



**FIRE DEPARTMENT**

**REQUEST FOR QUOTATIONS**

**FIRE DEPARTMENT VEHICLES**

**MARCH 2017**

Quotes shall be submitted by completing this document and placing it in a sealed, opaque envelope, clearly marked on the outside, "**RFQ – Fire Department Vehicles; Controller; 3rd Floor City Hall**", and must be received by the Controller before **2:00:00 pm local time on March 31, 2017**. It is the responsibility of the proponent to deliver the sealed proposal to the 3rd floor of City Hall before the time indicated. Late proposals will not be accepted and will be returned to the Proponent unopened.

Any addenda will be posted on the City of Charlottetown website at the following address: [www.charlottetown.ca/tenders.php](http://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 proposal would be appreciated either included in the envelope noted above or emailed following the closing date and time. It is the proponent'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 proposals received immediately after closing.** The awarding of a contract, if any, resulting from this Request for Quotes, shall be done, upon approval by City Council, as soon as practical after bid evaluations have been completed. Results of this Request for Quotes will be posted on the City's awards webpage at the following address: [www.charlottetown.ca/awards.php](http://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 proposal 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.

At the election of the City, whether or not a bid or bidder otherwise satisfies the requirements of the tender, 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 proposal; 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.

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

### **Introduction:**

This RFQ is for the purchase of three (3) vehicles as follows:

- Two (2) NEW or low mileage (maximum 20,000 km) Double Cab, 4WD, 6'.6" long box with 7200 lbs. GVWR trucks. **Delivery of these vehicles beyond May 5<sup>th</sup> 2017 may result in a bid being disqualified.**
- One (1) NEW or low mileage (maximum 20,000 km) Double Cab, 4WD, 8'.0" long box with 9500 lbs. GVWR. **Delivery of this vehicle beyond May 5<sup>th</sup> 2017 may result in a bid being disqualified.**

**The delivery date of May 5, 2017 is subject to the award of the purchase contract(s) at the April Council Meeting to be held on April 10, 2017. Should the award of the purchase contract(s) extend beyond April 10, 2017, the delivery date shall be extended by the same number of days.**

The colour of all three vehicles shall be as close as possible to the red on the Ladder 2 fire vehicle as shown on the Fire Department webpage at the following address:

<http://charlottetownfire.com/vehicles-apparatus-equipment/>. If a bidder wishes to view the Ladder 2 fire vehicle in person, please contact the individual on duty at the Kent Street Fire Station at (902) 894-3623.

All vehicles listed above are to be delivered, FOB City of Charlottetown Fire Department, Station 1, 89 Kent St.

The City reserves the right to purchase any or all vehicles from one or a variety of vendors who have submitted bids. There is no obligation for the City to purchase all vehicles from one vendor. The City's decision to purchase any or all vehicles will be based on best value as determined solely by the City.

**Bid Evaluation:**

Award will be based upon compliance to the specifications in the RFQ and the lowest bid price submitted on each individual vehicle or alternatively on any combination thereof. The City reserves the right to decide which manufacturer offers the best value to the City in terms of key specification areas, and lowest price. The specified documents shall be properly completed and must be submitted by the deadline in order to qualify as a valid bid. The City is not bound to accept the lowest or any bid received.

**Delivery:**

The Bidder's attention is drawn to the delivery deadline date as noted above. Any delays beyond this time will be considered a lack of performance by the Vendor and a failure to provide the specified equipment. A penalty of \$100.00 per calendar day per unit may be assessed against the Vendor until delivery is completed. Please note that no vendor will be penalized for late delivery as a result of circumstances beyond their control. Documentation must be provided as proof of reason for late delivery. The validity of the reason for late delivery will be determined by the City.

In the event the City agrees to an extension of the delivery date, no penalty will be assessed.

**Product Acceptance:**

The vehicle must be properly serviced, pre-delivery, to ensure the vehicle is ready for use with particular attention to lubes, fluids, filters, belts, all fasteners, lighting, electrical components, sensors and adjustable items. Dealer is responsible for any set-up and testing of units prior to putting into service.

**Staff Training:**

The Manufacturer is to provide a competent representative to train City of Charlottetown Staff. Familiarization will include the machine's operating features and its design so as to enable proper operation, maintenance and servicing.

**Warranty:**

All warranty work, including shipping, parts delivery charges, all shipments and travel, will be at the expense of the supplier.

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

**AGREEMENT**

1. The submission forms will be used for tabulation purposes. Specification sheets form part of submission and must not be removed.
2. All submissions must be accompanied by manufacturer's literature describing, in detail, the equipment bid upon.
3. All prices quoted are to be in Canadian funds, including any Canadian customs Duties and Excise Taxes, and are to include all delivery charges (FOB Charlottetown Fire Department – 89Kent Street). It is the responsibility of the bidder to determine from the appropriate authorities what taxes, rates and charges are applicable to this RFQ. All taxes

levied on tires and disposal thereof must be included in the net unit price.

