



**REGIONAL DISTRICT  
of Fraser-Fort George**

**SUPPLY OF TWO (2)  
FOUR-WHEEL DRIVE  
HYBRID SUV VEHICLES**

**INVITATION TO TENDER  
DS-01-08**

Prepared by:  
Regional District of Fraser-Fort George  
Development Services

## **INVITATION TO TENDER**

### **1.0 INTRODUCTION**

The Regional District of Fraser-Fort George, hereinafter referred to as the Regional District, invites tenders for the supply of two (2) new Four-Wheel Drive Hybrid SUV Vehicles.

Sealed Tenders, will be received by Diane Hiscock, General Manager of Financial Services, Regional District of Fraser-Fort George, 155 George Street, Prince George, BC up to 2:00 p.m. on Wednesday, November 5, 2008. Tenders will be opened in public at 2:15 p.m. on Wednesday, November 5, 2008 in the Regional District office.

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](http://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 cost for each hard copy tender package is five dollars (\$5) (GST included) and is non-refundable.

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 sixty (90) days.

For further information please contact the undersigned.

Blaine Harasimiuk, Inspector II  
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](mailto:bharasimiuk@rdffg.bc.ca)

### **2.0 ACKNOWLEDGEMENT LETTER**

Upon receipt of these documents, any potential respondents shall sign the Acknowledgement Letter and either mail or fax the signed copy to the Regional District's representative. No respondent who signs and returns the Acknowledgement Letter is obligated to submit a tender. **Any Tenderer who does not submit an Acknowledgement Letter will not be sent any amendments or addenda.**

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

### **3.0 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 clarification from the Regional District's representative, who will send written instructions or explanations to all Tenderers. No responsibility will be accepted for oral instructions.



#### **4.0 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.

#### **5.0 PROOF OF ABILITY**

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

#### **6.0 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.

#### **7.0 TIMELINE**

October 16, 2008	Approval by Board to enter into competitive bid process
October 20, 2008	Tender posted on website
November 5, 2008	Tender opening and analysis at Regional District
November 20, 2008	Recommendation to Board of tender submissions and awarding
November 24, 2008	Purchase order issued to successful vendor

#### **8.0 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:

1. Attention Diane Hiscock, General Manager of Financial Services  
Regional District of Fraser-Fort George  
155 George Street  
Prince George, BC V2L 1P8
2. REGIONAL DISTRICT OF FRASER-FORT GEORGE  
SUPPLY OF TWO (2) NEW FOUR-WHEEL DRIVE HYBRID SUV VEHICLES  
INVITATION TO TENDER DS-01-08
3. Responding Organization's name and address.  
Tenders received after the closing time will be returned unopened to the Tenderer. Tenders submitted by fax or electronically will not be accepted.



**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, Inspector II  
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, BC and shall be good for duration of 90 days from date of tender opening:

1. Supply two (2) New Four-Wheel Drive Hybrid SUV Vehicles 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):

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

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 or specify variation
Model	NEW 2009 or 2010 Four-Wheel Drive Hybrid SUV Vehicles	
Doors	4 Doors with power locks	
Engine	Gas/Electric Hybrid	
Transmission	Automatic	
Tires	All season with spare	
Clearance	Minimum 8" ground clearance	
4WD	Automatic	
Steering	Power	
Brakes	ABS	
Block Heater	Cold climate package (if applicable)	
Seats	- Cloth - Fully adjustable drivers seat	
Instrument Panel Gauges	Voltmeter, tachometer, engine temp, oil pressure	
Wipers – Windshield	- Variable intermittent - Tinted glass	
Cab Climate Control	Air conditioning / High output heater	
Coverings	- Heavy duty black vinyl mats for floors - Husky vinyl cargo liner	
Battery	Sealed Nickel – Metal Hydride	
Engine Cooling System	Anti-freeze to –45 °C	
Engine Speed Control	Vehicle cruise speed	



<b>ITEM</b>	<b>SPECIFICATIONS</b>	<b>SUPPLIED (or variation)</b> Indicate yes or no or specify variation
Finish	Exterior – White Interior – Dark	
Undercoat / Rust Proofing	Required	
Warranty	3 year / 60,000 km, bumper to bumper 8 year / 160,000 km, Hybrid components	
Number of days to delivery after order date		