



**CITY OF CHARLOTTETOWN**

**REQUEST FOR QUOTATIONS**

**Utility Tractor & Accessories**

**JULY 2017**

Quotes shall be submitted by completing this document and placing it in a sealed, opaque envelope, clearly marked on the outside, "**RFQ – Utility Tractor & Accessories; Controller; 3rd Floor City Hall**", and must be received by the Controller before **2:00:00 pm local time on Friday, July 28, 2017**. It is the responsibility of the bidder to deliver the sealed bid to the 3rd floor of City Hall before the time indicated. 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](http://www.charlottetown.ca/tenders.php). Bidders are responsible for checking the website for submission/quote/tender notices, documents, and addenda. The City is not responsible for ensuring bidders have obtained addenda.

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](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 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 tenders if none is considered to be satisfactory and, in that event, at its option, to call for additional tenders. 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 tender, the City may reject summarily any bid received from a corporation or other person which has been anyway 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 tender 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' [sic] own forces.

All questions in respect of this RFQ must be addressed, in writing, by email to Amanda Cheverie, Controller ([acheverie@charlottetown.ca](mailto:acheverie@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 the purchase of the following equipment to be supplied to the City of Charlottetown:

- Purchase of one (1) new 85 HP Agriculture 4x4 Tractor with Loader
- Purchase of one (1) new Snow Blower for Tractor

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

Equipment is to be delivered to:

**12 MacAleer Drive, Charlottetown, PE by six weeks from date of Council award.**

Please note that a full submission package consists of a signed agreement, a completed equipment specifications submission, a completed vendor's information form and a completed quotation form.

**Bid Evaluation:**

Submissions will be evaluated as follows:

<i>Equipment Specifications Component</i>	<i>70% of overall evaluation</i>
<i>Financial Component</i>	<i>30% of overall evaluation</i>

The successful bidder will be the submission with the highest points score (equipment specifications scoring + financial scoring).

Points will be assigned for each criteria based on the information provided in the bidder's submission. See SCORING section below for scoring details.

**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 tendered 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 equipment must be properly pre-delivery serviced to ensure the equipment 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 hook up and testing of units prior to putting into service.

**Staff Training:**

The Supplier is to provide a competent representative to train City of Charlottetown Staff if the City of Charlottetown requests this from the Supplier. 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 tender:**

**AGREEMENT**

1. This form must 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 **12 MacAleer Drive, Charlottetown, PE**). 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 equipment listed above shall include pre-delivery service and delivery to 12 MacAleer Drive Charlottetown, PE; HST (15%) must be included in the total submission price.
5. The City of Charlottetown reserves the right to inspect any equipment 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.
6. 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.
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 specification 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 bidder 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 receipt of invoice.
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)**

## CITY OF CHARLOTTETOWN EQUIPMENT SPECIFICATIONS

### PURCHASE OF ONE (1) NEW 85 HP AGRICULTURE 4X4 TRACTOR WITH LOADER WITH ONE (1) NEW SNOW BLOWER FOR TRACTOR

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 equipment 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.

	Specifications/Description	Yes/No/Details	Score
1	Utility Tractor – 90 PTO min		
2	MFWD (4 Wheel Drive)		
3	Factory Cab with heat and air condition		
4	12F/12R Power Reverse with 540/1000Epto or equivalent		
5	Mid – Mount Valve		
6	Rock shaft with flat bar Draft Links		
7	Dual Rear Valve with Lever Control		
8	Front fenders		
9	Front Weight Support		
10	Cold Weather Package with block heater		
11	Brake Light Kit, and air seat		
12	Wiper with Washer Kit – Rear Window		
13	AM/FM/CD Player		
14	Vertical Exhaust		
15	Radial tires		
16	Telescoping mirrors		
17	200lbs wheel weights on rear		
18	8 working lights – 4 on the front of cab and 4 on the rear		
19	Roof mounted safety light		
20	<b>Brakes</b> - Hydraulic Wet Disc		
21	<b>Hydraulics</b> - Pump rated Output – 23 gallon/minute Minimum		
22	(6) Six rear hydraulic remotes to run attachments		

23	<b>Engine</b>		
	Turbocharged: - 4 cylinder Minimum 85hp		
24	Towing - Specify equipment towing capacity		
25	Warranty - Provide warranty details with submission		
26	Extended Warranty - Provide specific cost to increase warranty to 5 year, 100,000 km, comprehensive warranty – if applicable; priced as optional.		
27	Manuals - Dealer to provide one set either electronic or book format		
28	FOB - Price is to be FOB MacAleer Drive, Charlottetown, PEI		
29	Compliance - Must conform to Federal and Provincial regulations		
30	Delivery Date - Must be delivered by six weeks from date of Council award		
	<b>ATTACHMENT SPECIFICATIONS – SNOW BLOWER</b>		
31	Working width – <b>must be</b> 88 inches		
32	Working height – <b>minimum</b> 40 inches		
33	Hydraulic drum rotation		
34	Hydraulic chute and chute deflector		

## SCORING

**Equipment Specifications 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.

**Financial Scoring:** Points shall be awarded on the following basis (before taxes).

30 points for the Lowest Evaluated Fee

28 points for all Proposed Fees  $\leq$  110% of the Lowest Evaluated Fee

26 points for all Proposed Fees  $\leq$  115% of the Lowest Evaluated Fee

24 points for all Proposed Fees  $\leq$  120% of the Lowest Evaluated Fee

22 points for all Proposed Fees  $\leq$  125% of the Lowest Evaluated Fee

20 points for all Proposed Fees  $\leq$  130% of the Lowest Evaluated Fee

18 points for all Proposed Fees  $\leq$  135% of the Lowest Evaluated Fee

16 points for all Proposed Fees  $\leq$  140% of the Lowest Evaluated Fee

14 points for all Proposed Fees  $\leq$  145% of the Lowest Evaluated Fee

12 points for all Proposed Fees  $\leq$  150% of the Lowest Evaluated Fee

10 points for all Proposed Fees  $\leq$  160% of the Lowest Evaluated Fee

8 points for all Proposed Fees  $\leq$  170% of the Lowest Evaluated Fee



**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)

**Quotation Form**

The undersigned offers to **sell** to the City of Charlottetown equipment(s) conforming to the attached minimum specifications, at a total price noted in the Quotation Form:

ITEM DESCRIPTION	QUANTITY	EXTENDED PRICE
<b>NEW 85 HP AGRICULTURE 4X4 TRACTOR WITH LOADER</b>	1	\$ _____
<b>NEW SNOW BLOWER FOR TRACTOR</b>	1	\$ _____
<b>HST (15%)</b>		\$ _____
<b>Total Submission Price</b>		\$ _____

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

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

ADDITIONAL INFORMATION: \_\_\_\_\_  
 \_\_\_\_\_

**WARRANTY** - Manufacturer's standard warranty.

**SPECIFY:** \_\_\_\_\_

MONTHS

KILOMETERS

**Contact Person** \_\_\_\_\_

**Company Name** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Signature** \_\_\_\_\_

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

**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.**