

INVITATION TO QUOTE NO. FR 25-01

SUPPLY AND DELIVERY OF ONE (1) NEW HYBRID
½ TON PICKUP TRUCK

ISSUE DATE:
AUG 01, 2025

CLOSING DATE AND TIME:
AUG 15, 2025 - 2:00 PM (PST)

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INVITATION TO QUOTE

The Corporation of the Township of Esquimalt invites quotes for the supply and delivery of One (1) Half Ton Hybrid Pickup Truck, as per the enclosed Specifications herein.

Quotes are to be submitted via email as a PDF attachment to neal.widdifield@esquimalt.ca. The email submission subject line must clearly state "**ITQ No. FR 25-01 – SUPPLY AND DELIVERY OF ONE (1) HALF TON HYBRID PICKUP TRUCK**", Bids will be received up to 2:00 PM (PST) on August 15, 2025.

Interested parties can obtain the Invitation to Quote documents online at www.esquimalt.ca, www.bcbid.gov.bc.ca.

The lowest or any Tender will not necessarily be accepted.

Neal Widdifield
Esquimalt Fire Rescue Services
Township of Esquimalt

INSTRUCTIONS TO BIDDERS

1. Quotes will only be considered when properly submitted on the official Form of Tender. All submissions are required to be emailed as a PDF attachment to neal.widdifield@esquimalt.ca, with subject line identified as " **ITQ No. FR 25-01 – SUPPLY AND DELIVERY OF – ONE (1) HALF TON HYBRID PICKUP TRUCK**" before **2:00 PM (PST), August 15, 2025**.

Please Note: Email submissions could be delayed or rejected by the Township of Esquimalt's email security system. The onus is on the tenderers to make sure the Township receives the email submission.

Maximum email submission size is 35 MB. If email submission is larger than 35 MB, please submit in multiple emails.

2. Tender hardcopies will **Not** be accepted. Quotes may be revised by email, provided that any revisions concerning financial consideration must state only the amount by which a figure is to be increased or decreased, and not any new revised totals. Revisions must be received prior to **1:45 PM, August 15, 2025** to neal.widdifield@esquimalt.ca. Respondents assume **ALL** responsibilities for email submission.
3. The price quoted shall be in Canadian Funds and will include all and every cost, including tax. Pricing shall be held firm for a period of 90 (**NINETY**) days.
4. The bidder may submit equipment literature with the tender. This literature will be viewed as background information only and does not form part of the completion of the specifications evaluation criteria. In order for equipment information to be reviewed and evaluated the bidder must complete the specification sheet of the tender.
5. The specifications for this equipment are minimum specifications. Any additions or variations from the minimum specifications must be noted.
6. Evaluation Criteria
 - 6.1. The evaluation of the tender will be carried out by a weighted evaluation strategy. The lowest priced tender may not be the successful bid in the process. The following criteria outlined below will be utilized in the evaluation of the tender.

6.1.1. Cost	45%
Specifications	30%
Delivery	15%
Local Servicing	5%
Warranty	5%

- 6.2. The following paragraphs provide a brief description for the above criteria to assist the Bidder in providing the information that is expected by the Township.
 - 6.2.1. **Cost** – Quotes will be evaluated on their own and in comparison to the allocated budget amount and each other.
 - 6.2.2. **Specifications** - The Bidder shall complete every space in **SECTION 2 - BIDDER'S RESPONSE** column with either a check mark (√☐) in the Yes box to indicate the item being bid meets the specification or a check mark (√☐) in the No box and a description to indicate any deviation of item being bid from the specifications, any deviations from these specifications which, in the opinion of the Township do not affect the overall requirements of the unit may be considered. Dealer supplied or installed components must be noted in the right hand column.
 - 6.2.3. **Delivery** - The bidder is to assume that the notice of award of the tender should be on or before **August 29, 2025** and provide a delivery schedule from this point.
 - 6.2.3.1. **FOB POINT** – Corporation of the Township of Esquimalt, Esquimalt Fire Rescue Services 101-1151 Esquimalt Road, Esquimalt BC.
 - 6.2.4. **Local Servicing** - The vendor must be fully authorized by the manufacturer to sell, service, and provide warranty support for the proposed equipment. The vendor must identify where servicing is to be provided. Down time of equipment is to be minimized, therefore a preference is for local servicing. The Township of Esquimalt mechanics shop and personnel are to be designated as a warranty depot for minor repairs. Indicate, in the space provided in the Specifications under Warranties, details on the type of repairs that can be done within the Township's shop.
 - 6.2.5. **Warranty** - Bids must clearly show warranty and/or guarantee for the equipment. Any repairs or service in conjunction with the warranty and or guarantee shall be at no cost to the Township of Esquimalt. There will be no additional costs for freight or technician travel time.
7. The Municipality of Esquimalt reserves the right to refuse acceptance of any vehicle damaged prior to FOB delivery point.
8. **Acceptance & Rejection of Tenders**
Notwithstanding any custom in the trade, the owner reserves the full right to, in its sole discretion and according to its own judgement and best interest:
 - 8.1. Reject any and/or all quotes.
 - 8.2. Waive any minor technical or formal defect in a tender and accept that tender.
 - 8.3. Award the contract to other than the lowest bidder.
 - 8.4. To accept any quote.
 - 8.5. To reject any and/or all irregularities in the tenders submitted.

