



REQUEST FOR PROPOSALS

MIDSIZE / LIGHT DUTY TRUCK RFP-04-20

ISSUE DATE

November 2nd, 2020

CLOSING DATE AND TIME

November 27, 2020
4:30 PM Pacific Standard Time

CLOSING LOCATION

Strathcona Regional District
301-990 Cedar Street
Campbell River, BC V9W 7Z8

CONTACT PERSON

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A. PROJECT SUMMARY

The Strathcona Regional District (Regional District) is seeking proposals from qualified firms for the provision of a new midsized or light duty four-wheel drive pickup truck. The vehicle must have 4 doors with seating for a minimum of 4 passengers, an automatic transmission and a 5' truck bed. The selected truck will come with a minimum 3-year warranty, maintenance package, and be environmentally friendly.

Additionally, the Regional District wishes to trade-in its 2010 Dodge Ram 1500 (4x4) pickup truck located at 225 South Dogwood Street, Campbell River, BC. Proponents have the option of offering a trade-in value for this vehicle.

Refer to Section D (Specifications and Scope of Work) for additional details regarding the scope and specifications for this project.

Proponents shall base their Proposal on furnishing everything including all permits, labour, engineering, materials, tools, equipment and all necessary supplies as well as incidentals required to complete the project in full compliance with the provisions and requirements of this RFP document. Any deviation from the requirements set out in this document must be fully disclosed in the proposal.

B. ADMINISTRATIVE REQUIREMENTS

1.0 DEFINITIONS

Throughout this RFP, the following definitions apply:

“Closing” means the closing date and time specified on the first page of this Request for Proposals.

“Contract” means the written agreement resulting from this Request for Proposals executed by the Strathcona Regional District and the contractor.

“Contractor” means the successful proponent to this Request for Proposals who enters into a written contract with the Regional District.

“Must”, “shall” or “mandatory” means a requirement that must be met in order for the proposal to receive consideration.

“Project” means that work to be completed in accordance with this Request for Proposals.

“Proponent” means an individual, company or partnership that submits, or intends to submit, a proposal in response to this Request for Proposals.

“Proposal” means a submission in response to this Request for Proposals.

“RFP” means this Request for Proposals.

“Should” or “desirable” means a requirement having a significant degree of importance to the objective of the Request for Proposals.

2.0 TERMS AND CONDITIONS

The terms and conditions applicable to this RFP are contained within this document. Submission of a proposal in response to this RFP indicates acceptance of all terms and conditions contained herein or in any addenda issued by the Regional District.

3.0 EVALUATION

Proposals will be evaluated by the Regional District based on the criteria identified herein. The intent of the Regional District is to enter into a contract with the proponent whose proposal represents the best value to the Regional District based on the Regional District's evaluation of the proposals received.

4.0 ALTERNATIVE SOLUTIONS

If alternative solutions are offered, the information should be submitted in the same format as a standard proposed response but must be clearly marked as an "Alternative Proposal". If a proponent submits more than one proposal each must be separately and uniquely identified.

5.0 CHANGES TO PROPOSALS

By written notice a proponent may, prior to closing, amend or withdraw its proposal. Upon closing all proposals become irrevocable and may not be amended or withdrawn prior to the deadline for acceptance except where the proponent and the Regional District have mutually agreed to a change for the purpose of entering into a contract.

6.0 PROPONENTS' EXPENSES

Proponents are solely responsible for their own expenses in preparing and submitting their proposals. The Regional District will not be liable for any claims for costs or damages incurred by a proponent in preparing a proposal, loss of anticipated profit in connection with a final contract or any other matter whatsoever.

7.0 CURRENCY AND TAXES

Prices must be quoted in Canadian dollars and exclusive of taxes which shall be shown separately on the Proposal Form. No adjustment of fees or pricing will be made due to international currency fluctuations and/or any import duties and any additional taxes as a result of the contractor sourcing any materials, components and/or labour from international sources.

8.0 SUBCONTRACTORS AND PARTNERSHIPS

If subcontractors are to be used they must be clearly identified in the proposal. Joint submissions in the form of a partnership or consortium are acceptable including a joint submission by proponents having no formal corporate links. However, each proposal must identify the legal entity which is to be responsible for the overall performance of the work which constitutes the project.

