



THE DISTRICT OF PORT HARDY

REQUEST FOR QUOTATION

REGULAR CAB CHASSIS MINI DUMP
TRUCK WITH SANDER & PLOW

CLOSING DATE:

2:30pm, Friday, September 22nd, 2017

RFQ # 1220-20-517-2017

**DISTRICT OF PORT HARDY
7360 Columbia Street
Port Hardy, BC V0N 2P0**

INVITATION TO BID

SEALED REQUEST FOR BID FOR GOODS OR
SERVICES INDICATED BELOW, CLEARLY MARKED
ON THE ENVELOPE, **RFQ #1220-20-517-
2017 FOR REGULAR CAB CHASSIS MINI DUMP
TRUCK WITH SANDER & PLOW**

, ADDRESSED TO THE PURCHASING AGENT AND DELIVERED TO:

DISTRICT OF PORT HARDY
7360 PO BOX 68 COLUMBIA STREET
PORT HARDY BC, V0N 2P0

OR BY E-MAIL TO: general@porthardy.ca

BIDS WILL BE ACCEPTED UNTIL 4:30 P.M. ON FRIDAY, SEPTEMBER 22, 2017.

Bids are subject to the attached Instructions, Standard Conditions, Special Conditions and Specifications, as appropriate.

We: _____
Company Name

Hereby offer to enter into Contract to perform the Work required by the Request for Quotation Documents for the stipulated price of:

\$ _____

GST _____

PST _____

TOTAL \$ _____

All bid's must be signed in the places provided and on the final page by an officer or employee having authority to bind the bid by their signature.

DISTRICT OF PORT HARDY

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SCOPE OF THE RFQ

1. SCOPE

- a) The District of Port Hardy invites your company to provide a bid price on the purchase of a Mini Dump Truck for The District of Port Hardy.
- b) The uses for this Mini Dump Truck include dump box, sanding and plowing.
- c) The specifications list our essential requirements. We expect each proponent to provide us with a detailed description and cost of their unit including our requirements.
- d) All enquiries regarding the bid in writing or by phone to:
Brad Strasser, Shop Mechanic
Office: 250-949-7779
E-mail: bstrasser@porthardy.ca

Questions with answers will be posted on B.C. BID and on the District web page www.porthardy.ca, bid opportunities.

2. CONTENT OF RFQ

2.1 The following topics should be addressed in the following order.

- a) Signature(s) must be in original handwriting and signed at the bottom of each page and on the final page. All pages must be returned.
- b) Proposals transmitted by e-mail will be accepted under the following conditions:
 - i. the proposal must be received before the submission deadline at e-mail address general@porthardy.ca
 - ii. the District of Port Hardy will not accept liability for any claim, demand or other actions for any reason should an e-mail transmission be interrupted, not received in its entirety, received after stated closing time and date, received by any other e-mail address other than that stated herein, or for any other reason;
 - iii. the District of Port Hardy cannot guarantee the confidentiality of information contained in the proposal; and
 - iv. the proponent must confirm the District is in receipt of the proposal in its entirety immediately following transmission of the e-mail.
- c) Amendments to a proposal will be accepted by e-mail subject to the following:
 - i. The amendment is received before the submission deadline at e-mail address general@porthardy.ca;
 - ii. the District of Port Hardy will not accept liability for any

- claim, demand or other actions for any reason should an e-mail transmission be interrupted, not received in its entirety, received after stated closing time and date, received by any other e-mail address other than that stated herein, or for any other reasons; and
- iii. the District of Port Hardy cannot guarantee the confidentiality of information contained in the amendment.

2.2 Quotes must include the following Appendices:

- a) Appendix 1 – “Delivery Schedule” District requires delivery by Wednesday, November 15, 2017.
- b) Appendix 2 – “List of References” Supply a list of similar apparatus supplied to other Municipalities. Bids which contain qualifications, or omissions, so as to make comparison with other quotes difficult, may be rejected by the Owner.

2.3 Costs

The proposal will define the costs for the Proponent’s goods and services. The Proposal shall outline the costs of all components and include all applicable Provincial Sales Tax, GST, and other associated costs. All prices shall be in Canadian dollars.

