



**REGIONAL DISTRICT  
of Fraser-Fort George**

**REQUEST FOR PROPOSALS**

**CS-19-03**

**SUPPLY AND DELIVERY OF  
ONE 4-WHEEL DRIVE PICKUP TRUCK**

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## **INSTRUCTIONS TO PROPONENTS**

The Regional District of Fraser-Fort George, (the “Regional District”) invites proposals for the supply and delivery of one: new, 4-wheel drive pickup truck. The Regional District’s objective is to award a contract for purchase to the successful proponent who can demonstrate the ability to deliver a high-quality product that meets the minimum specifications contained herein.

Two (2) complete copies of your Proposal must be submitted in a sealed package marked “**RFP CS-19-03 Supply and Delivery of One 4-Wheel Drive Pickup Truck**” to be received by:

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

### **RFP Documents**

RFP Documents may be obtained on, or after, Tuesday, April 23, 2019:

- a) in a PDF (public document format) file format from the Regional District’s website at [www.rdffg.bc.ca](http://www.rdffg.bc.ca); or
- b) on the BCBid® website at [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca).

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

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

Inquiries relating to this RFP are to be **emailed to**:

Melanie Perrin, Manager of Public Safety Operations  
Regional District of Fraser-Fort George  
155 George Street  
Prince George, BC V2L 1P8

[mperrin@rdffg.bc.ca](mailto:mperrin@rdffg.bc.ca)

### **Acknowledgement Letter**

Upon receipt of this RFP, a potential proponent will complete and sign one copy of the Acknowledgement Letter and email a signed Acknowledgement Letter to the attention of:

Melanie Perrin, Manager of Public Safety Operations, [mperrin@rdffg.bc.ca](mailto:mperrin@rdffg.bc.ca) .

A proponent who signs and returns the Acknowledgement Letter is not obligated to submit a proposal.

**Any proponent who does not submit the Acknowledgement Letter will not be sent any amendments, addenda, or answers to questions and their proposal may be disqualified.**

### **Closing Date and Opening of Proposals**

Sealed proposals 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 9, 2019.

### **Proposal Submissions**

Proponents will complete pages 9 through 15 and submit these pages in a **sealed envelope**. **The following information must be written on the outside of the sealed envelope containing the proposal submission, as well as on the outside of the courier envelope (if sending by courier):**

1. Attention: General Manager of Financial Services  
Regional District of Fraser-Fort George  
3<sup>rd</sup> Floor, 155 George Street  
Prince George, BC V2L 1P8
2. REQUEST FOR PROPOSALS CS-19-03  
SUPPLY AND DELIVERY OF ONE 4-WHEEL DRIVE PICKUP TRUCK
3. Responding proponent's name and address.

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

To be considered, proposals must be signed by an authorized signatory of the proponent. By signing the proposal, the proponent is bound to statements made in response to this Request for Proposals (RFP). Any proposal received by the Regional District that is unsigned will be rejected.

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

Any proposal received after the closing date and time (Thursday, May 9, 2019 at 2:00 p.m.) will be considered disqualified and will be returned unopened to the respondent.

### **Regional District's Right to Reject Proposal**

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

Proposals which contain qualifying conditions or otherwise fail to conform to the instructions contained in this RFP may be disqualified or rejected. The Regional District may, however, in its sole discretion, reject

or retain for its consideration proposals which are non-conforming because they do not contain the content or form required by the RFP, or for failure to comply with the process for submission set out in this RFP, whether or not such non-compliance is material.

The Regional District reserves the right to reject a proposal based on potential or perceived conflict of interest on the part of a proponent. Without limitation, the Regional District reserves the discretion to reject any proposal where:

- a) one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of the proponent, 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 proposal submitted by a proponent 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 proposal, the proponent confirms that clauses a) and b) above are not applicable.

**When submitting a proposal, the proponent is required to complete, sign, and include with their proposal a Conflict of Interest Disclosure Statement.**

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

#### **Waiver of Claims for Compensation**

Except for a claim for the reasonable cost of preparation of its proposal, by submitting a proposal, each proponent irrevocably waives any claim, action, or proceeding against the Regional District including, without limitation, any judicial review or injunction application, and any claim against the Regional District and its elected officials, officers and employees for damages, expenses or costs, loss of profits, loss of opportunity or any consequential loss for any reason, including any such claim, action or proceeding arising from:

- 1) any actual or alleged unfairness on the part of the Regional District at any stage of the proposal process, including without limitation, any alleged unfairness in the evaluation of a proposal or award of a contract;
- 2) a decision by the Regional District not to award a contract to that proponent; or
- 3) the Regional District's award of a contract to a proponent whose proposal does not conform to the requirements of this RFP.

