

# **CITY OF COURTENAY**



## **REQUEST FOR PROPOSAL**

### **R20-04 1 Ton Chassis Cab Truck**

**Closing Date: 2:00pm, Tuesday, April 28, 2020**

City of Courtenay  
830 Cliffe Avenue  
Courtenay, B.C. V9N 2J7  
Attn: Purchasing Division

**SECTION I  
TERMS OF REFERENCE**

**1. INTRODUCTION**

1.1 The City of Courtenay invites proposals from qualified vendors for the supply and delivery of one (1) 1 Ton Chassis Cab Truck for the City's Waste Water Division.

**2. SPECIFICATIONS & ALTERNATIVES**

- 2.1 Wherever the specifications state a brand name, make, name of manufacturer, trade name, or vendor catalogue number, it is for the purpose of establishing a grade or standard. It is not intended to rule out competition from equal brands or makes. If a product other than that specified is offered, it is the Proponent's responsibility to provide information in its proposal that enables the City to confirm equivalency and acceptance.
- 2.2 Except where stated otherwise, the specifications describe what is considered necessary to meet the performance requirements of the City and Proponent should consider this in its proposal or, if the Proponent cannot meet specifications, the Proponent may identify and offer an alternative which it believes to be an equal or better alternative.
- 2.3 Proponents shall clearly indicate any variances from the City's specifications or conditions and attach descriptive literature.
- 2.4 A listing of the specifications for this vehicle are attached as Appendix A. Please note, Appendix A must be completed and included with the Proponent's proposal.

**3. ENVIRONMENTAL CONSIDERATIONS**

- 3.1 The City is committed to preserving the environment. Proponents shall provide environmentally sensitive products or services wherever possible.
- 3.2 Where there is a requirement within the specifications that require the Proponent to supply materials, oils, lubricants, paints or other fluid materials and where such materials may cause adverse effects, the Proponent shall indicate the nature of the hazard in its proposal.
- 3.3. The Proponent agrees to advise the City of any known alternatives or substitutes for such materials that would mitigate the effects of any adverse conditions on the environment.

**BID FORM**

The Proponent offers to supply the goods and/or services in accordance with the RFP documents and accept payment at the unit prices specified in the Bid Form in accordance with the RFP documents. The Proponent declares that all information, which is provided or will be provided to the City of Courtenay, is true and understands and agrees to be bound by the RFP documents. Bid prices shall not include GST.

A. One (1) 1 Ton Chassis Cab Truck – Per RFP

_____	Per Vehicle Cost
(Make, Model, Year, etc.)	
For the Unit Price of:	\$_____ excluding PST, GST and Environmental Levy
Environmental Levy	\$_____
Trade-In: City Unit 12	\$_____ (Optional)

B. Delivery Shall Be Made Within \_\_\_\_\_ Weeks From Receipt of the Purchase Order and To Be The Guaranteed Delivery Date to the City, F.O.B. Public Works Yard, 1000 Piercy Ave., Courtenay, B.C.

C. Nearest Service and Parts Depot \_\_\_\_\_

The above prices include and cover all duties, handling and transportation charges, environmental levies and all other charges incidental to and forming part of this proposal.

Acknowledgement is hereby made of receipt and inclusion of the following addenda to the documents:

Addendum(s) No. \_\_\_\_\_ Dated: \_\_\_\_\_ No. Of Pages: \_\_\_\_\_

Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

I/We the undersigned duly authorized representatives of the Proponent, having received and carefully reviewed the RFP including without limitation the Terms of Reference and Instructions to Proponents submit this bid in response to the RFP.

This bid is offered by the Proponent this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Authorized Signatory

\_\_\_\_\_  
Print Name and Position of Signatory

**SECTION II  
INSTRUCTIONS TO PROPONENTS**

1. An electronic submission of the proposal in .pdf format must be submitted to [purchasing@courtenay.ca](mailto:purchasing@courtenay.ca) no later than 2:00pm local time, Tuesday, April 28, 2020 (the RFP Closing Date).

The email subject line shall read **"R20-04 1 Ton Chassis Cab Truck"**.

It is the sole responsibility of the Proponent to ensure that their proposal is received by the City within the proper time allocation. Late responses will be rejected by the City of Courtenay. All proposals must be signed by an authorized representative of the Proponent.

Submission of a proposal indicates acceptance by the Proponent of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted.

