# **CITY OF PORT ALBERNI**



## **Request for Tender No. 013-18**

SUPPLY and DELIVER One (1) Truck with Service Body

Issue Date: March 9, 2018

## **Closing Location**

Purchasing Department 4850 Argyle Street Port Alberni, B.C. V9Y 1V8

## **Closing Date and Time**

Tenders must be received at the Purchasing Department prior to: 3:00 p.m. local time, March 28 2018

**Contact Person for Technical Enquirer** 

Wayne Cheveldave, Mechanical Services Superintendent e-mail: wayne\_cheveldave@portalberni.ca

## **TENDERS WILL BE OPENED IN PUBLIC**

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The complete project documents consist of the following parts:

1. Standard Documents – supplied

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- 1. The City of Port Alberni invites tenders for the supply and delivery of One (1) New truck with Service body.
- Tenders must be submitted on the attached detailed specification/bid form in a sealed envelope clearly marked "Tender 013-18 for the City of Port Alberni One (1) Truck with Service body" and delivered to the Purchasing Department at the City of Port Alberni, 4850 Argyle Street, Port Alberni, B.C. V9Y 1V8 prior to 3:00 pm local time, Wednesday, the 28<sup>th</sup> of March 2018, at which time they will be opened in public.
- 3. It is incumbent on the vendors to ensure their tender has been received by the City Purchasing Department prior to the closing time.
- 4. Tenders received after the noted due time will not be considered and will be returned unopened.
- 5. Tenders may also be submitted to City Hall reception via facsimile at 250-723-1003 or by e-mail at <u>purchasing@portalberni.ca</u> prior to 3:00 pm local time, Monday, the 28<sup>th</sup> of March 2018. Scan documents to include the signature of the authorized signatory.
- 6. The completed tender form, specifications, general and/or special conditions and any attachments hereto shall become part of any contract entered into between the successful vendor and the City of Port Alberni.
- 7. All prices tendered are to be in Canadian funds.
- 8. Unit prices shall be filled in where indicated in Appendix "A" of the Tender Form. The unit prices shall be extended in accordance with the quantities shown and the extensions shall be inserted in the space provided. The total tender must be an accurate extension of the unit and lump sum prices submitted and the quantities shown.

All prices and notations shall be typewritten or written in ink. No erasures or additions to this document are permitted. In the case of a mistake, the mistake **will not** be erased but will be crossed out and the correction typewritten or written in ink adjacent thereto. Such corrections will be initialed by the authorized signing officer. In the case of a mistake in extension of price, unit price will govern, and the Purchasing Clerk will correct the extended totals accordingly.

- 9. All tenders, after the closing time and date, become the property of the City.
- 10. A Tenderer may, without prejudice to himself, withdraw his tender any time prior to the close of this tender. Said request must be in writing, properly executed, and received at the Purchasing office before the closing time. Requests must originate on the Bidder's letterhead and state:
  - a) Tender number and description.

b) Closing time and date.

The request must be signed by an authorized signatory with the position and/or title of said signatory indicated below the signature line.

- 11. Submissions are irrevocable and open for acceptance for a period of ninety (90) days after the closing date.
- 12. Tenderers must complete Appendix "B" Specifications sheet that form part of this tender. Failure to properly complete the specification sheets in accordance with the following instructions may result in disqualification.
- 13. Any deviations from the specifications shall be separately noted in the space provided on the specification sheets, with separate information required attached.
- 14. If you comply with a specification exactly as stated respond with "yes" in the middle column. If you are not able to comply exactly as stated, respond with "no" and describe your offering in the right hand column.
- 15. Where the specification asks for information, the answer must appear in the right hand column.
- 16. Anything appearing in other than the right hand column will be ignored.
- 17. Tenderers may not use codes in their replies. All codes will be ignored.
- 18. Complete printed specifications, shop drawings, and/or complete descriptive literature, where required, are to accompany each proposal.
- 19. The tenderer may propose alternatives not called for in the specification. Such alternatives must be shown on a separate page with the corresponding price changes and delivery times clearly indicated. The City of Port Alberni will be under no obligation to consider or accept such proposals.
- 20. The following specifications are to be considered as minimum requirements and do not relieve the tenderer of the responsibility to supply a complete, fully functional unit, suitable for the service intended.
- 21. No prototypes will be considered.
- 22. The City of Port Alberni reserves the right to consider minor variations from the minimum specification, with due regard to their importance.
- 23. All capacity ratings will be in accordance with the applicable SAE standards.
- 24. All items offered must comply with the requirements of the BC Motor Vehicle Act, BC Work Safe, Canadian Vehicle Safety Standards Act and any other standards where applicable.

