



# Response Form

In response to Request for Quotation

By: Township of Severn

For: Christmas Lighting Displays

Ref: PW RFQ 2019-022

Date of this Response:

# 1. About the Respondent

## Our profile

Item	Detail
Trading name:	
Full legal name (if different):	
Physical address:	
Postal code:	
Business website:	
Type of entity (legal status):	
Country of residence:	
HST registration number:	

## Our Point of Contact

Item	Detail
Contact person:	
Position:	
Phone number:	
Fax number:	
Email address:	

## 2. Schedule of Items and Prices

### Pricing schedule

Please submit your pricing (exclusive of HST) using the following pricing schedule.

Item No.	Description	Unit	Qty	Unit Price	Amount
1	Mobilization, Demobilization, Insurance, Site Inspection, Permits and General Work	L.S.	100%	\$	\$
2	LED Rope/Channel Lighting Per Linear Feet Installed	LFT	104	\$	\$
3	One 5 Car Train – Coldwater Static with ground inserts	L.S.	100%	\$	\$
4	One 3 Car Train- Washago Static with ground inserts	L.S.	100%	\$	\$
5	5' Forked Silhouette Snowflake Pole Mounted - Installed	Ea	15	\$	\$
<b>TOTAL BID PRICE (exclusive of HST)</b>				\$	_____

## Options

Item No.	Description	Unit	Qty	Unit Price	Amount
1	One 5 Car Train – Coldwater Animated with ground inserts	L.S.	100%	\$	\$
2	One 3 Car Train – Washago Animated with ground inserts	L.S.	100%	\$	\$
<b>TOTAL BID PRICE (exclusive of HST)</b>				\$	_____

### 3. Reference

Please supply the details of Reference for your organisation. Include a brief description of the goods or services that your organisation provided and when.

Please note: in providing these References you authorize us to collect any information about your organization, except commercially sensitive pricing information, from the References, and use such information in the evaluation of your Quote.

Reference	
Name of Reference:	
Name of Organization:	
Goods/services provided:	
Date of provision:	
Value of provision:	
Address:	
Telephone:	
Email:	
Please contact me before you approach a Reference for a reference	Yes / No

### 4. Our Declaration

Topic	Declaration	Respondent's Declaration
<b>RFQ Process, Terms and Conditions:</b>	I/we have read and fully understand the RFQ including the RFQ Process Conditions. I/we confirm that the Respondent/s agree to be bound by them.	<b>agree</b>
<b>Collection of further information:</b>	The Respondent/s authorizes the Township to: <ol style="list-style-type: none"> <li>a. collect any information about the Respondent, except commercially sensitive pricing information, from any relevant third party, including a Reference, or previous or existing client</li> <li>b. use such information in the evaluation of this Quote.</li> </ol>	<b>agree</b>

<b>Requirements:</b>	I/we have read and fully understand the nature and extent of the Township’s Requirements as described in Section 2. I/we confirm that the Respondent/s has the necessary capacity and capability to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.	<b>agree</b>
<b>Proposed Contract</b>	Having read and understood the Proposed Contract in the RFQ Section 4, I/we confirm that these terms and conditions are acceptable. If successful, I/we agree to sign a Contract based on the Proposed Contract.	<b>agree</b>
<b>Ethics:</b>	In submitting this Quote the Respondent/s warrants that it: <ul style="list-style-type: none"> <li>a. has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor</li> <li>b. has not directly or indirectly approached any representative of the Township (other than the Point of Contact) to lobby or solicit information in relation to the RFQ</li> <li>c. has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Township.</li> </ul>	<b>agree</b>
<b>Conflict of Interest declaration:</b>	The Respondent/s warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Quote, or entering into a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the Respondent/s will report it immediately to the Township’s Point of Contact.	<b>agree</b>
<b>Addenda</b>	I/we have read and accept all addenda issued by the Township prior to the Deadline for Quotes.	<b>agree</b>

**Details of Conflict of Interest:**

[if you think you may have a Conflict of Interest briefly describe the conflict and how you propose to manage it or write ‘not applicable’].

**DECLARATION**

I/we declare that in submitting the Quote and this declaration:

- a. the information provided is true, accurate and complete and not misleading in any material respect
- b. the Quote does not contain Intellectual Property that will breach a third party’s rights
- c. I/we have secured all appropriate authorizations to submit this Quote, to make the statements and to provide the information in the Quote and I/we am/are not aware of any impediments to enter into a formal Contract to deliver the Requirements.

I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and Quote may result in the Quote being eliminated from further participation in the RFQ process and may be grounds for termination of any Contract awarded as a result of the RFQ process.

By signing this declaration the signatory below represents, warrants and agrees that he/she has been authorized by the Respondent/s to make this declaration on its/their behalf.

**Signature:** \_\_\_\_\_

**Full name:** \_\_\_\_\_

**Title / position:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

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

Attach this label sheet to the front of your submission envelope

TOWNSHIP OF SEVERN

# Request for Quotation



Date / Time Stamp

To be returned to: Township of Severn

Mail: P.O. Box 159, Orillia, Ontario, L3V 6J3

Courier: 1024 Hurlwood Lane, Severn, Ontario, L3V 0Y6

Contract PW 2019-022

## Request for Quotation Christmas Lighting Displays

Respondent's Name:

Address:

**NOTE: This address label/sheet must be affixed to the front of your sealed submission envelope. The Township of Severn will not be held responsible for envelopes or packages that are not labelled**