

Request for Quotation  
RFQ13-1425

**SUBJECT: Locksmith tools, supplies & related hardware**



DATE OF ISSUE:	July 25, 2013
TO RESPOND BY:	August 16, 2013 @ 1400 Hours (2:00 PM Pacific Time)
RESPOND TO:	Evelyn Evens Purchasing Department University of Northern British Columbia 3333 University Way Prince George, BC V2N 4Z9 Email: evens@unbc.ca
SIGNATURE AT ISSUE:	<i>e evens</i>

**RECEIPT CONFIRMATION FORM****REQUEST FOR QUOTATION  
RFQ13-1425**

Please complete this form and mail or fax **IMMEDIATELY** to:

Purchasing Department  
University of Northern British Columbia  
3333 University Way  
Prince George, BC V2N 4Z9

Attn: Evelyn Evens  
Fax Number: 250-960-5507

**Failure to return this form may result in no further communication regarding this Request for Quotation.**

COMPANY NAME:		
ADDRESS:		
CITY:	PROV:	POSTAL CODE:
CONTACT PERSON:		
CONTACT TELEPHONE:		CONTACT FAX:
EMAIL:		

I have received a copy of the above noted Request for Proposal.

\_\_\_\_\_ Yes, I will be responding to this Request.

\_\_\_\_\_ No, I will not be responding.

## UNIVERSITY OF NORTHERN BRITISH COLUMBIA

## REQUEST FOR QUOTATION

RFQ13-1425

## 1.0 INFORMATION AND INSTRUCTIONS

## 1.1 PURPOSE

The University of Northern British Columbia, hereinafter referred to as the "University", is in the final stages of selecting a qualified vendor for the supply of locksmith tools, supplies and related hardware items on an "as and when requested basis". A blanket order will be set up with the successful supplier for a term ending August 31, 2015 with an option to renew for an additional one year term.

This request for Quotation states the instructions for submitting Quotations and the procedure & criteria by which Vendor(s) will be selected.

## 1.2 DEFINITIONS

Hereinafter, each company receiving this Request for Quotation is referred to as a "Vendor", and a Vendor's Quotation in response to the Request for Quotation is referred to as a "Quotation".

## 1.3 ISSUING OFFICE

University of Northern British Columbia  
Purchasing Department  
3333 University Way  
Prince George, BC V2N 4Z9

Attention: Evelyn Evens  
Fax: 250-960-5507

## 1.4 KEY DATES

Listed below are the important events and the target dates and times by which the events are expected to be completed:

A.	Issue of Request for Quotation	July 25, 2013
B.	Return Receipt Confirmation Form	Immediately
C.	Respondent's Inquiries Up to the end of	August 7, 2013
D.	University's Answers Up to the end of	August 8, 2013
E.	Due Date for Submission of Quotations	August 16, 2013
F.	Blanket Order Start Date	September 1, 2013

## 1.5 CLOSING DATE AND TIME

Quotations, signed by the Vendor's authorized representative, must be received by the Issuing Office, not later than 2:00:00 PM (1400 Hours) Pacific Time, August 16, 2013.

**The University will not accept submissions of any Quotations after the closing date and time. Any submissions received after the closing date and time shall be considered disqualified. Under no circumstances, regardless of weather conditions, transportation delays, or any other circumstances, will late submissions be accepted.**

## 1.6 QUOTATION SUBMISSION

**One copy of the Vendor's Quotation**, must be submitted to the Issuing Office on or before the closing date and time. The Quotation number and description are to be clearly marked on the outside of the envelope if submitting by mail or courier. In the essence of sustainability, the following practices are suggested regarding your submission.

- a) there is no need to include the front end of this document (pages 1-9). The University has the original.
- b) to minimize the amount of paper used, do not submit anything that is not required or does not add value to your submission, where possible, duplex the pages (print both sides).
- c) as an alternative to submitting a paper copy, the Quotation may be submitted in MS Word, MS Excel, and/or Adobe format on a cd, flash drive, or electronically to [evens@unbc.ca](mailto:evens@unbc.ca) with the correct tender document number in the subject line. The signature page, schedule II must be signed. The signature page may be faxed to 250-960-5507 prior to the closing date and time. **Faxed Quotation replies will not be accepted.**
- d) Regardless of the method of submitting the Quotation, whether it be in print form in an envelope, on a cd, on a flash drive, or e-mailed. All information must be received prior to the closing date and time.
- e) UNBC has an Email file limit of 20MB total size, it may be necessary to break large files into more than one email.
- f) Email Responses – UNBC's inability to receive an email, or email attachment for any reason, shall not constitute an exception to the mandatory requirement to receive a response before the date and time specific in section 1.4.