4. Quotes submitted for the vehicles listed above shall include pre-delivery service and delivery to 89 Kent St., Charlottetown, PE; HST (15%) must be included in the total submission price.
5. The City of Charlottetown reserves the right to inspect any vehicle supplied as a result of this RFQ, either during or after manufacture and delivery, and shall be the sole judge as to whether equipment supplied meets specifications as detailed in this document.
6. The City of Charlottetown reserves the right to accept or reject any or all bids, to waive any technicality in a bid submitted and to accept any part of a bid as deemed to be in the best interest of the City.
7. The specifications in this RFQ are the minimum acceptable. When specific manufacturer and model numbers are used, it is to establish a design, type construction, quality, functional capability, and/or performance level desired. When substitutions are bid, they must be identified by manufacturer, stock number, and other descriptive information to establish equivalency. The City shall be the sole judge of equivalency. Failure to comply with the attached specifications could result in the RFQ being rejected.
8. Vendors are advised that the City has now moved to electronic payments on goods and services provided to the City. Payment of invoices will be made by way of Electronic Funds Transfer (EFT). The successful proponent will be required to provide the necessary banking information for registration on the City system.
9. Payment terms will be considered as net thirty (30) days from date of acceptance of equipment.
10. This bid is valid for acceptance for a period of sixty (60) days from date of closing of the RFQ.

**DATED:** \_\_\_\_\_

**VENDOR:** \_\_\_\_\_

**(Signature)**

\_\_\_\_\_  
**(Print name)**

**Vehicle Specifications:**

These forms are to be completed in detail and returned with bid. A “YES” or “NO” response in the Yes/No/Details column must be stated for each item and where requested an actual value. A “YES” response shall indicate that the proposed vehicle either meets or exceeds the required specification. Any response with “NO” or a blank may result in the bid being rejected, unless the specifications requested can be provided with an equivalent or better option. A blank response will be deemed as meaning “NO”. A “DETAILS” response in addition to a “YES” or “NO” shall indicate that additional information is provided with respect to the particular specification. The “SCORE” column is for the exclusive use of the evaluation committee and is to be left blank.

**Two (2) NEW, or LOW MILEAGE (MAXIMUM 20,000 km) 1/2 TON DOUBLE CAB (4X4)  
TRUCKS WITH 6'.6" LONG BOX**

	<b>Specific</b>	<b>Description</b>	<b>Yes/No/Details</b>	<b>Score</b>
1	Cab	Double cab		
2	Engine	Minimum 5.3L with heavy duty cooling provided		
3	Steering	Full power, heavy duty with external oil cooler, tilt steering wheel		
4	Suspension	Heavy-duty springs and shocks, front and rear		
5	Brakes	Power assisted		
6	Transmission	Automatic transmission, cooling, auxiliary external transmission oil cooler		
7	Tires	P255/70R17 All season, black wall		
8	GVWR	7200 LBS. (3266 KG)		
9	Differential	Heavy duty locking rear		
10	Trailer Package	Class III trailer hitch & receiver c/w electrical – 7 pole wiring harness		
11	Alternator	Heavy duty		
12	Battery	Heavy duty		
13	Heater	Variable speed heater/defroster rear window defrost		
14	Radio	AM/FM Radio		
15	Wipers	Variable intermittent wiper control with washer control		
16	Mirrors	Exterior – left and right outside remote controlled preferred Interior – rear view, day/night		
17	Interior seats	Front, 40/20/40 Split-bench, cloth dark color, ash or black preferred		
18	Power outlet	110-volt AC		
19	Fuel Efficiency	Specify litres/100 km		
20	Rear axle	High end ratio		
21	Cooling system	Manufacturer’s maximum cooling package available for the engine supplied		
22	Head restraints	Mounted, front seat		
23	Mats	Floor heavy duty rubber		
24	Door locks	Electronic release/lock mechanism to include tailgate		
25	Interior lights	One center mounted, plus map lights (if available)		

26	Exterior lights	LED Lighting in the cargo box		
27	Air conditioning	Standard air package		
28	Clock	Digital LED readout clock		
29	Windows	Power assisted		
30	Color	Red		
31	Bed liner	Spray on type		
32	Extended Warranty	Provide specific cost to increase warranty to 5 year, 100,000 km, comprehensive warranty – if applicable; price as optional		
33	Manuals	Dealer to provide one set either electronic or book format		
34	FOB	Price is to be FOB 89 Kent St., Charlottetown, PEI		
35	Compliance	Must conform to Federal and Provincial regulations		
36	Delivery date	Please state guaranteed delivery date. Must be delivered on or before May 5, 2017		