- 25. A demonstration of the tendered unit may be required. Failure to provide a demonstration unit within a reasonable time may result in disqualification.
- 26. For evaluation purposes, the City may consider the cost of retrofitting items which the tenderer has not offered, but which are required to meet the minimum specification. Prices will be the City's estimated cost. The tenderer will not be contacted for the purpose of estimating this cost.
- 27. Bids which do not meet specification and for which retrofitting is impractical will be disqualified. All prices are to be stated in the areas provided on this specification. Prices appearing in other portions of this specification will be ignored and will be assumed to be included in the areas provided.
- 28. Definitions:
  - a) Length: Maximum dimension parallel to vehicle frame
  - b) Width: Maximum dimension horizontally perpendicular to vehicle frame
  - c) Height: Maximum dimension vertically perpendicular to vehicle frame
  - d) Preferred: Item or component which is to be bid if available (either from the manufacturer or after market)
  - e) Or Approved Equal: Item or component which will perform at least as well as the one specified. Tenderers must clearly state when an item other than the one specified is being offered. The vendor must provide specifications and/or samples for testing if requested by the City.
  - f) No Substitutes: Item or component for which substitutes will not be accepted. This phrase is used when the City has standardized a particular item or component.
  - g) Program Vehicle A vehicle with 30,000 kilometres or less in like new condition
- 29. Awards shall be made on tenders that will give the greatest value based on price, quality and conformance to specifications, delivery time, vendor's previous record of performance and service, warranty, ability of tenderer to render satisfactory service in the instance, availability of tenderer's representative to call upon and consult with our user department. If the lowest bid is not the best bid in the opinion of the City, regarding value received for monies expended, the City of Port Alberni reserves the right to accept the submission which it deems most advantageous. The City reserves the right to reject any and all tenders, waive informalities and to contract as the best interests of the City may require.
- 30. The City of Port Alberni reserves the right to reject any or all submissions, in each case without giving any notice, and are not necessarily bound to accept the lowest bid submitted. Any implication that the lowest or any submission will be accepted is hereby expressly negated. Without limiting the generality of the foregoing, any bid may be disqualified or rejected which is incomplete, obscure or irregular, which has erasures or corrections in the Tender Form, in which prices are omitted or are unbalanced or which has an insufficient surety. Tenders

which contain qualifying conditions or otherwise fail to conform to this tender request may be disqualified or rejected.

- 31. The City will, following selection of an acceptable tender, issue in writing a Purchase Order to the successful Tenderer. This purchase order will be given as soon as possible following the evaluation process and Council approval where required.
- 32. Proceeding with an award of this tender is subject to funding and budget approval.
- 33. The City of Port Alberni reserves the right to cancel this Tender at any time and for any reason and will not be responsible for any loss, damage, cost or expense incurred or suffered by the Tenderer as a result of that cancellation.
- 34. Tenderers are to direct all communications related to this tender to the following staff. Communications directly to council are not permitted during the tendering process.

For technical specifications and viewing of the trade-in vehicles contact: Wayne Cheveldave, Mechanical Services Superintendent, Phone: 250-720-2846, Cell: 206-0037, Fax: 723-1022, Email: wayne\_cheveldave@portalberni.ca

For other inquiries regarding the tender documents or process contact: Leslie Walerius, Purchasing Clerk, Phone: 250-723-2146, Fax: 250-723-1003, e-mail: <u>purchasing@portalberni.ca</u>

#### 35. Summary of Key Dates:

The following schedule of activities is planned. All changes will be communicated to the Bidders by addendum being posted on <u>https://www.portalberni.ca/bid-opportunities</u> and BC Bid. Bidders are advised to check the website daily, as it is the contractors' responsibility to ensure that they have the most recent version.