FORM OF PROPOSAL

Project Title: REGULAR CAB CHASSIS MINI DUMP TRUCK WITH SANDER & PLOW

Department: Municipal Services

1 WE, THE UNDERSIGNED

- 1.1 have received and carefully reviewed all of the Contract Documents, including the Instructions to the Bidder, General Conditions, Specifications and the following Addenda:

(ADDENDA, IF ANY)

- 1.2 have full knowledge of the Work required
1.3 have complied with the Instruction to Bidders

2. ACCORDINGLY, WE HEREBY OFFER

- 2.1 to perform and complete all of the Work and to provide all the labour, equipment and material as set out in the Contract Documents, in strict compliance with the Contract Documents.

- 2.2 to achieve Substantial Performance of the work on or before

(WORK DURATION OR DATE)

- 2.3 to do the Work for the price specified in the bid document

3. WE CONFIRM

- 3.1 that the following appendices as listed in the scope of the RFQ section 2.2 are attached to and form a part of this bid.

4. WE AGREE

- 4.1 No Collusion – except as otherwise specified or as arising by reason of the provision of the Contract Documents, no person whether natural, or body corporate, other than the Proponent has or will have any interest or share in this proposal or in the proposed contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponent in connection with proposals submitted for this project and the Proponent has no knowledge of the contents of other proposals and has made no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the proposal.

- 4.2 Withdrawal of RFQ – A bidder may amend or revoke a bid by giving written notice, delivered by hand, mail or e-mail to the Purchasing Agent, at any time up to the RFQ closing date and time. Any amendment or revocation that is received after the RFQ closing date and time shall not be considered and shall not affect a bid as submitted.

Submittals can be mailed, hand delivered or e-mailed to:

District of Port Hardy
7360 Columbia Street
P.O. Box 68
Port Hardy, BC
V0N 2P0
E-mail: general@porthardy.ca

- 4.3 Acceptance of Bid – The acceptance of the bid by the District shall be made only by the notice in writing from the Purchasing Agent to the successful Contractor at the address given in this RFQ form.

STANDARD CONDITIONS

1. INTERPRETATION

1.1 Definitions

- 1.1.1 “RFQ” includes the documents listed in the index of the RFQ and any modifications thereof or additions thereto incorporated by addenda before the close of Proposals.
- 1.1.2 “RFQ” means Request for Quotation
- 1.1.3 “District” and “Successful Proponent” means the parties so designated in the RFQ.
- 1.1.4 “Owner” shall mean The District of Port Hardy.
- 1.1.5 “Special Conditions” means the special terms and conditions, which are included in the RFQ.
- 1.1.6 “Specifications” means the specifications which are included in the RFQ.
- 1.1.7 “Work” means any labour, duty and/or efforts to accomplish the purpose of this project.
- 1.1.8 “Best Value” is the value placed upon quality, service, past performance and price.
- 1.1.9 “Provide” shall mean “Supply and Install” products and services specified.

1.2 General

- 1.2.1 Headings are for convenience only: Headings and titles in the RFQ are for convenience only and are not explanatory of the clauses with which they appear.
- 1.2.2 Applicability of law: All references in the RFQ to statutes and regulations thereto and District By-laws shall be deemed to be the most recent amendments thereto or replacements thereof.

The contract documents represent the entire Agreement between the District and the successful Proponent and supersedes all prior negotiations, representations or Agreements either written or oral. The contract documents may be amended only by written instrument agreed and executed by both parties.

2. PRE-PROPOSAL INFORMATION

2.1 Cost of Preparation

Any cost incurred by the Proponent in the preparation of this Proposal will be borne solely by the Proponent.

2.2 Intention of the District

The Proponent that submits to the District the most advantageous Proposal and which represents the interests of the District, best overall, may be awarded the contract. The District reserves the right to accept or reject all or part of the Proposal, however, the District is not precluded from negotiating with the successful Proponent to modify its Proposal to best suit the needs of the District.

2.2.1 The Proponent is requested to submit a name and telephone number of a contact person who the District may contact regarding any questions or clarifications relating to Proponent's response on the RFQ.

2.2.2 All Proposals submitted shall be in enough detail to allow the District to determine the Proponent's position from the documents received. Therefore, every effort should be made to include with your Proposal, complete details of services your firm could provide.

