



**REGIONAL DISTRICT
of Fraser-Fort George**

**SUPPLY AND DELIVERY OF ONE
2016 ALL-WHEEL DRIVE OR FOUR-WHEEL DRIVE
COMPACT SUV**

INVITATION TO TENDER ES-16-13

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INVITATION TO TENDER

The Regional District of Fraser-Fort George, hereinafter referred to as the Regional District, invites tenders for the supply and delivery of one - 2016 All-Wheel Drive or Four-Wheel Drive Compact SUV. Tenderers are asked to provide pricing for a gas option.

Two complete copies of your Tender must be submitted in a sealed package marked “**ITT ES-16-13, Supply and Delivery of One – 2016, All-Wheel Drive or Four-Wheel Drive, Compact SUV**” to be received by:

General Manager of Financial Services
Regional District of Fraser-Fort George
3rd Floor, 155 George Street
Prince George, BC V2L 1P8

up to **2:00 p.m. on Thursday, May 12, 2016**. Responding tenderers must have their name and full mailing address clearly marked on the outside of the Tender envelope. Tenders will be opened in public at 2:15 p.m. on Thursday, May 12, 2016 at the Regional District offices.

To be considered, tenders must be signed by an authorized signatory of the Tenderer. By signing the Tender, the Tenderer is bound to statements made in response to this Invitation to Tender (“ITT”). Any tender received by the Regional District that is unsigned will be rejected.

Tender Documents may be obtained on, or after, Tuesday, May 3, 2016:

- A) In a PDF (Public Document Format) file format from the Regional District’s website at www.rdffg.bc.ca,
- B) On the BCBid® website at www.bcbid.gov.bc.ca; or
- C) In a hard copy format from the Regional District of Fraser-Fort George Service Centre, 155 George Street, Prince George, BC, between the hours of 8:00 a.m. and 5:00 p.m. Monday to Friday excluding Statutory holidays. The cost for each hard copy tender package is five dollars (\$5), taxes included, and is non-refundable.

All subsequent information regarding this ITT, including amendments, addenda and answers to questions will also be available as above.

The lowest, or any tender, will not necessarily be accepted. The Regional District reserves the right to accept or reject any or all Tenders. Tenders submitted by fax, electronically, or not in original Regional District format will **NOT** be accepted. Late tenders will not be accepted and will be returned, unopened, to the Tenderer.

For further information on the tender process please contact:

Petra Wildauer
General Manager, Environmental Services
Regional District of Fraser-Fort George
155 George Street, Prince George, BC V2L 1P8

Phone: 250-960-4400 / Toll Free: 1-800-667-1959
Fax: 250-562-8676
Email: pwildauer@rdffg.bc.ca

INSTRUCTIONS TO TENDERERS

The Regional District invites Tenders for:

Invitation to Tender ES-16-13
Supply and Delivery of One - 2016 All-Wheel Drive or Four-Wheel Drive Compact SUV

Tenders not submitted in strict accordance with these instructions or not complying with the requirements laid down in the documents may be rejected.

Tender Documents

Tender Documents may be obtained on or after Tuesday, May 3, 2016:

- A) In a PDF (Public Document Format) file format from the Regional District's website at www.rdffg.bc.ca;
- B) On the BCBid® website at www.bcbid.gov.bc.ca; or
- C) In a hard copy format from the Regional District of Fraser-Fort George Service Centre, 155 George Street, Prince George, BC, between the hours of 8:00 a.m. and 5:00 p.m. Monday to Friday excluding Statutory holidays. The cost for each hard copy tender package is five dollars (\$5), taxes included, and is non-refundable.

All subsequent information regarding this ITT, including amendments, addenda and answers to questions will also be available as above.

It is the sole responsibility of the respondent to ascertain that they have received a full set of Invitation to Tender documents. Upon submission of their bid, the respondent will be deemed conclusively to have been in possession of a full set of Invitation to Tender documents.

Inquiries relating to this Tender must be directed to:
Petra Wildauer, General Manager, Environmental Services,
Phone: 250-960-4400 / Fax: 250-562-8676 / Email: pwildauer@rdffg.bc.ca.

Acknowledgement Letter

Upon receipt of these documents, a potential respondent will sign one copy of the Acknowledgement Letter and mail or fax the signed Acknowledgement Letter to the attention of Petra Wildauer, General Manager, Environmental Services.

A respondent who signs and returns the Acknowledgement Letter is not obligated to submit a Tender.

Any respondent who does not submit the Acknowledgement Letter will not be sent any amendments or addenda and may be disqualified.

Closing Date and Opening of Tenders

Sealed Tenders will be received by the General Manager of Financial Services at the Regional District of Fraser-Fort George, 3rd Floor, 155 George Street, Prince George, BC, not later than 2:00 p.m. local time on Thursday, May 12, 2016 to be opened in public on Thursday, May 12, 2016 at 2:15 p.m. in the Regional District Offices at 155 George Street, Prince George, BC.

