



REQUEST FOR QUOTATIONS

LONG TERM DEBT FINANCING

NOVEMBER 2017

**CITY OF CHARLOTTETOWN
REQUEST FOR QUOTATION
Long Term Debt Financing**

Quotes shall be submitted by completing this document and placing it in a sealed envelope, clearly marked on the outside, "**RFQ – Long Term Debt Financing; Controller; 3rd Floor City Hall**", and must be received by the Controller before **2:00:00 pm local time on Friday, December 8, 2017**. It is the responsibility of the bidder to ensure their submission is received by the aforementioned deadline. Late submissions will not be accepted and will be returned to the Bidder unopened.

Any addenda will be posted on the City of Charlottetown website www.charlottetown.ca/tenders.php. Bidders are responsible for checking the website for proposal/quote/tender notices, documents, and addenda. The City is not responsible for ensuring bidders have obtained addenda.

A minimum of two (2) hard copies of the submission documents is required. No fax, email or electronic submissions will be accepted as the sole method of submission although an electronic copy (PDF or Microsoft WORD) of the submission would be appreciated either included in the envelope noted above or emailed following the closing date and time. It is the bidder's responsibility to ensure that their submission is received prior to the closing date and time noted above. **There will be a public opening of submissions received immediately after closing.** The awarding of a contract, if any, resulting from this Request for Quotations, shall be done, upon approval by City Council, as soon as practical after bid evaluations have been completed. Results of this Request for Quotations will be posted on the City's awards webpage at the following address: www.charlottetown.ca/awards.php.

This Request for Quotations (RFQ) creates no obligation on the part of the City of Charlottetown to award the contract or to reimburse bidders for RFQ preparation expenses. The City of Charlottetown reserves the right to accept or reject any and all quotes, in whole or in part, received as a result of this request, and to negotiate in any manner necessary to best serve the interest of the City. The decision as to which submission best satisfies the needs of the City rests solely with the City and any decision is not open to appeal. Submissions will not be evaluated if the Bidder's current or past corporate or other interests may, in the City's opinion, give rise to a conflict in connection with this project. The City specifically reserves the right to reject all quotes if none is considered to be satisfactory and, in that event, at its option, to call for additional quotes. No term or condition shall be implied, based upon any industry or trade practice or custom, any practice or policy of the City or otherwise, which is inconsistent or conflicts with the provisions contained in these conditions.

At the election of the City, whether or not a bid or bidder otherwise satisfies the requirements of the RFQ, the City may reject summarily any bid received from a corporation or other person which has been anywise involved in litigation, arbitration or alternative dispute resolution with the City within the five (5) year period immediately preceding the date on which the request for quotations was published.

The City's evaluation may include information provided by the bidder's references and may also consider the bidder's past performance on previous contracts with the City or other institutions.

The City may prohibit a bidder from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, and such inappropriate conduct shall include but not be limited to the following: (a) the submission of quotations containing misrepresentations or any other inaccurate, misleading or incomplete information; (b) the refusal of the bidder to honour its pricing or other commitments made in its submission; or (c) any other conduct, situation or circumstance, as solely determined by the City.

A Bidder who has already submitted a bid may submit a further bid at any time up to the official closing time. The last submission received shall supersede and invalidate all submissions previously submitted by that bidder for this RFQ. Any bidder may withdraw or qualify his/her submission at any time up to the official closing time by re-submitting a new bid to the City. The time and date of receipt will be marked thereon and the new submission will be placed in the tender box. The new submission shall be marked on the sealed envelope by the Bidder as “Resubmission #” along with the name of the RFQ and to the attention of the Controller, as noted above in the RFQ. Bids may be withdrawn at any time prior to opening upon written request from the bidder. Negligence on the part of the bidder in preparing his/her bid shall not constitute a right to withdraw a bid subsequent to the bid opening.

Any potential conflict of interest must be disclosed to the City in writing. Any conflict of interest identified will be considered and evaluated by the City. The City has the sole discretion to take the steps they deem necessary to resolve the conflict. If, during the term of the Contract, a conflict or risk of conflict of interest arises, the Contractor will notify the City immediately in writing of that conflict or risk and take any steps that the City reasonably requires to resolve the conflict or deal with the risk.

The City reserves the right to cancel any request for quotes at any time without recourse by the contractor. The City has the right to not award this work for any reason including choosing to complete the work with the Owners' own forces.

All questions in respect of this RFQ must be addressed, in writing, by email to Stephen Wedlock, Controller (swedlock@charlottetown.ca). Questions must be received no less than three (3) business days before the closing date of this Request for Quotations.

Introduction:

This RFQ is for quotes regarding the long term borrowing needs of the City of Charlottetown.

It is the intention to proceed with only one of options being quoted. The City’s decision to proceed will be based on financing needs and the best value as determined by the City.