Publish Request for Tenders:	Friday, March 9, 2018
Last Date to submit questions:	Friday, March 23, 2018 at 3:00pm
Last Addendum issued:	Monday, March 26, 2018 by 5:00pm
Submission deadline:	Wednesday, March 28, 2018 prior to 3:00PM

36. **Declaration of Acceptance**: These Instructions to Tenderers are understood and shall be complied with in submitting a Tender.

Tenderer's Signature

Company Name

Date

## **B. SPECIAL CONDITIONS**

- 1. The tendered equipment shall be a **current year** production model.
- 2. Where trade-in units are involved they **will not** have a spare wheel and tire and if they are equipped with any of the following accessories these accessories will be removed and kept by the City of Port Alberni: two-way radio and antenna; roof mounted rotating warning lights; fire extinguisher; first aid kit; emergency flare kit or strobe light package.
- 3. Repair Parts and Service
  - Since the continuous operation of this unit is of the utmost importance and sometimes of an emergency nature, it is necessary that access to parts inventory be within 250km. Said parts inventory shall be of sufficient size and variety to offer a level of parts availability of 95% within 48 hours from time of order by the City. Availability of normal maintenance items such as filters, belts, hydraulic lines and hoses shall not exceed 24 hours

State operating hours for parts service:

State location (City) of part stock:

State approximate dollar value of parts stocked at the location for the unit being offered:

- 4. Delivery shall be F.O.B. City of Port Alberni, Works Yard, 4150 6<sup>th</sup> Avenue, Port Alberni, BC.
- 5. The new vehicle will not be accepted until all conditions and tendered specifications have been met. Trade-ins will not be released until the new vehicle is accepted.
- 6. Licensing and insuring of the vehicle shall be the responsibility of the City, once the vehicle has reached its FOB point (City of Port Alberni Works Yard) but it shall be the responsibility of the vendor to provide the completed transfer and registration documents.

- 1. <u>Conduct of Contract</u> The City of Port Alberni Purchasing Department shall have conduct of this contract.
  - Extras No payment for extras shall be made, except as otherwise provided in this contract, unless they have been authorized in writing by the Mechanical Services Superintendent.
- 3. Inspection

2.

- a) All supplies shall be subject to inspection and test by the Mechanical Services Department under the direction of the Mechanical Services Superintendent.
- b) The City may place an Inspector at the contractor's plant or plants at which material is being, or is to be, manufactured and the Inspector shall have access to all or any portions of such plant and every assistance shall be rendered him by the contractor in the performance of his duties.
- c) In case any supplies or lots of supplies are defective in material or workmanship or otherwise not in conformity with the specifications of the contract, the City shall have the right either to reject them or to require their correction. Supplies or lots of supplies which have been rejected or required to be corrected shall be removed or corrected in place, as requested by the City, by and at the expense of the contractor promptly after receipt of notice by the contractor from the City.
- d) If the contractor fails to remove such supplies or lots of supplies promptly when requested by the City, and to proceed promptly with replacement or correction thereof, the City may:
  - by contract, or otherwise, replace or correct such supplies and charge to the contractor the cost occasioned by the City thereby, or;
  - Terminate this contract as provided in the clause of this contract headed "Default".
- e) Acceptance or rejection of the supplies shall be made as promptly as practicable after delivery, except as otherwise provided in this contract; but failure to inspect and accept or reject supplies shall neither relieve the vendor from responsibility for such supplies as are not in accordance with the specifications, nor impose liability on the City therefore.
- f) Unless otherwise specified by the tenderer in the schedule attached hereto, the vendor warrants that in the manufacture of the supplies only the best workmanship and materials have been employed and if, within a period of one (1) year from the date of acceptance of the supplies by the City, such supplies or any portion thereof are found by the City to be

defective or faulty due to imperfect or bad workmanship or material, the vendor agrees to replace such defective supplies without expense to the City.

#### 4. <u>Responsibility For Supplies</u>

Except as otherwise provided in this contract, the vendor shall be responsible for the supplies covered by this contract until they are delivered at the designated delivery point, regardless of the point of inspection; and the vendor shall bear all risks as to rejected supplies after notice of rejection.

