



**REGIONAL DISTRICT
of Fraser-Fort George**

**SUPPLY OF FOUR-WHEEL DRIVE
½ Ton Pickup Truck**

INVITATION TO TENDER CS 04-08

Regional District of Fraser-Fort George
155 George Street, Prince George BC V2L 1P8
Telephone (250) 960-4400 / Toll Free 1-800-667-1959 / Fax (250) 562-8676
<http://www.rdffg.bc.ca>

INVITATION TO TENDER

The Regional District of Fraser-Fort George invites tenders for the supply of one (1) new Four-Wheel Drive ½ Ton Pickup Truck.

Sealed Tenders, will be received by Diane Hiscock, General Manager of Financial Services, Regional District of Fraser-Fort George, 155 George Street, Prince George, B.C. up to 10:00 a.m. on Monday, August 11, 2008. Tenders must be sealed and returned in an envelope marked “**Invitation to Tender CS 04-08 Supply of Four-Wheel Drive ½ Ton Pickup Truck**”. The responding organization or individual must have their name and full mailing address clearly marked on the outside of the Tender envelope. Tenders will be opened in public at 10:15 a.m. on Monday, August 11, 2008 in the Regional District offices.

Tender Documents may be obtained:

- A) In a PDF (Public Document Format) file format from the Regional District’s website at www.rdffg.bc.ca , or
- B) In a hard copy format from the Regional District Service Centre at 155 George Street, Prince George, BC between the hours of 8:00 a.m. to 5:00 p.m. Monday to Friday excluding Statutory holidays.

The lowest or any tender will not necessarily be accepted. Facsimile and electronic tender submissions will **NOT** be accepted. Duration of offer must be a minimum of ninety (90) days.

For further information, please contact:

Blaine Harasimiuk
Regional District of Fraser-Fort George
155 George Street, Prince George, BC V2L 1P8

Phone: (250) 960-4400 / Toll Free: 1-800-667-1959

Fax: (250) 562-8676

Email: bharasimiuk@rdffg.bc.ca

For information concerning other Prince George regional public sector bidding opportunities, please visit our Regional Marketplace web page at <http://www.marketplacenorth.ca>

INSTRUCTIONS TO TENDERERS

The Regional District of Fraser-Fort George, hereinafter referred to as the Regional District, invites Tenders for:

REGIONAL DISTRICT OF FRASER-FORT GEORGE
INVITATION TO TENDER CS 04-08
SUPPLY OF FOUR-WHEEL DRIVE ½ TON PICKUP TRUCK

Tenders not submitted in strict accordance with these instructions or not complying with the requirements laid down in the documents may be rejected.

1. TENDER DOCUMENTS

Tender Documents may be obtained:

- A) In a PDF (Public Document Format) file format from the Regional District's website at www.rdffg.bc.ca, or
- B) In a hard copy format from the Regional District Service Centre at 155 George Street, Prince George, BC between the hours of 8:00 a.m. to 5:00 p.m. Monday to Friday excluding Statutory holidays.

2. ACKNOWLEDGEMENT LETTER

Upon receipt of these documents, any potential respondents shall sign the Acknowledgement Letter and either mail or fax the signed copy to Blaine Harasimiuk.

A respondent who signs and returns the Acknowledgement Letter is not obligated to submit a Tender.

Any Tenderer who does not submit an Acknowledgement Letter will not be sent any amendments or addenda and may be disqualified.

Addenda may be issued during the bidding period. All addenda become part of these tender documents.

3. DISCREPANCIES OR OMISSIONS

Tenderers finding discrepancies or omissions in the specifications or other documents or having any doubts concerning the meaning or intent of any part thereof, should immediately request in written form, either by fax, by Email, or by mail, clarification from Blaine Harasimiuk. Upon receipt of the written request for clarification, Blaine Harasimiuk will send written instructions or explanations to all parties registered as having returned the Acknowledgement Letter. No responsibility will be accepted for oral instructions.

4. EXAMINATION OF CONTRACT DOCUMENTS

The Tenderer shall be deemed to have satisfied himself as to the sufficiency of the tender for the product and the prices stated on the Tender Form. These prices shall cover all his obligations under the Tender, and all matters necessary for the proper supply of the product.

5. PROOF OF ABILITY

The Tenderer shall be competent and capable of supplying the product. The Regional District may request proof of ability.

6. AWARD OF CONTRACT

The Regional District intends to award this tender to a supplier who offers the lowest tendered price and meets the conditions and specifications herein.

A Purchase Order issued to the vendor will indicate acceptance of their tender.

