tilt ditching bucket with thumb		
Dozer blade with float and angel		
Cab with roll over protection and all other applicable mandatory safety equipment		
Weight capacity (ton)		
Excavator track system to be rubber		
Warranties: Provide warranty period _____		

## Appendix B: Pricing

All prices shall be provided in Canadian dollars.

Submissions are to remain firm for acceptance for a period of ninety (90) days from date of bid closing.

There will be no claim for increase of rates or prices submitted and accepted by the Municipality by signature of signing officer, blanket contract, agreement, etc for the term unless specifically addressed in this request.

Errors and Irregularities shall be in accordance with Schedule C of Municipal Procurement Policy 2019-05. <https://www.shelburne.ca/en/town-hall/resources/Documents/Municipal-Procurement-Policy-2019.pdf>

Company Name: \_\_\_\_\_

Price for Unit \_\_\_\_\_

Delivery Cost \_\_\_\_\_

Taxes (as applicable) \_\_\_\_\_

Total Submission \_\_\_\_\_

Delivery Date \_\_\_\_\_

Dated at \_\_\_\_\_ this \_\_\_\_\_, day of \_\_\_\_\_, 2020.

Signature of Authorized Person: \_\_\_\_\_

Print Name \_\_\_\_\_

Signature of Witness: \_\_\_\_\_