

#43 TOWN OF LUNENBURG POLICY **PURCHASING PROCEDURES**

INTRODUCTION

This Policy is comprised of the following sections:

- I. Policy Statement
- II. Responsibilities
- III. Procedure
 - Requisition Form
 - Purchase Order
 - Limited Value Purchase Orders
 - Tendering and Purchasing Procedures

This Policy or any part thereof may only be changed by notice of motion and resolution of Town Council. However, the forms which are referred to throughout this Policy may be altered from time to time by the Purchasing Agent if the general content of the forms is not significantly altered.

I. POLICY STATEMENT

It is the intent of this policy to provide for the purchase of goods, services and construction at the proper time, in the proper place, quantity, quality and at a price consistent with the needs of the Town of Lunenburg. The objective is to receive the “best value” for the Town which will be determined by looking at a number of factors including price, quality, services, etc.

To achieve this overall objective, the responsibilities, authorities and controls set forth in this policy, and related policies and procedures, must be adhered to by all Town employees.

When there is no difference in price, vendor's past performance, delivery time, quantity, servicing, or quality of goods and services will be selected in the following order of priority subject to the Atlantic Procurement Agreement (APA) and the Agreement on Internal Trade (AIT):

- first from suppliers within the Town of Lunenburg
- then from suppliers within the County of Lunenburg
- then from suppliers within Nova Scotia
- then from suppliers within the Atlantic Provinces
- then from suppliers within Canada
- then from suppliers elsewhere

When considering the purchase price of goods, the cost of and time delays involved in servicing product will also be given consideration as part of the objective of obtaining the best value for the Town.

Goods or services purchased by the Town are for Town's use only and are not intended for the personal use of Town employees or others.

II. **RESPONSIBILITIES**

1. Business/Purchasing Coordinator shall act as the Purchasing Agent for the Town of Lunenburg or in their absence the, Chief Administrative Officer (CAO), who may designate an additional Purchasing Agent(s) as circumstances require. To ensure segregation of financial duties, all Purchase Orders with the exception of limited value Purchase Orders (\$750, plus HST or less) shall be signed by the CAO or Finance Director or their designate(s).
2. All Town employees involved in purchasing activities will endeavor to maintain and enhance the Town's image by their personal conduct and method of doing business with suppliers.
3. All employees engaged in purchasing activities will recognize and practice good public relations by treating all sales people, suppliers, etc. courteously as circumstances require.
4. All employees who receive items purchased by the Town which are inconsistent in quantity or other ordering specifications must immediately inform their Department Head so they may address the issue.
5. All purchasing personnel must endeavor to obtain the best value for the Town and purchase all goods and services at the lowest possible cost, considering the price, vendor's past performance, delivery time, quantity, servicing and quality.
6. All employees engaged in purchasing activities will ensure that their sole priority is the best interests of the Town of Lunenburg.

III. **PROCEDURE**

A. **General Procedure Statement**

1. The Purchasing Agent is authorized to purchase all items contained in the Town's Budget once approved by resolution of Council in compliance with this policy.
2. (a) No unbudgeted items are to be purchased unless they are of an emergency nature, in which case the approval of both the Purchasing Agent and CAO are required. The Purchasing Agent will also have the

authority to purchase items not included in the approved Budget up to \$10,000 with the approval of the CAO and must report this at the next regular Council meeting in the Town's monthly budget variance report with supporting reasons. Emergency purchases exceeding \$10,000 must be approved in advance by Council.

- (b) If necessary for operational purposes, components of a Department's Operating budget may be exceeded if the total Departmental Operating budget is not exceeded. Should this occur, it will be noted in the next budget variance report with supporting reasons.
 - (c) If a fee estimate is exceeded for goods or services, e.g., per unit pricing construction contracts, hourly fees that are not within an approved budget limit, the prior authorization of the Purchasing Agent and CAO must be obtained before proceeding and the over-expenditure reported in the next budget variance report to Council.
3. The Purchasing Agent reserves the right to cancel any item contained in a Purchase Order that has been back-ordered by the supplier or does not meet the terms and conditions that have been included on the purchase order.
 4. The Purchasing Agent with the CAO's and/or Finance Director's approval may suspend or revoke any employee's purchasing authority for violation of the within Policy.
 5. Goods or services authorized for purchase pursuant to this Policy and received in acceptable quality and quantity may be approved for payment by the relevant Manager, Finance Director, and/or CAO.

