

REQUEST FOR QUOTATION - TOWN OF LUNENBURG

SUBMITTER'S COMPANY NAME: _____

DATE: _____

Terms:

1. This is a request for a binding quotation only – it is not a Purchase Order or Tender. The Town of Lunenburg (the "Town") may use any quotation it receives for informational purposes only, or it may choose to accept the quotation in which case a binding contract will be formed with the Submitter by issuing a Purchase Order. The Town reserves the right to solicit quotations from other sources at any time including before or after the submission deadline. The Town has no obligation to consider or accept any quotation. The Town reserves the right at any time to accept, ignore or reject any quotation, or use the information contained in any quotation for any purpose whatsoever. The Town reserves the right to negotiate after the submission deadline with any proponent to finalize arrangements in the best interests of the Town.
2. Quotations must be submitted on this form only unless otherwise permitted by the Town.
3. Any suggestions with respect to appropriate equivalents, alternatives or substitutes are welcome. If offering an equivalent, alternative or substitute please ensure the manufacturer's name, contacts and complete technical information is supplied.
4. If a portion of a quotation relates to the provision of labour and/or services, a current WCB clearance letter must be provided with the quotation.
5. The Town is eligible for all Provincial standing order pricing.
6. Quotations may not be withdrawn for sixty (60) days following the submission deadline.
7. If the Town accepts this quotation delivery shall be free on board (F.O.B.) destination and must be made within thirty (30) calendar days of the Town's acceptance of this quotation. Failure to deliver by this deadline may result in cancellation of an order. The Town reserves the right to inspect and reject any material in its sole discretion which may result in cancellation of an order.
8. Please check the Town website www.explorelunenburg.ca/purchasing.html to determine if any addendums have been issued prior to the submission deadline.
9. If further technical information is required please contact Katie MacMillan, Business Coordinator by email at kmacmillan@explorelunenburg.ca.
10. Please return your completed quote by **2:00 p.m. AST, September 16, 2021**, the submission deadline, or the Town may in its sole and absolute discretion choose not to consider it. Deliver completed quote to Katie MacMillan, Business Coordinator, 119 Cumberland Street, Lunenburg, NS B0J2C0 or by email to kmacmillan@explorelunenburg.ca.

GOODS AND/OR SERVICES DESCRIPTION	TOTAL
To provide regular shredding services for the Town of Lunenburg. The Town is seeking pricing to have a bin provided to collect paper to be collected and shredded on a regular basis. It is estimated that the bin would need to be emptied 4 times per year. Indicate whether the bin would be emptied on a set schedule or whenever requested by the Town. Please also provide an additional break down of any applicable pricing noted below. Include bin specifications as well.	
Approx. 3' tall office bin (excluding HST).....	\$ _____
HST to be applied to this quote.....	\$ _____
Once per year the Town will also require full banker boxes to be collected from the Town Hall and shredded.	
Per banker box (excluding HST).....	\$ _____
HST to be applied to this quote.....	\$ _____
Please attach the following additional information:	
<input type="checkbox"/> Two relevant work references and contact phone numbers.	
<input type="checkbox"/> Description of relevant safety training and work experience including certification.	
<input type="checkbox"/> Proof of current WCB coverage.	

Authorized Signature Print Name

Telephone Number Facsimile Number Email Address