#### 5. Payment Terms

The vendor shall be paid within a reasonable time after the submission by the vendor of a properly prepared invoice to the City the prices stipulated herein for supplies delivered and accepted or services rendered and accepted, less deductions if any, as provided herein. Unless otherwise specified, payment will be made on partial deliveries accepted by the City, when the amount due on such deliveries so warrants.

#### 6. <u>Assign, Lease or Sublet</u>

The vendor shall keep the work under his personal control. The vendor shall not assign, lease, sublet or otherwise delegate the contract without the written consent of the City.

#### 7. <u>Vendor's Liability</u>

The vendor shall indemnify and save harmless the City and its officers, servants and agents from and against all claims relating to labour and material furnished for the work in connection with this contract and to inventions, copyrights, trademarks or patents and patent rights used or infringed by the vendor in the manufacture or supply of the supplies furnished hereunder, and from all such claims in the subsequent use and operation thereof after delivery to the City.

The vendor shall be responsible for any and all damages or claims for damages for injuries or accidents done or caused by him or by any of his operations or by his employees or by any plant or machinery used in the performance of the contract, or which may happen by reason thereof or arising from any failure, neglect or omission on his part or on the part of his employees, to do or perform any or all of the several acts or things required to be done by him or them under and by this contract; and covenants and agrees to hold the City harmless and indemnified from and against all such damages and claims for damage.

#### 8. <u>Monies due the City</u>

All monies payable to the City as provided herein may be retained out of any monies then due or which may become due from the City to the Vendor under this or any other contract with the City, or may be recovered from the vendor or his surety in any Court of competent jurisdiction as a debt due to the City.

#### 9. <u>Liens</u>

The vendor, his surety and their respective heirs, executors, administrators, successors and permitted assigns shall fully indemnify the City and all its officers, servants and employees from and against any and all liability or expenses by way of legal costs or otherwise in respect to any claim which may be made for a lien or charge at law or in equity or to any claim or liability under the Mechanics Lien Act, or to any attachment for debt, garnishee process or otherwise.

#### 10. Default

- a) The City may, subject to the provisions of paragraph C below, by written notice of default to the vendor, terminate the whole or any part of this contract in any one of the following circumstances:
  - if the vendor fails to make delivery of the supplies, or to perform the services within the time specified herein or any extension thereof; or
  - if the vendor fails to perform any of the other provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms, and in either of these two circumstances, does not cure such failure within a period of ten (10) days, or such longer period as the City may authorize in writing, after receipt of notice from the City specifying any such failure.
- b) In the event the City terminates this contract in whole or in part as provided in paragraph A of this clause, the City may procure, upon such terms and in such manner as the City may deem appropriate, supplies or services similar to those so terminated, and the vendor and his surety shall be liable to the City for any excess costs for such similar supplies or services, provided, that the vendor shall continue the performance of this contract to the extent not terminated under the provisions of this clause;
- c) The vendor shall not be liable for any excess costs if any failure to perform the contract arises by reason of strikes, lockouts, acts of God or of the public enemy, acts of the City, fire or floods, or defaults of subcontractors due to any of such causes unless the City determines that the supplies or services to be furnished by the sub-contractor were obtainable from other sources in sufficient time to permit the vendor to meet the required delivery schedule.

#### 11. Samples

Where samples have been lodged with the Purchasing Department in connection with the tender of the vendor, the vendor covenants and agrees with the City that all supplies used in the works in connection with this contract shall be according to such samples, and this contract shall at all times be deemed to be a contract

for sale by sample as well as by description within the meaning of Section 19 of the "Sale of Goods Act".

12. <u>Notices</u>

Any notice required to be given in this contract shall be deemed to be duly given to the City if sent by registered mail addressed to the City of Port Alberni, Purchasing Department, Attention: Leslie Walerius, 4850 Argyle Street, Port Alberni, BC V9Y 1V8 and to the vendor if sent by registered mail addressed to the vendor at the address provided in the Tender Form.

#### 13. <u>Pre-Award Meeting</u>

The successful vendor may be required to attend a pre-award meeting to verify and clarify the specifications being offered.