B. Requisition Form Procedure

1. A completed Town Requisition Form shall be submitted each time a request is made of the Purchasing Agent to purchase supplies or services requiring a Town Purchase Order over \$750, plus HST, other than purchases which are authorized to be purchased with the use of a Limited Value Purchase Order (\$750, plus HST or lesser value).

A copy of the Requisition Form is attached as Schedule "A".

2. The following procedure should be followed when completing Requisition Forms:

Date:

Fill in the current date.

Name of Department:

Fill in the name of the Department for which the product is to be used. This is not necessarily the Department which is completing the form.

Shipping Address:

Fill in the shipping address or location product is to be shipped to. (This is very important when dealing with companies not normally dealt with).

Urgency of Request:

Make note when product is required.

Description of Product:

In this box all pertinent information relating to the items to be purchased should be written including model #, colour, size, quantity and other pertinent information such as "price as quoted" or "as called in by", etc. Information contained in this box will be typed as indicated on the body of the Purchase Order.

Estimated Price:

Fill in this space giving an estimate of the order price. If exact prices are known they should be placed adjacent to the product information in the "Description of Product" box.

Name of Supplier:

This box is to be filled in with the complete address of the company from which the purchase will be made. If there is a contact person, their name should be placed in this area.

Purchasing Agent's Approval:

The signature of the Purchasing Agent is required in this area; without it the Purchase Order will not be processed.

Account No.:

This area must be completed by placing the appropriate Account No. from the Town's approved budget. This will ensure that the products are charged against the proper budget category.

Manager's Signature:

The appropriate manager should sign the Requisition Form in this area.

Product Use, and Other Information:

This area should be completed noting what the product will be used for. This will also give information which will ensure that the proper Account No. has been used. As well, this box should be completed when there is additional information which should be provided such as details on why the purchase is being made, investigation made regarding the purchase, verbal quotes which should be listed, written quotes which should be listed and attached, as well as reasons why certain products or suppliers are being used rather than others.

Workers' Compensation Coverage

Companies providing service on site in the Town must confirm they have NS Workers' Compensation coverage or they are an exempt industry (not because of their size).

1. Once the Requisition Form is completed, the yellow copy should be retained by the person completing it while the white copy is forwarded to the Purchasing Agent for approval.

Note: When the Manager's copy of the Purchase Order is forwarded to them they should check it against their copy of the Requisition Form to ensure that the proper items have been ordered.

C. Purchase Order Procedure

Town of Lunenburg Purchase Orders come in two (2) forms - Limited Value ("Small") Purchase Orders attached as Schedule "B" and Large Purchase Orders attached as Schedule "C".

Purchase Orders must be used for all purchases made by authorized personnel on behalf of the Town of Lunenburg.

A Large Purchase Order will be used for the purchase of all items having a total price over Seven Hundred and Fifty Dollars (\$750) plus HST.

Purchase Orders are to be issued in advance of receiving goods or services for the Town. However, in the event of emergency purchases required after regular Town Office hours, confirmatory Purchase Orders will be issued. A special note should be made on the Requisition Form (to be typed on the Purchase Order) such as "as carried out" or "as called in".

Procedure for Completing and Issuing
Large Purchase Orders - Over \$750.

1. No Purchase Order will be issued and/or signed unless the appropriate Requisition Form is provided as per the Requisition Forms Procedure as contained in Section III. B. of this Policy. Information contained on the Requisition Form will be used to complete the Purchase Order.
2. All Purchase Orders will be signed by the Purchasing Agent. When the Purchasing Agent is unavailable, the CAO may sign the Purchase Order. When both the Purchasing Agent and the CAO are unavailable, the Finance Director may sign the Purchase Order. A Purchase Order is not valid unless signed by a person authorized to do so.
3. Once the Purchase Order is completed and signed, copies shall be distributed as follows:
 - White (original) to be forwarded to the supplier
 - Pink to be returned to the manager who requested the purchase
 - Orange to be forwarded to the Finance Director
 - Yellow to have the Requisition Form and other associated information stapled to it and forwarded to the Finance Director.

