



REQUEST FOR QUOTATION

RFQ-PW-06-2017

**SUPPLY AND DELIVERY OF (TWO) ½ TON (FULL SIZE) PICKUP
TRUCKS**

Provisions for Public Works Department
For the Town of St. Marys

INFORMATION TO PROPONENTS.....	3
1. Scope of Project	3
2. Date of Quotation Submission	3
3. Project Contact.....	3
4. Submission Format.....	4
Instructions to Bidder	5
5.1 Delivery Location.....	5
5.2 Weight Slip.....	5
5.3 Vehicle Compliance	5
5.4 Authorized Warranty Repair	5
5.5 Manuals	5
5.6 Technical Specifications.....	5
5.7 Operational Training/Demonstration.....	5
SPECIFICATIONS	6
6.1 GENERAL SPECIFICATIONS	6
6.2 Optional items	8
6.3 Total Bid Submitted	8
Form of Submission	9
7.1 The following must be submitted:.....	9
7.2 Disqualification	9
7.3 Examination of Documents	9
7.4 Quotation Withdrawal or Replacement	9
7.5 Quotation Evaluation	9
7.6 Quotation Award Procedure	10
7.7 Ineligibility Based on Past Performances.....	10
7.8 Addenda.....	10
7.9 References	10
7.10 Assignment of Contract.....	10
7.11 Cancellation	10
7.12 Acceptance of Options	11
Proponent Information.....	12
8.1 Acknowledgement to Receipt of Addenda	12
THE PROPONENT DECLARES:	13
Proponent’s Experience and References.....	14

INFORMATION TO PROPONENTS

1. Scope of Project

The Town of St. Marys Public Works Department and County of Perth are seeking to purchase two ½ ton full size pickup trucks. Qualified parties with requisite experience in similar work are invited to submit a Request for Quotation outlining their experience, qualifications, and proposed work plan, by no later than the closing date/time identified below.

2. Date of Quotation Submission

One (1) original quotation shall be submitted in a sealed, opaque envelope addressed as follows:

RFQ-PW-06-2017 Supply and Delivery of Two ½ Ton (Full Size) Pickup Trucks
Jed Kelly, Director of Public Works
Town of St. Marys
408 James Street South, P.O. Box 998
St. Marys, ON N4X 1B6


Quotations must be submitted under the following instructions.

Closing Date: Tuesday, March 21, 2017
Time of Closing: 2:00 pm, local time
Location: 408 James Street South, St. Marys, ON N4X 1B6

Submissions received by the date and time of closing will be opened immediately following the time of RFQ closing.

To assure your submission is considered: Cut out the label below and affix this label to the outside of your submission. If you are placing your submission in an additional envelope for shipping, the label **SHOULD** be on the **OUTSIDE ENVELOPE**.

✂-----

 <p>RFQ-PW-06-2017 – Supply & Delivery of (two) ½ ton full size Pickup Truck Town of St. Marys 408 James Street South, P.O. Box 998 St. Marys, ON N4X 1B6</p>		
Proposal No.: RFQ-PW-06-2017	CLOSING DATE:	CLOSING TIME:
DEPARTMENT: Public Works	COMPANY NAME:	

3. Project Contact

Please note Mr. Todd Thibodeau is the **primary technical contact** for questions regarding Town of St. Marys and Mr. John McClelland regarding Perth County during the submission process. Mr. Thibodeau can be contacted via email (tthibodeau@town.stmarys.on.ca) or alternatively, by telephone or fax (Tel: (519) 284-2340 x 349 OR Fax: (519) 284-0902). Mr. McClelland can be contacted via email (jmcclelland@perthcounty.ca) or alternatively, by telephone or fax (Tel:(519)-

271-0531 X 310. To ensure fairness to all proponents, any and all questions that require detailed clarification or that may materially alter this RFQ document shall be submitted in writing (email form is acceptable).

Without limiting the generality of this RFQ, the successful proponent will be responsible for all works necessary to provide Supply and Deliver of two ½ ton full size pickup truck for the Town of St. Marys and County of Perth.