2. **Questions are to be submitted in writing within 2 business days of the RFP Closing Date quoting the RFP name, number and contact person below, and sent to email [purchasing@courtenay.ca](mailto:purchasing@courtenay.ca).**

Graham Peterson, Procurement Specialist  
City of Courtenay  
[purchasing@courtenay.ca](mailto:purchasing@courtenay.ca)

Any oral communications will be considered unofficial and non-binding to the City. Proponents should rely only on written statements issued by the contact person listed above.

3. Not a Tender Call

This RFP is not a tender call, and the submission of any response to this RFP does not create a tender process. This RFP is not an invitation for an offer to contract, and it is not an offer to contract made by the City. Proposals will not be opened in public.

4. No Obligation to Proceed

- a) Though the City fully intends at this time to proceed through the RFP process in order to select the goods or services, the City is under no obligation to proceed to the purchase, or any other stage. The receipt by the City of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the City. There is no guarantee by the City, its officers, employees or agents, that the process initiated by the issuance of this RFP will continue, or that this RFP process or any RFP process will result in a contract with the City for the purchase of the product, service or project.
- b) The City reserves the right to accept or reject all or part of the proposal, however the City is not precluded from negotiating with the successful Proponent to modify its proposal to best suit the needs of the City.
- c) The City reserves the right to reject, at the City's sole discretion, any or all proposals if the proposal is either incomplete, obscure, irregular or unrealistic.
- d) A proposal may be rejected on the basis of the Proponents past performance, financial capabilities, completion schedule and non-compliance with Federal, Provincial and Municipal legislation.
- e) The City reserves the right to accept or reject a proposal where only one proposal is received.

5. Cost of Preparation

Any cost incurred by the Proponent in the preparation of the proposal will be solely at the expense of the Proponent.

6. Confidentiality and Freedom of Information and Protection of Privacy Act

The proposal should clearly identify any information that is considered to be confidential or proprietary information (the "Confidential Information"). However, the City is subject to the Freedom of Information and Protection of Privacy Act. As a result, while the Act offers some protection for third party business interests, the City can't guarantee that any Confidential Information provided to the City can be held in confidence if a request for access is made under the Freedom of Information and Protection of Privacy Act.

7. Irrevocability of Proposals

By submission of a written request, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable and are valid for a minimum of 60 days. By submission of a proposal the Proponent agrees should the proposal be successful, the Proponent will enter into a contract with the City. Prices will be firm for the entire contract period, unless otherwise agreed to by both parties.

8. Alternate Proposals

If an alternate solution is offered, the information shall be submitted in the format requested as a separate proposal.

9. Pricing

Prices are to be quoted in Canadian funds with the Goods and Services Tax (GST) shown as a separate line item, if requested. Prices must be quoted inclusive of all shipping, duty and other applicable costs F.O.B. the location indicated in the RFP.

10. Sub-Contracting

Under no circumstances may the provision of goods or services, or any part thereof be sub-contracted, transferred, or assigned to another company, person, or other without the prior written approval of the City.

11. Limitation of Damages

The Proponent, by submitting a proposal, waives any claim for loss of profits if no contract is made with the Proponent. By submitting a proposal the Proponent agrees to all terms and conditions of this RFP. Proponents who have obtained the RFP electronically must not alter any portion of the document, with the exception of adding the information requested. To do so will invalidate the proposal. The Proponent is responsible to ensure that they have obtained and considered all information necessary to understand the requirements of the RFP and to prepare and submit their proposal.

12. Cancellation of RFP

The City reserves the right to cancel this RFP at any time.

13. Accuracy of Information

The City makes no representation or warranty either express or implied, with respect to the accuracy or completeness of any information contained or referred to in this RFP.

14. Default

- a) The City may, by notice of default to the Contractor, terminate the whole or any part of this Contract if the Contractor fails to make delivery of the Services within the time specified, or to perform any other provisions of this Contract.
- b) In the event the City terminates this Contract in whole or in part as provided in clause 15(a), the City may procure goods or services similar to those so terminated, and the Contractor shall be liable to the City for any excess costs for such similar goods or services.
- c) The Contractor shall not be liable for any excess costs under clause 15(b) if failure to perform the Contract arises by reason of Force Majeure or acts of the City.

15. Misrepresentation or Solicitation

If any director, officer or employee or agent of a Proponent makes any representation or solicitation to any Councillor, officer, employee or agent of the City of Courtenay with respect to the RFP, whether before or after the submission of the proposal, the City shall be entitled to reject or not accept the proposal.