Bid Evaluation:

Award will be based upon compliance to the requirements in the RFQ and the lowest total cost to the City over the term of the financing option chosen. The City reserves the right to decide which bidder offers the best value to the City in terms of key specification areas, and lowest cost. All pages of this document shall form the final submission, must be properly completed and must be returned by the submission deadline as noted above. The City is not bound to accept the lowest or any submission received.

The undersigned understands and agrees to the following provisions of this request for quotes:

AGREEMENT

1. All prices quoted are to be in Canadian funds, including any and all levies, duties, and fees applicable to this RFQ.
2. The quotation must clearly state the interest rates offered and the method of compounding that will be used. Bidders are **required** to provide the total principal and interest costs to the City of Charlottetown for the loan periods, as well as any other costs that may be associated with the loans.
3. It is the City's preference to have a term equal to or as close as possible to the amortization. Bidders may offer alternative terms and methods of compounding by submitting separate submission forms for each alternative. Any alternatives quoted by the same bidder are to be submitted under separate cover and, in addition to the markings required above, indicate on the envelope that it is an alternative to the original submission using "ALTERNATIVE # 1", "ALTERNATIVE # 2", etc.
4. The City of Charlottetown reserves the right to accept or reject any or all submissions, to waive any technicality in a submission and to accept any part of a submission as deemed to be in the best interest of the City.
5. It is the City's intent to select the option in the City's best interest on Monday Dec 11th, 2017 with funds disbursement on or before December 29, 2017.

DATED: _____

FINANCIAL INSTITUTION: _____

(Signature)

(Print name)

ADDRESS: _____

PHONE: _____

EMAIL: _____

SUBMISSION FORM

The City of Charlottetown is not bound to accept the lowest or any submission that may be received. The full Submission Package must be returned and any additional information may be attached.

The City is requesting quotes on several financing options. **Bidders are required to quote on all options. The City reserves the right to negotiate the amortization period and the term of any of the options with any of the bidders.**

“Total Interest Cost” is to include all interest charges including base rates and any premiums which will be part of the interest portion of the regular payment. “Other costs” are to include one-time financing charges, setup fees etc. “Total Borrowing Cost” shall include “Total Interest Cost” plus “Other Costs” over the full amortization period of the financing.

The undersigned offers to provide to the City of Charlottetown long term borrowing conforming to the following:

Options

\$15,000,000, 20 year amortization

Rate: _____

Compounding: _____

Term: _____

Total Interest Cost: \$ _____ **(A)**

Other Costs: \$ _____ **(B)**

Total Cost of Borrowing: \$ _____ **(A + B)**

\$15,000,000, 25 year amortization

Rate: _____

Compounding: _____

Term: _____

Total Interest Cost: \$ _____ **(A)**

Other Costs: \$ _____ **(B)**

Total Cost of Borrowing: \$ _____ **(A + B)**

\$20,000,000, 20 year amortization

Rate: _____

Compounding: _____

Term: _____

Total Interest Cost: \$ _____ (A)

Other Costs: \$ _____ (B)

Total Cost of Borrowing: \$ _____ (A + B)

\$20,000,000, 25 year amortization

Rate: _____

Compounding: _____

Term: _____

Total Interest Cost: \$ _____ (A)

Other Costs: \$ _____ (B)

Total Cost of Borrowing: \$ _____ (A + B)

\$25,000,000, 20 year amortization

Rate: _____

Compounding: _____

Term: _____

Total Interest Cost: \$ _____ (A)

Other Costs: \$ _____ (B)

Total Cost of Borrowing: \$ _____ (A + B)

\$25,000,000, 25 year amortization

Rate: _____

Compounding: _____

Term: _____

Total Interest Cost: \$ _____ (A)

Other Costs: \$ _____ (B)

Total Cost of Borrowing: \$ _____ (A + B)

\$30,000,000, 20 year amortization

Rate: _____

Compounding: _____

Term: _____

Total Interest Cost: \$ _____ **(A)**

Other Costs: \$ _____ **(B)**

Total Cost of Borrowing: \$ _____ **(A + B)**

\$30,000,000, 25 year amortization

Rate: _____

Compounding: _____

Term: _____

Total Interest Cost: \$ _____ **(A)**

Other Costs: \$ _____ **(B)**

Total Cost of Borrowing: \$ _____ **(A + B)**

Bidders are also asked to provide their best estimates as to the trend of interest rates for the types of borrowing being quoted above over the next five years. **These estimates should include the total interest rate including any premiums.** These may be used to determine the total amount of financing required during the evaluation of the submitted bids.

Please indicate the best estimates of interest rates for the month of December in each of next five (5) years below:

December 2018: _____

December 2019: _____

December 2020: _____

December 2021: _____

December 2022: _____

SIGNATURE: _____

PRINT NAME: _____

DATE: _____