- 8.6. To make decisions with due regard to quality of service, experience, compliance with requirements and any other such factors as may be necessary in the circumstances.
- 8.7. Without limiting the generality of the foregoing, any quote may be disqualified or rejected which is incomplete, obscure or irregular, which has erasures or corrections in the Form of Tender, in which prices are omitted or are unbalanced.
- 8.8. To reject any and/or all tenders that exceeds the budget for this equipment.
- 8.9. To cancel or reissue the tender without any changes, in the event that only one compliant response is received, and/or if the fees submitted exceed the estimated budget for this project.
- 8.10. To accept or reject any trade-in allowances.

9. **Cancellation**

The Corporation of the Township of Esquimalt reserves the right to cancel this process at any time and for any reason, and will not be responsible for any loss, damage, cost or expense incurred or suffered by any bidder as a result of that cancellation.

10. **Conflict of Interest**

The Bidder warrants that the Bidder is not employed by the Township, nor is an immediate relative of such an employee, if the goods or services to be supplied under this Tender are intended to be supplied to the department in which such employee works.

If the Bidder is a company, the Bidder warrants that none of its officers, directors or employees with authority to bind the company are employees of the Township or immediate relatives of employees of the Township, if the goods or services to be supplied under this Tender are intended to be supplied to the department in which such employee works.

In this section "Immediate Relative" means a spouse, parent, child, brother, sister, brother-in-law, or sister-in-law of a municipal employee.

11. **Solicitation**

If any director, officer, employee, agent or other representative of a Bidder makes any representation or solicitation to the Mayor, any Councillor, officer or employee of the Corporation with respect to the Quote, whether before or after the submission of the Tender, the Corporation shall be entitled to not accept the Tender.

12. Disclaimer

Bidders responding to this competitive process agree to the terms and conditions of the bid opportunity as issued by the Township of Esquimalt. Submissions shall not contain any alterations to the posted document other than entering data in the spaces provided or including attachments as necessary. Bidders who alter the document as issued may be disqualified from this competition.

13. No Claim for Compensation

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

14. Agreement on Internal Trade / Tilma

This procurement may be covered by the Agreement on Internal Trade, Annex 502.4 - Procurement ("AIT") and by the NWPTA.

15. Addenda

Any and all addendums to this bid opportunity will be posted on our website at www.esquimalt.ca, and BC Bid at www.bcbid.gov.bc.ca. It is the sole responsibility of participants to make sure that they are in receipt of all addendums prior to the tender closing.

The Township of Esquimalt will not issue addenda less than three (3) days prior to the closing date without a corresponding reasonable extension of the closing date.

16. Form of Tender

16.1. Each bidder shall state in the space provided on the Form of Tender, the receipt and inclusion of Addenda issued prior to the Tender closing.

16.2. Failure to include all Addenda issued may render the Tender invalid.

17. Clarification of Contract Documents

17.1. The bidder must carefully examine the Tender documents. Should a bidder find discrepancies in, or omissions from the document or specifications, or should the bidder be in doubt as to their meaning, the bidder should at once notify the Township of Assistant Fire Chief – Neal Widdifield in writing. The bidder may not claim, after the submission of a Tender, that there was any misunderstanding with respect to the conditions imposed by the documents.

17.2. No claim by the bidder of unsuitability or unavailability of material will be accepted unless submitted in writing at least **THREE (3)** calendar days before the Tender closing date, and approval by the owner is granted, prior to Tender closing.

17.3. Written Addenda will be issued to amend the Tender documents if required.

17.4. No verbal agreement or conversation made or had at any time with any officer, agency or employee of the Owner shall affect or modify any of the terms or obligations herein stated.

18. All inquiries must be directed to:

Neal Widdifield
Assistant Chief, Esquimalt Fire Rescue Services
Corporation of the Township of Esquimalt
Phone: 250-414-7121
Email: neal.widdifield@esquimalt.ca

19. Submissions

Multiple tenders from any one vender will be accepted. All tenders must be submitted on their own tender form. A Tender form with multiple submissions will be disqualified and returned to the vender without further consideration.

