



**REQUEST FOR QUOTATIONS**

**VEHICLE/EQUIPMENT FINANCING**

**DECEMBER 2017**

**CITY OF CHARLOTTETOWN  
REQUEST FOR QUOTATION  
VEHICLE/EQUIPMENT FINANCING**

Quotes shall be submitted by completing this document and placing it in a sealed envelope, clearly marked on the outside, "**RFQ – Vehicle/Equipment Financing; Controller; 3rd Floor City Hall**", and must be received by the Controller before **2:00:00 pm local time on Thursday, December 21, 2017**. Quotes received after the time so indicated shall be returned unopened. It is the responsibility of the bidder to ensure their submission is received by the aforementioned deadline.

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 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 documents will be accepted as the sole method of submission. It is the bidder's responsibility to ensure that their submission is received prior to the deadline noted above. **There will be a public opening of quotes received in Council chambers City Hall immediately following the closing date and time.** The awarding of a contract, if any, resulting from this Request for Quotes, shall be done as soon as practical after quote evaluations have been completed. The successful bidder(s) and the respective details will be posted on the City's awards webpage at [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 quote 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 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 proposal; or (c) any other conduct, situation or circumstance, as solely determined by the City.

A Bidder who has already submitted a quote may submit a further quote 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 quote 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. Quotes 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 quote shall not constitute a right to withdraw a quote subsequent to the quote 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 to Stephen Wedlock, Controller at [swedlock@charlottetown.ca](mailto:swedlock@charlottetown.ca). Questions must be received at least three (3) business days before the close date of this RFQ.

### **DETAILS:**

The City of Charlottetown is requesting interest rate quotes for a direct financing arrangement on the vehicles and equipment listed below. The financing shall be at fixed interest rates for the respective terms detailed below. Items with similar terms shall be financed together under one agreement. It is the City’s intention to award each term group to the lowest rate bid, therefore it is not guaranteed that one bidder will be awarded all term groups.

Your institution is invited to submit quotations on the following items:

<b><u>Department</u></b>	<b><u>Vehicle / Equipment</u></b>	<b><u>Value</u></b>	<b><u>Term</u> (Years)</b>
Police Department	2016 Chrysler LX	<b>17,173</b>	<b>3</b>
Police Department	2016 Chrysler LX	<b>16,074</b>	<b>3</b>
<b>3 Year Term Subtotal</b>		<b>\$33,247</b>	
Fire Department	4” Large Diameter Hose	<b>8,736</b>	<b>5</b>
Fire Department	Washing and Drying Machines	<b>40,988</b>	<b>5</b>

Fire Department	Rescue Tool Upgrade (Spider Pump)	<b>13,755</b>	<b>5</b>
Parks and Recreation	2015 John Deere Tractor/Loader/Snow Blower	<b>70,419</b>	<b>5</b>
Public Works	Service Box for Mechanics Truck	<b>11,812</b>	<b>5</b>
Public Works	2017 ¾ ton 4X4 Heavy Duty Truck	<b>34,045</b>	<b>5</b>
Utility	2018 Dodge Ram 2500 ¾ ton Truck	<b>25,620</b>	<b>5</b>
Utility	Sewer Jetter	<b>63,340</b>	<b>5</b>
<b>5 Year Term Subtotal</b>		<b>\$268,715</b>	
Fire Department	Turnout Gear	<b>122,023</b>	<b>10</b>
<b>Total Value</b>		<b>\$423,985</b>	

Note: Some of the above vehicles/equipment have had additions made which were necessary to meet municipal standards/requirements.

**The following applies to all of the above items:**

Effective date for fund disbursement shall be Friday, **December 29, 2017**. The rates for each lease term must be guaranteed until 5:00:00 PM, local time, January 31, 2018.

The term of each financing agreement shall be as detailed above with principal and interest payable on a monthly basis.

The submission must clearly state the interest rates offered and the method of compounding used. Submissions are requested to provide the total principal and interest costs to the City of Charlottetown for the lease period, as well as any other costs that may be associated with the lease.

Bidders may quote on all vehicles and equipment, any term group or groups, or any combination thereof.

All payments to the successful bidder by the City of Charlottetown will be processed via pre-authorized debit from the City's bank account. It will be the responsibility of the successful bidder to obtain the necessary banking information from the City.

The City's decision to enter into any agreement will be based on best value as determined solely by the City.

**QUOTE SUBMISSION**

Please complete the schedule below to submit your quote for each item. If you choose not to submit a bid on a particular item, please write “**NO BID**” on the corresponding line.

<b><u>Vehicle / Equipment</u></b>	<b><u>Term</u></b>	<b><u>Interest Rate</u></b>	<b><u>Compounding Method</u></b>
2016 Chrysler LX	<b>3</b>		
2016 Chrysler LX	<b>3</b>		
4” Large Diameter Hose	<b>5</b>		
Washing and Drying Machines	<b>5</b>		
Rescue Tool Upgrade (Spider Pump)	<b>5</b>		
2015 John Deere Tractor/Loader/Snow Blower	<b>5</b>		
Service Box for Mechanics Truck	<b>5</b>		
2017 ¾ ton 4X4 Heavy Duty Truck	<b>5</b>		
2018 Dodge Ram 2500 ¾ ton Truck	<b>5</b>		
Sewer Jetter	<b>5</b>		
Turnout Gear	<b>10</b>		

**COMPANY NAME:** \_\_\_\_\_

**CONTACT NAME(print):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
Street

\_\_\_\_\_

City

Province

Postal Code

**TELEPHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Affix Corporate Seal  
 (If Applicable)