#### 14. <u>Definitions</u>

Wherever used in these general conditions, or in the drawings, plans, specifications, tender, award; contract, invitation to tender, schedule or bond referred to in these conditions, or attached hereto:

- .1 The word "City" means the City of Port Alberni
- .2 The word "contract" means and includes the invitation to tender; the schedule; the general conditions; the specifications; the drawings; tender; award; surety bond and all other documents referred to in these general conditions, or attached hereto;
- .3 The word "Vendor" or a pronoun in place thereof, means the person or persons who have undertaken to carry out this contract, including a corporation;
- .4 The word "Inspector" means an Inspector of the City of Port Alberni acting under the direction of the City for the purposes of this contract;
- .5 The word "supplies" means fixtures, chattels, equipment, goods, or other articles or things of whatsoever kind or nature required, intended or contemplated to be supplied and delivered to the City pursuant to this contract;
- .6 The words "Mechanical Services Superintendent" mean the person filling the position of Mechanical Services Superintendent for the City of Port Alberni or the person then acting as such.
- 15. Time shall be of the essence of this contract.

Appendix 'A' Bid Form

TENDER FORM 013-18 – 2 Pages

This Appendix 'A' Tender Form 013-18 must be signed by an authorized person in a position to legally bind the Dealer and Bidder to statements made in response to this Request for Tender.

Bidders are to complete and submit this form.

Unit price is quoted in Canadian Dollars, F.O.B. Public Works Complex, 4150 – 6<sup>th</sup> Avenue, Port Alberni, British Columbia V9Y 4M9 with freight, pre-delivery inspection (PDI), unloading at destination, import duties, brokerage, royalties, handling, overhead, profit and any other costs.

Description		Quantity & Unit of Issue	Quoted Price, Excl. GST & PST
New Truck with Service Body as specified in Appendix "B"		1	\$
Environmental Levy for Tires			\$
Environmental levy for Battery			\$
Environmental levy for Air Conditioning			\$
Any other Levies, Fees, or Taxes excluding GS PST (Please identify):	6T &		\$
Total Quoted Price (excl. taxes)			\$
UNIT PRICE:	\$		
Less Trade in Vehicle 2003 Chevrolet Silverado 3500 W/Service body			
188,000 Kms, PTO Powered Hydraulic system, Automatic Transmission	\$		
GST (5%)	\$		
PST (7%)	\$		
TOTAL	\$		
State: Vehicle Delivery Date			

#### Appendix 'A' Cont'd.

#### TENDER FORM 013-18 – 2 Pages

The undersigned agrees to be bound by the terms and conditions of this Request for Tender and to supply the items listed at the prices quoted. If a Purchase Order is issued by the City of Port Alberni to the undersigned, the undersigned will be bound by and will comply with the terms and conditions contained in the Request for Tender and the Purchase Order which will constitute the full and complete agreement between the parties.

Bidder Information		
Name & Title of Individual		
Legal Name of Company		
Company Address		
Phone and Fax Numbers	Ph.	Fx.
Email address		
Addenda acknowledged		
BC Work Safe No.		GST No.

This tender is executed under seal at Port Alberni this \_\_\_\_\_ day of \_\_\_\_\_ day of \_\_\_\_\_\_, 2018.

FOR INDIVIDUAL OR PARTNERSHIP SIGNED, SEALED AND DELIVERED in the presence of:

NAME:\_\_\_\_\_

ADDRESS:\_\_\_\_\_

OCCUPATION:\_\_\_\_\_

(Name of Company)

(Signature of Contractor)

Position

Signature

Date

.

## Appendix 'B' SPECIFICATIONS

## Tender Form: 013-18 - 3 Pages

One (1) NEW Truck with Service Body. Vehicle is to include standard equipment as well as the following:

