

October 27, 2017

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

Regional District of Nanaimo 2017 Vehicle Purchase – Request for Proposal: RFP No. 17-03

This Proposal is for the Proponent to supply **One (1) Current Year, Full-Sized, Extended Cab, 3/4-Ton, 4X4, Pick-up Truck** for use at the Regional Landfill. Copies of the Proposal form may be obtained on or after **October 30, 2017** at the RDN, Landfill Office Building, or can be downloaded from our website: www.rdn.bc.ca. **Copies can be mailed upon request.**

There will be no public opening for this RFP. Proposals must be submitted in sealed envelopes clearly marked with:

1. RFP number: 17-03
2. “RDN – One (1), Full-Sized, Extended Cab, ¾-Ton, 4X4, Pick-up Truck”
3. Name and address of the Proponent.
4. **Closing 2:00 pm, (Pacific Time) November 15, 2017.**

Proposals will be received by hand or courier only at:

Regional Landfill
1105 Cedar Road
Nanaimo, BC
V9X 1K9

Proposals may be withdrawn before the deadline upon written notice (facsimiles of notice will not be accepted) to the Superintendent of Landfill Operations, at the contact information provided.

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. 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:

Jane Hamilton
Superintendent, Landfill Operations
Regional District of Nanaimo
(250)722-2044 (ext. 3222)
jhamilton@rdn.bc.ca

PROPOSAL FORM
SOLID WSATE SERVICES VEHICLE PURCHASE - 2017

The purpose of this Proposal is to obtain One (1) Current Year, Full-Sized, Extended 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.

The above brief description of the vehicle is provided 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 service requirements of the Solid Waste Staff, including the ability to adequately clean the vehicle (see notes on flooring and seating in Sections 1.4, 1.7 and 1.14 in Appendix C, Specifications Table below);
- 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, Extended Cab, 3/4-Ton, 4X4, Pick-up Truck.

Service vehicles within the Solid Waste Department are used within the landfill by staff that provide onsite maintenance, access all areas of the site and conduct technical inspections.

INSTRUCTIONS FOR MAKING A SUBMISSION:

Proponents are to complete a separate submission for the 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.

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.

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 our Solid Waste 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.

ENQUIRES:

Questions are to be submitted in writing within three (3) business days of the closing date, quoting the RFP name and number and sent to email: jhamilton@rdn.bc.ca. Responses will not be provided for any questions after November 10, 2017.

ADDENDA:

To receive addenda's upon issue, Proponents should submit their email addresses to email: jhamilton@rdn.bc.ca . Any addenda will be posted and can be downloaded from our website: www.rdn.bc.ca. It is the Proponents responsibility to ensure they review and consider any posted amendments.

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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, and having full knowledge of the vehicle required, does hereby offer to provide a vehicle 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:

TOTAL PRICE (figure, including all applicable taxes) \$_____ (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.

Please confirm **best delivery date**, if ordered by the RDN by _____ (date), and indicate number of calendar days _____ (for delivery), after receipt of an authorized purchase order from the RDN.

Name of Proponent: _____

Address: _____

Telephone No.: _____

Name, Signature, and Title of
Signing Officer: _____

Date: _____

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 or 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 shall pay in lawful money of Canada the amount shown for the following items subject to the conditions of this document.

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

DESCRIPTION	PRICE
To supply and deliver One (1) Current Year, Full-Sized, Extended Cab, 3/4-Ton, 4X4, Pick-up Truck	\$
5% GST	\$
7% PST	\$
Environmental Taxes & Levies	\$
TOTAL PRICE (figure, including all applicable taxes)	\$

TOTAL PRICE INCLUSIVE OF GST/PST (in words)

_____ Dollars and _____ Cents.

Make/Model/Year of Vehicle: _____

Truck shall be delivered F.O.B. (freight pre-paid) to the Regional District of Nanaimo, 1105 Cedar Road, Nanaimo BC V9X 1K9.

