



Department of Finance
Procurement Services

REQUEST FOR STANDING
OFFER

Tender Number: 6009

Closing Date: 11-January-2023

Closing Time: 12:00PM

Atlantic Time

Appliances, Summerside and West - Department of Social Development and Housing

1. Check for changes to this request

Before submitting this proposal, visit the Procurement website www.princeedwardisland.ca/en/tenders to see if any Addenda detailing changes have been issued on this tender. Changes may be posted up until the tender closing time. It is your responsibility to acknowledge and take into account **ALL ADDENDA**.

2. Give your business information (please print)

Name of Company: _____
(If you are not a registered company, give your name)

Street Address: _____

City: _____ Province: _____

Postal Code: _____ Email Address: _____

Mailing Address (if different): _____

Phone Number: _____ Fax Number: _____

HST/GST Registration Number (BN): _____ (leave blank if NOT applicable)

3. Review the following documents, which will form part of your proposal

All documents can be found on the Procurement Services website at www.princeedwardisland.ca/en/tenders.

- **Atlantic Standard Terms and Conditions**
 - **Vendors are encouraged to read the Atlantic Provinces Standard Terms and conditions and the Procurement of Goods Regulations, prior to submitting any bid.**
 - <https://www.princeedwardisland.ca/en/legislation/procurement-goods-act/procurement-goods-regulations>
 - **This tender opportunity is issued in accordance with the provisions of the Canadian Free Trade Agreement. Vendors are encouraged to read the Atlantic Provinces Standard Terms and Conditions, prior to submitting any bid. <https://www.cfta-alec.ca/canadian-free-trade-agreement/>**
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4. Additional Information

- Prices are to be in Canadian Funds.
- Price to include: Freight & Delivery.
- The quantities listed in the tender document are estimates only. Actual quantities over the span of the standing offer **(including any option periods)** may be more or less than the estimated quantities listed in this tender document. The Province of PEI reserves the right to purchase more or lesser amounts depending on requirements. Products to be delivered are on an “as and when required basis” for the standing offer period indicated in this document unless otherwise stated. This applies to the tendering department as well as any other Government Department, Crown Corporation, Agency, Board and Commission including the Broader Public Sector as described in the Atlantic Standard Terms and Conditions (MASH Sector).
- **Each item is regarded as a separate tender and the Province reserves the right to accept all or any portion thereof. Awarded items may be split between two (2) or more vendors.**
- The results of this tender shall be open to all Government Departments, Crown Corporations, Agencies, Boards and Commissions including the Broader Public Sector as described in the Atlantic Standard Terms and Conditions (MASH Sector).
<https://atlanticsuppliers.ca/as-english/acts-regulations/atlantic-provinces-standard-terms-and-conditions-goods-and-services>
- Vendors are advised that all documents forming part of the RFSO process, including all submitted proposals, are subject to the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, Cap. F-15.01 (“FOIPP”). A copy of FOIPP is available at:
<https://www.princeedwardisland.ca/en/legislation/all/all/a>

5. Give your delivery and payment terms

Delivery Required by:	Within 24-48 hrs from order	Goods will be delivered by:	
Delivery Location:	Housing Services locations in Summerside & Area and West or any other Provincial Government delivery location located within the borders of Prince Edward Island.		
FOB:	Destination <input type="checkbox"/>	Other <input type="checkbox"/>	(Please Specify) _____
Payment Terms:	Net 30 <input type="checkbox"/>	Other <input type="checkbox"/>	(Please Specify) _____

6. Acknowledge receipt of addenda (if any)

ADDENDUM	SIGNATURE
Addendum #1	
Addendum #2	
Addendum #3	

Were there more than three addenda for this proposal? YES NO

Indicate the number of additional addenda you have received.

Please sign indicating that you acknowledge the additional addenda noted above _____

7. Sign your Proposal

I confirm that the information I provided on this proposal is complete and accurate and that I am authorized to sign on behalf of the company.

Name (please print): _____ Position or Title: _____

Signature: _____ Date: _____

8. Submit Proposal To:

PROCUREMENT SERVICES

95 Rochford Street
2nd Floor South, Shaw Building, Room 27
Charlottetown, PE, C1A 7N8
Email: procurementservices@gov.pe.ca

When submitting your bid to the above e-mail address, please ensure your company name and tender number are clearly marked on the subject line of your e-mailed bid.

Acceptable methods to submit your bid; EMAIL ONLY TO: procurementservices@gov.pe.ca

9. CONTACT INFORMATION

About the good or service:

Name: Robert Arsenault
E-mail: robarsenault@gov.pe.ca

About the procurement process:

Procurement Officer: Melanie Barlow
E-mail: mcbarlow@gov.pe.ca

**10. Fill in your unit price, extended price, and total price of all items
Quote prices in Canadian dollars, before taxes. Quantities are estimates only,
actual quantities may be more or less depending on requirements.**

Line	Quantity	Description	Unit Price	Extended Price
1		Please complete attached specification and pricing spreadsheets (2 tabs)		

- **Vendors MUST complete the attached 2 Excel spreadsheets electronically.**
- After completing the electronic version of the Excel spreadsheet, vendor must either digitally sign the electronic version of the Excel spreadsheet or print a paper copy of the electronic version of the completed Excel spreadsheet and manually sign the spreadsheet.
- Email the digitally signed electronic version of the Excel spreadsheet **(In Excel, not PDF)** along with all required signed documents to procurementservices@gov.pe.ca OR alternatively e-mail the electronic version of the Excel spreadsheet **(In Excel, not PDF)**, also a scanned manually signed copy of the spreadsheet and all other required signed documents.
- In your e-mail subject line please reference the Tender Number and your Company Name.
- Failure to submit an electronic version of the Excel spreadsheet **(In Excel, not PDF)** will cause your submission to be non-compliant and will not be considered for further evaluation.

