



**REGIONAL DISTRICT
of Fraser-Fort George**

**SUPPLY OF ONE (1)
FOUR-WHEEL DRIVE DUAL
REAR WHEEL VEHICLE**

INVITATION TO TENDER ES-10-06

Prepared by:
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<http://www.rdffg.bc.ca>



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INVITATION TO TENDER

The Regional District of Fraser-Fort George, hereinafter referred to as the Regional District, invites tenders for the supply of one (1) four-wheel drive dual rear wheel vehicle. Tenderers are asked to provide pricing for a diesel option and a gas option.

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 Friday, July 16, 2010. Tenders will be opened in public at 2:15 p.m. on Friday, July 16, 2010 at 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 on or after Friday, July 2, 2010 from the Regional District of Fraser-Fort George, Service Centre, 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 or HST, as applicable, included) and is non-refundable.

The lowest or any Tender will not necessarily be accepted. The Regional District of Fraser-Fort George reserves the right to accept or reject any or all Tenders. Facsimile Tenders and Electronic Tenders will **NOT** be accepted.

For further information on the tender process please contact:

Dana Ferguson
Operations Leader
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: dferguson@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
SUPPLY OF ONE (1) FOUR-WHEEL DRIVE DUAL REAR WHEEL VEHICLE
INVITATION TO TENDER ES-10-06

Tenderers are asked to provide pricing for a diesel option and a gas option.

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

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 on or after Friday, July 2, 2010 from the Regional District of Fraser-Fort George, Service Centre, 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 or HST, as applicable, included) and is non-refundable.

It is the sole responsibility of the respondent to ascertain that they have received a full set of Invitation to Tender documents. Upon submission of their bid, the respondent will be deemed conclusively to have been in possession of a full set of Invitation to Tender documents.

Inquiries relating to this Tender must be directed to: Dana Ferguson, Operations Leader, Phone: 250-960-4470 / Fax: 250-562-8676 / Email: dferguson@rdffg.bc.ca.

Acknowledgement Letter

Upon receipt of these documents, a potential respondent will sign one copy of the Acknowledgement Letter and mail or fax the signed Acknowledgement Letter to the attention of Dana Ferguson, Operations Leader.

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

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

Closing Date and Opening of Tenders

Sealed Tenders will be received by the General Manager of Financial Services at the Regional District of Fraser-Fort George, 155 George Street, Prince George, BC, not later than 2:00 p.m. local time on Friday, July 16, 2010 to be opened in public on Friday, July 16, 2010 at 2:15 p.m. in the Regional District Offices at 155 George Street, Prince George, BC.

Tender Submissions

Tenderers will complete pages 6 through 10 and submit these pages 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 ONE (1) FOUR-WHEEL DRIVE DUAL REAR WHEEL VEHICLE
INVITATION TO TENDER ES-10-06
3. 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 (Friday, July 16, 2010 at 2:00 p.m.) will be considered disqualified and will be returned unopened to the respondent.

Regional District's Right to Reject Tender

The Regional District reserves the right to reject any and all Tenders; the lowest will not necessarily be accepted.

The Regional District reserves the right, in its sole discretion, to waive informalities in Tenders, reject any and all Tenders, or accept the Tender deemed most favourable in the interests of the Regional District.

No Tenderer shall have any claim for any compensation of any kind whatsoever as a result of participating in this Invitation to Tender.

In the event that the previous paragraph is found to be invalid by a court of competent jurisdiction, then this paragraph will apply. By submitting a bid, a Tenderer agrees that it will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the Tenderer in preparing its bid for matters relating to the Agreement or in respect of the competitive process, and the Tenderer, by submitting a bid, waives any claim for loss of profits if no agreement is made with the Tenderer.

If a Tender contains a defect or fails in some way to comply with the requirements of the Tender Documents, which in the sole discretion of the Owner is not material, the Owner may waive the defect or accept the Tender.

The Owner reserves the discretion to reject any tender submitted by a bidder, where one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of that bidder (or in the case of a tender submitted by a bidder who is an individual person, where that individual) is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District.

By submitting this tender the bidder further confirms that neither the bidder (if an individual person) nor any of the directors, officers, principals, partners, senior management employees, shareholders or owners of the bidder is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District.