Any information attached to the white copy of the purchase order such as a quote, terms and conditions etc. should also be attached to the pink and yellow copies.

4. The following are exemptions to this Policy for goods and services that do not require Purchase Orders and where the final decision for same will be left with the Purchasing Agent, CAO and/or Finance Director:
 - Use of Solicitors or other similar professionals where actual prices cannot be obtained in advance

Procedure for Completing and Issuing
Limited ("Small") Value Purchase Orders - Under \$750

5. A "Limited Value" Purchase Order may only be used for purchases made for items having a total price of Seven Hundred and Fifty Dollars (\$750) or less excluding taxes. More than one Limited Value Purchase Order cannot be used to cover a single purchase with a price over Seven Hundred and Fifty Dollars (\$750.), plus taxes.

In all instances where the purchase price of a single item purchased exceeds Seven Hundred and Fifty Dollars (\$750) plus taxes, Requisition and Purchase Order forms shall be used.

The Purchasing Agent, CAO and/or Finance Director are authorized to allow certain Town management employees the right to issue Limited Value Purchase Orders a record of which will be maintained by the Purchasing Agent. The Purchasing Agent will train the applicable Town management employee about this Policy and the responsibilities associated with purchasing on behalf of the Town in accordance with same. However, this right may be revoked or suspended at any time by the Purchasing Agent in consultation with the CAO and/or Finance Director if they violate this Policy.

6. The following procedure should be followed when completing and issuing Limited Value Purchase Orders:

Date:

Fill in date when form is completed.

Department:

Fill in name of Department that the purchase is to be charged to.

To:

State name of supplier (full mailing address is not required).

Please Deliver to Bearer:

In this area all pertinent information relating to the item(s) to be purchased should be written, including model #, colour, size, quantity and other pertinent information which can be used by the Finance Department to determine which account is to be charged for the supplies being purchased.

Product Use:

In this area pertinent information relating to the item's use which may not be readily identifiable in the "Please Deliver to Bearer" section may be written. This section is for the use of the Corporate Service Finance Office to assist in determining which account a product is to be charged to. If there is information to be written in this area which an employee authorized to use same does not want written on the original, this information may be written on the yellow carbon copy.

Account No.:

This area must be completed by placing the appropriate Account No. from the Department's approved budget. This will ensure that the products are charged to the proper budget category.

Authorized Signature:

The Department Head or individual authorized to issue the Limited Value Purchase Order should sign here.

8. Once the Limited Value Purchase Order is completed the original or (white copy) is given to the supplier and the yellow and orange copies are forwarded to the Finance Office. The yellow and orange copied should be forwarded to the Finance Office within one (1) working day of its issuance with all packing slips or invoices that were provided by the supplier. (These should be stapled to the yellow copy) and the pink copy should be retained for the Department's records.

D. Tendering and Purchasing Procedures - General Guidelines

1. All purchases of goods and services for the Town of Lunenburg will be purchased in compliance with the following guidelines:
 - (a) on purchases under Two Thousand Dollars (\$2,000), plus HST, neither written Request for Quotations (RFQ), nor tender calls are required. However, when the Purchasing Agent knows of several suppliers any of whose selection may be in the best interest of the Town, an RFQ for amounts under Two Thousand Dollars (\$2,000, plus HST may be obtained from these suppliers directly by the manager with the Purchasing Agent's assistance as required.
 - (b) on purchases over Two Thousand Dollars (\$2000), plus HST, but under Ten Thousand Dollars (\$10,000) a request for quotation (RFQ) should be sent to all known suppliers (within reasonable limits) as long as the product or service to be purchased is one that can be described in a fashion that fair quotations can be obtained.
 - (i) in cases where only one (1) supplier of the product is known, a single source quotation may be obtained, and where it is felt to be in the best interest of the Town, purchases in this price range may be advertised in a local paper, advertised on the Town's website or other site. When advertisements are placed in the local paper or advertised on a website this does not prevent the Town from sending RFQ forms to various companies which it may know of;