9.0 CONFLICT OF INTEREST

Contracting or subcontracting with any firm or individual whose corporate or other interests could, in the Regional District's opinion, give rise to a conflict of interest in connection with the services will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this RFP.

10.0 ACCEPTANCE OF PROPOSALS

This RFP must not be construed as an agreement to purchase goods or services nor as an invitation to perform any service for the Regional District, except as specifically outlined herein. Proposals shall remain open for acceptance by the Regional District for a minimum of 60 days after the RFP closing date. Proposals must state the latest date for acceptance at the time of submission.

The Regional District is not bound to accept the lowest price or any proposal. Proposals will be evaluated on the basis of stated criteria and the Regional District is under no obligation to request clarification or further information, whether written or oral, from any proponent prior to completion of the evaluation process.

The Regional District reserves the right to reject any and all proposals for any reason or to accept any proposal in whole or in part which the Regional District, in its sole unrestricted discretion, deems to represent the best value for the Regional District. Proponents acknowledge the Regional District's rights under this clause and absolutely waive any right of action against the Regional District for failure to accept their proposals whether such right of action arises as a result of negligence, bad faith or for any other reason.

The Regional District reserves the right to enter into negotiations with one or more proponents with respect to the services to be provided, and expressly reserves the right through such negotiations to request changes, alterations, additions or deletions from the terms of any proposals received.

Formal acceptance of any proposal and the subsequent confirmation of project award must not be construed as authority for the proponent to proceed with the project as this will be dependent on the execution of a contract and the fulfillment of any conditions precedent imposed by any authority having jurisdiction over the work or service to be performed.

11.0 CANCELLATION OR DELAY OF RFP

The Regional District reserves the right to delay and/or cancel this RFP at any time and for any reason, and will not be responsible for any direct or indirect loss, damage, cost or expense incurred or suffered by any proponent as a result of such cancellation.

The acceptance of any Proposal and the subsequent execution of a contract may be subject to funding and approval by the Board of Directors of the Strathcona Regional District or any of its delegated authorities.

12.0 EXECUTION OF CONTRACT

After acceptance by the Regional District, the successful Proponent will be provided with written confirmation. A contract will be executed when all preconditions have been met. No proponent will acquire any legal or equitable rights or privileges with respect to this project until a contract has been entered into with the Regional District.

13.0 LIABILITY FOR ERRORS

The information contained within this RFP is not guaranteed or warranted to be accurate by the Regional District, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve proponents from conducting their own research and forming their own opinions and conclusions with respect to the matters addressed in this RFP.

14.0 MODIFICATION OF TERMS

The Regional District reserves the right, at its sole discretion, to modify the terms of this RFP at any time prior to the closing time. Such modifications will be communicated to all proponents through a formal addenda process.

15.0 FREEDOM OF INFORMATION

Proposals are subject to the provisions of the *Freedom of Information and Protection of Privacy Act* which provides that all information contained therein, with some exceptions, is subject to access by the public. Information that is considered to be confidential or proprietary in nature should be clearly noted as such by the proponent. The Regional District cannot guarantee that any information contained within a proposal will remain confidential if a request for access is made.

16.0 USE OF DOCUMENT

This document, nor any portion thereof, may not be used for any purpose other than the submission of proposals.

17.0 CONFIDENTIALITY OF INFORMATION

Information pertaining to the Regional District obtained by the Proponent as a result of participation in this RFP process, other than information that is generally available as part of the public record, is to be treated as confidential and must not be disclosed without prior written authorization from the Regional District.

C. SUBMISSION REQUIREMENTS

18.0 PROPOSAL SUBMISSION

Submissions must include a vehicle specifications document that clearly identifies details of the make, model, year, engine, transmission, fuel economy and emissions ratings, and warranty and maintenance package details, at a minimum. Proposals shall be submitted in duplicate complete with one digital copy in portable document format (.pdf file) on a CD, DVD or USB device. The signed and dated Proposal Form provided herein must also be included. The deadline for receipt of proposals is at **4:30 pm Pacific Standard Time on November 27th, 2020** at the following location:

Strathcona Regional District
301-990 Cedar Street
Campbell River, BC V9W 7Z8

Proposals must be submitted in a sealed package with the name and address of the proponent and the RFP title clearly marked on the outside.