#### **Proof of Ability**

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

#### **Discrepancies or Omissions**

Proponents finding discrepancies, errors, or omissions in this RFP, or requiring clarification on the meaning or intent of any part therein, should immediately request in written form **by email**, clarification from Melanie Perrin, mperrin@rdffg.bc.ca. Upon receipt of the emailed request for clarification, written instructions or explanations will be sent by email to all proponents registered as having returned the Acknowledgement Letter. The Regional District will not accept responsibility for any damages, costs or expenses incurred by a proponent in reliance on oral instructions. Any work done in preparation of a proposal after discovery of

discrepancies, errors, or omissions in the RFP will be done at the proponent's risk unless the discrepancy, error, or omission is reported to Ms. Perrin in accordance with this provision.

NOTE: the last day that requests for clarification or inquiries may be made is Wednesday, May 1, 2019 in order that addendum(s), if necessary, are issued in time for all proponents to complete their submission and have it delivered to the Regional District office prior to the closing time and date of the RFP.

### **Proposal Format**

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

- a) Proponents will complete:
  - Schedule of Prices completed, signed, and witnessed;
  - Conflict of Interest Disclosure Statement completed and signed;
  - Completed Appendix A - Specification Sheets; and
  - Completed Appendix B – Optional Equipment for 4-Wheel Drive Pickup Truck.
- b) Additional information that the proponent may choose to provide.
- c) All amendments and addenda, if any, issued for this RFP. Each amendment and addenda must be **signed** by the proponent and be included with their proposal submission and will form part of the Contract documents.

### **Prices & Specifications**

The prices shown on the Schedule of Prices 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 RFP specifications, pricing is to be submitted for the supply and delivery of one, 4-wheel drive pickup truck pursuant to all terms and conditions outlined in the proposal documents and attached specification sheets (Appendix A) herein, F.O.B. Prince George, BC and shall be good for the duration of ninety (90) days from the date of proposal opening.

### **Proposal Evaluation Process**

Evaluation of proposals will be by the Regional District in order to provide a recommended award of contract (the "Contract"). Proposals should be clear, concise, and complete.

The following proposal evaluation methodology will be used by the committee to evaluate the proposals received:

- |   |                   |
|---|-------------------|
| a) Compliance with RFP requirements                     | <b>5%</b>         |
| b) Price  | <b>40%</b>        |
| c) Delivery Date  | <b>5%</b>         |
| d) Proponent's ability to meet or exceed specifications | <b><u>50%</u></b> |
|   | <b>TOTAL 100%</b> |

Throughout the evaluation process, the Regional District, at its sole discretion, may request additional written clarification and/or supplemental information from selected proponents as part of the evaluation process.

### **Award of Contract**

The Regional District intends to award a Contract to the proponent who most closely meets the conditions and specifications herein for the best value.

The Contract is expected to be awarded not later than May 16, 2019. All proponents 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 Contract to supply and deliver the 4-wheel drive pickup truck will be in the form of:

- the complete CS-19-03 RFP document, including all appendices, amendments or addenda;
- Vendor's proposal submission; and
- a Contract Agreement similar to the sample provided in Appendix C of this RFP.

A purchase order from the Regional District to the Vendor will be authorization to pay the Vendor.

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

### **Ownership of Proposals and Freedom of Information**

Proposals 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 RFP. Each proposal should clearly identify any information that is considered to be confidential or propriety information. Proponents are responsible to review the *Freedom of Information and Protection of Privacy Act* for further information.

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



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**ACKNOWLEDGEMENT LETTER**

The undersigned has received a full set of RFP CS-19-03 Supply and Delivery of One 4-Wheel Drive Pickup Truck.

\_\_\_\_\_  
Authorized Signatory Signature

\_\_\_\_\_  
Name of Proponent

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, Province, Postal Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Date

I/We presently intend to  provide  not provide a proposal.

Please return immediately by email to:

Melanie Perrin, Manager of Public Safety Operations  
Regional District of Fraser-Fort George  
155 George Street  
Prince George, BC V2L 1P8

Email: [mperrin@rdffg.bc.ca](mailto:mperrin@rdffg.bc.ca)



**SCHEDULE OF PRICES**

Description: one 4-wheel drive, pickup truck as per Specifications contained in Appendix A, price to include duties, royalties, handling, levies, transportation, delivery, dealer preparation, overhead, profit and all other charges.

