

**TOWN OF GANDER  
INVITATION TO QUOTE**



**STANDING OFFER AGREEMENT SO24-02  
SUPPLY & DELIVERY OF READY-MIX CONCRETE**

**Closing - 2:00:00 p.m. – June 19th , 2024**

**1.0 SCOPE**

- 1.1 This invitation to quote covers the requirements for ready mix concrete for the Town of Gander as per attached Pricing Schedule, for an approximate 12-month period from June 23,2024 to June 23, 2025.
- 1.2 Any Standing Offer Agreement resulting from this invitation to quote will be issued to provide sources of supply at predetermined prices for day-to-day operational needs of various Town departments.
- 1.3 All Bidders meeting the quote requirements shall be issued a Standing Offer Agreement. Such issuance shall not be deemed as a commitment by the Town to order any goods or services.
- 1.4 Any Standing Offer Agreement resulting from this invitation to quote shall be limited to the actual goods or services ordered and delivered during the Agreement period.

**2.0 INSTRUCTIONS TO BIDDERS**

- 2.1 In this document, the words “Tender”, “Proposal”, and “Quotation” shall be used interchangeably. Words of the masculine gender shall include the feminine and the neuter. Words in the singular shall include the plural. Minor typographical, grammatical, or spelling errors shall not change the intent of this document. The word “Town” shall mean “Town of Gander”.

- 2.2 Bids may be e-mailed to the Procurement Officer or emailed (PDF only) to [tenders@gandercanada.com](mailto:tenders@gandercanada.com) up to closing , 2:00:00 pm, June 19th , 2024.

Bids must not be sent to any employee of the Town of Gander- This will result in an immediate disqualification.

**Bids sent to any other e-mail address will NOT be accepted**

- 2.3 Quotes received after the closing time shall not be considered.
- 2.4 Any quote may be accepted or rejected in whole or in part. The lowest or any quote will not necessarily be accepted. The Town reserves the right to reject any quote that does not meet Bidder response requirements as stipulated herein or any Bidder who fails to satisfactorily comply with requests for clarification.
- 2.5 The Bidder's submission of a properly completed Pricing Schedule shall be considered an adequate response and shall constitute the Bidder's acceptance of all terms and conditions of the entire invitation to quote document.
- 2.6 The Bidder shall complete the return envelope in its entirety, or if not used, shall clearly label the envelope with the Bidder's name, the tender name, and the closing date.
- 2.7 All costs incurred in the preparation and presentation of tenders shall be wholly absorbed by the bidder.

### **3.0 CONDITIONS**

- 3.1 If requested, the Vendor shall enter into a formal contract containing such terms and conditions consistent with the terms and conditions of this invitation to quote may be required. Unless and until such a formal contract is entered into, the quote and any acceptance of the quote shall together be the complete and only contract.

- 3.2 Any Standing Offer Agreement shall be issued for items where unit prices are predetermined but the quantities ordered may vary. Orders shall be placed, as and when required, by a Purchase Order under a Standing Offer Agreement over the life of the Standing Offer Agreement as stipulated herein. Ordering shall be carried out on a best price available basis.
- 3.3 Any Purchase Order or Standing Offer Agreement issued pursuant to this invitation to quote shall be issued in the name of the Vendor exactly as that Bidder's personal or corporate name is stated in the quote document. Under no circumstances will a Purchase Order or Standing Offer Agreement be issued to an individual or corporation other than that named in the quote document. Similarly, payment shall only be issued in the name of the Vendor as stated in the quote document.
- 3.4 Any claims made by the Bidder in their quote shall constitute contractual guarantees and shall be considered binding.
- 3.5 Any Agreement resulting from this invitation to quote is subject to immediate cancellation due to nonperformance or non-compliance with the requirements, terms, and conditions outlined herein.
- 3.6 The lowest bidder shall be given priority. If this supplier does not have the requested product immediately available, then the Town reserves the right to contact the next lowest bidder should the Town's need be immediate.
- 3.7 The bidder, by submitting a quote, agrees that it will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the bidder in preparing its quotation for matters relating to an agreement or in respect of the competitive process, and the bidder, by submitting a quote, waives any claim for loss of profits if no agreement is made with the bidder.

#### **4.0 REQUIREMENTS**

- 4.1 Ready mix concrete shall meet the specifications of the Municipal Water, Sewer and Roads Master Construction Specifications.
- 4.2 For purposes of pickup only, if required, ready mix concrete must be available within 4 kms of the Gander Municipal Depot on McCurdy Dr.

## 5.0 PRICING

- 5.1 Quotes shall remain open for acceptance by the Town for a period of not less than thirty (30) days from the closing date of this quote, unless otherwise specified. Prices shall be held firm during this tender validity period. Prices quoted by bidders shall remain unchanged for the life of any resulting Standing Offer Agreement.
- 5.2 In case of error in the extension of prices, the unit prices shall govern. Failure to complete a unit price shall be considered a “no bid” for that item only.
- 5.3 Bidders shall complete the attached Pricing Schedule, filling in the appropriate prices for the ready-mix concrete which they are quoting on. It is not mandatory to quote on all concrete pricing on the attached schedule.
- 5.4 Prices quoted shall include delivery to the job site (within the Gander Municipal boundary) where requested.

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READY MIX CONCRETE**

**Pricing Schedule  
(To remain fixed from June 23, 2024 to June 23, 2025)**

Delivered pricing:

20 MPA ready mix concrete           \$ \_\_\_\_\_ per cubic meter plus HST

32 MPA ready mix concrete           \$ \_\_\_\_\_ per cubic meter plus HST

Pick up at supplier's depot pricing:

20 MPA ready mix concrete           \$ \_\_\_\_\_ per cubic meter plus HST

32 MPA ready mix concrete           \$ \_\_\_\_\_ per cubic meter plus HST

A delivery charge of \$ \_\_\_\_\_ plus HST will be applicable for deliveries of less than \_\_\_\_\_ cubic meter(s).

A heating charge of \$ \_\_\_\_\_ plus HST will be applicable when:

\_\_\_\_\_.

\_\_\_\_\_  
Legal name of Company

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Name

\_\_\_\_\_  
Phone Number