SAMPLE LABEL

Name of Proponent Address of Proponent
CONFIDENTIAL – DO NOT OPEN RFP –LIGHT DUTY TRUCK RFP-04-20
STRATHCONA REGIONAL DISTRICT 301-990 Cedar Street Campbell River, BC V9W 7Z8

Facsimile and electronic submissions will be disqualified.

Late proposals will be disqualified.

Proposals that are unsealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations or irregularities of any kind may, at the discretion of the Regional District, be disqualified.

The person(s) authorized to sign on behalf of the proponent and to bind the proponent to statements made in response to this RFP **must execute** the Proposal Form. Unsigned proposals will be disqualified.

Proponents shall be solely responsible for the delivery of their proposals in the manner and time prescribed. All submissions must be delivered according to the instructions provided herein and the Regional District will accept no responsibility for documents delivered to any other location.

19.0 ENQUIRIES

All enquiries related to this RFP are to be directed, in writing or by email, to:

Ryan Christison, Deputy Manager
Strathcona Regional District
301-990 Cedar Street, Campbell River, BC, V9W 7Z8
Phone: 250-830-6755
Fax: 250-830-6710
Email: Procurements@strathconard.ca

Information obtained from any other source is not official and should not be relied upon.

20.0 RFP ADDENDA

Addenda to this RFP may be issued prior to closing in response to queries received or at the initiative of the Regional District. Addenda will be in written form and will be made available on the BC Bid (<http://www.bcbid.gov.bc.ca>) and Strathcona Regional District (www.strathconard.ca) websites. Information contained within RFP addenda(s) is considered an integral part of the RFP and should be considered by proponents when responding to this RFP.

Verbal communications will not be binding unless confirmed by written addenda.

21.0 DISCLAIMER

Each proponent is responsible to review and understand the terms and conditions of this RFP and the scope of the work described. The Regional District makes no representation or warranty as to the accuracy or completeness of the information contained in this RFP and proponents are solely 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 proposals. The Regional District will not be held responsible for any loss, damage or expense incurred by a proponent as a result of any inaccuracy or lack of completeness associated with this RFP, or as a result of any misunderstanding or misinterpretation of the requirements of this RFP on the part of any proponent.

22.0 EVALUATION CRITERIA

Proposals will be evaluated against the following criteria:

Criteria	Points
Cost	40
Vehicle specifications	20
Test drive	15
Warranty and maintenance	10
Environmental impact	10
Removal of surplus vehicle	5

If required, a short list of proponents may be established to be contacted by the Regional District. The purpose for contacting a proponent at this stage would be to gain a greater understanding of the proponent's proposal as submitted. Additionally, the proponent may be required to arrange a test drive of the vehicle or a similar vehicle for evaluation purposes.

D. SPECIFICATIONS AND SCOPE OF WORK

23.0 SERVICES

The proponent will provide all labour, tools, equipment, supervision, vehicles, fuels, lubricants, materials, supplies, permits, and services necessary to deliver a new midsized/light duty truck to Campbell River, BC (the "Work").

24.0 WARRANTIES

The contractor will be required to warranty all materials furnished and work performed under the contract for a minimum period of three (3) years from the date of project completion. This includes the replacement of faulty materials and rectification of any defects discovered and failures occurring during the warranty period. All deficiencies will be rectified to the satisfaction of the Regional District.

25.0 PRODUCTS AND MATERIALS

Proposals must include a detailed specification sheet regarding the products and materials proposed to be used or installed for this project along with the Manufacturer's written installation methods and instructions.

All products and materials provided under the contract must meet or exceed the standards established by any authority having jurisdiction.

All materials provided under this contract must be acceptable to all federal, provincial, municipal and Worker's Compensation Board regulations.

The Regional District will reject any proposal where the products or materials to be used do not conform to the minimum specifications set out herein or meet the minimum regulatory requirements.