For any and all Quotations, regardless of the method of submission, the University accepts no responsibility for non-receipt and delays in receipt caused by facsimile transmission and reception problems, equipment failure, or any other similar cause.

Vendors may not make modifications to their Quotations after the closing date and time except as may be allowed by the University pursuant to Section 1.10.

Amendments to a Request for Quotation by facsimile will be accepted provided that the amendment amount is shown and not the total offer. Amendments must be received in writing prior to the Closing Time to be considered as part of the Vendor's Quotation.

The University accepts no responsibility for non-receipt and delays in receipt caused by facsimile transmission and reception problems, equipment failure, or any other similar cause. Amendments received after the Closing Time will not be considered and will not form any part of the Quotation submitted.

SECTIONS 1.0, 2.0, Part 1 , SCHEDULES I, II, IIa, III, addenda, specifications, terms and conditions, and any attachments hereto shall become part of any contract entered into between the successful Vendor and the University of Northern British Columbia.

Quotations which contain qualifying conditions may be disqualified or rejected.

Quotations will be opened immediately after the Closing Time at the office of the Purchasing Division, University of Northern British Columbia, Room 1085, 3333 University Way, Prince George, BC V2N 4Z9. Vendors are invited to attend the Quotation Opening. Only the names of the Vendors and the total proposed amount (before taxes) will be disclosed by the University of Northern British Columbia and only at this time and only to the Vendors in attendance.

The University may reproduce any of the Vendor's Quotation and supporting documents for internal use or for any other purpose required by law.

The University will not be obligated in any way by the Vendor's Quotation. The University will not return any of the Vendor's Quotation and supporting documents to the Vendor.

#### 1.7 WITHDRAWAL OF QUOTATION

Quotations may be withdrawn personally, by written notice or by fax, provided such notice of withdrawal is received by UNBC prior to Quotation closing time.

#### 1.8 QUOTATION COSTS

The Vendor has the sole responsibility for any costs associated with preparing and submitting its Quotation in response to the Request for Quotation.

In no event will the University be responsible for the costs of preparation or submission of any Quotation.

#### 1.9 IRREVOCABLE OFFER

Quotations submitted to the University shall constitute a valid and irrevocable offer

which is open for acceptance by the University from and after submission until the expiration of the 60<sup>th</sup> day following the Closing Date specified in Section 1.5.

The University reserves the right to accept the Quotation, which it deems most advantageous, and the right to reject any or all Quotations.

The University will not be liable under any contract in connection with this Request for Quotation, or the submission of Quotation, unless and until the University has accepted one or more Quotations.

#### 1.10 INQUIRIES AND CHANGES

All inquiries **MUST** be faxed to:

Evelyn Evens                      Fax (250) 960-5507

#### **ELECTRONIC AND EMAILED INQUIRES WILL NOT BE RESPONDED TO.**

The questions and answers from the University of Northern British Columbia will be issued in written form and signed by the Purchasing Agent and then sent out as an addendum. Any Addenda shall be considered as part of the Proposal Documents. All Addendums will be posted on the UNBC Purchasing website [www.unbc.ca/purchasing/](http://www.unbc.ca/purchasing/) listed as "Active Tenders & RFP's".

In the event the University Server is not available, or for any other situation the University deems reasonable, then the addendums will be faxed to parties registered as having returned the Receipt Confirmation form and/or submitted an inquiry on time. Any Respondent who does not submit the RECEIPT CONFIRMATION will not necessarily be sent any amendments or addenda.

No Respondent who signs and returns the Receipt Confirmation letter is obligated to submit a proposal.

It is the responsibility of each vendor to inquire about and clarify any requirements of this Request for Quotation which are not understood.

The University of Northern British Columbia shall not be responsible for, and the Respondent shall not rely upon, any instructions or information given to any Respondent other than in writing in accordance with the requirements of the Request for Quotation.

This RFQ is not to be discussed with any other UNBC employee unless otherwise directed to do so by the Purchasing Agent. Failure to do so could result in the rejection of your bid.