Tender Submissions

Tenderers will complete pages 7 through 10 and submit these pages in a **sealed envelope**. **The following information must be written on the outside of the sealed envelope containing the tender submission:**

1. Attention: General Manager of Financial Services
Regional District of Fraser-Fort George
3rd Floor, 155 George Street
Prince George, BC V2L 1P8
2. INVITATION TO TENDER ES-16-13
SUPPLY AND DELIVERY OF ONE - 2016
ALL-WHEEL DRIVE/FOUR-WHEEL DRIVE COMPACT SUV
3. Responding Organization's name and address.

Tenders submitted by fax, electronically, or not in the original Regional District format will **NOT** be accepted.

Tenders not submitted in strict accordance with these instructions or not complying with the requirements in this ITT may be rejected.

The Regional District will not be responsible for any costs incurred by Tenderers as a result of the preparation or submission of a tender pertaining to this ITT. The accuracy and completeness of the Tender is the Tenderer's responsibility. Should errors be discovered, they will be corrected by the Tenderer at their expense.

Any Tender received after the closing date and time (Thursday, May 12, 2016 at 2:00 p.m.) will be considered disqualified and will be returned unopened to the respondent.

Regional District's Right to Reject Tender

The Regional District reserves the right, in its sole discretion, to waive informalities in tenders, reject any and all tenders, or accept the Tender deemed most favourable in the interests of the Regional District. The lowest, or any tender, will not necessarily be awarded.

If a tender contains a defect, or fails in some way to comply with the requirements of this ITT, which, in the sole discretion of the Regional District, is not material, the Regional District may waive the defect or accept the Tender.

The Regional District reserves the right to reject a tender based on potential or perceived conflict of interest.

The Regional District reserves the discretion to reject any tender where:

- a) one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of the Tenderer, is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District; or
- b) in the case of a tender submitted by a tenderer who is an individual person, where that individual is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District.

By submitting a tender, the Tenderer confirms that clauses a) and b) above are not applicable.

The Regional District reserves the right to reject any tender submitted by a tenderer who is, or whose principals are, at the time of tendering, engaged in a lawsuit against the Regional District in relation to work similar to that being tendered.

Claim for Compensation

No tenderer shall have any claim for compensation of any kind whatsoever as a result of participating in this ITT.

In the event that the previous paragraph is found to be invalid by a court of competent jurisdiction, then this paragraph will apply. By submitting a tender, a tenderer agrees that they will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the Tenderer in preparing their Tender for matters relating to this ITT or in respect of the competitive tender process, and the Tenderer, by submitting a tender, waives any claim for loss of profits if a contract is not entered into with the Tenderer.

Proof of Ability

A Tenderer will be competent and capable of supplying the product. The Regional District may request proof of ability.

Discrepancies or Omissions

Tenderers finding discrepancies or omissions in the specifications or any other documents herein or having any doubts on the meaning or intent of any part thereof, should immediately request in written form, either by fax, by Email or by mail, clarification from Petra Wildauer, General Manager, Environmental Services. Upon receipt of the written request for clarification, Mrs. Wildauer will send written instructions or explanations to all parties registered as having returned the Acknowledgement Letter. No responsibility will be accepted for oral instructions. Any work done after discovery of discrepancies, errors or omissions will be done at the Tenderer's risk.

Tender Format

Tenderers are asked to respond in a similar manner and submit **two (2) complete copies** of their Tender. The following format and sequence, with all pages consecutively numbered, is to be followed in order to provide consistency in tenders and to ensure each tender receives full and complete consideration.

- a) Tenderers will complete pages 7 through 10:
 - Tender Form: to be completed, signed, and witnessed.
 - Specification Sheet: to be completed.
- b) Additional information that the Tenderer may choose to provide.
- c) **All amendments and addenda, if any, issued for this ITT. Each amendment and addenda must be signed by the Tenderer and included with the Tender and will form part of the Tender documents.**

Examination of Contract Documents

The Tenderer shall be deemed to have satisfied themselves as to the sufficiency of the tender for the product and the prices stated on the Tender Form. These prices shall cover all their obligations under the Tender, and all matters necessary for the proper supply of the product.

Award of Contract

The Contract is expected to be awarded not later than Thursday, June 16, 2016. All tenderers will be advised, in writing, as to the awarding of the Contract.

The Regional District may, in its sole discretion, delay the date of awarding the Contract if deemed appropriate by the Regional District.

The Regional District intends to award the Contract to a Tenderer who most closely meets the conditions and specifications herein for the lowest price.

A purchase order issued to the Tenderer will indicate acceptance of their Tender. The purchase order together with the Tender documents forms the Contract.

The Regional District reserves the right to disqualify any tender that fails to meet any of the requirements or specifications herein.

The Regional District reserves the right not to proceed with the award of any contract resulting from this tender process.