**One (1) NEW, or LOW MILEAGE (MAXIMUM 20,000 km) 3/4 TON DOUBLE CAB (4X4)  
HEAVY DUTY TRUCK WITH 8'.0" LONG BOX**

	Specific	Description	Yes/No/Details	Score
1	Cab	Double cab		
2	Engine	Minimum 6.0L with heavy duty cooling provided		
3	Steering	Full power, heavy duty with external oil cooler, tilt steering wheel		
4	Suspension	Heavy-duty springs and shocks, front and rear		
5	Brakes	Power assisted		
6	Transmission	6-Speed Automatic transmission, heavy duty		
	Wheels	17" steel		
7	Tires	LT245/75R17E All season, black wall		
8	GVWR	9500 LBS. (4309 KG)		
9	Trailer Package	Class III trailer hitch & receiver c/w electrical – 7 pole wiring harness		
10	Alternator	Heavy duty		
11	Battery	Heavy duty		
12	Heater	Variable speed heater/defroster rear window defrost		
13	Radio	AM/FM Radio		
14	Wipers	Variable intermittent wiper control with washer control		
15	Mirrors	Exterior – left and right outside remote controlled preferred Interior – rear view, day/night		
16	Interior seats	Front, 40/20/40 Split-bench, cloth dark color, ash or black preferred		
17	Power outlet	110-volt AC		
18	Fuel Efficiency	Specify litres/100 km		
19	Rear axle	High end ratio		

20	Cooling system	Manufacturer's maximum cooling package available for the engine supplied		
21	Head restraints	Mounted, front seat		
22	Mats	Floor heavy duty rubber		
23	Door locks	Electronic release/lock mechanism to include tailgate		
24	Interior lights	One center mounted, plus map lights (if available)		
25	Exterior lights	LED Lighting in the cargo box		
26	Air conditioning	Standard air package		
27	Clock	Digital LED readout clock		
28	Windows	Power assisted		
29	Color	Red		
30	Bed liner	Spray on type		
31	Extended Warranty	Provide specific cost to increase warranty to 5 year, 100,000 km, comprehensive warranty – if applicable; price as optional		
32	Manuals	Dealer to provide one set either electronic or book format		
33	FOB	Price is to be FOB 89 Kent St., Charlottetown, PEI		
34	Compliance	Must conform to Federal and Provincial regulations		
	Delivery date	Please state guaranteed delivery date. Must be delivered on or before May 5, 2017		

**Scoring:** Score column shall be solely utilized by the City of Charlottetown during evaluation process of the individual submission. Each individual specification shall receive a numerical value (score) as per the following justification:

- Meets specification (Yes) – 3 Points
- Exception taken, meets intent – 2 Points
- Exception taken, meets intent marginally – 1 Point
- Does not meet specification (No) – 0 Point

Note: should an exception be taken then please explain that exception on a separate page to be provided by the vendor.



## SUBMISSION FORMS

The City of Charlottetown is not bound to accept the lowest or any submission received. The full Submission Package shall include all pages of this RFQ document, completed in full, along with any additional information provided by the vendor.

The undersigned offers to **sell** to the City of Charlottetown a vehicle(s) conforming to the attached minimum specifications, at a total price noted in the RFQ Submission forms. Please note that there are three forms to be filled out in addition to the agreement document on page 5:

- **(1) RFQ Submission – Individual Basis** – The vendor may submit pricing for vehicles if the City were to purchase the vehicles on an individual basis (not a complete package deal).
- **(2) RFQ Submission Package Deal** – The vendor may submit one total price for all vehicles if the City were to purchase all vehicles from one company. Please note that, if not all vehicles are to be included in the package deal; you must specify so on the submission form in the space provided.
- **(3) Trade-in Allowance** – Vehicles to be traded in are noted in the third form provided. The vendor is to provide a price offered for these vehicles.

**VENDOR’S INFORMATION FORM:**

Vendor’s Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Province: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Website: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

\_\_\_\_\_  
NAME (Please print)

\_\_\_\_\_  
TITLE (Please print)

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

**Affix Corporate Seal**  
(If Applicable)

**(1) RFQ SUBMISSION – INDIVIDUAL BASIS**

**\*\*Please quote on the following vehicles if the City were to purchase each vehicle separately\*\***

<u>ITEM DESCRIPTION</u>	<u>QUANTITY</u>	<u>EXTENDED PRICE</u>
<b>1/2 TON DOUBLE CAB (4X4) TRUCK WITH 6'.6" LONG BOX</b>	<b>1</b>	\$ _____
<b>1/2 TON DOUBLE CAB (4X4) TRUCK WITH 6'.6" LONG BOX</b>	<b>1</b>	\$ _____
<b>3/4 TON DOUBLE CAB (4X4) HEAVY DUTY TRUCK WITH 8'.0" LONG BOX</b>	<b>1</b>	\$ _____
<b>HST (15%)</b>		\$ _____
<b>Total Submission Price</b>		\$ _____

