



Request for Quote (RFQ) Form

INDEX

- 1.0 Overview
 - 1.1 Airrie Minor Hockey Association
 - 1.2 Quote Expectations
- 2.0 The RFQ
 - 2.1 Objective
 - 2.2 Length of Contract
 - 2.3 Communication
 - 2.4 Appropriate Vendor Contact
 - 2.5 Review Committee Members
 - 2.6 Documentation
- 3.0 Quote Submission Guidelines
 - 3.1 Submission Deadline
 - 3.2 Delivery of Quote
 - 3.3 Quote Validation
 - 3.5 Fair Practice
 - 3.5 Confidentiality
 - 3.6 Pricing
 - 3.7 Contract Award
 - 3.8 Selection Criteria
- 4.0 Requirements for the Request for Quote (RFQ)
- 5.0 Terms & Conditions
 - 5.1 Vendor Conduct
 - 5.2 Termination
 - 5.3 Assignment
- 6.0 Submission Requirements
 - 6.1 Timetable
 - 6.2 RFQ Review Process
 - 6.3 Specifications

1.0 OVERVIEW

1.1 AIRDRIE MINOR HOCKEY ASSOCIATION

Airdrie Minor Hockey Association is a large not for profit organization in the City of Airdrie, promoting youth sports as well as community involvement. We have over 1,600 athletes, spanning 100 teams. This includes AA, Travel, City, Pond Hockey and floor ball.

We believe strongly in our mission statement,

To provide fair opportunity for positive experiences through a safe and fun environment, with strong, progressive and quality programs for all members of the hockey community.

The City of Airdrie currently has 5 ice rinks and AMHA will often utilize neighboring communities to access additional ice to serve our members. AMHA membership continues to grow each year.

1.2 QUOTE EXPECTATIONS

The Airdrie Minor Hockey Association (AMHA) is soliciting bids for its hockey program, specifically to supply _____, which will include _____ teams.

The goal of the Association, through this RFQ, is to secure a vendor who can supply _____, in a timely and cost-effective manner without compromising quality. AMHA will base its decision on a series of criteria focusing on each particular area of the specification provided.

2.0 THE RFQ

2.1 OBJECTIVE

To establish a contract for the supply of _____ for the Airdrie Minor Hockey Association (AMHA). This will include all _____ Hockey Teams.

2.2 LENGTH OF CONTRACT

The length of the contract will be _____.

2.3 COMMUNICATION

All inquiries are to be directed to:

Name: _____

Email: _____

Phone# _____

2.4 APPROPRIATE VENDOR CONTACT

All vendor contacts will be restricted to the communication channel as identified in section 2.3 from the date of issue of the RFQ, through to the actual award notification of the contract. Vendors are prohibited from contacting Executives and staff, during the RFQ process to obtain any information pertaining to this RFQ, RFQ Process, RFQ Committee Activities, or to demonstrate or

justify the Vendor's products, services or relay other benefits of doing business with AMHA, unless specifically requested to do so by the individual named in section 2.3. Further, it is inappropriate for the Vendor to initiate contact with any member of the RFQ Review Committee unless specifically requested to do so. To protect the integrity of the bidding process any vendor that does not adhere to this section will be disqualified.

2.5 REVIEW COMMITTEE MEMBERS

A Review Committee will be formed of a minimum of 5 individuals from the list below:

- President AMHA
- Vice President1 AMHA
- Vice President2 AMHA
- Secretary AMHA
- Treasurer AMHA
- Coordinator Equipment AMHA
- Administrative Staff

2.6 DOCUMENTATION

2.6.1 Vendors are responsible for examining all RFQ documents, including Appendices, as soon as possible after receipt. Immediately, report all errors, omissions or ambiguities. Notification must be made in writing and at least three days prior to due date of proposal, and in accordance with communication channels as outlined in 2.3. If necessary, and if time permits, an addendum may be issued to all Vendors before the submission deadline.

2.6.2 Prior to submitting a quote, Vendors shall carefully examine all specifications to ensure a coordinated proposal, and fully inform themselves of the conditions and limitations, and include in their proposal price a sum to cover the cost of all items contemplated in an award including all fees and taxes.

2.6.3 All questions and concerns will be submitted in writing to the contact identified in section 2.3.

2.6.4 All responses to questions and concerns will be shared with all proposed vendors for this RFQ providing equal access to information.

3.0 QUOTE SUBMISSION GUIDELINES

3.1 SUBMISSION DEADLINE

The deadline for Proposal submissions is _____. Late responses will NOT be accepted.

3.2 DELIVERY OF QUOTE

3.2.1 All quotes must be received on/or before the deadline via email. In addition to an emailed copy, vendors may make arrangements to present their quote to the Committee members.

3.2.2 Quote pricing is not to be submitted or shared with any other person(s) other than the Purchasing Committee Chairperson identified in the clause 2.3. Failure to adhere to this requirement WILL result in immediate disqualification of the vendor's proposal.

