

January 6, 2017

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

Regional District of Nanaimo Solid Waste Services
Utility Work Machine Purchase – Request for Proposal RFP No. 17-01

This Proposal is for the Supplier selection to supply **One (1) New Utility Work Machine or One (1) used Utility Work Machine.**

Copies of the Proposal form can be downloaded from our website: www.RDN.bc.ca on or after **Monday, January 9, 2017.** All Suppliers are requested to reply to mwarren@rdn.bc.ca to ensure inclusion in any and all addenda that may arise. There will be no public opening for this RFP

Instructions:

Sealed Proposals clearly marked “*Proposal for Transfer Station Utility Work Machine*”, RFP No. 17-01 and Name and Address of the Supplier will be received by hand or courier service only at:

Regional District of Nanaimo
Regional Landfill
1105 Cedar Road
Nanaimo BC V9X 1K9

Up until **2:00 pm**, (Pacific Standard Time) **Tuesday, February 7, 2017.**

Proposals may be withdrawn before the deadline upon written notice (facsimiles of notice will be accepted) to the Superintendent Scale & Transfer Service, at the address noted herein or at fax number 250-722-9437.

Alternate proposals may be submitted as part of this RFP. It is preferred that alternate proposals be provided as distinct and separate.

Proposals must remain valid for 60 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 Supplier 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.

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:

Maggie Warren
Superintendent Scale & Transfer Service
Regional District of Nanaimo
Tel: (250)722-2044 ext. 3225
Fax: (250)722-9437
Email: mwarren@rdn.bc.ca

OR

Bill Hill
Chief Operator Equipment & Maintenance
Regional District of Nanaimo
Tel: (250)722-2044 ext. 3224
Email: bhill@rdn.bc.ca

PROPOSAL FORM
UTILITY WORK MACHINE PURCHASE - 2017

The purpose of this RFP is to obtain one (1) new or one (1) used Utility Work Machine (e.g. Bobcat Toolcat), for use at Church Road Transfer Station, located at 860 Church Road, Parksville, BC. A used Utility Work Machine or alternatives will be considered, if conditions as specified are met. The machine shall be suitable for transfer station operations such as floor sweeping, capable of various attachments for grounds maintenance and crew transport.

The machine should consist of a hard body cab with heat and A/C, diesel engine, self-dumping box, four-wheel drive, two-person seating, and attachments including a broom, utility fork and bucket. Pricing for a mower attachment is also requested.

PROPOSAL EVALUATION:

Evaluations will be based on “best value” for the RDN as solely determined by the selection committee. The selection committee will consider at least the following attributes and use their sole discretion in applying tradeoffs to determine best value:

- Any historical damage or mechanical defects on used model
- Delivery cost
- Duties/taxes
- Delivery date (anticipated no later than March 2017)
- Price

Short listed Suppliers may be asked to submit copies of original parts and maintenance records for the proposed used utility work machine, including worksheets, mechanics reports, work orders and parts/service invoices. This information may be used by the selection committee in the final determination of best value for the RDN.

INSTRUCTIONS FOR MAKING A SUBMISSION:

Suppliers must complete the attached template cover page (Appendix A) and specification table (Appendix B). It is preferred that alternate submissions are submitted as separate and distinct proposals.

ENQUIRES:

Questions are to be submitted by email within three (3) business days of the closing date quoting the RFP name and number. The email shall be directed to Maggie Warren at: mwarren@rdn.bc.ca.

ADDENDA:

To receive any addenda Suppliers are requested to submit their email address to Maggie Warren at mwarren@rdn.bc.ca.

APPENDIX A – COVER LETTER

Suppliers must complete this page and attach it to the front of their proposal

The undersigned Supplier, having carefully read and examined the Request for Proposals and having full knowledge of the work required, does hereby offer to provide all necessary materials 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:

Lump sum total quoted base price including delivery and all fees/taxes of \$ _____
(from page 7)

Value of additional mower attachment of \$ _____

The above price(s) include(s) and covers duties, taxes, handling and transportation charges, and all other charges incidental to and forming part of this Proposal. The Supplier shall be responsible for Customs clearance and payment of any duties and/or taxes owing at time of importation into Canada, as applicable.

The undersigned Supplier agrees to supply the whole of the materials within _____ weeks of acceptance.

Name of Supplier: _____

Supplier Address: _____

Telephone No. of Signing Officer: _____

Signing Officer E-mail: _____

In no case shall the RDN be liable for damages to any Supplier as a result of any breach or breaches by the RDN of any term or terms of any contract, which is formed between the Supplier and the RDN as a result of the submission of a Bid in response to this Proposal.

The Supplier, namely, _____ has read the preceding limitation of damages clause and agree 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 – TECHNICAL SPECIFICATIONS

Transfer Station Utility Work Machine	Yes	No	Provide Details
New or Used (indicate by circling one)	For used model, attach machine history including previous owner, historical damage and additional service history		
Make and Model			
Year			
Diesel Engine & HP			
Diesel engine warranty – duration (years/km/hrs.)			
Number of cylinders			
Transmission type			
4 wheel drive			
Enclosed Brake System			
Total vehicle rated capacity			
Self-dumping cargo box			
Cargo box load capacity			
Cargo box liner			
State maximum seating capacity (minimum 2)			
Hard Cab			
Heat & Air Conditioning			
Type of drive system for attachments			
Sweeper broom attachment			
Bucket attachment			
Utility fork attachment			
List other attachments included if any			
Tires – specify performance rating and warranty			

Supplier's Initials _____

Machine Specifications (cont.)	Yes	No	Comments
Supplied with 3 vehicle keys for doors and ignition			
EPA Fuel rating			
Fuel tank capacity			
Safety rating			
Machine Warranty and Other			
	Yes	No	Comments
Copy of Service/Parts Manual (elec. or paper copy)			
Three (3) Operator Manual (elec. or paper copy)			
Bumper to bumper warranty (months/km/hrs.)			
Powertrain (months/km/hrs.)			
Corrosion perforation (months/km/hrs.)			
Onsite Assistance (months/km/hrs.)			
Maintenance packages available 3 to 6 years and provide costs			
Specify any options recommended to maximize the efficiency of the proposed machine for the stated purpose			
Other included features not described above			
Base Price (Canadian Dollars)			
Mower Option Price			
Import tax (e.g. duty, excise; list separately)			
GST			
PST			

Supplier's Initials _____

Delivery to: Church Road Transfer Station, 860 Church Road, Parksville, BC	
TOTAL BASE PRICE WITH ALL TAXES AND DELIVERY (EXCLUDING OPTIONS)	
TOTAL VALUE OF OPTIONS INCLUDING ALL TAXES	

AVAILABILITY

Available no later than (date): _____

AUTHORIZED BY: _____

(Signature of Proponent / Signing Officer)

(Date)

(Capacity of Signing Officer)

(Address of Proponent)

-END OF PROPOSAL SUBMISSION-

Supplier's Initials _____