26.0 PERMITS AND CERTIFICATES

The successful proponent must obtain, and pay for, all necessary permits to carry out the work of this project. The contractor will be required to provide certificates of conformity to requirements of authorities having jurisdiction.

27.0 PROJECT SPECIFICATIONS

The Strathcona Regional District (Regional District) is seeking proposals from qualified firms for the supply of a new light duty truck with the following minimum specifications:

Description	light duty pickup truck
Year	New (2020 or newer)
Body Type	
Doors	4
Cargo box size	5' Truck Bed
Rated capacity	Quarter ton
GVWR	5,000 lbs
Mechanical	
Engine	6 cylinder
Transmission	Automatic
Drive system	Four-wheel or all-wheel drive
Power steering	Included
Power brakes	Included
Tires	All weather or equivalent tires and full-size spare tire
Safety features	Air bags, automatic braking system (ABS)
Interior	
Seating capacity	5 people
Adjustable seating	Driver and front passenger seat
Air conditioning	Included
Sound system	AM/FM, CD player
Power door locks	Included, with remote key fob
Power windows	Included
Adjustable steering column	Included
Exterior	
Colour	White
Tow Hitch	Included

28.0 OPTIONAL DISPOSAL OF USED VEHICLE – (TRADE IN)

The proponent may propose to accept one used 2010 Dodge Ram 1500 (4x4) pickup truck (VIN 1D7RV1GT9AS1550683) in trade as a part of its submission on an “as is, where is”. This vehicle is in operable condition located at the Strathcona Gardens Recreation Facility ,225 South Dogwood Street, Campbell River, BC and may be viewed by appointment by calling Neil Matheson @ 250 202 1640

The Regional District provides no warranties or guarantees, express or implied, as to the condition of this vehicle or usefulness for the proponent’s purpose. The proponent will be responsible for the removal of the vehicle from its current location no later than August 3, 2020.

29.0 CHANGE IN SCOPE

The Regional District reserves the right to amend the scope for work during the term of the proposed contract. In such cases, the Regional District would request a quotation from the contractor for the change in scope.

E. CONTRACT CONDITIONS

By submission of a proposal, the Proponent agrees that should its proposal be successful, the Proponent will enter into a contract with the Regional District that subject to negotiation, may include the following contract clauses:

30.0 COMPLIANCE WITH LAWS

The contractor will give all notices and provide all permits, licenses and other approvals required to perform the work. The contractor will comply with all laws applicable to the work or performance of the contract.

31.0 LAWS OF BRITISH COLUMBIA

Any contract resulting from this RFP will be governed by and will be construed and interpreted in accordance with all laws in affect in the province of British Columbia.

32.0 INDEMNITY

Notwithstanding the provision of insurance coverage by the contractor, the contractor hereby agrees to indemnify and save harmless the Regional District, its officers, agents and employees from and against all claims, demands, losses, costs, damages, actions, suits or proceedings by whomever made, brought or prosecuted and in any manner based upon, arising out, related to, occasioned by or attributable to the activities of the contractor, its servants, agents, subcontractors and sub operators, in providing the services and performing the work of the contract, excepting always liability arising solely out of the negligent act or omission of the Regional District.

F. PROPOSAL FORM

**REQUEST FOR PROPOSALS
LIGHT DUTY TRUCK
RFP-04-20**

**CLOSING DATE AND TIME
4:30 PM PACIFIC STANDARD TIME ON FRIDAY, NOVEMBER 27TH, 2020**

This form must be completed, signed and included with the submission.

The undersigned confirms that its submission is in response to the above noted RFP.

The proponent acknowledges receipt of Addenda # _____ through Addenda # _____.

Proponent:

Address:

**Contact
Name:**

Phone:

Fax:

Email:

Completed price valid at delivery date	\$
Less trade-in value for one (1) used 2010 Dodge Ram 4 x 4 (if applicable)	\$()
Taxes and all fees	\$
Total completed price	\$

Proponents should ensure that all requirements of the RFP are dealt with in their proposal submission and that all materials and products proposed comply with the specifications therein.

Authorized Signature

Name and Title

Date