- (ii) for items over Ten Thousand Dollars (\$10,000), plus HST a tender call or Request for Proposals (“RFP”) will be placed in the local paper and/or Town’s and/or other website(s). If it is felt to be in the best interest of the Town a tender or RFP may at the same time be forwarded to known suppliers;
 - (iii) all tenders and RFPs must be compliant with trade agreements, including Atlantic Procurements Agreement (APA) and Agreement on Internal Trade (AIT) which may change from time to time. Currently the limits are APA - Goods \$25,000. +, services \$50,000 + and construction \$100,000 +, AIT - services \$100,000 + and construction \$250,000 +. These tenders or RFPs shall be at a minimum advertised on the Province’s tender site.
- 2. The above guideline (#1.) may be varied from at any time by the Purchasing Agent with the approval of the CAO if it is felt to be in the Town's best interest to carry out another procedure. Town Council will be advised of any such Policy variances for purchase over \$10,000, excluding HST in the Budget variance report.
- 3. The awarding of all tenders or quotations which have a total value of \$100,000, plus HST, or more must be approved by the Lunenburg Town Council unless by resolution Town Council has previously authorized staff to award a tender or quotation.
- 4. The awarding of all tenders or quotations which have a total value, of \$100,000 or less, plus HST, will be approved by the Purchasing Agent unless otherwise directed by resolution of Town Council.
- 5. In cases where specialized products are required where there is only one supplier, a single source quotation may be obtained.
- 6. A call for proposals from various suppliers may be issued using the same guidelines as noted above (#1.) if the Purchasing Agent decides that the preparation of tender specifications would be too costly or there is not the required expertise in house to do so.
- 7. The dividing of purchases of the same or similar items to avoid using the otherwise required tendering or quotation process is prohibited.
- E. Request for Quotations Procedures
 - 1. Whenever according to this Policy quotations are required or deemed to be in the best interest of the Town, the following procedure will be followed:

- (i) a manager or other person requested to do so will provide the Purchasing Agent with sufficient information so that s/he can complete a Request for Quotation Form attached as Schedule "D";
- (ii) along with the pertinent information provided on the product(s) to obtain prices on, information should also be forwarded on suppliers of the products and an indication of when the items are required;
- (iii) the Purchasing Agent will complete the "Request for Quotation" Form and send it to the list of suppliers noted above with any other he/she may know of;
- (iv) the Purchasing Agent will ensure that there is enough time for prospective bidders to receive, complete and return the forms within the time noted on the form;
- (v) bids received after the noted closing date will not be accepted unless an extension to all bidders has been granted prior to closing by the Purchasing Agent;
- (vi) faxed bids will be accepted. No responsibility is accepted by the Town for confidentiality of faxed bids. Faxed quotations, once received will be initialed and dated along with the time of day, and placed in a sealed envelope marked with the appropriate heading from the quotation. These bids will be immediately given to the Purchasing Agent;
- (vii) quotations will only be accepted on Town of Lunenburg Request for Quotation forms or form specifically modified by the Town for that specific purchase. However, extra pages may be used to provide additional information;
- (viii) the Purchasing Agent may authorize telephone quotations if time is of the essence. In these instances the Purchasing Agent shall outline the procedure to be used and information to be obtained when obtaining quotations;
- (ix) quotations will be opened by the Purchasing Agent with at least one other employee present after the closing time has passed. The Purchasing Agent or one (1) other employee will sign and date each quotation received;
- (x) opened quotations will then be referred to the appropriate manager or staff member for recap and recommendation to the Purchasing Agent along with a completed Requisition Form;

- (xi) the lowest priced quotation will normally be accepted as long as it offers the best value for the Town. However, the Town reserves the right to waive any irregularity and to accept or reject any offer whatsoever. Further, if, in the opinion of the manager and/or Purchasing Agent it would be in the best interest of the Town to reject the lowest tender and accept another, this may be done. In these cases the reasons for the decision must be clearly noted on the Requisition Form; and
- (xii) once the quotations are opened the information is considered to be public and any bidder or other person may have access to the results verbally or in written form (if they are available in a form that can be easily provided). However, "Request for Quotation" bidders will not be notified of the results unless they request the information.