Initials of Signing Officer _____

Supplier's Initials _____

APPENDIX C – MINIMUM SPECIFICATIONS

THIS APPENDIX MUST BE INCLUDED IN SUBMISSION

SOLID WASTE SERVICES

One (1) Current Model/Year Full-Sized, Extended Cab, 3/4-Ton, 4X4, Pick-up Truck - 2017

Bidders are to acknowledge each requirement and provide additional information regarding items quoted.

ITEM 1	MANUFACTURER	YEAR	MAKE	MODEL
Pick-up Truck		2017		

ITEM 1	MINIMUM SPECIFICATIONS	YES	NO	ALTERNATIVE
1.0	CAB/BODY			
1.1	Full-sized Truck with Extended Cab			
1.2	Painted or Chrome front bumper, state type in the Alternative Column.			
1.3	Painted or Chrome rear step bumper, state type in the Alternative Column.			
1.4	Vinyl Bucket seats (no plush upholstery)			
1.5	Inside rear view mirror, outside foldaway heated, power mirrors			
1.6	Trailer tow package (includes transmission cooler)			
1.7	Bench rear seat (no plush upholstery)			
1.8	Class III tow bar			
1.9	7-contact trailer plug			
1.10	Medium duty mud flaps.			
1.11	Fog lamps			
1.12	Spray-in box liner			
1.13	Electrical Inverter, state wattage in the Alternative Column			
1.14	Rubber floor-mats/washable interior (no carpeting)			
2.0	FRAME/GVWR			
2.1	3/4-ton suspension			
2.2	Full box (8')			
3.0	BRAKES			
3.1	Power brakes, anti-lock system			
4.0	DRIVING AXLES/REAR SUSPENSION			

Supplier's Initials _____

4.1	Four-wheel drive			
4.2	Anti-slip rear differential			
4.3	Independent rear suspension or solid axle, state rear suspension type in the Alternative Column			
5.0	FRONT AXLE/SUSPENSION			
5.1	Independent front suspension or solid axle, state front suspension type in the Alternative Column, independent suspension preferred)			
6.0	ENGINE			
6.1	State size and HP in the Alternative Column			
7.0	FUEL SYSTEM			
7.1	Electronic fuel injection (gasoline)			
8.0	TRANSMISSION			
8.1	Multi-speed automatic, 6 to 10 speed, state type in the Alternative Column			
9.	STEERING			
9.1	Power steering			
10.	LIGHTING, INSTRUMENTATION & CONTROLS			
10.1	Halogen headlamps			
10.2	Intermittent wipers			
10.3	AM-FM radio with Aux jack on front of Radio			
10.4	Air conditioning			
10.5	Keyless entry with remote start, Two (2) sets of keys and/or FOB/remote			
10.6	Power locks and windows			
11.0	WHEELS AND TIRES			
11.0	17" or 18" Steel rims, state type in the Alternative Column			
11.1	Nokian Rotiiva AT Plus (M+S or Mountain/Snowflake required)			
11.2	Nokian Rotiiva AT Plus full-sized spare rim and tire (M+S or Mountain/Snowflake required)			
12.	COLOUR			
12.1	Indifferent			
13.	WARRANTY REQUIREMENTS			
13.1	Minimum Three (3) year			
13.2	State Term _____			

Supplier's Initials _____

15.0	OPTIONS PRICED SEPARATELY	
15.1	Maintenance packages available 3 to 6 years and provide costs	
ADDITIONAL INFORMATION:		

AVAILABILITY

Please confirm **best delivery date**, if ordered by the RDN by _____ (date), and indicate number of calendar days _____ (for delivery), after receipt of an authorized purchase order from the RDN.

AUTHORIZED BY: _____

 (Signature of Proponent Signing Officer)

 (Date)

 (Capacity of Signing Officer)

 (Address of Proponent)

-END OF SOLID WASTE SERVICES PROPOSAL SUBMISSION-