Timeline

May 3, 2016	Tender documents available
May 12, 2016	Tender opening and analysis at Regional District
June 16, 2016	Recommendation to Board of tender submissions and awarding
June 17, 2016	Purchase Order issued to successful vendor

Ownership of Tenders and Freedom of Information

Tenders will be received and held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this ITT. Each tender should clearly identify any information that is considered to be confidential or propriety information. Tenderers are responsible to review the *Freedom of Information and Protection of Privacy Act* for further information.

All documents, including tenders, submitted to the Regional District become the property of the Regional District. The Regional District will provide a debriefing for tenderers, upon request by a tenderer, subject to the *Freedom of Information and Protection of Privacy Act*.

ACKNOWLEDGEMENT LETTER

The undersigned has received the full set of Tender Documents for Invitation to Tender ES-16-13
Supply and Delivery of One - 2016 All-Wheel Drive or Four-Wheel Drive Compact SUV

Signature

Company

Name (please print)

Address

Title

City

Phone Number

Fax Number

Date

We presently intend to _____ provide/ _____ not provide a Tender as requested.

Return immediately to:

Petra Wildauer
General Manager, Environmental Services
Regional District of Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8

Fax Number: 250-562-8676 / Email: pwildauer@rdffg.bc.ca

TENDER FORM

The price tendered shall be in Canadian funds and include duties, royalties, handling, levies, transportation, delivery, dealer preparation, overhead, profit and all other charges. The Goods and Services Tax and the Provincial Sales Tax are to be shown separately.

According to the tender specifications, pricing is to be submitted to provide the following F.O.B. Prince George, BC and shall be good for duration of 90 days from date of tender opening:

1. Supply and Delivery of one new 2016 model year or newer gas all-wheel drive or four-wheel drive SUV pursuant to all terms and conditions outlined in the Specification Section herein.

Price	\$ _____
Environmental Levy (Tire and Battery)	\$ _____
GST	\$ _____
PST	\$ _____
Total Tender Sum	\$ _____

Delivery date to be by no later than September 8, 2016

Authorized Signatory Signature

Name of Tenderer

Name (Please print)

Address

Title

City, Province, Postal Code

Phone Number

Fax Number

Email

Date

GOODS AND SERVICES TAX INFORMATION

The following must be completed:

Supplier: _____
NAME

ADDRESS

CITY _____ PROVINCE _____

POSTAL CODE _____ PHONE NUMBER _____

FAX NUMBER _____

Are you a GST Registrant? Yes _____ No _____

If YES, please indicate your registration number: _____

If NO, please fill in the following (check appropriate box):

- Supplier qualifies as a small supplier under Section 148 of the legislation
- Other: Specify _____
- _____

SIGNATURE OF AUTHORIZED PERSON PRINT NAME

TITLE DATE

SPECIFICATION SHEET

We understand the difficulty of designing a specification sheet that conforms to all of the different manufacturer's specifications. As a result, we have included a column for the Tenderer to confirm compliance with the specification or specify variations. This column **must be completed and submitted** and will be a factor in determining the successful Tenderer.

ITEM	SPECIFICATION	SUPPLIED (or variation) Indicate Yes or No or Specify Variation
Model	New 2016, or newer model year, Four-Wheel Drive or All-Wheel Drive SUV	
Doors	4 doors with power locks, supply 4 keys	
Engine	Gas 3.2 L or better Ecotech/Eco Boost/Flex Fuel	
Transmission	Automatic	
Tires	All Terrain	
4WD	Electric or Manual shift, locking hubs	
Steering	Power – Adjustable tilt & telescoping steering column	
Brakes	ABS	
Block Heater - List	Cold Climate Package - List	
Seats	Cloth Fully electric adjustable driver's seat	
Instrument Panel Gauges	Voltmeter, tachometer, engine temp, oil pressure	
Wipers-Windshield	Variable Intermittent Tinted Glass	
Cab Climate Control	Air conditioning/high output heater	
Coverings	Heavy duty black vinyl mats for floors (See additional items)	
Battery	Minimum 600 CCA	
Engine Cooling System	Anti-freeze to -45 °C	



Engine Speed Control	Vehicle cruise speed	
ITEM	SPECIFICATION	SUPPLIED (or variation) Indicate Yes or No or Specify Variation
Finish	Exterior - White Interior – Brown/Beige	
Undercoat/Rust Proofing	Required – List Undercoating - Rust Proofing -	
Warranty	State Warranty -	
Trailer Towing Capacity	Minimum 2000 kg	
Radio/Bluetooth	Minimum AM/FM - Hands-free capabilities, Back-up Camera	
Outside Mirrors	Heated, Adjustable	
Towing Package	N/A	
Skid Plates/Ground Clearance	State	
Cargo Area	Minimum 697 Litres Seats Up	
Seats	Front Buckets	
Wheelbase	Minimum 2,600 mm	
Required Additional Items:	1 - Supply four studded winter tires (ex. Hankook i-Pikes) on Rims on Rims 2 – Front Seat Covers 3 – Fog/Driving Lights 4 – Husky Floor Mats (front/rear/ cargo area)	
Delivery Date:	Delivery of vehicle on or before September 8, 2016	