F. Tender Calls/ RFP Procedures

1. Whenever, according to this Policy, public tenders or RFPs are required to be called, or deemed to be in the best interest of the Town as determined by the Purchasing Agent, the following procedure will apply:
 - (i) a manager or other person requested to do so will provide the Purchasing Agent with sufficient information so that he/she may complete a Tender Form or RFP and a newspaper advertisement, or information for a website depending on the process to be followed;
 - (ii) the form used for tenders or RFPs may change depending on the goods and/or services being tendered but will contain, at a minimum, the same basic information as the standard forms;
 - (iii) in some cases where consultants or engineers have been engaged by the Town they may be requested to complete the tender package or RFP as well as associated advertisements in a form that is standard to that type of industry;
 - (iv) if there is a time frame when the goods and/or services are required this should be noted by the Department Head or other person responsible for the purchasing of the goods and/or services;
 - (v) the Purchasing Agent will complete an advertisement for the tender call or RFP and place it in a local and/or Provincial newspaper and/or Town's website and/or Provincial website as required;
 - (vi) in cases where it is felt by the Purchasing Agent, CAO, managers, or Town Council to be in the best interest of the Town, a copy of the tender or RFP may also be sent to known suppliers.

- (vii) the Purchasing Agent will ensure that there is enough time for prospective bidders to obtain, complete and return the tender or proposal forms within the time noted on the form and in the advertisement;
- (viii) bids/proposals received after the noted closing date and time will not be accepted unless an extension to all bidders/proponents has been granted prior to closing by the Purchasing Agent;
- (ix) faxed bids/proposals will be accepted. No responsibility is accepted by the Town for confidentiality of faxed bids. Faxed bids or proposals, once received, will be initialed and dated along with the time of day, and placed in a sealed envelope marked with the appropriate heading from the quotation. These bids will be immediately given to the Purchasing Agent;
- (x) in some cases a deposit may be requested along with the tender bid or proposal;
- (xi) tenders/proposals will only be accepted on Town of Lunenburg Tender or Proposal Forms. However, extra sheets may be used to provide additional information;
- (xii) tenders/proposals will be opened by staff at the expiration of the closing time, at a time determined by the Purchasing Agent with at least one other employee present who will sign and date each tender/proposal received. Tender/proposal openings may be formally open to the public as determined by staff from time to time.
- (xiii) names of bidders/proponents taking out plans will not be divulged for tenders/proposals not requiring sub-contractors, although this information may be made available to the Construction Association of Nova Scotia for posting in their weekly Bulletin once three (3) plans have been taken out by individuals or companies. Three potential bidders / proponents is set as the minimum because it is felt that there will be adequate competition once there are at least three (3) bidders/ proponents. A list of bidders/proponents may be made available on projects where sub-contractors may be involved once there are more than three (3) bidders/ proponents to the project;
- (xiv) opened tenders/proposals will then be referred to the appropriate Department Head or staff member for recap and recommendation to the Purchasing Agent along with a completed "Requisition Form" or to Town Council with an appropriate written report and recommendation;
- (xv) with respect to tenders, the lowest tender received will normally be accepted as long as all aspects of the tender have been met and it offers the best overall value to the Town. However, the Town reserves the right

to waive any irregularity and to accept or reject any bid.

- (xvi) with respect to RFPs, the proposal providing the overall best value to the Town will be accepted. The Town reserves the right to waive any irregularity and to accept or reject any proposal.

Clerk's Annotation For Official Policy Book

Date of Notice to Council Members of Intent to revise (7 days minimum): January 8, 2019

Date of Passage of Revised Policy: January 22, 2019

I certify that this Policy was adopted by Council as indicated above.

Municipal Clerk

Date



TOWN OF LUNENBURG REQUISITION FORM

Schedule "A"

Date _____

Name of Dept. _____ Urgency of Request _____

(Days/Weeks)

Shipping Address _____

Description of Product: Including Model #, Colour, Size, Quantity, Quoted price

Name of Supplier or Suppliers if quotes are to be obtained

	Dept. Head Signature _____
	Purchasing Agent's Approval _____
	Account No. _____

	Estimated Price _____

Product Use and Other Information (i.e. quotes received, reason for purchase, rebilling information)



TOWN OF LUNENBURG PURCHASE ORDER

Purchase Order
(Please note # on invoice)

