

**REQUEST FOR QUOTATION - TOWN OF LUNENBURG**

SUBMITTER'S COMPANY NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**Terms:**

1. This is a request for a binding quotation only – it is not a Purchase Order or Tender. The Town of Lunenburg (the "Town") may use any quotation it receives for informational purposes only, or it may choose to accept the quotation in which case a binding contract will be formed with the Submitter by issuing a Purchase Order. The Town reserves the right to solicit quotations from other sources at any time including before or after the submission deadline. The Town has no obligation to consider or accept any quotation. The Town reserves the right at any time to accept, ignore or reject any quotation, or use the information contained in any quotation for any purpose whatsoever. The Town reserves the right to negotiate after the submission deadline with any proponent to finalize arrangements in the best interests of the Town.
2. Quotations must be submitted on this form only unless otherwise permitted by the Town.
3. Any suggestions with respect to appropriate equivalents, alternatives or substitutes are welcome. If offering an equivalent, alternative or substitute please ensure the manufacturer's name, contacts and complete technical information is supplied.
4. If a portion of a quotation relates to the provision of labour and/or services, a current WCB clearance letter must be provided with the quotation.
5. The Town is eligible for all Provincial standing order pricing.
6. Quotations may not be withdrawn for sixty (60) days following the submission deadline.
7. If the Town accepts this quotation delivery shall be free on board (F.O.B.) destination and must be made within thirty (30) calendar days of the Town's acceptance of this quotation. Failure to deliver by this deadline may result in cancellation of an order. The Town reserves the right to inspect and reject any material in its sole discretion which may result in cancellation of an order.
8. Please check the Town website [www.townoflunenburg.ca/purchasing.html](http://www.townoflunenburg.ca/purchasing.html) to determine if any addendums have been issued prior to the submission deadline.
9. If further technical information is required please contact Curtis Bell, Procurement Coordinator, by email at [purchasing@townoflunenburg.ca](mailto:purchasing@townoflunenburg.ca).
10. Please return your completed quote by **2:00 p.m. AST, March 27, 2025** the submission deadline, or the Town may in its sole and absolute discretion choose not to consider it. Deliver completed quote to Curtis Bell, Procurement Coordinator, 119 Cumberland Street, Lunenburg, NS B0J2C0 or by email to [purchasing@townoflunenburg.ca](mailto:purchasing@townoflunenburg.ca).

GOODS AND/OR SERVICES DESCRIPTION	TOTAL
<p>To supply and deliver the following to the Town of Lunenburg's Wastewater Treatment plant at 125 Starr Street Lunenburg Nova Scotia B0J2C0:</p> <p>To provide laboratory testing 5 times a month and empty sample bottles once a month, for the period April 1, 2025, to March 31, 2026.</p> <p><b><u>Effluent testing</u></b>                      Total CBOD x 5 times per month                      TSS x 5 times per month                      Total Ammonia x 2 times per month                      pH x 5 times per month                      E.coli x 5 per month                      Acute Lethality once per year</p> <p><b><u>Influent testing</u></b>                      Total CBOD x 5 times per month                      TSS x 5 times per month                      Total Kjeldahl Nitrogen (TKN) x 5 times per month</p> <p><b>Total Lump Sum (excluding HST).....</b></p> <p><b>HST to be applied to this quote.....</b></p>	<p align="right">\$ _____</p> <p align="right">\$ _____</p>

**Please attach the following additional information:**

- List of equipment available to do the work.
- Start and end time required to complete the work and/or deliver goods.
- Warranty period on goods and/or services (minimum one year).
- Two relevant work references and contact phone numbers.

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Authorized Signature

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Print Name

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Telephone Number

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Facsimile Number

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Email Address