The Quoted Vehicle must comply with government regulation and requirements - Federal government Motor Vehicle Safety Act, BC Motor Vehicle Act, and BC Work Safe Regulations.	Does equipment comply to specifications? (Yes/No)	If equipment does not comply indicate Manufacturer's specifications of equipment offered
Make: Ford F550 SD or equal		
State:		
Model:		
4 x 4 wheel drive (DRW)		
Super Cab		
Wheelbase (in.) 167.9"		
CA (in.) 60"		
Year:		
2018/2019 - State the Year:		
Engine: Gas		
Engine size state:		
Min Net 400 Lbs. Torque – State:		
Min Horsepower 320 – State:		
Estimated Fuel consumption L/100Km City/hwy:		
Fuel consumption combined :		
Heavy Duty Alternator Min 220 amp - State:		
Transmission & Driving		
6 speed Automatic O/D with select shift and Tow/haul mode- State:		
Transfer case Electric shift State:		
Advancetrac with Roll Stability Control (RSC)		
Shocks:		
Heavy Duty - gas pressurized		
Suspension: Heavy Duty		
Heavy Duty Front Suspension group – State:		
Rear – State:		
Axle ratio: 4.88 Limited slip rear axle– State: 112 Km/h max speed		
GCWR – State:		
GVWR 8618Kg (19,000) – State:		
Payload Upgrade Package		
Tires and Wheels:		
225/70RX19.5G BSW A/S Tires – State size:		
19.5 – inch Painted Steel Wheels (DRW)		

The Quoted Vehicle must comply with government regulation and requirements - Federal government Motor Vehicle Safety Act, BC Motor Vehicle Act, and BC Work Safe Regulations.	Does equipment comply to specifications? (Yes/No)	If equipment does not comply indicate Manufacturer's specifications of equipment offered
Windows:		
Power windows		
Mirrors:		
Outside Manually telescoping/folding trailer tow with manual glass		
Lights :		
Halogen headlights		
Undercoating: - Ziebart or equivalent		
What type of undercoating is on the vehicle?		
Colour:		
Exterior colour to be Bright White or equivalent		
Doors:		
Power door locks		
Glass:		
Windows solar tint		
Bumper:		
Black Front Bumper		
Seats:		
Vinyl Front Split bench 40/20/40 and with a Vinyl seat cover for extra protection		
Flooring:		
Black Vinyl floor covering, no carpets		
Heater Defrost and Air Conditioning:		
Air Conditioning		
Radio:		
AM/FM/Clock radio		
Keys:		
Five (5) sets of keys		
Safety:		
Brakes – Four wheel disc Anti-lock Braking system (ABS)		
Complete Air bag Safety canopy		

The Quoted Vehicle must comply with government	Does equipment	
regulation and requirements - Federal	comply to	If equipment does not comply
government Motor Vehicle Safety Act, BC Motor	specifications?	indicate Manufacturer's
Vehicle Act, and BC Work Safe Regulations.	(Yes/No)	specifications of equipment offered
Warranty:		
Power Train coverage state:		
Emission Control Components state:		
Comprehensive coverage state:		
Corrosion perforation coverage state:		
Miscellaneous:		
Six Upfitter switches in cab		
<u>Two Way Radio</u> – Motorola CM300D Analog c/w		
serviceable mic & antenna kit. Must be		
programmed to City Frequency. To be installed by		
City Staff. Information and pricing is available		
from Alberni Communications: 250-724-0655		
Aluminum Headache Rack with one Whelen		
L31HAF amber emergency light mounted on		
Upper left side, installed on truck and with a		
lighted on/off switch mounted in cab. Mesh		
screen in replacement of bars behind window		
Class IV Receiver hitch C/W Trailer Brake Control		
Grab Handles (B-Pillar) Driver and Passenger-side		
Service Body:		
Service Body – (Aluminum) As per Drawings		
attached. With cabinet LED Lighting and heating		
system.		
Operating Manuals / Service Manuals:		
One Operators Manual and One Service Manual.		