Vendors must obtain their own information on all matters and things that may in any way influence them in making their Quotation and fixing prices.

Vendors must satisfy themselves in all respects as to the risks and obligations to be undertaken by them.

If a Vendor discovers any inconsistency, discrepancy, ambiguity, errors, or omissions in the Request for Quotation it must notify the University immediately in writing.

The University may, at any time, make and stipulate changes to this Request for Quotation.

The University may provide additional information, clarification or modification by written addenda. All addenda shall be incorporated into and become part of the Request for Quotation. The University shall not be bound by oral or other informal explanations or clarifications not contained in written addenda.

#### 1.11 SELECTION PROCESS

Because the University bases any decision to award a contract on the Quotations submitted, Vendors should include all requirements, terms or conditions it may have in their Quotation, and should not assume that any opportunity will exist to add such matters after the Quotation is submitted.

The University reserves the right, at its sole discretion, to negotiate with any Vendor as it sees fit, or with another Vendor or Vendors concurrently. In no event will the University be required to offer any modified terms to any other Vendor. The University shall incur no liability to any other Vendor as a result of such negotiations or modifications.

#### 1.12 WITHDRAWAL OF QUOTATION

Quotations may be withdrawn personally, by written notice or by fax, provided such notice of withdrawal is received by UNBC prior to the Quotation closing time.

#### 1.13 BASIS OF SELECTION

The University will not necessarily accept the lowest price or any Quotation. Any implication that the lowest or any Quotation will be accepted is hereby expressly negated.

The University will not be limited as to its criteria for evaluation of Quotations. The University may take into account whatever criteria and considerations it wishes to. These may include:

1.13.1 Any features or advantages which are unique to the Vendor's Quotation, which the University has not listed in Attachment A.

1.13.2 The Vendor's relevant experience, qualifications and success in providing the items described in Attachment A.

1.13.3 The quality and duration of the Vendor's proposed warranty period, specifically: items covered; period covered; items not covered; and any other factor that should be considered by the University in evaluating this aspect of the Vendor's Quotation.

1.13.4 The Vendor's price.

#### 1.14 RIGHT TO REJECT

UNBC reserves the right to reject any or all bids and to accept any bid it considers advantageous. The lowest or any Quotation may not necessarily be accepted if UNBC determines, at its sole discretion and after appropriate investigation and evaluation, that:

1.14.1 The Quotation must be cancelled due to financing problems or changing economic circumstances

1.14.2 The bids, or any of the bids, exceed the projected spending approval the quotation may be cancelled.

#### 1.15 CONTRACT PROVISIONS BY REFERENCE

The University's acceptance of the Vendor's Quotation by issuance of a Blanket Purchase Order shall create a contract between the University and such Vendor containing all specifications, terms and conditions in the Quotation except as amended in the Blanket Purchase Order. Any exceptions taken by the Vendor which are not included in the Blanket Purchase order will not form part of the contract.

In the event of a conflict between the terms and conditions of the Request for Quotation and information submitted by a Vendor, the terms and conditions of this Request for Quotation and the Purchase Order will govern.

#### 1.16 CONFIDENTIALITY

The Vendor acknowledges that the University is a public body subject to the *Freedom of Information and Protection of Privacy Act* (the Act). The Vendor shall review the Act and determine the categories of records which are exempted from disclosure under the Act. The Vendor shall clearly mark "Confidential" all information regarding the items and conditions, financial and/or technical aspects of the Vendor's Proposal, which in the Vendor's opinion are of a proprietary or confidential nature at the relevant item or page.

If the University receives a request for information under the Act which includes information provided by the Vendor, the University will give the Vendor notice of such request and the Vendor will respond to such notice within 20 days or less. If the Vendor does not respond to the notice from the University, the University will proceed to process the request for information. The University shall use all reasonable efforts



to hold all information marked "Confidential" by the Vendor in strict confidence but shall not be liable for any inadvertent disclosure.

If the University's response to a request under the Act is appealed to the Office of the Information and Privacy Commissioner, the Vendor shall have the burden of proof per section 57 (3) of the Act. The Vendor shall be responsible for all costs related to its confidentiality requirements.

If the University declares and marks certain information about the University to be received by the Vendor as "Confidential", the Vendor must not disclose such "Confidential" information to any third parties unless authorized to do so in writing by the University.