16. Business License and Permits

The successful Proponent shall be responsible to acquire and maintain a valid City of Courtenay Business License for the term of the Contract if the successful Proponent is to conduct work on City property.

17. Payment Terms

The successful Proponent shall invoice the City in an acceptable format and will be paid as per the City's standard payment terms, net 30 days from date of invoice. The City of Courtenay shall not pre-pay for any goods, or services for any period, unless agreed to in writing by the City.

18. Applicable Laws and Agreements

This RFP is subject to the terms and conditions of the Agreement for Internal Trade, Mash Annex 502.4 and the Trade, Investment and Labour Mobility Agreement, and the New West Partnership Agreement, all inter-provincial trade agreements.

The laws of the Province of B.C. shall govern this request for proposal and any subsequent Contract resulting from the proposal.

19. Evaluation Process and Criteria

- a) An evaluation committee made up of City staff will be reviewing proposal submissions. The City reserves the right to accept any or none of the proposals submitted and will evaluate proposals based on best value and not necessarily the lowest cost.
- b) Notwithstanding any custom or trade practice to the contrary, the City reserves the right to, at its sole discretion and according to its own judgement of its best interest to waive any technical or formal defect in a proposal and accept that proposal.
- c) The City reserves the right to award the contract to other than the lowest cost Proponent.
- d) Award of any contract resulting from this RFP may be subject to City of Courtenay Council approval, and budget considerations.
- e) The City reserves the right to accept any or none of the proposals submitted and will evaluate proposal submissions based on "best value" using the following criteria:

- Financial cost to the City and within Budget - 35%
- Adherence to the Terms of Reference – 40%
- Warranty & Value Added Services – 5%
- Delivery Schedule – 10%
- Environmental Impact Reduction – 10%

**APPENDIX A  
ONE (1) 1 TON CHASSIS CAB TRUCK – WASTE WATER  
SPECIFICATIONS & WORKSHEET**

	<b>SPECIFICATIONS</b>	<b>YES</b>	<b>NO</b>	<b>SPECIFICATION/ALTERNATIVE</b>
	<b>One (1) New 1 Ton 2WD Dual Rear Wheel Chassis Cab Truck to be Utilized by the City’s Waste Water Division.</b>			
<b>1.0</b>	<b>GENERAL</b>	<b>YES</b>	<b>NO</b>	<b>SPECIFICATION/ALTERNATIVE</b>
1.1	Year, 2020 or newer - State year, make, model			
1.2	Colour - White			
<b>2.0</b>	<b>ENGINE</b>	<b>YES</b>	<b>NO</b>	<b>SPECIFICATION/ALTERNATIVE</b>
2.1	State type			
2.2	Gasoline			
2.3	Fuel tank capacity – State			
<b>3.0</b>	<b>TRANSMISSION</b>	<b>YES</b>	<b>NO</b>	<b>SPECIFICATION/ALTERNATIVE</b>
3.1	Heavy duty 10 speed automatic			
3.2	Two (2) wheel drive			
<b>4.0</b>	<b>CHASSIS</b>	<b>YES</b>	<b>NO</b>	<b>SPECIFICATION/ALTERNATIVE</b>
4.1	HD suspension package			
4.2	Bumpers – manufacturer’s standard			
4.3	GVWR – 9500 lb. min., state GVWR and GCWR			
4.4	Axles – State front and rear GAWR Limited slip or locking rear axle.			
4.5	Brakes – 4 wheel disc power assisted, ABS			
4.6	Wheel base – Approximately 168” with a 60” CA - State			
4.7	High capacity trailer tow package with 4/ 7 pin trailer plug, factory electric brake control, minimum 10,000 receiver hitch			
4.8	Running boards, full doors length – state style and material specifications. Four (4) HD mud flaps.			
4.9	Tow hooks, front – frame mounted			
<b>5.0</b>	<b>CAB/CARGO BOX/CANOPY</b>	<b>YES</b>	<b>NO</b>	<b>SPECIFICATION/ALTERNATIVE</b>
5.1	Super cab chassis with power windows and locks			
5.2	Seats – Front bench 40/20/40 split w/ centre console			
5.3	Seat covers – Premium quality, custom fit, installed			
5.4	Flooring – HD vinyl with custom fit floor liners, Weather Tech or Husky preferred			
5.5	Air conditioning – manufacturer’s standard			
5.6	Electrical system – State battery CCA & alternator output			
5.7	Fire extinguisher – 2 lb. Class A mounted in cab			
5.8	Mirrors – standard manufacturer’s, heated, power adjust, extendable tow mirrors			
5.9	Keys & FOBS – Must include 5 keys and 5 FOBS			
5.10	Factory Blue Tooth – Hands free cell phone system			
5.11	Minimum of four (4) factory, illuminated upfitter			