**VEHICLE DETAILS**

**VEHICLE # 1: (1) 1/2 TON DOUBLE CAB (4X4) TRUCK WITH 6'.6" LONG BOX**

MAKE & MODEL: \_\_\_\_\_

YEAR: \_\_\_\_\_

COLOR: \_\_\_\_\_

**WARRANTY - Manufacturer's standard warranty (included in above pricing).**

SPECIFY: \_\_\_\_\_ MONTHS                          \_\_\_\_\_ KILOMETERS

**WARRANTY – Extended warranty per line 32 of specifications.**

SPECIFY: \_\_\_\_\_ **60** MONTHS                          \_\_\_\_\_ **100,000** KILOMETERS

ADDITIONAL COST OF EXTENDED WARRANTY: \$ \_\_\_\_\_

**Please attach additional vehicle details if applicable.**

**VEHICLE # 2: (1) 1/2 TON DOUBLE CAB (4X4) TRUCK WITH 6'.6" LONG BOX**

MAKE & MODEL: \_\_\_\_\_

YEAR: \_\_\_\_\_

COLOR: \_\_\_\_\_

**WARRANTY - Manufacturer's standard warranty (included in above pricing).**

SPECIFY:                      \_\_\_\_\_                      \_\_\_\_\_  
   MONTHS                                      KILOMETERS

**WARRANTY – Extended warranty per line 31 of specifications.**

SPECIFY:                      60                                      100,000  
   MONTHS                                      KILOMETERS

ADDITIONAL COST OF EXTENDED WARRANTY:        \$ \_\_\_\_\_

**Please attach additional vehicle details if applicable.**

**VEHICLE # 3: 3/4 TON DOUBLE CAB (4X4) HEAVY DUTY TRUCK WITH 8.0' LONG BOX**

MAKE & MODEL: \_\_\_\_\_

YEAR: \_\_\_\_\_

COLOR: \_\_\_\_\_

**WARRANTY - Manufacturer's standard warranty (included in above pricing).**

SPECIFY:                      \_\_\_\_\_                      \_\_\_\_\_  
   MONTHS                                      KILOMETERS

**WARRANTY – Extended warranty per line 32 of specifications.**

SPECIFY:                      60                                      100,000  
   MONTHS                                      KILOMETERS

ADDITIONAL COST OF EXTENDED WARRANTY:        \$ \_\_\_\_\_

Please attach additional vehicle details if applicable.

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

**(2) RFQ SUBMISSION – PACKAGE DEAL**

\*\*Please provide a total price if the City were to purchase the following vehicles as a package deal from your company – if you did not bid on all vehicles, please write “**NO BID**” on that vehicle’s price line and only price the vehicles to be included in the package deal being submitted. The City will assume the details noted above for each vehicle will be the same for the vehicles to be included in the package deal submission. If this is not the case, please indicate any differences in your quote.\*\*

<b><u>ITEM DESCRIPTION</u></b>	<b><u>QUANTITY</u></b>	<b><u>EXTENDED PRICE</u></b>
<b>1/2 TON DOUBLE CAB (4X4) TRUCK WITH 6’.6” LONG BOX</b>	<b>1</b>	\$ _____
<b>1/2 TON DOUBLE CAB (4X4) TRUCK WITH 6’.6” LONG BOX</b>	<b>1</b>	\$ _____
<b>3/4 TON DOUBLE CAB (4X4) HEAVY DUTY TRUCK WITH 8’.0” LONG BOX</b>	<b>1</b>	\$ _____
<b>HST (15%)</b>		\$ _____
<b>TOTAL SUBMISSION PRICE OF PACKAGE DEAL</b>		\$ _____

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

**(3) Trade-in Allowances**

ITEM DESCRIPTION	QUANTITY	Trade-In Value	HST - Tax	Total Trade-In Value
2001 GMC Sierra SL c/w cap	1	\$ _____ +	\$ _____ =	\$ _____
2005 Dodge Ram 1500 c/w cap	1	\$ _____ +	\$ _____ =	\$ _____
2002 GMC 3500 c/w Custom box	1	\$ _____ +	\$ _____ =	\$ _____

**Additional details on trade-in vehicles:**

2001	GMC	Sierra	121,639 km	1GTEC14V11Z290092
2002	GMC	3500	199,275 km	1GTJK39G63E128010
2005	Dodge	1500	104,773 km	1D7HU18D55J559619

**All three vehicles can be viewed at City of Charlottetown Fire Department Station 1, 89 Kent St.**

**If there are any factors which may increase the trade-in values offered on the above vehicles such as a package deal with one vendor or any other arrangement, please make it apparent in your submission.**

**SIGNATURE** \_\_\_\_\_

**Date:** \_\_\_\_\_