#L **No 024539**

THIS PURCHASE ORDER IS INVALID IF
TOTAL EXCEEDS \$750. + HST

DATE

DEPARTMENT

TO: _____

PLEASE DELIVER TO BEARER: _____

PLEASE INVOICE:
TOWN OF LUNENBURG
119 CUMBERLAND STREET
PO BOX 129
LUNENBURG, NS
B0J 2C0
TELEPHONE 902-634-4410 FAX 902-634-4416

PLEASE NOTE:

1. ALL INVOICES must quote Purchase Order Number above.
2. All invoices must show the supplier's HST Registration No.
3. All invoices must show the amount of HST separately on the invoice.
4. If the supplier is not registered under the HST, the following declaration must be submitted with the invoice signed by an authorized officer of the firm:

"No HST charged as we are not a registered company due to the small supplier option."

Signature _____

Position _____

5. It is understood that the invoice for the above work will show a breakdown which will include the number of hours of labour and rate per hour.

PRODUCT USE _____
ACCOUNT # _____
AUTHORIZED BY _____



TOWN OF LUNENBURG PURCHASE ORDER

17124

TO: _____

Month / Day / Year

Vendor # _____

PLEASE INVOICE:

TOWN OF LUNENBURG
P.O. BOX 129
LUNENBURG, N.S. B0J 2C0
Tel: 902-634-4410 Fax: 902-634-4416

PLEASE SHIP TO:

Terms & Conditions

1. As a condition of this purchase order, all suppliers and contractors must comply with all relevant Provincial and Federal Occupational health and safety legislation and regulations.
2. All invoices must quote Purchase Order Number above.
3. If required, **Material Safety Data Sheets (MSDS) must be provided.**
4. For all dangerous goods, the U.N. number must be supplied.
5. It is understood that the invoice for the above work will show a breakdown which will include the number of hours of labour and rate per hour.
6. All Invoices must show the supplier's HST Registration No.
7. All Invoices must show the amount of HST separately on the invoice.
8. If the supplier is not registered under the HST, the following declaration must be submitted with the Invoice signed by an authorized officer of the firm: **"No HST charged as we are not a registered company due to the small supplier option."**

Signature _____

Position _____

9. All contractors must carry valid liability insurance (minimum \$2 million) or Purchase Order is void.
10. The Town reserves the right to inspect any material, service or goods which are ordered as a result of this Purchase Order and shall be the sole judge as to their acceptability by the Town.

Number of Pages.....

Fax Number.....

Attn:.....

TOWN OF LUNENBURG

(AUTHORIZED PURCHASING AGENT)

ACCOUNT # TO BE CHARGED: _____

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.
2. The requested quotation must be received before **2:00 p.m.** local time on _____, **2019**, the submission deadline, or the Town may in its sole and absolute discretion choose not to consider it.
3. Quotations must be submitted on this form only unless otherwise permitted by the Town.
4. 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.
5. 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.
6. If a significant portion of a quotation relates to the provision of labour and/or services, a current WCB clearance letter must be provided with the quotation.
7. The Town is eligible for all Provincial standing order pricing.
8. Quotations may not be withdrawn for sixty (60) days following the submission deadline.
9. If the Town accepts this quotation:
 - a. 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.
 - b. The Town reserves the right to inspect and reject any material in its sole discretion which may result in cancellation of an order.
10. Please check the Town website www.explorelunenburg.ca to determine if any addendums have been issued prior to the submission deadline.
11. If further technical information is required please contact _____ at 902-634-____ or by email at _____.
12. **Please fax to (902) 634 4416, mail or hand deliver to the Lunenburg Town Hall, 119 Cumberland Street, Lunenburg, B0J 2C0, your completed quotation to Bea Renton, Chief Administrative Officer or email kmacmillan@explorelunenburg.ca.**

GOODS AND/OR SERVICES DESCRIPTION	TOTAL
Total Lump Sum (excluding HST).....	\$ _____
HST extra.....	\$ _____
<p>Please attach the following additional information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> List of equipment available to do the work. <input type="checkbox"/> Start and end time required to complete the work and/or deliver goods. <input type="checkbox"/> Warranty period on goods and/or services. <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. <input type="checkbox"/> Proof of current NS Construction Safety Association Certificate of Recognition (COR) Certification. 	

Authorized Signature

Print Name

Telephone Number

Facsimile Number

Email Address

Please send RFQ to the following suppliers: