



**REGIONAL DISTRICT
of Fraser-Fort George**

INVITATION TO TENDER

CS-19-05

**SUPPLY AND DELIVERY OF
ONE 4-WHEEL DRIVE PICKUP TRUCK**

TENDER CLOSING WEDNESDAY, MAY 15, 2019 AT 9:00 A.M.



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INSTRUCTIONS TO TENDERERS

The Regional District of Fraser-Fort George, (the “Regional District”) invites tenders for the supply and delivery of one: new, 4-wheel drive pickup truck. The Regional District’s objective is to award a contract for purchase to the successful tenderer who can demonstrate the ability to deliver a high-quality product that meets the minimum specifications contained herein.

Two (2) complete copies of your tender must be submitted in a sealed package marked “**ITT CS-19-05 Supply and Delivery of One 4-Wheel Drive Pickup Truck**” to be received by:

General Manager of Financial Services
Regional District of Fraser-Fort George
3rd Floor, 155 George Street
Prince George, BC V2L 1P8

ITT Documents

ITT Documents may be obtained on, or after, Friday, May 10, 2019:

- a) in a PDF (public document format) file format from the Regional District’s website at www.rdffg.bc.ca; or
- b) on the BCBid® website at www.bcbid.gov.bc.ca.

All subsequent information regarding this ITT, including amendments, addenda and answers to questions will also be available as above.

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

Inquiries relating to this ITT are to be **emailed to**:

Melanie Perrin, Manager of Public Safety Operations
Regional District of Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8

mperrin@rdffg.bc.ca

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, 3rd Floor, 155 George Street, Prince George, BC, not later than **9:00 a.m. local time on Wednesday, May 15, 2019**. Tenders received will be opened in public on Wednesday, May 15, 2019, at 9:15 a.m.

Tender Submissions

Tenderers will complete pages 8 through 13 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, as well as on the outside of the courier envelope (if sending by courier):**

1. Attention: General Manager of Financial Services
Regional District of Fraser-Fort George
3rd Floor, 155 George Street
Prince George, BC V2L 1P8
2. INVITATION TO TENDER CS-19-05
SUPPLY AND DELIVERY OF ONE 4-WHEEL DRIVE PICKUP TRUCK
3. Responding tenderer's name and address.

Tenders submitted by fax, electronically, or not in the original Regional District format will **NOT** be accepted.

To be considered, tenders must be signed by an authorized signatory of the tenderer. By signing the tender, the tenderer is bound to statements made in response to this Invitation to Tender (ITT). Any tender received by the Regional District that is unsigned will be rejected.

Tenders not submitted in strict accordance with these instructions or not complying with the requirements in this ITT may be rejected.

Any tender submission received after the closing date and time (**Wednesday, May 15, 2019 at 9:00 a.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, 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. The lowest, or any tender, will not necessarily be awarded.

Tenders which contain qualifying conditions or otherwise fail to conform to the instructions contained in this ITT may be disqualified or rejected. The Regional District may, however, in its sole discretion, reject or retain for its consideration tenders which are non-conforming because they do not contain the content or form required by the ITT, or for failure to comply with the process for submission set out in this ITT, whether or not such non-compliance is material.

The Regional District reserves the right to reject a tender based on potential or perceived conflict of interest on the part of a tenderer. Without limitation, the Regional District reserves the discretion to reject any tender where:

- a) one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of the tenderer, 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; or

- b) in the case of a tender submitted by a tenderer 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 a tender, the tenderer confirms that clauses a) and b) above are not applicable.

When submitting a tender, the tenderer is required to complete, sign, and include with their tender a Conflict of Interest Disclosure Statement.

The Regional District reserves the right to reject any tender submitted by a tenderer who is, or whose principals are, at the time of tender, engaged in a lawsuit against the Regional District in relation to work similar to that being tendered.

Waiver of Claims for Compensation

Except for a claim for the reasonable cost of preparation of its tender, by submitting a tender, each tenderer irrevocably waives any claim, action, or proceeding against the Regional District including, without limitation, any judicial review or injunction application, and any claim against the Regional District and its elected officials, officers and employees for damages, expenses or costs, loss of profits, loss of opportunity or any consequential loss for any reason, including any such claim, action or proceeding arising from:

- 1) any actual or alleged unfairness on the part of the Regional District at any stage of the tendering process, including without limitation, any alleged unfairness in the evaluation of a tender or award of a contract;
- 2) a decision by the Regional District not to award a contract to that tenderer; or
- 3) the Regional District's award of a contract to a tenderer whose tender does not conform to the requirements of this ITT.

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, errors, or omissions in this ITT, or requiring clarification on the meaning or intent of any part therein, should immediately request in written form **by email**, clarification from Melanie Perrin, mperrin@rdffg.bc.ca.

If the Regional District, in the Regional District's sole discretion, determines that a clarification, addition, deletion, or revision of the ITT is required then the Regional District will issue an addendum and the addendum will be posted on the Regional District website and BC Bid. It is the sole responsibility of the tenderer to check for addendums.

The Regional District will not accept responsibility for any damages, costs or expenses incurred by a tenderer in reliance on oral instructions. Any work done in preparation of a tender after discovery of discrepancies, errors, or omissions in the ITT will be done at the tenderer's risk unless the discrepancy, error, or omission is reported to Ms. Perrin in accordance with this provision.

Tender Format

Tenderers are asked to respond in a similar manner and submit **two (2) complete copies** of their tender. The following format and sequence, with all pages consecutively numbered, is to be followed in order to provide consistency in tenders and to ensure each tender receives full and complete consideration.

- a) Tenderers will complete:
- Schedule of Prices completed, signed, and witnessed;
 - Conflict of Interest Disclosure Statement completed and signed;
 - Completed Appendix A - Specification Sheets; and
- b) Additional information that the tenderer may choose to provide.
- c) All amendments and addenda, if any, issued for this ITT. Each amendment and addenda must be **signed** by the tenderer and be included with their tender submission and will form part of the Contract documents.

Prices & Specifications

The prices shown on the Schedule of Prices 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 Provincial Sales Tax are to be shown separately.

According to the ITT specifications, pricing is to be submitted for the supply and delivery of one, 4-wheel drive pickup truck pursuant to all terms and conditions outlined in the tender documents and attached specification sheets (Appendix A) herein, F.O.B. Prince George, BC and shall be good for the duration of sixty (60) days from the date of tender opening.

Tender Evaluation Process

Evaluation of tenders will be by the Regional District in order to provide a recommended award of contract (the "Contract"). Tenders should be clear, concise, and complete.

The following tender evaluation methodology will be used by the committee to evaluate the tenders received:

a) Compliance with ITT requirements	5%
b) Price	50%
c) Delivery Date	5%
d) Tenderer's ability to meet or exceed specifications	<u>40%</u>
	TOTAL 100%

Throughout the evaluation process, the Regional District, at its sole discretion, may request additional written clarification and/or supplemental information from selected tenderers as part of the evaluation process.

Award of Contract

The Regional District intends to award a Contract to the tenderer who most closely meets the conditions and specifications herein for the best value.

The Contract is expected to be awarded not later than May 16, 2019. All tenderers will be advised, in writing, as to the awarding of the Contract.

The Regional District may, in its sole discretion, delay the date of awarding the Contract if deemed appropriate by the Regional District.

The Contract to supply and deliver the 4-wheel drive pickup truck will be in the form of:

- the complete CS-19-05 ITT document, including all appendices, amendments or addenda;
- Vendor's tender submission; and
- a Contract Agreement similar to the sample provided in Appendix B of this ITT.

A purchase order from the Regional District to the Vendor will be authorization to pay the Vendor.

The Regional District reserves the right not to proceed with the award of any contract resulting from this tender process.

Ownership of Tenders and Freedom of Information

Tenders will be received and held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this ITT. Each tender should clearly identify any information that is considered to be confidential or propriety information. Tenderers are responsible to review the *Freedom of Information and Protection of Privacy Act* for further information.

All documents, including tenders, submitted to the Regional District become the property of the Regional District. The Regional District will provide a debriefing for tenderers, upon request by a tenderer, subject to the *Freedom of Information and Protection of Privacy Act*.

SCHEDULE OF PRICES

Description: one 4-wheel drive, pickup truck as per Specifications contained in Appendix A, price to include duties, royalties, handling, levies, transportation, delivery, dealer preparation, overhead, profit and all other charges.