The Regional District reserves the right to disqualify any tender that fails to meet any of the requirements or specifications herein.

The lowest or any tender will not necessarily be accepted. The Regional District reserves the right not to proceed with the award of any contract resulting from this tender process.

7. TENDER SUBMISSIONS

Tenderers shall complete the Tender Form, the Goods and Services Tax Information form and the Specification Sheets and submit these documents in a **sealed envelope**. **The following information must be written on the outside of the sealed envelope containing the Tender submission:**

- i) Attention: Diane Hiscock, General Manager of Financial Services
Regional District of Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8
- ii) REGIONAL DISTRICT OF FRASER-FORT GEORGE
INVITATION TO TENDER CS 04-08
SUPPLY OF FOUR-WHEEL DRIVE ½ TON PICKUP TRUCK
- iii) Responding Organization's name and address.

Tenders submitted by fax or electronically will not be accepted.

Any Tender received after the closing date and time (Monday, August 11, 2008 at 10:00 a.m.) will be considered disqualified and will be returned unopened to the respondent.



ACKNOWLEDGEMENT LETTER

The undersigned has received the full set of tender documents.

Signature

Company

Name (please print)

Address

Title

City

Phone Number

Fax Number

Date

We presently intend to _____ provide/ _____ not provide a tender as requested.

Return immediately to:

Blaine Harasimiuk
Regional District of Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8

Fax Number: (250) 562-8676



TENDER FORM

The price tendered shall be in Canadian funds and include duties, royalties, handling, levies, transportation, delivery, dealer preparation, overhead, profit and all other charges. The Goods and Services Tax and the Province of British Columbia Social Services Tax are to be shown separately.

According to the tender specifications, pricing is to be submitted to provide for the following F.O.B. Prince George, B.C. and shall be good for the duration of ninety (90) days from date of tender opening:

1. Supply one (1) New Four-Wheel Drive 1/2 Ton Pickup Truck pursuant to all terms and conditions outlined in the Specification Section herein.

Price \$ _____

Environmental Levy (Tire and Battery) \$ _____

GST \$ _____

PST \$ _____

TOTAL TENDER SUM \$ _____

Supplier:

Name

Address

City

Province

Postal Code

Phone Number

Signature of Authorized Person

Print Name

Title

Date



GOODS AND SERVICES TAX INFORMATION

Supplier:

Name

Address

City Province

Postal Code Phone Number

Are you a GST Registrant? Yes _____ No _____

If YES, please indicate your registration number: _____

If NO, Please fill in the following (check appropriate box):

(a) Supplier qualifies as a small supplier under s.148 of the legislation

(a) Other: Specify _____

Signature of Authorized Person

Print Name

Title

Date

SPECIFICATION SHEET

We understand the difficulty of designing a specification sheet that conforms to all of the different manufacturer's specifications. As a result, we have included a column for the Tenderer to confirm compliance with the specification or specify variations. This column must be completed and submitted and will be a factor in determining the successful Tenderer.

ITEM	SPECIFICATIONS	SUPPLIED (or variation) Indicate yes or no specify variation
Model	2008 or 2009 four-wheel drive ½ ton pickup truck	
Doors	2 or more doors with power locks	
Extended Cab	with back seat	
Wheel base/box	full size with 8 foot box	
Engine	minimum 4.6 litres	
Fuel Economy	Minimum City: 15 litres/100km Minimum Highway: 10.5 litres/100 km	
Block Heater	cold climate package (if applicable)	
Engine Cooling System	anti-freeze to -45° C	
Engine Speed Control	electronic cruise control	
Transmission	automatic	
Towing	trailer towing package minimum 2000 kg (4409 lbs)	
Tires	all season with full size spare on rim	
Four-Wheel Drive	automatic hub shifting	
Steering	power	
Brakes	ABS	
Shock Absorbers	heavy duty front and rear	
Lights	front fog lights	
Seats	cloth	



ITEM	SPECIFICATIONS	SUPPLIED (or variation) Indicate yes or no specify variation
Instrument Panel Gauges	voltmeter, tachometer, engine temperature, oil pressure	
Wipers – Windshield	variable intermittent tinted glass	
Cab Climate Control	air conditioning and high output heater	
Floor Coverings	heavy duty black vinyl mats	
Finish	exterior – red monotone	
Radio	AM/FM/CD	
Hands Free Phone Base	required	
Undercoat/Rust Proofing	required	
Warranty	3 year – 60,000 km, bumper to bumper 5 year – 100,000 km, power train	
Number of days to delivery after order date		
Vehicle service location		