

December 22, 2016

The Regional District of Nanaimo (RDN) is seeking responses to the following Request for Proposal (RFP):

Regional District of Nanaimo Transportation and Emergency Planning Services Department 2017 Vehicle Purchase – Request for Proposal:

RFP No. 17-02

This Proposal is for the Proponent selection to supply **One (1) Full-Sized, Four Door Crew Cab, ¾ Ton, 4X4, Pick-up Truck – 2017** for use at the Coombs-Hilliers Fire Department. Copies of the Proposal form may be obtained on or after **December 22, 2016** at the RDN, Administration Building, or can be downloaded from our website: www.RDN.bc.ca. **Copies will be mailed upon request.**

Proposals sent by facsimile (fax) or e-mail will not be accepted.

There will be no public opening for this RFP.

Proposals are to be submitted in sealed envelopes clearly marked with:

1. **RFP number: 17-02.**
2. **“CHVFD - One (1) 2017, Full-Sized, Four Door Crew Cab, ¾ Ton, 4X4, Pick-up Truck.**
3. **Name and address of the Proponent.**
4. **Closing 2:00 pm, (Pacific Time) January 20, 2017.**

Regional District of Nanaimo
Main Reception Desk (2nd Floor) Administration Building
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Proponents are required to respond to **all specifications** in order to be considered a valid Proposal.

Proposals may be withdrawn before the deadline upon written notice (facsimiles of notice will not be accepted) to the Manager, Fleet, Projects and Emergency Planning Services, at the address noted.

Alternative proposal (s) may be submitted; however, please complete a separate specification form for each alternate proposed vehicle and attach behind the primary Proposal.

Proposals must remain **valid for 90 days** following the closing time and date. Proposals are irrevocable after the closing time and date.

The RDN reserves the right to reject any and all Proposals for any reason or to accept any Proposal that the RDN, in its sole unrestricted discretion, deems most advantageous to itself. The lowest or any Proposal may not necessarily be accepted. The Proponent acknowledges the rights of the RDN under this clause and absolutely waives any right of action against the RDN for failure of the RDN to accept its proposal whether such right of action arises in contract, negligence, bad faith or any other cause of action. The acceptance of any proposal is subject to funds being legally

available to complete this transaction and/or approval by the Board of the RDN or the officer or employee of the RDN having authority to accept the Proposal. A Contract will not necessarily result from this Request for Proposal ("RFP").

Unless otherwise requested in writing by the herein designated RDN employee, a proponent must not contact or communicate with any elected or appointed officer or employee of the RDN other than the designated employee in relation to the Proposal prior to the award of such Proposal as outlined herein (this is inclusive of the Dashwood, Errington and NCID Fire Departments). Any such communication will result in disqualification of the Proposal from further consideration.

The RDN is subject to the provisions of *The Freedom of Information and Protection of Privacy Act*. As a result, while Section 21 of the *Act* does offer some protection for third party business interests, the RDN cannot guarantee that any information provided to the RDN can or will be held in confidence.

Information regarding the specifications in this solicitation may only be obtained from:

Darren Marshall
Manager, Fleet, Projects and Emergency Planning Services
Regional District of Nanaimo
(250)390-4111 (tel.) or toll free in BC 1-877-607-4111

PROPOSAL FORM

TRANSPORTATION and EMERGENCY PLANNING SERVICES VEHICLE PURCHASE - 2017

The RDN has signed the Provincial Climate Action Charter. This includes a commitment to reduce greenhouse gas emissions associated with corporate operations and to purchase carbon offsets for the emissions it cannot eliminate. Integrating the most fuel efficient vehicle available into the RDN fleet is a priority.

The purpose of this Proposal is to obtain One (1) Current Year, Full-Sized, Four Door Crew Cab, ¾ Ton, 4X4, Pick-up Truck for purchase. The preferred vehicle will have a gasoline powertrain. The vehicle should be configured the same as described in the proposal form to be considered.

Used vehicles will not be considered for this Proposal.

For the following Proposal, a brief description of the vehicle is provided. This is intended to guide responses to this Proposal. The RDN requests that the cost and availability of Alternative Options be provided, if available.

THE PRIMARY OBJECTIVES FOR THESE VEHICLE REPLACEMENTS ARE TO:

- Obtain a vehicle that meet the fire service requirements of the CHVFD;
- maximize fuel economy and minimize greenhouse gas emissions;
- obtain optimal vehicle safety;
- obtain good warranty coverage; and,
- ensure demonstrated mechanical reliability.

VEHICLE DESCRIPTION

PREFERRED VEHICLE TYPE:

One (1) 2017, Full-Sized, Four Door Crew Cab, ¾ Ton, 4X4, Pick-up Truck.