Price (Canadian Funds)	\$ _____
Environmental Levy (Tire and Battery) (Canadian Funds)	\$ _____
GST	\$ _____
PST	\$ _____
<b>Total Price</b>	\$ _____

Estimated delivery date from date of award of RFP (May 16, 2019): \_\_\_\_\_

Are you a GST Registrant?  Yes     No

If YES, Tax Registration Number: \_\_\_\_\_

If NO, please complete the following:  
Supplier qualifies as a small supplier under s. 148 of the legislation  Yes     No

\_\_\_\_\_  
Authorized Signatory Signature

\_\_\_\_\_  
Name of Proponent

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, Province, Postal Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Date



**CONFLICT OF INTEREST DISCLOSURE STATEMENT**

**Request for Proposals CS-19-03  
Supply and Delivery of One 4-Wheel Drive Pickup Truck**

Vendor Name: \_\_\_\_\_

The Vendor, including its officers, employees, and any person or other entity working on behalf of, or in conjunction with, the Vendor on this procurement process:

- is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.
  
- has not, and will not, participate in any improper procurement practices that can provide the Vendor with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in bid rigging.
  
- has an actual, perceived or potential conflict of interest regarding this procurement process as a result of:

State reasons(s) for Conflict of Interest:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By signing below I certify that all statement made on this form are true and correct to the best of my knowledge.

\_\_\_\_\_  
Print Name of Person Signing Disclosure

\_\_\_\_\_  
Representing: Company/Vendor Name

\_\_\_\_\_  
Signature of Person Making Disclosure

\_\_\_\_\_  
Date Signed

### APPENDIX A - 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 columns for the proponent to confirm compliance or non-compliance with the specification and to specify variations. These columns must be completed and submitted and will be a factor in determining the successful proposal.

ITEM	SPECIFICATION	COMPLIANT	NON-COMPLIANT	STATE THE VARIATION OF ITEM BEING SUPPLIED
Model	To be a new 2018 or 2019 full size crew cab long box pick-up truck. Must be four-wheel drive.			
Passenger capacity	To carry 5 adult passengers.			
Seats	Front 40/console/40 with fully adjustable driver seat, rear bench.			
Engine	Engine to be a 6.0L or better. To be gas.			
Fog lamps	To be included.			
Cab & Doors	Cab – is to be a full size crew cab design with 4 doors and power locks. To be keyless entry.			
Wheelbase	Minimum 4,200 mm			
4WD	Electric or Manual shift locking hubs			
Block Heater	Cold Climate Package			
Remote Control Start	Factory installed.			
Transmission	Automatic			



ITEM	SPECIFICATION	COMPLIANT	NON-COMPLIANT	STATE THE VARIATION OF ITEM BEING SUPPLIED
Engine Cooling System	Anti-freeze to -45 °C			
Differential	Minimum Posi Trac. 3.70 to 4.30 ratio. Locking ability preferred. State what is provided in bid:			
Hill Decent Control	To be included.			
Traction Control System	To be included.			
Steering	Power			
Brakes	ABS			
Tires	All Terrain 10 ply with Tri Peak Snowflake Rating.			
Instrument Panel Gauges	Voltmeter, tachometer, engine temp, oil pressure			
Windshield Wipers	Variable Intermittent.			
Windshield	To have tinted glass.			
Cab Climate Control	Air conditioning/high output heater			
Battery	Dual, Minimum 720 CCA with heavy duty alternator.			
Cruise Control				



ITEM	SPECIFICATION	COMPLIANT	NON-COMPLIANT	STATE THE VARIATION OF ITEM BEING SUPPLIED
Finish – Exterior and Interior	Exterior – Strong preference is for a red exterior. White may be considered. State what is being provided in bid _____.  Interior Color– Prefer a medium to dark color.			
Tow hooks	Two tow hooks to be located on the front.			
Undercoat/Rust Proofing	Required			
Warranty (minimum)	State what is being provided:			
Trailer Towing Capacity/Package	Minimum 5534 kg with integrated brake controller.			
Towing Package	State Load Limit. Receiver to match tow capacity at a minimum.			
Payload	Minimum 4491kg.			
Trailer guidance and sway control system.	To be included.			
GVWR	4990kg.			
Outside Mirrors	Left and Right power adjustable tow mirrors, to be foldable.			
Truck Box length	8 Foot.			
Reverse sensing system with rear mounted back-up camera.	To be included.			
Skid Plates	To be included.			



ITEM	SPECIFICATION	COMPLIANT	NON-COMPLIANT	STATE THE VARIATION OF ITEM BEING SUPPLIED
Radio/Bluetooth	Minimum AM/FM. To have hands-free communications/with Bluetooth.			
Delivery Date	Delivery Date, state earliest date truck could be delivered  Preference is for an early as possible delivery date, but will be flexible for the right truck.			
Fuel tank capacity	Prefer a large fuel tank size.			