2.2.3 Rejection of Bid

The District reserves any right to reject any or all bidders, without limiting the foregoing, any bidders which either:

- a) is incomplete, obscure, irregular, or unrealistic
- b) has non-authorized (not initialed) erasures or corrections in the bid offer or any Schedule thereto:
- c) omits or fails to include any one or more items in the bidder offer for which a price is required by the bidder;
- d) fails to complete the information required by the bidder to be furnished with a Proposal or fails to complete the information required whether the same purports to be completed or not;

may at the District's sole discretion be rejected. Further, a Proposal may be rejected on the basis of the Proponent's past performance, financial capabilities, completion schedule and compliance with Federal, Provincial, and Municipal legislation. As it is the purpose of the District to obtain a Proposal most suitable to the interests of the District and what it wishes to accomplish, the District has the right to waive any irregularity or insufficiency in any Proposal submitted and to accept the Proposal which is deemed most favourable to the interest of the District.

2.2.4 Evaluation Criteria

The following criteria, but not restricted thereto, will be used to evaluate responses:

- 2.2.4.1 The Proponent's organization and technical capability to provide service or product.
- 2.2.4.2 The Proponent's performance and experience on similar projects.
- 2.2.4.3 Awards will be made based on the best value offered, and the best value will be determined by the District. Written specific guarantees to cover parts delivery, warranty repairs, availability and resale value may be included. The quality of the unit to be supplied, the conformity with the specifications, the suitability to requirements, delivery terms, guarantee clauses, and references shall all be taken into consideration.

2.2.5 Confidentiality

Only the total price of the quote will be made available to the public. The District will endeavour to keep the contents of all Proposals confidential. The material contained in the successful Proposal will be incorporated in a contract and information which is considered sensitive and/or proprietary shall be identified as such by the Proponent. Technical or commercial information included in the District contract shall not be released if the Purchasing Agent deems such releases inappropriate.

2.2.6 Clarification

The District reserves the right to seek Proposal clarification with the Proponents to assist in making evaluations.

2.2.7 Acceptance of Proposal

The District of Port Hardy shall not be obligated in any manner to any Proponent whatsoever until a written agreement has been duly executed relating to an approved proposal.

3. INSTRUCTIONS TO PROPONENTS

3.1 Assignment

The successful Proponent may not assign the Agreement with the District without the written consent of the District.

3.2 Law

3.2.1 The law applicable to this Proposal shall be the law in effect in the Province of British Columbia. Except for an appeal from a British Columbia Court to the Supreme Court of Canada, no action in respect to this Proposal shall be brought or maintained in any court other than in a court of the appropriate jurisdiction of the Province of British Columbia.

3.2.2 Method of payment is governed by District policy as well as applicable Federal and Provincial laws.

4. OBLIGATIONS OF SUCCESSFUL PROPONENT

4.1 Time of the Essence

Unless otherwise provided, time shall be of the essence.

4.2 Acts and Regulations

4.2.1 The successful Proponent shall comply with all requirements of those federal, provincial, municipal, or other governmental bodies, agencies tribunal or authorities having jurisdiction and lawfully empowered to make and/or impose laws, bylaws, rules, orders or regulations with respect to the Proponent's obligations hereunder, including without limitation the following:

- a) Work Safe BC
- b) Labour Act
- c) Occupational Health and Safety Act
- d) Health Act
- e) Environmental Protection And Enhancement Act
- f) All goods and materials supplied must conform to all standards for use in Canada and the Province of British Columbia.

4.3 Patent Infringement

The Proponent shall pay all royalties and patent licence fees required for the performance of the Agreement. The Proponent shall hold the District harmless from and against all claims, demands, losses, costs, damages,

actions, suits, or proceedings arising out of the Proponent's performance of the Contract which are attributable to an infringement or an alleged infringement by the Proponent and/or anyone for whose acts it may be liable, of any patent or invention. If the District shall be prevented by permanent injunction from using any product or equipment, the Proponent shall substitute at no additional cost to the District, such product or equipment equally suitable, all subject to approval by the District prior to installation of any substitute product or equipment.

5. NO CLAIM FOR COMPENSATION

Except as expressly and specifically permitted in these instructions to Proponent, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFQ, and by submitting a bid each Proponent shall be deemed to have agreed that it has no claim.