Price (Canadian Funds)	\$ _____
Environmental Levy (Tire and Battery) (Canadian Funds)	\$ _____
GST	\$ _____
PST	\$ _____
Total Price	\$ _____

Estimated delivery date from date of award of ITT (May 16, 2019): _____

Are you a GST Registrant? Yes No

If YES, Tax Registration Number: _____

If NO, please complete the following:
Supplier qualifies as a small supplier under s. 148 of the legislation Yes No

Authorized Signatory Signature	Name of Tenderer
Name (Please print)	Address
Title	City, Province, Postal Code
Phone Number	Email
Date	



CONFLICT OF INTEREST DISCLOSURE STATEMENT

**Invitation to tender CS-19-05
Supply and Delivery of One 4-Wheel Drive Pickup Truck**

Vendor Name: _____

The Vendor, including its officers, employees, and any person or other entity working on behalf of, or in conjunction with, the Vendor on this procurement process:

- is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.

- has not, and will not, participate in any improper procurement practices that can provide the Vendor with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in bid rigging.

- has an actual, perceived or potential conflict of interest regarding this procurement process as a result of:

State reasons(s) for Conflict of Interest:

By signing below I certify that all statement made on this form are true and correct to the best of my knowledge.

Print Name of Person Signing Disclosure

Representing: Company/Vendor Name

Signature of Person Making Disclosure

Date Signed

APPENDIX A - 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 columns for the tenderer to confirm compliance or non-compliance with the specification and to specify variations. These columns must be completed and submitted and will be a factor in determining the successful tenderer.

ITEM	SPECIFICATION	COMPLIANT	NON-COMPLIANT	STATE THE VARIATION OF ITEM BEING SUPPLIED
Model	To be a new 2018 or 2019 full size crew cab long box pick-up truck. Must be four-wheel drive.			
Passenger capacity	To carry 5 adult passengers.			
Seats	Front 40/console/40 with fully adjustable driver seat, rear bench.			
Engine	Engine to be a 6.0L or better. To be gas.			
Fog lamps	To be included.			
Cab & Doors	Cab – is to be a full size crew cab design with 4 doors and power locks. To be keyless entry.			
Wheelbase	Minimum 4,200 mm			
4WD	Electric or Manual shift locking hubs			
Block Heater	Cold Climate Package			
Remote Control Start	Factory installed.			
Transmission	Automatic			

ITEM	SPECIFICATION	COMPLIANT	NON-COMPLIANT	STATE THE VARIATION OF ITEM BEING SUPPLIED
Engine Cooling System	Anti-freeze to -45 °C			
Differential	Minimum Posi Trac. 3.70 to 4.30 ratio. Locking ability preferred. State what is provided in bid:			
Hill Decent Control	To be included.			
Traction Control System	To be included.			
Steering	Power			
Brakes	ABS			
Tires	All Terrain 10 ply with Tri Peak Snowflake Rating.			
Instrument Panel Gauges	Voltmeter, tachometer, engine temp, oil pressure			
Windshield Wipers	Variable Intermittent.			
Windshield	To have tinted glass.			
Cab Climate Control	Air conditioning/high output heater			
Battery	Dual, Minimum 720 CCA with heavy duty alternator.			
Cruise Control				

ITEM	SPECIFICATION	COMPLIANT	NON-COMPLIANT	STATE THE VARIATION OF ITEM BEING SUPPLIED
Finish – Exterior and Interior	Exterior – Strong preference is for a red exterior. White may be considered. State what is being provided in bid _____. Interior Color– Prefer a medium to dark color.			
Tow hooks	Two tow hooks to be located on the front.			
Undercoat/Rust Proofing	Required			
Warranty (minimum)	State what is being provided:			
Trailer Towing Capacity/Package	Minimum 5534 kg with integrated brake controller.			
Towing Package	State Load Limit. Receiver to match tow capacity at a minimum.			
Payload	Minimum 4491kg.			
Trailer guidance and sway control system.	To be included.			
GVWR	4990kg.			
Outside Mirrors	Left and Right power adjustable tow mirrors, to be foldable.			
Truck Box length	8 Foot.			
Reverse sensing system with rear mounted back-up camera.	To be included.			
Skid Plates	To be included.			