3.2.3 Quotes will not be opened prior to the submission deadline.

3.2.5 Any changes to submissions can be made before the deadline only. Original submissions can be requested to be returned prior to the RFQ closing deadline only. If a request is made no record of the submission will be recorded. It is the vendors' responsibility to resubmit their bid before the deadline to be included for consideration and review.

3.3 QUOTE VALIDATION

Quotes should be valid for a maximum period of 60 days from the date of submission.

3.4 FAIR PRACTICE

This quote is made by the Vendor without any connection, knowledge, and comparison of figures or arrangements with any person or persons preparing this document and is in all respects fair and free from collusion or fraud. Any infraction of this clause will lead to immediate disqualification from the bidding process. All information submitted pertaining to this RFQ will not be shared with other vendors, unless required to do so by law or legislation.

3.5 CONFIDENTIALITY

3.5.1 All specifications and other important information furnished in connection with this RFQ are confidential and are to be used for the sole purpose of completing submissions and are to be used for no other purpose unless prior written consent has been provided by AMHA.

3.5.2 All material and information furnished shall remain the property of AMHA and are to be used at the Association's discretion.

3.5.3 All vendors electing not to submit a proposal shall dispose of any and all confidential information as noted within a responsible manner.

3.6 PRICING

Pricing will be based on the award of a _____.

Proposals shall be:

- A firm stipulated price for the services provided without escalation clauses or other qualifications for the duration of the contract.
- Denominated in Canadian Funds.
- Inclusive of all applicable taxes, fees, shipping etc.

3.6.1 Billing for this contract will be done by the vendor directly to AMHA.

3.7 CONTRACT AWARD

- 3.7.1 Final selection of a Vendor may be based on, but not limited to, overall cost, service quality and availability, subjective issues will be evaluated as well, such as expected overall performance/availability, service quality, past history with vendor, response to RFQ and adherence to RFQ terms and conditions and location.
- 3.7.2 AMHA reserves the right to reject any or all proposals. An award may not necessarily be based on the lowest price offered.

3.8 SELECTION CRITERIA

The following list is representative of the criteria that will be used to establish the best overall proposal from all vendors. The criteria being evaluated will include some or all items listed below depending on the perceived relevance. Each criterion chosen for this RFQ will be assigned a weighted score for evaluation purposes.

- 3.8.1 Cost
- 3.8.2 Acceptance to all Terms of RFQ
- 3.8.3 Ability to supply _____ within specified timeline
- 3.8.5 Location

4.0 REQUIREMENTS FOR REQUEST FOR QUOTE

- 4.1 Vendor will provide cost for _____.
- 4.2 Must be able to accommodate _____.
- 4.3 Vendor will also supply cost for _____.
- 4.4 Vendor will supply delivery times.
- 4.5 Vendor will supply information as to location of supplier.

5.0 TERMS AND CONDITIONS OF RFQ

5.1 VENDOR CONDUCT

- 5.1.1 The successful vendors will conduct themselves in a professional manner at all times when fulfilling the obligations of this contract.
- 5.1.2 The successful vendor will supply only those items submitted in their bid proposal. No substitutions will be allowed without prior approval and a purchase order issued.
- 5.1.3 Services submitted without proper approvals will be considered a donation on the part of the supplier and not subject to invoicing or payment.

5.1.4 Any vendor identified as having discussions with any party other than the person identified in 2.3 during the RFQ process which has not been prior approved by such individual will be subject to disqualification.

5.2 TERMINATION

5.2.1 The contract may be terminated within thirty (30) days written notice due to non-performance of services under this agreement. If the vendor is capable of resolving the non-performance issue to the satisfaction of AMHA within the 30-day notification period, then AMHA, at its sole discretion, may elect to re-instate this contract. Any costs incurred by AMHA to rectify circumstances stemming from a non-performance issue shall be compensated by the Vendor prior to any reinstatement or within 30 days of official date of termination.

5.2.2 Either party may terminate this Agreement at any time by providing not less than sixty (60) days written notice to the other party.

5.2.3 The contract may be terminated in accordance with item 5.1 (Vendor Conduct) with 30 days written notification.

5.3 ASSIGNMENT

No part of this contract may be assigned or transferred without the prior express written consent of AMHA.

6.0 SUBMISSION REQUIREMENTS

6.1 TIMETABLE

Date	Deadline	Action
		Issue RFQ to Vendors
		Quote Submissions
		Committee Evaluation
		Award Notification
		Order Placed
		Expected Delivery Date

Please note that the above dates are subject to change at the sole discretion of AMHA and are intended to be used as a guide only.

6.2 RFQ Review Process

AMHA will establish an RFQ Review Committee, with Executive endorsement, who will utilize standard protocols for evaluation.

6.3 Specifications:

6.3.1 List all _____.