The Vendor and The University agree that the reciprocal obligations of confidentiality will survive the termination of any contract that might arise between the parties.

## 2.0

### 2.1 COSTS

All prices must be quoted duty exempt and goods & services tax (G.S.T.) and B.C. provincial sales tax (P.S.T.) excluded. Each Vendor shall provide separate prices for:

2.1.1 All costs related to delivery.

### 2.2 DELIVERY DATES

The Vendor must specify its best delivery date in days from the University's acceptance of the successful Quotation.

## 3.0

### 3.1 TERMINATION BY EITHER PARTY

This Agreement may be terminated by either party, on one (1) months written notice to the other.

### 3.2 CONSEQUENCES OF TERMINATION

If this Agreement is terminated as herein provided, the following provisions shall apply:

3.2.1 The University shall pay the Vendor the amounts due to the Vendor (if any).

3.2.2 The Vendor shall cease forthwith the provision of it's service at the University Under this agreement.

- 3.3 Any agreement(s) made as a result of this Request for Proposal may not be assigned or transferred by either party to such agreement without the prior written approval of the University.

**ATTACHMENT A**  
**SPECIFICATIONS**  
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A blanket order will be set up with the successful vendor for two years, with the term to expire August 31, 2015, and with an option to renew for an additional one year term. All goods will be ordered on an as and when requested basis.

The successful vendor shall guarantee the prices quoted in Schedule II for the period of one year from the closing date of this RFP. During the course of each term, market dictated price increases must be submitted in writing to the UNBC Purchasing Department. Acceptance of any price increase will be provided by UNBC in writing and will take effect 30 days from the date of the acceptance letter. Price decreases may be implemented at any time.

Individual orders will be limited to those with a value under \$5,000.00. Quotes separate from this blanket order will be obtained for orders over \$5,000 and for orders pertaining to projects.

UNBC reserves the right to award any or all to one or more vendors.

During the term of this agreement the successful vendor will not be able to invoice the University for a price higher than the amount they have quoted in the submission or in the annual price review (if approved).

The University may or may not order the below parts nor limit themselves to ordering only those parts listed below. The same pricing structure applies to those items ordered but not listed below.

All equivalent products must be approved in writing by UNBC before the close date. Please submit details of equivalent products with questions by August 7, 2013 to fax number 250-960-5507. In some instances UNBC may require a sample of the equivalent be supplied for testing before it is approved. The items will be returned to the Vendor via regular ground freight collect if requested. In the case of cylinder pins or key blanks, the unused portion will be returned if requested.

Shop drawings are required when an item has been changed to an approved equivalent.

Vendors are not required to quote on all of the items listed in Schedule II, but are encouraged to do so.

**SCHEDULE I**

**BIDDERS SUBMISSION CHECKLIST**

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	<b>YES</b>	<b>NO</b>
1. Schedule II – Itemized Price List (must include shop drawings where applicable)	_____	_____
2. Schedule III – Quotation Signature(s)	_____	_____

**Please DO NOT FAX your quote to the University. Please read article 1.6 Quotation Submission.**

**SCHEDULE II**  
**ITEMIZED PRICE LIST**  
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Quotations shall be itemized as indicated. The make of all items must be shown; failure to do so may result in rejection of the Quotation submitted. Manufacturers' names may be abbreviated. The University of Northern British Columbia reserves the right to increase or delete any item or number of items shown hereunder. The unit prices remain firm should quantities be adjusted.

Please submit typewritten responses on the forms provided.

The Unit Prices below should be for the product cost only. Any other charges for packaging, shipping, handling, etc., should be filled out on the next page as indicated.

I/We hereby list below an itemized unit breakdown of prices as follows:

**NOTE 1: Please fill out the unit pricing as indicated below. Please clearly indicate "Options" available and corresponding upcharge(s) where applicable.**