SPECIAL CONDITIONS

1. A qualified proposal is one which meets the needs and specifications of the District, the terms and conditions contained in the proposal, as well as the cost expectations of the District for this quote. The preferred proposal is a qualified proposal offering the best value, as determined by the District.
2. The District will decide whether a quote is qualified by evaluating all of the proposals based on the needs of the District, specifications, terms and conditions and price. The District Purchasing Agent and/or Department Head will examine all quotes and recommend which Proposal is in the District's best interest.
3. A quote which is unqualified is one that exceeds the cost expectations of the District and/or does not meet the terms and conditions contained in the RFQ and/or do not meet the needs and specifications of the District. The District reserves the right to reject any or all unqualified bidders.
4. "Bids that contain qualifying conditions or otherwise fail to conform to these instructions to bidders may be disqualified or rejected. The Owner, however may at its sole discretion elect to retain for consideration and for contract award bidders which are non-conforming because they do not contain the content or form required by these instructions to bidders or because they have not complied with the process for submission set herein".
5. The District reserves the right to cancel this RFQ at any time.
6. The District recognizes that "**best value**" is the essential part of purchasing a product and/or service and therefore the District may prefer a Proposal with a higher price, if it offers greater value and better serves the District's interests, as determined by the District, over a Proposal with a lower price. The District's decision shall be final.
7. The District of Port Hardy reserves the right to negotiate with the preferred Proponent, or any Proponent, on any details – including changes to specifications and price. If specifications require significant modification, all Proponents shall have the opportunity to adjust their Proposals or re-submit altogether, as determined by the District Purchasing Agent and/or Department Head.
8. All equipment, goods and workmanship must conform to all Laws and Standards necessary for use in Canada and the Province of British Columbia – such as CSA, ULC, ETL, WCB, Canadian Weights and Measures, Environmental Protection Act, etc.
9. The successful Proponent, herein named the Contractor, shall guarantee that their Proposal will meet the needs of the District and that any or all item(s) supplied and/or service(s) rendered shall be correct. If the item(s) supplied by the Contractor and/or the service(s) rendered by it are in any way incorrect or unsuitable, all correction costs shall be borne solely by the Contractor.

10. The District reserves the right, at its sole discretion, to disqualify any contractor for past work history or reputation.
11. All proposed prices shall include delivery F.O.B. Port Hardy Public Works yard, 8900 Park Drive Port Hardy, BC V0N 2P0 or other destination point, as specified by the District, and the Contractor shall bear all risks of loss and/or damage.

REG CAB CHASSIS MINI DUMP TRUCK WITH SANDER & PLOW

The intent of this specification is to describe a class 5 that has an 11-foot dump box with fold down sides and hydraulic lifts. With this truck, a minimum 2.5 cubic yard sand/salt spreader and 9 foot front mounted plow will be installed and included in the price.

The future uses of this truck include a sander/salt spreader, front plow and other municipal work. The truck is to be fully functional for all operational aspects upon delivery

MAKE:	
YEAR & MODEL:	

REFERENCE	MINIMUM SPECIFICATIONS	YES	NO	DEALER MUST CLARIFY VARIANCES
1. DESCRIPTION 2018 REG CAB CHASSIS	REQUIRED:			
	Conventional cab			
	Fog lamps			
	Heavy duty front suspension package			
	Unit to accommodate the following:			
	- Tarp system			
	- Dump body 11 ft			
	- Class IV trailer hitch with 7 way plug			
	- 2.5 cubic yard electric spreader (min)			
	- Rear sand/salt spreader box			
	- 9 foot straight articulating plow			
- Brake controller				
2. PAINT & FINISH	REQUIRED:			
	Factory white			
	Acrylic enamel & clear coat			
	Undercoating and rustproofing			
3. GVW	REQUIRED:			
	CVI must be complete before delivery			
	Max GVWR – Please specify			
	BCMVA certificate of weight (document required)			