**APPENDIX B**

**OPTIONAL EQUIPMENT FOR NEW 4-WHEEL DRIVE PICKUP TRUCK**

<b>The Vendor may choose to additionally bid on items included in Appendix B. If Vendor wishes to bid, please provide specifications/brands/manufacturer etc. for options listed below. These items are to be quoted separately, <u>not</u> to be included in your price on the Schedule of Prices.</b>		<b>Price (excluding taxes)</b>
1.	Winter tires: four studded winter tires mounted on separate rims (ie. Hankook i-Pikes) and four chains to match the tires.  State what is being provided in quoted price.	
2.	Floor mats: Heavy duty black vinyl mats for floors (ie: Husky, WeatherTech)  State what is being provided in quoted price.	
3.	Seat covers: seat covers for front seats.  State what is being provided in quoted price.	
4.	Spray in bed liner for pickup box.  State what is being provided in quoted price.	
5.	Built-in 12V to 110V inverter.  State what is being provided in quoted price.	
6.	Tinted Crew Cab windows.	



**APPENDIX C**

**SAMPLE CONTRACT CS-19-03  
Supply and Delivery of One 4-Wheel Drive Pickup Truck**

BETWEEN:

**REGIONAL DISTRICT OF FRASER-FORT GEORGE**, a local government incorporated pursuant to the *Local Government Act* and having its business office located at:  
155 George Street  
Prince George, BC V2L 1P8  
(hereinafter called "the Regional District")

AND:

**VENDOR NAME**  
a company duly incorporated under the laws of British Columbia and having a place of business at:  
address  
address  
(hereinafter called the "Vendor")

OF THE FIRST PART

OF THE SECOND PART

WITNESSETH that the Vendor and the Regional District undertake and agree as follows:

1. The Vendor will:  
  
Supply a 4-wheel drive pickup truck pursuant to all the terms, conditions and specifications outlined in Request for Proposal CS-19-03, F.O.B. Prince George, BC.
2. The Regional District will pay to the Vendor, as full compensation for the performance and fulfillment of this Contract, \$\_\_\_\_\_ (plus applicable taxes) in Canadian funds. Payment will be made within 30 days of receipt by the Regional District of an invoice for the pickup truck in accordance with the Contract, unless other payment terms are specified in the Vendor's proposal and are acceptable to the Regional District. The Regional District may, in its sole discretion hold back payment(s) otherwise due to the Vendor should the pickup truck not meet the specifications of the Contract. This holdback may be held, without interest, until such deficiency is remedied. The item(s) of deficiency and the amount of related holdback shall be provided by the Regional District in writing to the Vendor.
3. The Request for Proposal, including all Appendices, amendments and addenda if any, Vendor's proposal submission, and any information that the Vendor provides are incorporated herein, to the intent and purpose as though recited in full herein, and the whole will form the Contract and will enure to the benefit of, and be binding upon, the parties hereto and their successors, executors, administrators, and assigns.
4. The Vendor, by signing this Contract and by completing the Conflict of Interest Disclosure Statement, further affirms that no conflict of interest exists or prevents their entering into this Contract.
5. In the event of a dispute between the Regional District and the Vendor, this Contract will be governed by, and will be construed and interpreted in accordance with, all the laws of the Province of British Columbia.
6. The Vendor will adhere to the warranty conditions outlined in the Vendor's proposal submission and as outlined in section 7 below.



7. The warranty provisions are as follows:
  - a. *To be completed based on the Vendor's proposal submission.*
8. No implied contract of any kind whatsoever, by or on behalf of the Regional District, will arise or be implied from anything contained in this Contract or from any position or situation of the parties at any time, it being understood and agreed that the express contracts, covenants and agreements made herein by the parties hereto are, and will be, the only contract, covenants and agreements on which any rights against the Regional District may be founded.
9. Subject to Section 8, this Contract will supersede all communications, negotiations, and agreements, either written or verbal, made between the parties hereto in respect of matters pertaining to this Contract prior to the execution and delivery hereof.
10. All communications in writing between the parties will be deemed to have been received by the addressee if delivered to the individual, or to a member of a firm, or to the Regional District for whom they are intended, or if sent by hand delivery, mail or registered mail as follows:  
  
*Vendor Name and Address*  
  
Melanie Perrin, Manager of Public Safety Operations, Regional District of Fraser-Fort George at 155 George Street, Prince George, BC V2L 1P8.
11. Where it is beyond control of the Vendor to meet the completion date as stipulated herein, the Vendor must immediately notify the Regional District in writing. It shall be at the Regional District's sole discretion to extend the completion date or waive any part or clause of this Contract.

IN WITNESS WHEREOF the parties have duly executed this Contract.

SIGNED ON BEHALF OF THE  
**REGIONAL DISTRICT OF FRASER-FORT GEORGE**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
GM of Legislative and Corporate Services

\_\_\_\_\_  
Date

SIGNED ON BEHALF OF  
**VENDOR NAME**

DO NOT SIGN SAMPLE ONLY

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Name and Title) (Please print)

DO NOT SIGN SAMPLE ONLY

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Name and Title) (Please print)