Supplier's Initials _____

Fire rescue vehicles within the RDN are used by Fire Department staff within their respective communities providing fire suppression, rescue/extrication, and medical aid.

INSTRUCTIONS FOR MAKING A SUBMISSION:

Proponents are to complete a separate submission for each “Primary” and “Alternative Option” vehicle quoted by completing a cover page and specification table pages as attached. This will provide the Regional District a comprehensive understanding of the proposed vehicle specifications and features. The RDN is seeking submissions for a gas vehicle that responds to the objectives outlined above.

Proponents are strongly encouraged to respond to each specification. Failure to respond to a specification may result in a lower evaluation because the RDN may not have sufficient information to make an informed comparison among the vehicle quoted.

If the quoted unit does not meet all of the specifications, then the Proposal price will be increased by the cost of the changes required, as determined by the RDN. Proposal responses must be complete and accurate. Each Proposal specification must have either a 'YES' or 'NO' response checked off. If a specification cannot be met as a factory-supplied option, but can be provided as a dealer-installed item, then it must be identified as "dealer installed" in the deviation column. If deviating from the specification, detail the nature of the deviation. Consideration will also be given to the ability of the proposed unit to meet the usage.

Suggestions to improve the quality of the unit or to reduce costs will be entertained but please quote the unit as requested, then show any changes as optional pricing. List cost of options stated in Proposal separately. Some item costs may be separately identified in the Proposal body. These are not options and the costs should be included in the Proposal price. Costing of those items is for evaluation purposes. The Proposal will include the total unit cost as noted on forms within this document.

Provide a product brochure for each proposed vehicle; including a colour swatch. Further, if the vehicle does not come with a factory color ‘fire engine’ red and the Proponent intends on painting the vehicle, included in the price of the vehicle, a minimum standard must be followed, i.e., paint brand and colour will be approved by the RDN, paint will be a base coat/clear coat process, the cab will be painted all-round, including the cab inners and outers, removed and installed (R&I) mirrors, door handles and trim, the underside of hood and the truck box will be R&I and painted all-round including the inside of the box. (PPG Color – Candy Apple Red is currently used on the CHVRD equipment)

PROPOSAL EVALUATION:

Proposals will be evaluated for suitability of the vehicle for the stated purposes, i.e., how well the vehicle meets the objectives for fuel economy and reduced greenhouse gas emissions, mechanical reliability, safety and suitability for the Fire Department. In addition, the RDN may conduct a test drive and consider the ride quality including noise levels, ergonomics and the general fit and finish observed of the vehicle.

The RDN may also use independent Consumer Reports and similar information to assist in its evaluation of overall value for money.

It should also be noted that the RDN has met, or had discussions, with other vehicle Proponents in the past few months to develop a concept and guide for this Request for Proposal. While these meetings have been helpful, they were intended for research purposes only.

ENQUIRES:

Questions are to be submitted in writing within three (3) business days of the closing date, quoting the RFP name and number and send to email: dmarshall@rdn.bc.ca

Any questions after January 16, 2017 will not be replied to.

ADDENDA:

To receive addenda's Proponents are required to submit their email addresses and send to email: dmarshall@rdn.bc.ca

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APPENDIX A – QUOTED PRICE

**PROPOSANTS ARE TO COMPLETE THIS PAGE AND
ATTACH IT TO THE FRONT OF THEIR PROPOSAL**

The undersigned Proponent, having carefully read and examined the Instructions to Proponents, Proposal Forms, Schedule of Prices, General Conditions of Contract and having full knowledge of the work required, does hereby offer to provide all necessary materials in strict accordance with the RFP and to do all therein called for on the terms and conditions and under the provisions therein set forth at the:

LUMP SUM TOTAL QUOTED PRICE OF \$_____ (from bottom of page 7)

The above price includes and covers duties, taxes, handling and transportation charges, and all other charges incidental to and forming part of this Proposal. The Proponent shall be responsible for Customs clearance and payment of any duties and/or taxes owing at time of importation into Canada, as applicable.

The undersigned Proponent agrees to supply the whole of the materials within _____ weeks of acceptance.

Name of Proponent: _____

Proponent Address: _____

Telephone No. of Signing Officer: _____

Signing Officer E-mail: _____

In no case shall the RDN be liable for damages to any Proponent as a result of any breach or breaches by the RDN of any term or terms of any contract, which is formed between the Proponent and the RDN as a result of the submission of a Bid in response to this Proposal.

I, the Proponent, namely, _____ has read the preceding limitation of damages clause and agrees that the RDN liability is limited as set out in that clause.