20. Mandatory Disposal of Existing Units

Bidders who submit a tender are required to take into their possession the existing units as is / where is condition.

Not applicable.

21. Inspection of Trade-Ins

Not applicable.

FORM OF TENDER

In accordance with the "Instructions to Bidders, Form of Tender, Schedules A through E and Specifications" as supplied and which I/we have carefully read, the undersigned hereby offers to supply the equipment listed in accordance with said specifications at the following price:

TOTAL PRICE \$ _____ (carried forward from Schedule "B")

The Total price tendered hereby includes and covers duties, value added taxes, handling charges, transportation charges, levies and all other charges to supply the tendered items.

DATED THIS _____ DAY OF _____, 2025

The undersigned warrants that they have the authority to bind the company to this contract.

Company Name: _____

Address: _____

City: _____ Postal Code: _____ Phone No: _____

Signature of Signing Officer

Name and Title (please print)

Signature of Witness

Witness Name (please print)

SCHEDULE "A" – ADDENDA

(See "Instructions to Bidders" Section 15)

Acknowledgement is hereby made of receipt and inclusion of the following Addenda to the contract documents.

Addendum No. 1	Date _____	No. of Pages _____
Addendum No. 2	Date _____	No. of Pages _____
Addendum No. 3	Date _____	No. of Pages _____

SCHEDULE “B” – PRICE SHEET

All prices to be stated in Canadian currency.

ITEM	DESCRIPTION	QUANTITY & UNIT OF ISSUE	UNIT PRICE	EXTENDED PRICE
1	One (1) Hybrid Utility Vehicle 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	1 each	\$	\$
2	Less Point-of-Purchase EV Rebate: <i>If applicable, please specify</i>			
3	Environmental Levy for Air Conditioning	1 each	\$	\$
4	Environmental Levy for Tires	1 each	\$	\$
5	Environmental Levy for Batteries	1 each	\$	\$
6	Other Levies, Fees, or Taxes (Please identify)			
7	GST		\$	\$
8	PST		\$	\$
TOTAL PRICE				\$
“Please carry Total Price forward to Form of Tender”				

Optional:

DESCRIPTION	UNIT PRICE EXCLUDING GST & PST
Extended Warranty: (Specify terms)	\$

SCHEDULE “C” – SPECIFICATIONS

EQUIPMENT: ONE (1) NEW ELECTRIC HALF TON PICKUP TRUCK

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.

<i>Please note that this vehicle must be road legal and capable of transporting staff on municipal/provincial roadways.</i>	Does equipment comply to specifications? (Yes/No)		If equipment does not comply, indicate Manufacturer's specifications of equipment offered.
Year: New 2025 or newer			
Please Specify	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Make:			
Please Specify	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Model:			
	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Specific Requirements			
Crew Cab (4) doors	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Powertrain (engine): Hybrid Model	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Powertrain (Drive): 4X4	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Powertrain (Transmission): Automatic	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Suspension: leveling	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Alternators - 1 or 2	1 <input type="checkbox"/>	2 <input type="checkbox"/>	
Block Heater	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Wireless Remote start	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Box: Spray in liner	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Box: Hard (flip style) - locking tonneau cover	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Dual Bucket Seats (40/console/40)	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Radio with Bluetooth connectivity	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Navigation	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Rubber floor mats throughout	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Power windows	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Power door locks	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Power/heated mirrors	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Air Conditioning	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Full size spare tire mounted on rim	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Dark colour interior – state colour:	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Colour – Red or Black or Dark Grey	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Heavy Duty cloth seat covering or better	Y <input type="checkbox"/>	N <input type="checkbox"/>	

Trailer Towing Package with wiring and class IV receiver.	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Integrated Trailer brake controller	Y <input type="checkbox"/>	N <input type="checkbox"/>	
State maximum towed trailer weight	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Four (4) remote keys (Fobs) all keyed and programmed alike	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Two (2) operating Manuals	Y <input type="checkbox"/>	N <input type="checkbox"/>	
One (1) Service Repair Manual	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Mud Flaps	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Integrated back up camera	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Running boards	Y <input type="checkbox"/>	N <input type="checkbox"/>	

SCHEDULE "D" – WARRANTIES

Warranty:		
Powertrain - Please State		
Body Structure, Workmanship and Materials – Please State - Please State		
Supply list and cost of any extended warranties available - Please State		

LOCAL SERVICING

Location of service depot:

List types of minor warranty repairs Township of Esquimalt mechanics can perform:

VALUE ADDED

Please include any additional information that may not have been requested within this tender, but which you consider to be of importance or worthy of consideration in the decision process for this Tender.

SCHEDULE "E" – DELIVERY

Based on the date set forth in the Instructions to Bidders indicate delivery time in weeks for delivery of the specified units in _____ weeks.