**NOTE 2: Pricing below must be submitted in Canadian Funds, landed.**

**NOTE 3: Price quantities below (e.g. /ea) do not reflect quantity to be purchased, for comparison purposes.**

**NOTE 4: Prices are FOB UNBC Prince George Campus**

<b>Description</b>	<b>Unit Price</b>
Master 6621WO Padlock	\$_____ each
Master Cylinder Driver for above (for Schlage or GMS type cylinders)	\$_____ each
American 1105 Aluminum Body Padlock 0 bitted (no substitutions)	\$_____ each
GMS 1 1/8" Mortise Cylinder Schlage C Keyway 26D	\$_____ each
GMS 1 1/8" Dummy Mortise Cylinder 26D	\$_____ each
Kaba Ilco F2504 B, 4 Drawer File Cabinet Locking Bar (or equivalent)	\$_____ each
HES 9400 Electric Strike (no substitutions)	\$_____ each
MAG 12" Interlocking Latch Guard Chrome (or equivalent)	\$_____ each
MAG 4" x 1 3/8" Door Wrap 161 Prep 26D (or equivalent)	\$_____ each
Kaba Ilco SC1 Key Blank, 250 bin pack (or equivalent)	\$_____ each
Kaba Ilco L1054B Key Blank, box of 50 (or equivalent)	\$_____ each
Kaba Ilco A1011L4 Key Blank, box of 50 (or equivalent)	\$_____ each
Specialty Products Ltd Bottom Pin for Corbin Russwin Z Class System 70 I/C Core Cylinder, Package of 100 (no substitutions)	\$_____ each

Specialty Products Ltd Master Pin for Corbin Russwin Z Class System 70 I/C Core Cylinder, Package of 100 (no substitutions)	\$_____ each
Specialty Products Ltd Build Up/Driver Pin for Corbin Russwin Z Class System 70 I/C Core Cylinder, Package of 100 (no substitutions)	\$_____ each
Specialty Products Ltd I/C Chamber Spring for Corbin Russwin Z Class System 70 I/C Core Cylinder, Package of 100 (no substitutions)	\$_____ each
Von Duprin 98EO 626	\$_____ each
GKL Products HA3, Hinge Doctor	\$_____ each
Sun Safe SF-680-4DK Fire Rated 4 Drawer File Cabinet	\$_____ each
Arregui T53 Laptop Safe	\$_____ each

Is there a minimum order amount? Yes\_\_\_ No \_\_\_

If above answer is yes, what is the minimum order? \$\_\_\_\_\_

What is the surcharge if an order is placed below the minimum? \$\_\_\_\_\_

Are there any freight incentives? (for example, if an order exceeds a certain dollar amount, regular ground freight is included)  
If above answer is yes, what amount does an order have to be to qualify? \$\_\_\_\_\_

If above answer is no, what is the delivery cost? \$\_\_\_\_\_

What is the average turn around time from receipt of order to delivery of goods \_\_\_\_\_

**SUMMARY:**

F.O.B. Point: University of Northern British Columbia.

Quotation Expiry Date: \_\_\_\_\_  
(Note: Must be 60 days Minimum)

Manufacturer's Warranty/Guarantee covering materials and workmanship on products proposed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**SCHEDULE III**

**QUOTATION SIGNATURE(S)**

**REQUEST FOR QUOTATION  
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The undersigned agrees not to withdraw or modify this Quotation for a period of sixty (60) days from submission deadline. **THIS PAGE MUST BE RETURNED WITH YOUR BID, FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED.**

NAME OF FIRM: \_\_\_\_\_

AUTHORIZING SIGNATURE: \_\_\_\_\_

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

Official Capacity: \_\_\_\_\_

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

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

Province or State: \_\_\_\_\_ Postal or Zip Code: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

*Duly authorized officers of the Contractor(s) shall properly execute the Proposal as follows:  
If the Contractor is a corporation, the proposal shall be signed in the name and under the seal of the corporation by a duly authorized officer of the corporation, with the designation of his/her official capacity, and attested properly. The proposal shall show the place in which the corporation is chartered.*

*If the Contractor is an individual, he or she shall sign the proposal in person or by representative and be witnessed, stating the name or style, if any, under which he or she is doing business. If the signing is by representative, his or her power of attorney or other authorization shall be stated, and a certified copy thereof shall be attached to the Proposal.*

*If the Contractor is a joint venture or partnership, the proposal shall be signed by each of the persons or firms, which is a party to the joint venture agreement. A certified copy of the joint venture agreement shall be attached to the Proposal. A joint venture will not be accepted unless the joint venture agreement or some other signed and legally binding instrument is certified and attached to the proposal, containing provisions for one of the parties to the joint venture to be in full direction of the project and to exercise this direction through a single individual, to be appointed Manager of Operations with the consent of all parties to the joint venture agreement.*