



**REQUEST FOR QUOTATIONS**

**ZERO TURN LAWNMOWER**

**TOWN OF KENSINGTON**

**TOWN OF KENSINGTON  
Box 418  
KENSINGTON, PEI  
C0B 1M0**

**QUOTATIONS DUE: JUNE 30, 2010**

## **1.0 GENERAL**

The following is a request for quotations for the provision of a zero turn lawnmower for the Town of Kensington. The requirements of the submission are outlined in this Request for Quotations.

### **1.1 Background Information**

Kensington, with a population of approximately 1500, is located in the heartland of Prince Edward Island. Providing a rich cultural heritage and progressive attitude, the Town is attractive as a community in which to live, raise a family, conduct business or just to visit. Its services include:

- Town Police Force, Recreation Facilities, Central Water and Sewer, Fire Protection, Parks, Maintenance Services;
- Library, Community Medical Centre, Day Care, Video Conferencing Centre, Industrial Park;
- Dental Offices, Pharmacy, Clothing and Gift Stores, Flower Shop, Real Estate, Food Outlets, Gas Stations, Post Office, Bed and Breakfast Facilities, Variety of Other Businesses;
- Canadian Legion, Clubs, Churches, Schools and Fraternal Organizations.

## **2.0 INSTRUCTION TO PROPONENTS**

### **2.1 Submission**

The proponents shall submit two (2) copies of the sealed quotation, clearly marked with the name of the project. The quotations are to be submitted to:

Town of Kensington  
PO Box 418  
Kensington, PEI  
COB 1M0  
Attention: Mr. Geoffrey Baker, C.E.T.  
Chief Administrative Officer

no later than 4:00 pm on June 30, 2010.

### **2.2 Inquiries and Amendments**

All inquiries are to be directed to:

Mr. Geoffrey Baker, Chief Administrative Officer  
Town of Kensington  
P. O. Box 418

Kensington, PE  
COB 1M0  
Phone: 902-836-3781  
Cell: 902-439-8849  
Fax: 902-836-3741

**or:**

Mr. Ralph Wadman, Public Works Supervisor  
Town of Kensington  
P.O. Box 418  
Kensington, PE  
COB 1M0  
Phone: 902-836-3781  
Cell: 902-439-2212  
Fax: 902-836-3741

To ensure consistency and fairness to all proponents, all firms who have received the Request for Quotations will receive any information with respect to significant inquiries in the form of written amendments or clarifications which will be sent directly to each proponent. Verbal explanations or instructions will not be binding.

### **3.0 TERMS AND CONDITIONS**

- Submission of a quotation constitutes acknowledgement that the proponent has read and agrees to be bound by all the terms and conditions of this Request for Quotations.
- The Town will not make any payments for the preparation of a response to this Request for Quotations. All costs incurred by a proponent will be borne by the proponent.
- This is not an offer. The Town of Kensington does not bind itself to accept the lowest price or any quotation submitted.
- The Town has the right to cancel this Request for Quotations at any time and to reissue it for any reason whatsoever, without incurring any liability and no proponent will have any claim against the Town as a result of the cancellation or reissuing of the Request for Quotations.
- The Town will not be responsible for any proposal that is delivered to any address other than that provided in Section 2.1 of this Request for Quotations.
- If a contract is to be awarded as a result of this Request for Quotation, it will be awarded to the proponent whose quotation, in the Town's opinion, provides the best potential value to the Town and is capable in all respects to perform fully the contract requirements with the integrity and reliability to assure performance of

the contract obligations.

- Proponents may not amend their quotation after the closing date and time but may withdraw their quotation at any time prior to acceptance by the Town in writing.
- Quotations will be evaluated as soon as practicable after the closing time. No detail of any quotation will be made public except the names of all parties submitting quotations.
- The quotation, accompanying documentation, and any project reports, drawings, etc. submitted by the proponents are the property of the Town and will not be returned.
- The quotations shall remain open for acceptance for a period of not less than sixty (60) days from the closing date of this Request for Quotations.

## **4.0 TERMS OF REFERENCE**

### **4.1 Scope of Work**

The Town of Kensington is seeking quotations for the provision of a zero turn lawnmower through a three to five year lease (with end of term buy-out option), straight purchase or financing option. The mandatory minimum requirements for the zero turn lawnmower are outlined in section 4.2. Quotations shall include pricing for three, four and five year lease terms with end of term buy-out options as well as pricing for straight or financed purchase. Furthermore, we are seeking quotes on basic, mid-level and hi-end commercial grade lawnmowers with the following minimum requirements.

### **4.2 Mandatory Minimum Requirements**

#### **4.2.1 Please submit pricing based on the following minimum requirements:**

- Diesel
- Minimum 30 horsepower
- 72” Cutting Deck
- Hydrostatic Drive

#### **4.2.2 Please provide additional equipment option pricing on the following:**

- Bagger collection system
- Mulching kits
- Lawn sweeper
- Zero Turn lawnmower which has a rear discharge option
- Other available options/attachments that might be considered appropriate for Town operations

**4.2.3 Please provide pricing on the following servicing requirements:**

- Comprehensive servicing package
- Minimum 3 year warranty (parts, labour & freight)
- All maintenance and repairs throughout lease duration
- Replacement zero turn lawnmower of similar style during service and maintenance periods that exceed 2 days