Date: _____

Name of Proponent Signing Officer: _____

Signature of Proponent Signing Officer: _____

Supplier's Initials _____

APPENDIX B – SCHEDULE OF PRICES

The RDN/CHVFD shall pay in lawful money of Canada the amount shown for the following items subject to the conditions of this document.

PRICE FOR FIRE RESCUE TRUCK (all minimum requirements met): **Y / N**

DESCRIPTION	PRICE
To supply and deliver One (1) Current Year, Full-Sized, Four Door Crew Cab, ¾ Ton, 4X4, Pick-up Truck	\$
SUBTOTAL	\$
Less Trade-in (if applicable)	\$
5% GST	\$
7% PST	\$
Environmental Taxes & Levies	\$
TOTAL	\$

Truck shall be delivered F.O.B. (freight pre-paid) to the Coombs-Hilliers Fire Department, 992 Ford Road, Coombs BC V0R 1M0.

Initials of Signing Officer _____

Supplier's Initials _____

APPENDIX C

TECHNICAL SPECIFICATIONS

COOMBS-HILLIERS FIRE DEPARTMENT

Coombs-Hilliers Fire Department Purchase – 2017

Type of Vehicle: One (1) Current Model/Year Full-Sized, Four Door Crew Cab, ¾ Ton, 4X4, Pick-up Truck

ITEM	SPECIFICATIONS	YES	NO	DEVIATION
1.	CAB/BODY			
	Full-sized four door <u>crew cab</u> (not quad cab)			
	Chrome front bumper			
	Chrome rear step bumper			
	Chrome running boards			
	Tinted glass, shaded windshield			
	Premium front bucket seats with <i>removable</i> center console			
	Inside rear view mirror, outside foldaway heated, power and extendable mirrors			
	Trailer tow package (includes transmission cooler)			
	Flip up rear seats (60/40 split)			
	Class III tow bar			
	7-contact trailer plug			
	Medium duty mud flaps.			
	Fog lamps			
	Box Liner			
2.	FRAME/GVWR			
	Three quarter ton suspension			
	Short box (6')			
3.	BRAKES			
	Power brakes, anti-lock system			
4.	DRIVING AXLES/REAR SUSPENSION			
	Four-wheel drive			
	Anti-slip rear differential			
	Independent rear suspension or solid axle (state rear suspension type)			
5.	FRONT AXLE/SUSPENSION			
	Independent front suspension or solid axle (state front suspension type, independent suspension preferred)			

Supplier's Initials _____

ITEM	SPECIFICATIONS	YES	NO	DEVIATION
6.	ENGINE			
	V-8 engine (state size and HP)			
	Largest, high output or multiple alternator (state total output)			
	Dual batteries			
7.	FUEL SYSTEM			
	Electronic fuel injection (gasoline)			
8.	TRANSMISSION			
	Multi-speed automatic (6 to 10 speed state type)			
9.	STEERING			
	Power steering			
10.	LIGHTING, INSTRUMENTATION & CONTROLS			
	Halogen headlamps			
	Intermittent wipers			
	AM-FM radio with Aux jack on front of Radio			
	Air conditioning			
	Keyless entry with remote start, four (4) sets of keys and/or FOB/remote			
	Power locks and windows			
	In dash GPS and back-up camera			
11.	WHEELS AND TIRES			
	17" Chrome rims			
	Michelin LTX M/S 265/70R17 10 ply M+S required			
	Full-sized spare rim and tire (Michelin LTX M+S)			
12.	COLOUR			
	Factory "Fire Engine" red (factory colour swatch with bid) (If the Proponent intends to paint the vehicle please refer to the painting details on page 3) (PPG Color – Candy Apple Red is currently used on the CHVRD equipment)			

13.	DOCUMENTS (upon delivery)	
	Parts Catalogue	
	Maintenance/Service Manual	
	Schedule of Guarantees/Warranties	
14.	OPTIONAL ITEMS	(Price Options Separately)
	Maintenance packages available 3 to 6 years and provide costs	
	Color matching lockable side wing door canopy	
	Spray in box liner	
	Please specify any options recommended to maximize the usefulness of the proposed vehicle for the stated purpose and list any other relevant features not described above.	<hr/> <hr/> <hr/> <hr/>

AVAILABILITY

Available no later than: _____, 2017

AUTHORIZED BY: _____

(Signature of Proponent Signing Officer)

(Date)

(Capacity of Signing Officer)

(Address of Proponent)

-END OF COOMBS-HILLIERS FIRE DEPARTMENT PROPOSAL SUBMISSION-

Supplier's Initials _____