

# Request for Quotation (“RFQ”)

## Storage Tubs for Glass for RRFB Nova Scotia

RFQ No. RRFB0033

Issued by

Resource Recovery Fund Board, Inc.

PUT WASTE IN ITS PLACE



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May 19, 2015

## 1.0 Objective

RRFB Nova Scotia requires a supply of 40 storage tubs for glass for its Used Beverage Container Management Program as per the Specifications detailed in [Appendix "A"](#) and is soliciting quotes from potential suppliers.

## 2.0 Quote Requirements

- 2.1 Prices are to be quoted in Canadian dollars and in adherence to the Price Schedule provided in [Appendix "B"](#).
- 2.2 Quote submission is to include a product specifications sheet, **including photo images** which meet the specifications identified in [Appendix "A"](#).
- 2.3 This RFQ and the Quotation submitted becomes part of any resulting Purchase Order (PO).

## 3.0 Quote Submission Procedures

### 3.1 Closing Date

Quotes must be received by **3:00pm (Atlantic Daylight (Savings) Time (ADT)), Tuesday, June 2, 2015**, and shall be delivered **by regular mail, courier or in person** to:

Gilles Doucette  
Director of Operations  
RRFB Nova Scotia  
35 Commercial Street, Suite 400  
Truro, NS B2N 3H9

All quotes delivered by regular mail, courier or in person are to be sealed and clearly marked "**Quote – Storage Tubs for Glass for RRFB Nova Scotia**". Receipt of quotes will be acknowledged by email where an email address has been provided in the quote submission. Quotes received after the closing date and time will not be considered. Quotes received via fax or email will not be considered.

### 3.2 Disqualification

A quote **may** be disqualified from further consideration if any response to either of Sections 2.1 or 2.2 is deemed by the evaluators to be unsatisfactory. Disqualified quotes shall not receive further consideration.

## 4.0 Quote Evaluation Procedures

### 4.1 Opening

All quotes will be opened at the offices of RRFB Nova Scotia in accordance with any advertisement or other information supplied with this RFQ document.

## 4.2 Evaluation Committee

An Evaluation Committee comprised of representatives of RRFB Nova Scotia shall evaluate the quotes.

## 4.3 Evaluation

Step 1: Verify each quote submission has provided a specifications sheet (including photo images) which is satisfactory, i.e. meets the specifications identified in [Appendix "A"](#). Any quote submission that does not provide a specifications sheet (including photo images) or does not provide a satisfactory specifications sheet (including photo images) shall receive no further consideration.

Step 2: All quote submissions with a satisfactory specifications sheet (including photo images) will be evaluated on TOTAL price – lowest TOTAL price shall immediately determine the preferred quote submission.

Timeline: RRFB anticipates that the evaluation process shall be completed within five (5) business days following the RFQ Closing Date.

The Evaluation Committee shall conduct its business in a non-partisan manner at all times.

## 4.4 Notification

The preferred supplier shall be notified by email or regular mail of the acceptance of their quote submission following completion of the quote evaluation process.

## 5.0 Reservation of Rights

### 5.1 RRFB Nova Scotia reserves the following rights:

- 5.1.1 To reject any quote not meeting the requirements as outlined in the RFQ document;
- 5.1.2 To reject any or all quotes if deemed unsatisfactory;
- 5.1.3 To accept or reject any or all quotes or to accept any quote deemed most satisfactory and in the best interests of RRFB Nova Scotia, which shall be determined at the sole, unfettered discretion of RRFB Nova Scotia;
- 5.1.4 To waive formality, informality or technicality in any quote of a non-material nature;
- 5.1.5 Where all price offers among those meeting the quote requirements exceed RRFB Nova Scotia's budget for a supply of 40 storage tubs for glass, and RRFB Nova Scotia is unwilling or unable to proceed with a purchase at the quote price and does not wish to abandon this initiative, RRFB Nova Scotia reserves the right to initiate a re-quote process or negotiate with bidders in an effort to adjust requirements in such a way to reduce quote prices while preserving the integrity of RRFB Nova Scotia's objective of the RFQ;


- 5.1.6 The lowest priced quote, or any quote, will not necessarily be accepted; and
- 5.1.7 The right to cancel this RFQ at any time.