	rocker switches and two (2) USB charging ports			
5.12	Installed two-way radio and antenna. City will supply material.			
5.13	Antenna to be mounted on stainless steel fender bracket			
5.14	Roto-light wiring (power and ground) installed from upfitter switches			
5.15	Back of cab to axle center approximately 60"			
5.16	Factory backup camera system			
5.17	Back up alarm			
<b>6.0</b>	<b>TIRES &amp; WHEELS</b>	<b>YES</b>	<b>NO</b>	<b>SPECIFICATION/ALTERNATIVE</b>
6.1	Dual rear wheels			
6.2	Six (6) premium quality, M&S Rated – State make, model, size			
6.3	One (1) full size matching spare tire and rim			
6.4	Painted steel wheels			
<b>7.0</b>	<b>MANUALS &amp; TRAINING</b>	<b>YES</b>	<b>NO</b>	<b>SPECIFICATION/ALTERNATIVE</b>
7.1	One (1) non-expiring online access to manufacturer repair manuals. One (1) hard copy manufacturer repair manual shall be supplied with vehicle upon delivery			
7.2	Operator and service training			
<b>8.0</b>	<b>MOTOR VEHICLE REGULATIONS</b>	<b>YES</b>	<b>NO</b>	<b>SPECIFICATION/ALTERNATIVE</b>
8.1	Must meet all B.C. Motor Vehicle Regulations and emissions requirements			
<b>9.0</b>	<b>WARRANTY</b>	<b>YES</b>	<b>NO</b>	<b>SPECIFICATION/ALTERNATIVE</b>
9.1	Provide details of standard warranty for all components			
9.2	Provide details of extended warranty			
9.3	Manufacturer's standard warranty shall commence the date the vehicle is put into service			
<b>10.0</b>	<b>DELIVERY</b>	<b>YES</b>	<b>NO</b>	<b>SPECIFICATION/ALTERNATIVE</b>
10.1	Prior to delivery, if applicable, the vehicle must arrive with a current and valid Commercial Vehicle Inspection certificate.			
10.2	Prior to delivery of the vehicle, the City must receive a signed and dated copy of the vendor's proposal (with City approved additional specifications), stating the vehicle to be delivered includes all specifications detailed in their proposal and additional City approved specifications.			
10.3	State earliest guaranteed date for delivery, FOB City of Courtenay, 1000 Piercy Ave., Courtenay, B.C.			
<b>11.0</b>	<b>OPTONS</b>	<b>YES</b>	<b>NO</b>	<b>SPECIFICATION/ALTERNATIVE</b>
11.1	Provide details and cost for a 4 corner LED strobe light package			
11.2	Provide details and cost for a factory command start			

12.0	TRADE-IN			
12.1	<p>The City <u>may</u> offer the following vehicle for trade-in:</p> <p><b>City Unit #12</b></p> <ul style="list-style-type: none"> <li>• Vin # 1FDW36S83EB33997</li> <li>• 2003 Ford F350 Truck</li> <li>• Gas Engine</li> <li>• 153,317 Kilometers as of March 26, 2020</li> <li>• Service/Repair records available on request</li> <li>• This vehicle will be stripped of all emergency equipment, computer hardware, custom storage boxes and City logos/lettering, prior to trade-in</li> <li>• Remaining will be a cab and empty chassis</li> </ul> <p>Photos are available in Appendix B</p> <p><u>The City may or may not trade in this vehicle depending upon the best interest of the City. The property offered for sale is considered “as-is – where- is.” The City of Courtenay makes no warranty, expressed or implied as to the quality or its condition for any use or purpose.</u></p> <p><i>*Note* The trade-in value will be deducted from the bid price provided on the bid form - in the event that the City intends on pursuing the trade-in of this vehicle.</i></p>			

**APPENDIX B  
UNIT 12 TRADE-IN VEHICLE PHOTOS**