ITEM	SPECIFICATION	COMPLIANT	NON-COMPLIANT	STATE THE VARIATION OF ITEM BEING SUPPLIED
Radio/Bluetooth	Minimum AM/FM. To have hands-free communications/with Bluetooth.			
Delivery Date	Delivery Date, state earliest date truck could be delivered _____ Preference is for an early as possible delivery date, but will be flexible for the right truck.			
Fuel tank capacity	Prefer a large fuel tank size.			



APPENDIX B

**SAMPLE CONTRACT CS-19-05
Supply and Delivery of One 4-Wheel Drive Pickup Truck**

BETWEEN:

REGIONAL DISTRICT OF FRASER-FORT GEORGE, a local government incorporated pursuant to the *Local Government Act* and having its business office located at:
155 George Street
Prince George, BC V2L 1P8
(hereinafter called "the Regional District")

AND:

VENDOR NAME
a company duly incorporated under the laws of British Columbia and having a place of business at:
address
address
(hereinafter called the "Vendor")

OF THE FIRST PART

OF THE SECOND PART

WITNESSETH that the Vendor and the Regional District undertake and agree as follows:

1. The Vendor will:

Supply a 4-wheel drive pickup truck pursuant to all the terms, conditions and specifications outlined in Invitation to Tender CS-19-05, F.O.B. Prince George, BC.
2. The Regional District will pay to the Vendor, as full compensation for the performance and fulfillment of this Contract, \$_____ (plus applicable taxes) in Canadian funds. Payment will be made within 30 days of receipt by the Regional District of an invoice for the pickup truck in accordance with the Contract, unless other payment terms are specified in the Vendor's tender submission and are acceptable to the Regional District. The Regional District may, in its sole discretion hold back payment(s) otherwise due to the Vendor should the pickup truck not meet the specifications of the Contract. This holdback may be held, without interest, until such deficiency is remedied. The item(s) of deficiency and the amount of related holdback shall be provided by the Regional District in writing to the Vendor.
3. This Invitation to Tender, including all Appendices, amendments and addenda if any, Vendor's tender submission, and any information that the Vendor provides are incorporated herein, to the intent and purpose as though recited in full herein, and the whole will form the Contract and will enure to the benefit of, and be binding upon, the parties hereto and their successors, executors, administrators, and assigns.
4. The Vendor, by signing this Contract and by completing the Conflict of Interest Disclosure Statement, further affirms that no conflict of interest exists or prevents their entering into this Contract.
5. In the event of a dispute between the Regional District and the Vendor, this Contract will be governed by, and will be construed and interpreted in accordance with, all the laws of the Province of British Columbia.
6. The Vendor will adhere to the warranty conditions outlined in the Vendor's tender submission and as outlined in section 7 below.

7. The warranty provisions are as follows:
 - a. *To be completed based on the Vendor's tender submission.*
8. No implied contract of any kind whatsoever, by or on behalf of the Regional District, will arise or be implied from anything contained in this Contract or from any position or situation of the parties at any time, it being understood and agreed that the express contracts, covenants and agreements made herein by the parties hereto are, and will be, the only contract, covenants and agreements on which any rights against the Regional District may be founded.
9. Subject to Section 8, this Contract will supersede all communications, negotiations, and agreements, either written or verbal, made between the parties hereto in respect of matters pertaining to this Contract prior to the execution and delivery hereof.
10. All communications in writing between the parties will be deemed to have been received by the addressee if delivered to the individual, or to a member of a firm, or to the Regional District for whom they are intended, or if sent by hand delivery, mail or registered mail as follows:

Vendor Name and Address

Melanie Perrin, Manager of Public Safety Operations, Regional District of Fraser-Fort George at 155 George Street, Prince George, BC V2L 1P8.
11. Where it is beyond control of the Vendor to meet the completion date as stipulated herein, the Vendor must immediately notify the Regional District in writing. It shall be at the Regional District's sole discretion to extend the completion date or waive any part or clause of this Contract.

IN WITNESS WHEREOF the parties have duly executed this Contract.

SIGNED ON BEHALF OF THE
REGIONAL DISTRICT OF FRASER-FORT GEORGE

Chair

Date

GM of Legislative and Corporate Services

Date

SIGNED ON BEHALF OF
VENDOR NAME

DO NOT SIGN SAMPLE ONLY

Signature

Date

(Name and Title) (Please print)

DO NOT SIGN SAMPLE ONLY

Signature

Date

(Name and Title) (Please print)