## 6.0 Disclaimer

This RFQ document does not constitute an offer, nor promise to offer to enter into any business agreement or relationship, nor should any intent to enter into a purchase agreement or relationship be construed. It is a guidance document to assist potential suppliers in preparing quotes to supply 40 storage tubs for glass to RRFB Nova Scotia. This RFQ implies no obligation on RRFB Nova Scotia to accept any quote submitted. RRFB shall not be responsible for any costs incurred by proponents in preparing a response to this RFQ document or by participating in this RFQ.

**THIS IS A REQUEST FOR QUOTATION**

## Appendix “A”: Specifications

<b>Description:</b>	Storage tubs for glass – new or like new condition
<b>Quantity:</b>	40
<b>Material:</b>	Polyethylene
<b>Sample Image:</b>	
<b>Construction:</b>	1-piece – rigid double wall and floor (if insulated) OR 1-piece – solid wall and floor (if non insulated) Single drain hole – minimum 1” (2.5cm) diameter (plugs not required)
<b>Wall Thickness:</b>	Minimum 2” (approximate) or 5cm (approximate equivalent)
<b>Dimensions:</b>	Outside: 48” L x 43” W x 47” H (approximate) or 122cm L x 109cm W x 119cm H (approximate equivalent) Inside: 43” L x 38” W x 40” H (approximate) or 109cm L x 97cm W x 102cm H (approximate equivalent)
<b>Tare Weight:</b>	160 pounds (approximate) or 75 kilograms (approximate equivalent)
<b>Load Capacity:</b>	600 pounds (approximate) or 275 kilograms (approximate equivalent)
<b>Volume Capacity:</b>	35 cubic feet (approximate) or 1,000 litres (approximate equivalent)
<b>Colour:</b>	Blue – preference but not a strict requirement
<b>Sidewall Imprints:</b>	2 – “RRFB” and Mobius Loop – centered on opposite exterior sidewalls

<p>Imprint Images:</p>	<p>Imprint No. 1 – “RRFB”</p>  <p>1.5” H x 4” L (approximate) or 3.8cm H x 10.1cm L (approximate equivalent)</p>	<p>Imprint No. 2 – Mobius Loop</p>  <p>5” H x 5” L (approximate) or 12.7cm H x 12.7cm L (approximate equivalent)</p>
<p>Compatibility:</p>	<p><b>MUST</b> be stackable with existing tub inventory and fully rotatable</p>	
<p>Forklift Images:</p>	 <p>Forks inserted –full side view</p>	 <p>Forks inserted – full bottom view</p>

## APPENDIX "B": PRICE SCHEDULE

Company Name: \_\_\_\_\_

Quoted Price\*: CAD \$ \_\_\_\_\_ per Tub – includes FOB Destination (Kemptown, NS)

Quantity: \_\_\_\_\_ 40

Sub-Total: \$ \_\_\_\_\_

Harmonized Sales Tax (HST): \_\_\_\_\_ (or other applicable tax(es))

TOTAL: \$ \_\_\_\_\_

Estimated Delivery Date: \_\_\_\_\_ (assuming PO submitted no later than June 9th)  
M / D / Y

Specifications sheet Included  check box to indicate specifications sheet included

Photo Images Included  check box to indicate photo images included

Company Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
M / D / Y

Payment Terms are 30 days upon satisfactory delivery of goods and acceptance by RRFB.

By signing and submitting this Price Schedule, the above entity has agreed to supply to RRFB Nova Scotia the above mentioned items at the price quoted. We agree that the purchase order will be governed by the laws of Nova Scotia and any special conditions for this purchase.