4. Submission Format

- a. Forms to be submitted with the Quotation must be completed in their entirety in hard copy. All entries shall be clear and legible and made in a non-erasable medium; and,
- b. Submissions may be mailed, couriered or hand-delivered to the appropriate location. The Town will not accept electronic or digitally transmitted submissions. Delivery of Quotation through a third party mail courier service shall be at the risk of the Bidder and must be arranged in due time for the Quotation to arrive at the specified location before the closing time. Failure of a third party courier to submit the Quotation prior to the closing time will result in the disqualification of the Quotation, and will be at no fault of the municipality.

Instructions to Bidder

5.1 Delivery Location

The price tendered shall be F.O.B. to the Municipal Operations Centre, 408 James St. South, St. Marys, Ontario and 4 Napier Street, Mitchell, Ontario. ALL TENDER PRICES ARE TO REMAIN FIRM. The Town and the County of Perth reserves the right to refuse acceptance of any vehicle damaged prior to FOB delivery point.

5.2 Weight Slip

Weight slip for complete pickup truck full of fuel and all other fluids necessary for normal everyday operation is required.

5.3 Vehicle Compliance

The proponent shall comply with the Ontario Motor Vehicle Industry Council which licenses and regulates motor dealers in Ontario and registration is mandatory for Ontario motor vehicle dealers. The unit must also comply with the Canadian Motor Vehicle Safety Standards and the Ministry of Labour Regulations. The proponent must also comply with the Motor Vehicle Act regulations and the unit be safety inspected with proper certification documents upon delivery. The equipment furnished shall also conform to ANSI Safety Standards where applicable.

5.4 Authorized Warranty Repair

No charge per incident of warranty and replacement will be charged to the Town of St. Marys or the County of Perth. The Town and the County of Perth are authorized to make minor emergency warranty repairs without preauthorization and will be reimbursed by the bidder for parts and labour, not to exceed two hundred and fifty (\$250.00) dollars per incident.

Bidders must submit with their quotations, after sales service and parts support capability and the number of trained service personnel. Service must be available to provide repairs with minimum down time. Bidders must submit this information as an attachment with their quotation.

5.5 Manuals

Operating, Parts & Maintenance Manuals shall be provided with the equipment.

5.6 Technical Specifications

Quotations shall be accompanied by description literature and detailed technical specifications of the equipment bid on.

5.7 Operational Training/Demonstration

- (a) Bidders shall be able to provide an operational demonstration of the equipment quoted, when requested by the Town and the County of Perth. The demo shall be done at no cost to the Town or the County of Perth.
- (b) The successful bidder shall also provide operational training at no additional cost to Town staff and County of Perth staff (please provide literature) upon delivery.

SPECIFICATIONS

6.1 GENERAL SPECIFICATIONS

General: All equipment furnished shall be new or slightly-used manufacturer's current production model and shall conform to Safety Standards. Please indicate production year and actual odometer reading.

Description: The following are minimum specifications to supply and deliver two ½ ton full size pickup truck. Any deviations from these specifications which, in the opinion of the Town, do not affect the overall requirements of the unit may be considered. Please provide the requirement information and indicate by (√) if available in tendered vehicle and if not please provide information on what is included in the quoted price.

	Requirements	Yes	No	Actual Specifications
1.	Newest year available ½ ton 4X4 pickup			
2.	½ ton, extended cab with 4 doors and 4 wheel drive. Box length to be approximate 6.5' to 7'.0			
3.	1 pickup - Colour of truck to be white 1 pickup – Colour of truck to be grey/silver			
4.	V8 Engine 5 litre with automatic transmission			
5.	Tires – 5 including spare – 17" min., all terrain M&S – state size and make			
6.	Shocks – Heavy Duty Front & Rear – Double acting			
7.	Air conditioning			
8.	Power windows			
9.	Power locks			
10.	Power Steering			
11.	2 rear-view outside mirrors heated			
12.	Class III trailer hitch with electrical 7 pole wiring receptacle			
13.	Rear End-Limited Slip or Equivalent			
14.	Back Rack style Cab Guard and LED Amber Strobe Light – to be mounted on the back rack with switch in cab			