Proof of Ability

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

Discrepancies or Omissions

Tenderers finding discrepancies or omissions in the specifications or any other documents herein or having any doubts on the meaning or intent of any part thereof, should immediately request in written form, either by fax, by Email or by mail, clarification from Dana Ferguson, Operations Leader. Upon receipt of the written request for clarification, Mr. Ferguson will send written instructions or explanations to all parties registered as having returned the Acknowledgement Letter. No responsibility will be accepted for oral instructions. Any work done after discovery of discrepancies, errors or omissions will be done at the Tenderer's risk.

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.

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 of 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.

Timeline

April 2009	Approval by Board to enter into competitive bid process
July 2, 2010	Tender posted to website
July 16, 2010	Tender opening and analysis at Regional District
August 19, 2010	Recommendation to Board of tender submissions and awarding
August 20, 2010	Purchase Order issued to successful vendor

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:

Dana Ferguson
Operations Leader
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 Harmonized Sales Tax is to be shown separately.

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

Option 1. Supply one (1) new 2010 model year or newer diesel four-wheel drive cab and (Diesel) chassis dual rear wheel truck with a flat deck and headache rack pursuant to all terms and conditions outlined in the Specification Section herein.

Price	\$ _____
Environmental Levy (Tire and Battery)	\$ _____
HST	\$ _____
Total Tender Sum	\$ _____

Delivery date to be by no later than October 15, 2010.

Supplier: _____

Name _____

Address _____

City _____ Province _____

Postal Code _____ Phone Number _____

Signature of Authorized Person _____ Print Name _____

Title _____ Date _____

Option 2. (Gas) Supply one (1) new 2010 model year or newer gas four-wheel drive cab and chassis dual rear wheel truck with a flat deck and headache rack pursuant to all terms and conditions outlined in the Specification Section herein.

Price	\$ _____
Environmental Levy (Tire and Battery)	\$ _____
HST	\$ _____
Total Tender Sum	\$ _____

Delivery date to be by no later than October 15, 2010.

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 or HST, as applicable, 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	OPTION 1	SUPPLIED (or variation) Indicate Yes or No or Specify Variation	OPTION 2	SUPPLIED (or variation) Indicate Yes or No or Specify Variation
Model	New 2010 Four-Wheel Drive Dual Rear Wheel Vehicle		New 2010 Four-Wheel Drive Dual Rear Wheel Vehicle	
Doors	2 doors with power locks		2 doors with power locks	
Engine	Diesel		Gas	
Transmission	Automatic		Automatic	
Tires	All Terrain 10 ply		All Terrain 10 ply	
Clearance				
4WD	Electric or Manual shift		Electric or Manual shift	
Steering	Power		Power	
Brakes	ABS		ABS	
Block Heater	Cold Climate Package (if applicable)		Cold Climate Package (if applicable)	



ITEM	OPTION 1	SUPPLIED (or variation) Indicate Yes or No or Specify Variation	OPTION 2	SUPPLIED (or variation) Indicate Yes or No or Specify Variation
Seats	Cloth Fully adjustable drivers seat		Cloth Fully adjustable drivers seat	
Instrument Panel Gauges	Voltmeter, tachometer, engine temp, oil pressure		Voltmeter, tachometer, engine temp, oil pressure	
Wipers-Windshield	Variable Intermittent Tinted Glass		Variable Intermittent Tinted Glass	
Cab Climate Control	Air conditioning/high output heater		Air conditioning/high output heater	
Coverings	Heavy duty black vinyl mats for floors		Heavy duty black vinyl mats for floors	
Battery				
Engine Cooling System	Anti-freeze to -45 °C		Anti-freeze to -45 °C	
Engine Speed Control	Vehicle cruise speed		Vehicle cruise speed	
Finish	Exterior-White Interior – Dark		Exterior-White Interior – Dark	
Undercoat/Rust Proofing	Required		Required	
Warranty	5 year/160,000 km or better		5 year/100,000 km or better	
Flat Deck/Box	Steel, 1 underbody storage box on passenger or drivers side with headache rack, tongue and grove decking		Steel, 1 underbody storage box on passenger or drivers side with headache rack, tongue and grove decking	