REFERENCE	MINIMUM SPECIFICATIONS	YES	NO	DEALER MUST CLARIFY VARIANCES
3. GVW CONT.	REQUIRED:			
	GVW ratings must be permanently attached on door post identification label			
4. ENGINE	REQUIRED:			
	Diesel engine (bio diesel compatible)			
	Exhaust break			
	750 FT/LBS of torque			
	Optional Engine State:			
	• Engine offered			
	• Minimum advertised			
	• HP 325 Minimum			
	• 750 LB.FT.			
	• Payload and towing capacity			
	Turbo			
	Idle shutdown switch			
Engine block heater				
State all warranty particulars				
Anti-Freeze - 40 C				
Engine warning system				
5. TRANSMISSION Drive Train	REQUIRED:			
	6 Speed Automatic			
6. Transfer case	REQUIRED:			
	4x4 with transfer case			
	Specify if it is Auto or Manual transfer case			
7. WARRANTY	REQUIRED:			
	State all warranty particulars			

HYDRAULIC SYSTEM

REFERENCE	MINIMUM SPECIFICATIONS	YES	NO	DEALER MUST CLARIFY VARIANCES
1. MANUAL	REQUIRED:			
	System layout schematics			
	Complete parts manual			
2. WARRANTY	REQUIRED:			
	State all warranty particulars			

DUMP BODY

REFERENCE	MINIMUM SPECIFICATIONS	YES	NO	DEALER MUST CLARIFY VARIANCES
1. MANUFACTURE/ MODEL 11 FOOT LENGTH	REQUIRED:			
	State Manufacturer			
	State Model			
	REQUIRED:			
	Min. 4 tie down hooks in floor			
	Powder coated finish			
	Fold down sides			
	Tool holder (min 4 tools)			
	Manual Tarp System			
	LED Amber Strobe Light with switch in the cab			

SANDER SPREADER

REFERENCE	MINIMUM SPECIFICATIONS	YES	NO	DEALER MUST CLARIFY VARIANCES
1. MANUAL	REQUIRED:			
	System layout schematics			
	Complete parts manual			
2. WARRANTY	REQUIRED:			
	State all warranty particulars			
3. SPECIFICATIONS	REQUIRED:			
	2.5 Cubic Yard Capacity (min)			
	Poly Hopper Construction/ Approved Equivalent			
	Electric Motor(s)			
	Top screen			

FRONT PLOW

REFERENCE	MINIMUM SPECIFICATIONS	YES	NO	DEALER MUST CLARIFY VARIANCES
1. MANUFACTURE/ MODEL	REQUIRED:			
	State Manufacturer			
	State Model			
2.SPECIFICATIONS	REQUIRED:			
	9-Foot-Wide Plow Blade			
	Straight Blade			
	Trip Protection			
	32 Inch Plow Height (min)			
	Articulating Plow			

APPENDIX 1
PRELIMINARY REGULAR CAB CHASSIS MINI DUMP TRUCK CONSTRUCTION
SCHEDULE

(See page 5 paragraph 2.2 a of the RFQ requirements)

Show performance schedule by the date or within the duration

Start date: _____

Finish date: _____

ACTIVITY	CONSTRUCTION SCHEDULE IN WEEKS											
	1	2	3	4	5	6	7	8	9	10	11	12

APPENDIX 2
LIST OF REFERENCES
(See page 5 paragraph 2.2 b of the RFQ Requirements)

Supply a list of similar apparatus supplied to other Municipalities. Experience listed below must be relevant to the current project in scope and value. If there is additional information you wish to provide with regard to references, please complete on another sheet and attach to your bid submission.

Name	
Type of apparatus supplied	
Value of apparatus supplied	
Contact name	
Telephone number with area code	
Date of delivery of apparatus	

Name	
Type of apparatus supplied	
Value of apparatus supplied	
Contact name	
Telephone number with area code	
Date of delivery of apparatus	

Name	
Type of apparatus supplied	
Value of apparatus supplied	
Contact name	
Telephone number with area code	
Date of delivery of apparatus	

DISTRICT OF PORT HARDY

BIDDERS'S INFORMATION

DATE OF RFQ

NAME OF FIRM

ADDRESS

DISTRICT

POSTAL CODE

TELEPHONE

FAX

FOR INDIVIDUAL OF PARTNERSHIP:

SIGNATURE

NAME (PRINT)

ADDRESS

DISTRICT

POSTAL CODE

OCCUPATION

FOR A LIMITED COMPANY:

AUTHORIZED SIGNING OFFICER AND TITLE

AUTHORIZED SIGNING OFFICER AND TITLE

AUTHORIZED SIGNING OFFICER AND TITLE