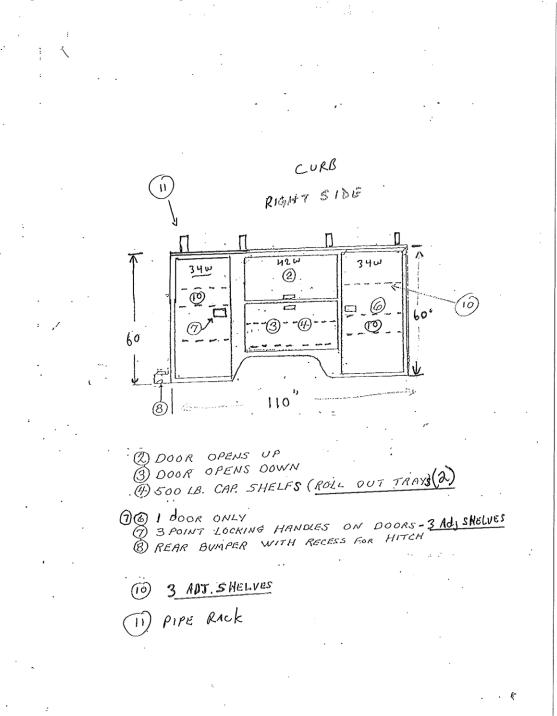
**Contact for Whelen Light** 

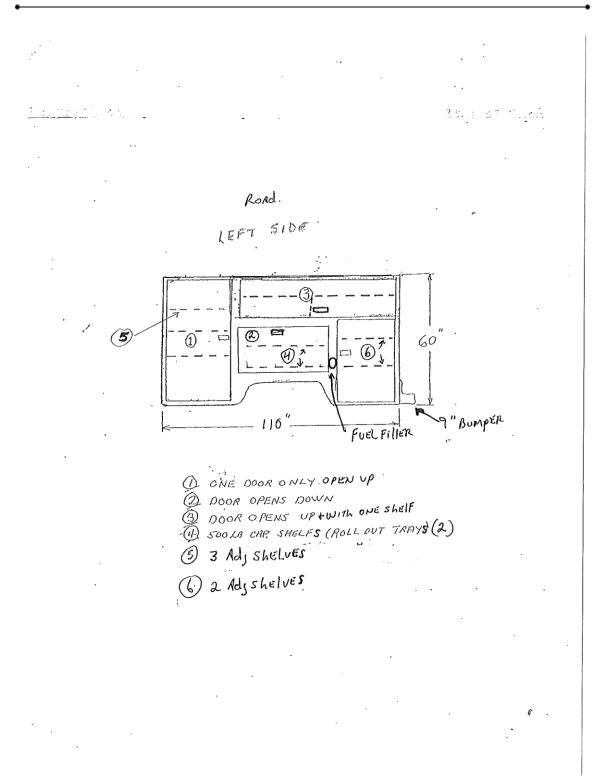
Mega-tech (Chilliwack) 43887 Progress Way 1-866-955-6342

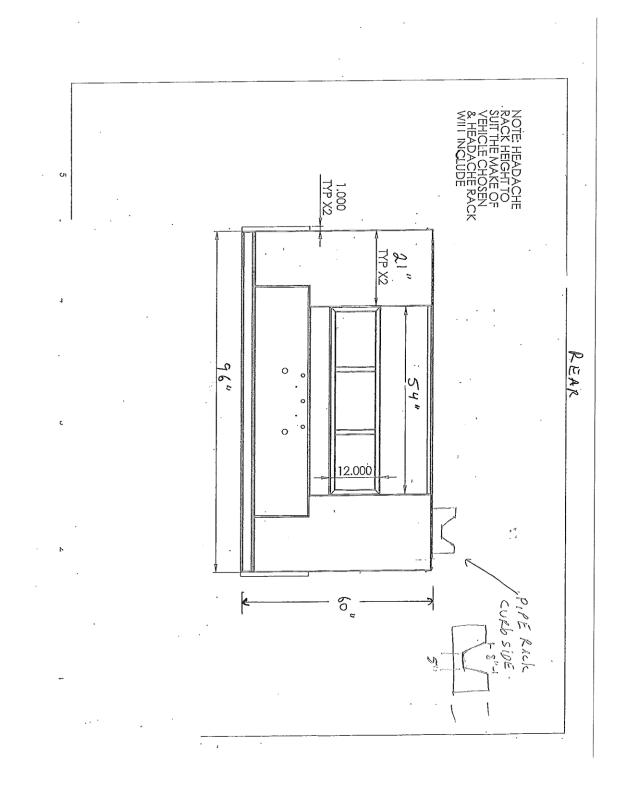
Whelen L31HAF Amber LED Emergency Flashing Light

Initials of Signing Of	ficer:
Name of Company:	









Service Body Pipe Rack (2 Pictures)





## Trade In: 2003 Chevrolet Silverado 3500 W/Service body (5 pictures)









