

**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 Quotations may not be withdrawn for sixty (60) days following the submission deadline.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 [townoflunenburg.ca/purchasing.html](http://townoflunenburg.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 [purchasing@townoflunenburg.ca](mailto:purchasing@townoflunenburg.ca).
10. Please return your completed quote by **2:00 p.m. AST, May 20, 2022**, 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 [purchasing@townoflunenburg.ca](mailto:purchasing@townoflunenburg.ca).

GOODS AND/OR SERVICES DESCRIPTION	TOTAL
To complete a Building Condition Assessment (BCA) on the Lunenburg Bandstand located next to the Lunenburg Town Hall on Cumberland St. The BCA request is due to the age and visually deteriorating condition of the bandstand. The BCA must include a cost estimate of all required repairs and upgrades.	
<b>Total Lump Sum (excluding HST).....</b>	\$ _____
<b>HST to be applied to this quote.....</b>	\$ _____
<b>Please attach the following additional information:</b>	
<input type="checkbox"/> Start and end time required to complete the work.	
<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.	
<input type="checkbox"/> Certificate of Insurance for \$2.0 million General Commercial Liability Insurance.	

\_\_\_\_\_  
Authorized Signature

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

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Facsimile Number

\_\_\_\_\_  
Email Address