	Requirements	Yes	No	Actual Specifications
15.	Electrical System 12 volts Generator Capacity – 150 amp capacity minimum Battery (Amp Capacity) – 700 CCA Heavy Duty min.			
16.	2 rear view outside mirrors heated			
17.	AM FM CD radio with Bluetooth hands free connectivity – phone connectivity			
18.	Cloth seat with front split bench (40/20/40)			
19.	Cab interior to be dark grey or black.			
20.	Outside Temperature Display			
21.	Remote Keyless Entry			
22.	Tilt Steering			
23.	Intermittent Windshield Wipers			
24.	Floor Trim to be Vinyl / Rubber			
25.	Bumper to bumper warranty shall be minimum 3 years / 50,000 km			
26.	Rear Cargo Lights			
27.	Rear Window Defrost			
28.	Line-X protective treatment applied to box bed-liner			
29.	Tailgate & Side Rail Protectors			

6.2 Optional items

Do not list any items included in your quotation. All items listed below shall be regarded as OPTIONAL to basic quotation and shall be greater or less by the amount shown if option is exercised. The award will be based on Quotation Unit Specifications. (All prices shall include all taxes and charges EXCEPT HST).

Engine block heater	\$
Rear View Camera	\$
Aluminum Tool Box	\$
Side Window Vent Coverings	\$
Cab Length Assist Steps	\$
Extended warranty options (please provide literature)	
• Engine	\$
• Transmission	\$
• Truck	\$

6.3 Total Bid Submitted

Pricing Information	
Pickup Truck	\$
Sub-Total	\$
H.S.T.	\$
Total Price	\$

PLEASE STATE DELIVERY DATE: _____ WEEKS AFTER RECEIPT OF PURCHASE ORDER.

Form of Submission

7.1 The following must be submitted:

- **Form of Quotation:** Proponents shall submit on the blank forms herewith provided and shall give the lump sum and/or unit prices.
- **Proponent Information/Experience:** The proponent's information experience shall be submitted on the blank form herewith provided.
- **Addenda:** Proponents shall sign and date all addenda and attach copies to the submitted quotation.

7.2 Disqualification

The Corporation reserves the right to reject any or all quotations. Failure of the Proponent to satisfy any term or condition of this RFQ may result in the rejection of said quotation. Further, any incomplete quotations, quotations not properly signed/dated, quotations received after the closing date/time, quotations completed in pencil, quotations with incomplete calculations, and quotations lacking required information will be rejected as incomplete.

7.3 Examination of Documents

Each Proponent must satisfy himself or herself by a personal study of the RFQ documents, by calculations. There will be no consideration of any claim, after submission of Quotations, that there is a misunderstanding with respect to the conditions imposed by this RFQ. Prices must include **all incidental costs** and the Proponent must be satisfied as to the full requirements of the RFQ.

7.4 Quotation Withdrawal or Replacement

Any Quotation may be withdrawn prior to the scheduled time for Quotation Closing by submitting written notice to the RFQ contact. Replacement Quotations are welcome until the Quotation Closing.

7.5 Quotation Evaluation

All submissions must be in compliance with the requirements of the RFQ process in order to be considered for evaluation.

Even though Quotations are received based on delivery of services which may meet the minimum requirements indicated, it is not intended that this alone shall limit the award but that other factors shall be considered together with any related experience the Corporation or County of Perth may or may not have had.

All qualified Quotations will be reviewed and evaluated by the selection committee.

It will be the responsibility of the selection committee to initially read, review and evaluate each Quotation. The selection committee may "short list" those Quotations that are most feasible for further consideration.

Proponent's experience will form part of the review and lack of related experience may be cause for selection of another proponent rather than the low quotation.

7.6 Quotation Award Procedure

All Quotations shall be final and binding on the Proponent for a period of 60 (sixty) days from the closing date and may not be altered by any subsequent offerings, discussions, or commitments unless the Proponent is requested to do so by the Corporation.

The Corporation will notify the Successful Proponent of the award. The Successful Proponent agrees to execute a Professional Service Agreement to undertake work within 10 business days of the date of notification of Award.

