



MOUNTAINS OF OPPORTUNITY

**CRANBROOK**

**CITY OF CRANBROOK**

Sale of Surplus Equipment

**1995 John Deere Mower**

**Bid NO.: CRA2018-B-002**

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**Issue Date:**

**Wednesday, April 4, 2018**

**Closing Date:**

**Thursday, April 19, 2018 by 2:30 p.m.  
Local time**

**Closing Location:**

**City Hall**

**Attention: Financial Services Manager  
40-10th Ave S, Cranbrook, BC V1C 2M8**

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## SALE OF SURPLUS EQUIPMENT

**1995 John Deere Mower**

**BID NO. CRA2018-B-002**

Sealed Bids marked “**BID NO. CRA2018-B-002 1995 John Deere Mower**” will be received at the office of the Financial Services Manager – 40 – 10<sup>th</sup> Avenue South, Cranbrook, BC V1C 2M8, up to and including 2:30 p.m., local time, Thursday, April 19, 2018, for the following equipment:

### **1995 JOHN DEERE MOWER**

The equipment is available for sale on an “**as is/where is**” basis. **Mower only – no attachments included.**

Bid documents are available from:

The Corporation of the City of Cranbrook  
40 – 10<sup>th</sup> Avenue South  
Cranbrook, BC  
Contact: Financial Services Manager  
Phone: 250-489-0265

Also available at:

BC Bid or the City of Cranbrook web site [www.cranbrook.ca](http://www.cranbrook.ca)

There will be no public opening.

Bidders may view the sale item at the City of Cranbrook Public Works Yard at 201 Cobham Ave., Cranbrook, Monday – Friday, April 9 – 13, 2018, **by appointment only**. Please call (250) 489-0246 to set up an appointment. Check in with the Public Works Office, on site, is required prior to viewing.

Susan King  
A/ Financial Services Manager

**THE CORPORATION OF THE CITY OF CRANBROOK**

**INSTRUCTIONS TO BIDDERS**

**BID NO. CRA2018-B-002**

**1.0 BID ADMISSION**

**1.1 Definition**

Throughout this document “Owner”, “City”, “The City”, “City of Cranbrook” shall mean **The Corporation of the City of Cranbrook**.

**1.2 Submission of Bid**

The Sealed Bid envelope shall be addressed to:

The Corporation of the City of Cranbrook  
40 – 10<sup>th</sup> Avenue South  
Cranbrook, BC V1C 2M8  
Attention: Financial Services Manager

and shall be clearly marked:

**BID NO. CRA2018-B-002 1995 JOHN DEERE MOWER**

Submission of bids to the City via direct facsimile or email is not acceptable and all bids must be submitted in a sealed envelope, clearly marked with the bid number and project title. The Bid Form must be included with the Bid Package.

**1.3 Closing Date and Time**

Bids will be received up to 2:30 p.m., local time, Thursday, April 19, 2018. Bids received after the closing time will be marked late and left unopened.

#### **1.4 Acceptability of Bids**

Notwithstanding any other provision in the Bid Documents or any practice or custom in the industry, the City, in its sole discretion, shall have the unfettered right to:

- a) Accept a Bid which is not the highest Bid;
- b) Reject a Bid even if it is the only Bid received by the Owner;
- c) Accept any Bid;
- d) Reject any Bid;
- e) Reject all Bids;
- f) To waive any informality in the bids;

Bids that are unsigned, incomplete, illegible, unbalanced, and obscure or contain other irregularities may be rejected as informal.

In the event that duplicate Bids are received, preference will be given to the Bid that was received first.

If a Bid contains a defect or fails in some way to comply with the requirements of the Bid Documents, which in the sole discretion of the City is not material, the City may waive the defect and accept the Bid.

Bids which contain qualifying conditions or otherwise fail to conform to the Instructions to Bidders may be disqualified, or rejected. The Owner may, however, in its sole discretion, reject or retain for its consideration Bids, which are non-conforming because they do not contain the content or form required by the Instructions to Bidders or for failure to comply with the process for submission set out in these Instructions to Bidders.