APPENDIX A:
Specifications for Appliances for 2023 Tender

Top Freezer Refrigerator

- 2 door frost free
- white in color
- reversible handles
- glass shelves
- energy star efficient
- vendor identification
- meets Canadian Safety Regulations and Standards (CSA, UL, etc.)
- Standard Manufacturer's Warranty unless otherwise stated.
- Product Warranty and Maintenance Service Provided

**Price required for:*

- 24" standard (minimum of 12 cubic feet)
- 28" standard (minimum of 14 cubic feet and no higher than 63 inches)
- 30" standard (minimum of 18 cubic feet.)

Electric Range – 30"

- glass in oven door
- electric clock and timer
- digital temperature display
- oven timer
- oven light
- control knobs on front side of stove
- white in color
- bottom drawer
- vendor identification
- meets Canadian Safety Regulations and Standards (CSA, UL, etc.)
- meets UL858 Household Electric Range Standards for Safety
- Standard Manufacturer's Warranty unless otherwise stated
- Product Warranty and Maintenance service provided
- All stoves to be equipped 4 top "Smart Burners" by Pioneer, or approved equivalent

**Prices required for:*

- 30" standard

Electric Range – 24"

- glass in oven door
- oven light
- control knobs on front side of stove
- white in color
- bottom drawer
- vendor identification
- meets Canadian Safety Regulations and Standards (CSA, UL, etc.)
- meets UL858 Household Electric Range Standards for Safety
- Standard Manufacturer's Warranty unless otherwise stated
- Product Warranty and Maintenance service provided
- All stoves to be equipped 4 top "Smart Burners" by Pioneer, or approved equivalent

**Prices required for:*

- 24" standard
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Electric Cook Tops

- control knobs on front cooktop
- cooktop in stainless steel
- smooth ceramic glass cooking surface
- 4 heating elements
- Dual 6"/9" heating elements
- Hot surface indicator light
- vendor identification
- meets Canadian Safety Regulations and Standards (CSA, UL, etc.)
- Standard Manufacturer's Warranty unless otherwise stated
- Product Warranty and Maintenance service provided

**Prices required for:*

- 24" cook tops
- 30" cook tops

Dishwashers (under counter)

- white in color
- 3 separate spray arms
- fits up to 14 place settings
- removable silverware basket
- 5 wash settings
- hard food disposer or filtration
- high temperature wash
- heavy pots & pans cycle
- number of settings: 3
- heated drying system
- cycle status indicators
- cycle status lights
- delay wash time
- rinse aid dispenser indicator
- adjustable height
- child safety locks
- control type electronic
- fill and drain hose included
- power cord included
- rack material PVC
- tub material grey plastic
- noise rating standard (51 and above)
- energy star efficient
- vendor identification
- meets Canadian Safety Regulations and Standards (CSA, UL, etc.)
- Standard Manufacturer's Warranty of 1 year unless otherwise stated.
- Product Warranty and Maintenance Service Provided

Additional specs for Barrier Free unit

- Maximum high forward reach for controls and operating mechanisms is 49"; maximum low forward reach is 15"
 - Controls and operating mechanisms must be operable with one hand and shall not require tight grasping, pinching or twisting of the wrist. The force required to activate
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- controls shall be no more than 5 lbs.
- All rack space shall be accessible from the front of the machine for loading and unloading dishes
- ADA compliant, or equivalent

**Prices required for:*

- 24" standard
- 24" barrier free (top controls)

Wall Ovens

- Wall oven in stainless steel
- Opens to the side
- size is 2.0 CF
- 10 cooking modes
- 2 racks with 5 shelf positions
- touch sensitive controls with LED display
- halogen interior lighting
- hidden bake element
- vendor identification
- meets Canadian Safety Regulations and Standards (CSA, UL, etc.)
- Standard Manufacturer's Warranty unless otherwise stated
- Product Warranty and Maintenance service provided

**Prices required for:*

- 24" wall ovens
- 27" wall ovens

Washing Machine

- minimum of 3.2 cubic feet
- minimum of 3 cycle wash
- white in color
- complete with new washer hoses
- vendor identification
- meets Canadian Safety Regulations and Standards (CSA, UL, etc)
- Standard Manufacturer's Warranty unless otherwise stated
- Product Warranty and Maintenance service provided

**Prices required for:*

- 27" top load washer
- 27" front load washer

Dryers **Prices required*

- minimum of 6 cubic feet
- push button start
- white in color
- vendor identification
- meets Canadian Safety Regulations and Standards (CSA, UL, etc)
- Standard Manufacturer's Warranty unless otherwise stated
- Product Warranty and Maintenance service provided

**Prices required for:*

- 27" commercial
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Summerside and West	
Appliance	Average Units / Year
24" Refrigerator	30 Units
28" Refrigerator	20 Units
30" Refrigerator	30 Units
24" Range	20 Units
30" Range	30 Units
24" Cooktop	5 Units
30" Cooktop	5 Units
Dishwasher	10 Units
BF Dishwasher	2 Units
24" Wall Oven	2 Units
27" Wall Oven	2 Units
Washer	15 Units
Front Load Washer	5 Units
Dryer	10 Units

Please Note:

Requesting standing offer for appliances with the understanding that the successful vendor maintain a minimum of 5 refrigerators, 5 electric ranges, 2 washers and 2 dryers in stock at all times.

Prices to include delivery charges and installation. **Units must be delivered within 24 to 48 hrs after order is placed.**

Successful vendor is also responsible for removal of old appliances and deliver to housing maintenance shops if requested or to the recycling depot.

This pricing for the Request for Standing Offer will be in effect for one year from award date.