7.7 Ineligibility Based on Past Performances

The Town reserves the right to disqualify a contractor due to the Bidder's past performance on previous contracts awarded, failure to complete awarded work or termination of previous contracts.

7.8 Addenda

Questions of clarification will be answered individually, but response(s) to any question that modifies the scope of the RFQ will be posted as a RFQ Addendum on the Corporation's website.

Amendment and changes to this Quotation prior to the closing date and time stated herein will only be in the form of written Addenda and said Addenda will be issued by the Corporation. Addenda will be posted on the Corporation's website at [Town of St. Marys Tenders](#). It is the Proponents sole responsibility to check this website regularly to inform itself of any posted Addenda. The Corporation makes no promise or guarantee that Addenda will be delivered by any means to any Proponent. By submitting a Quotation in response to the Request for Quotation, the Proponent acknowledges and agrees that addenda shall be posted on the Corporation website and it is the sole responsibility of the Proponent to check the website for said addenda. Addenda will not be released less than seventy-two (72) hours prior to the close of the Quotation. Any submission that does not acknowledge receipt of addenda shall be considered as incomplete and will be disqualified.

7.9 References

Proponents shall provide three (3) references from firms where similar services have been performed within the last five years. References will be equal in complexity and service requirements as outlined in this Quotation.

7.10 Assignment of Contract

The Successful Proponent shall not assign transfer, convey, sublet or otherwise dispose of this agreement or his/her right, title or interest therein, or his power to execute such contract, to any other person, company or corporation, without the previous consent, in writing, of the Corporation's officials, which consent shall not be unreasonably withheld.

7.11 Cancellation

If the Proponent should neglect to execute the work properly or fail to perform any provision of this Award, the Corporation, after three (3) business days written notice to the Proponent, may, without prejudice to any other remedy in existence, make good such deficiencies and may deduct the cost thereof from any payment then and thereafter due to the Proponent. Continued failure of the Proponent to execute the work properly shall result in a termination of Agreement.

The Corporation reserves the right to immediately terminate the Agreement at its own discretion, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, etc.

The Corporation shall provide written notice of termination.

7.12 Acceptance of Options

The Town reserves the right to select the preferred option based on budget and evaluation of services.

Proponent Information

Company Name (hereinafter called the "Proponent")	
Mailing Address	
e-mail Address	
Phone #	
Cell #	
Website	
WSIB Account #	
# Years in Service	
Proponent's Representative	
Authorizing Signature, Authority and Title	

8.1 Acknowledgement to Receipt of Addenda

This will acknowledge receipt of the following addenda and, that the fee includes the provision set out in such addenda. Please list the addenda number and the date received by the Proponent.

Example: Addenda #1 received November 2, 2014

- 1) Addenda #1
 - 2) Addenda #2
 - 3) Addenda #3
- Check here if NO Addenda received

THE PROPONENT DECLARES:

1. No person, firm or corporation, other than the Proponent, has any interest in this Quotation or in the proposed agreement for which this Quotation is made and to which it relates;
2. This Quotation is made by the Proponent without any connection, knowledge or comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a Quotation for the same service, and is in all respects fair and without collusion or fraud;
3. No member of the Municipal Council or any other officer of the Corporation or the County of Perth will become interested directly or indirectly as a contracting party without disclosing his interest and otherwise complying with the *Municipal Conflict of Interest Act*, RSO 1990;
4. The content and requirements of this Quotation document have been read and understood.
5. All prices are quoted in Canadian funds.

A duly completed copy of the Form of Quotation, Proponent Information, Reference Form and Sub-Contract List as stated herein is attached hereto.

DATED _____

SIGNATURE OF WITNESS _____

SIGNATURE OF AUTHORIZING PROPONENT _____

Proponent's Experience and References

The proponent must provide examples of similar vehicles sold and a list of professional references that can confirm relevant experience/qualifications as relates to the proposed scope of work identified in this RFQ document.

To further determine the proponent's capacity to undertake the scope of work, the proponent shall list the mechanical staff involved in this project.

Vehicle Sales Information similar to quotation request

Vehicle Value	Company

Professional References

Contact Name	Company	Contact Email/Phone