#### **1.5 Bid Pricing**

Unless otherwise specified herein by the City of Cranbrook, all Bids are to be in Canadian funds. All purchases are subject to GST.

#### **1.6 Successful Bidders**

Successful bidders will be required to issue FULL payment with cash or certified cheque within 7 days of being notified by the City. If payment is not received within the time frame, another successful bidder will be chosen. Item(s) must be removed from municipal property within 14 days after payment is made to the City.

#### **1.7 Disclaimer**

Bids for the surplus equipment are made on an “**as is/where is**” basis. The City of Cranbrook does not provide any guarantee. All sales are final. It is the buyer’s responsibility to determine the condition and suitability of the equipment.

#### **1.8 Withdrawal**

Bids may be withdrawn by written notice only, provided such notice is received by the Financial Services Manager prior to the time set for the opening of Bids. Upon closing time, all Bids become irrevocable. By submission of a Bid, the Bidder agrees that should they be successful, that Bidder will enter into a purchase contract with the City of Cranbrook.

## **1.9 Amendments of Bids**

A Bidder may amend or revoke a Bid by giving written notice, delivered by hand, mail or fax to:

The Corporation of the City of Cranbrook  
40 – 10<sup>th</sup> Avenue South  
Cranbrook, BC V1C 2M8  
Attention: Financial Services Manager  
Fax: 250-426-4026

An Amendment or Revocation that is received after the Bid Closing Date and Time shall not be considered and shall not affect a Bid as submitted.

An Amendment or Revocation must be signed by the Bidder.

Any Amendment that expressly or by inference discloses the Bidder's Bid Price or other material element of the Bid such that, in the opinion of the City, the confidentiality of the Bid is breached, will invalidate the entire Bid.

If a Bid Amendment or Revocation is sent by fax, the Bidder assumes the entire risk that equipment and staff at the receiving office properly received the fax containing the amendment or revocation before the Bid Closing Date and Time. The City shall not be liable to any Bidder if for any reason a fax is not properly received.

## **1.10 Bid Clarifications**

The Owner in its sole discretion reserves the right to clarify any bid after closing and prior to award.

## **1.11 Freedom of Information**

The City of Cranbrook is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. All Bidders are therefore advised that any Bid submitted in response to this Sale of Surplus Equipment will be treated as a public document and the contents therein may be disclosed upon written request if required to do so pursuant to the Act.

## **1.12 Further Information**

Technical questions regarding this Sale of Surplus Equipment should be directed to:

Mike Silvaggio, Mechanic Foreman  
Phone: (250) 489-0234  
Email: [mike.filvaggio@cranbrook.ca](mailto:mike.filvaggio@cranbrook.ca)

Questions regarding submission requirements, timing or similar contractual matters should be directed to:

Susan King, A/ Financial Services Manager  
Phone: (250) 489-0228 Fax: (250) 426-4026  
Email: [susan.king@cranbrook.ca](mailto:susan.king@cranbrook.ca)

## 2.0 EQUIPMENT SPECIFICATIONS:

### 1995 John Deere Mower

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<b>Location:</b>	Cranbrook, BC
<b>Vehicle Jurisdiction:</b>	B.C.
<b>Year:</b>	1995
<b>Make:</b>	John Deere
<b>Transmission:</b>	Hydrostatic
<b>Hour Meter:</b>	6,423 hours as of April 2, 2018
<b>Fuel type:</b>	Diesel
<b>Colour:</b>	Green



**MOWER ONLY - NO ATTACHMENTS INCLUDED**



**THE CORPORATION OF THE CITY OF CRANBROOK**

**1995 John Deere Mower**

**BID NO. CRA2018-B-002**

**BID FORM**

**BIDDER NAME:**

\_\_\_\_\_

(Printed Name)

**ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TELEPHONE NO.:**

\_\_\_\_\_

**CELL NO.:**

\_\_\_\_\_

**EMAIL ADDRESS:**

\_\_\_\_\_

**BID:**

\$ \_\_\_\_\_

**GST:**

\$ \_\_\_\_\_

**TOTAL BID:**

\$ \_\_\_\_\_

**SIGNATURE:**

\_\_\_\_\_

**DATE:**

\_\_\_\_\_