



INVITATION TO TENDER No. PW 19-04

SUPPLY & DELIVERY OF

**ONE (1) 5,896 kg GVWR CAB AND CHASSIS TRUCK
FITTED WITH FLAT DECK DUMP BOX**

**DUE DATE:
DECEMBER 4, 2019**

**CLOSING TIME:
2:00 PM Local Time**

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INVITATION TO TENDER

The Township of Esquimalt is seeking Tenders for the supply and delivery of One (1) 5,896kg GVWR Truck Cab and Chassis fitted with Flat Deck Dump Box, as per the enclosed Specifications herein.

Interested parties can obtain the Invitation to Tender documents from the Township of Esquimalt website at www.esquimalt.ca or BC Bid at www.bcbid.gov.bc.ca.

The lowest or any Tender will not necessarily be accepted.

Mark Harper
Public Works Manager
Township of Esquimalt

INSTRUCTIONS TO BIDDERS

1. Tenders will only be considered when properly submitted on the official Form of Tender. All submissions are required to be in a sealed envelope clearly marked "**INVITATION TO TENDER No. PW 19-04 – ONE (1) 5,896 kg GVWR TRUCK CAB AND CHASSIS FITTED WITH FLAT DECK DUMP BOX**" and delivered to the Corporation of the Township of Esquimalt Municipal Hall 3rd Floor, Department of Engineering and Public Works, 1229 Esquimalt Rd. Esquimalt, B. C., V9A 1P3, up to the closing time of **2:00 p.m. local time, December 4, 2019**. Tenders not submitted to the proper location and by the proper time will be returned unopened to the sender. The clock in the Department of Engineering and Public Works will be used for the official closing.
2. 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.
3. 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.
4. The specifications for this equipment are minimum specifications. Any additions or variations from the minimum specifications must be noted.
5. Evaluation Criteria
 - 5.1. 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.

5.1.1.	Cost	40%
	Specifications	30%
	Delivery	15%
	Local Servicing	10%
	Warranty	5%
 - 5.2. 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 for the Tender.
 - 5.2.1. **Cost** – Tenders will be evaluated on their own and in comparison to the allocated budget amount and each other.

- 5.2.2. **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.
- 5.2.3. **Delivery** - The bidder is to assume that the notice of award of the tender is anticipated to be during the week of **December 16, 2019** and provide a delivery schedule from this point.
- 5.2.3.1. **FOB POINT** – Corporation of the Township of Esquimalt, Public Works, 601 Canteen Rd, Esquimalt BC
- 5.2.4. **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.
- 5.2.5. **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.
6. The Municipality of Esquimalt reserves the right to refuse acceptance of any vehicle damaged prior to FOB delivery point.
7. **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:
- 7.1. Reject any and/or all tenders;
- 7.2. waive any minor technical or formal defect in a tender and accept that tender;
- 7.3. award the contract to other than the lowest bidder;
- 7.4. to accept any tender;
- 7.5. to reject any and/or all irregularities in the tenders submitted;
- 7.6. 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;
- 7.7. Without limiting the generality of the foregoing, any tender 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;
- 7.8. to reject any and/or all tenders that exceeds the budget for this equipment;

7.9. 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;

7.10. to accept or reject any trade-in allowances.

8. Cancellation

The Corporation of the Township of Esquimalt 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 any bidder as a result of that cancellation.

9. 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.

10. 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 Tender, whether before or after the submission of the Tender, the Corporation shall be entitled to not accept the Tender.

11. 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.

12. 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.

13. 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.

14. 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.

14.1. Form of Tender

- 14.1.1. 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.
- 14.1.2. Failure to include all Addenda issued may render the Tender invalid.

14.2. Clarification of Contract Documents

- 14.2.1. 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 Esquimalt's Public Works Manager 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.
- 14.2.2. 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.
- 14.2.3. Written Addenda will be issued to amend the Tender documents if required.
- 14.2.4. 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.

15. All inquiries must be directed to:

Mark Harper
Public Works Manager
Corporation of the Township of Esquimalt
Phone: 250-414-7158
Fax: 250-361-9934
Email: mark.harper@esquimalt.ca

16. 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.

17. Trade-Ins

There will be no trade-in. The Township of Esquimalt will dispose of the existing unit(s).

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 _____, 2019

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

Company Name: _____

Address: _____ City: _____

Postal Code: _____ Phone: _____

Signature of Signing Officer

Name and Title (please print)

Signature of Witness

Name (please print)

SCHEDULE "A" - ADDENDA

(See "Instructions to Bidders" Section 14)

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" - Cost

ITEM	QTY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	1	Truck Cab and Chassis c/w cabinets and fitted with dumping flat deck	\$ _____	\$ _____
	1			\$ _____
		Environnemental Levy		\$ _____
		GST		\$ _____
		PST		\$ _____
		TOTAL PRICE		\$ _____
		"Please carry Total Price forward to Form of Tender"		

SCHEDULE “C” - SPECIFICATIONS

EQUIPMENT: ONE (1) 5,896 kg GVWR TRUCK CAB AND CHASSIS

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.

CAB AND CHASSIS	Does equipment comply to specifications? (Yes/No)		If equipment does not comply, indicate Manufacturer's specifications of equipment offered
Year: 2019 or newer			
Please Specify:	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Make:			
Please Specify:	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Model:			
Low Cab Forward - Crew Cab	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Two (2) doors	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Gross Vehicle Weight:			
Minimum 5,896 KG (13,000 lb)	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Engine:			
Gasoline powered engine	Y <input type="checkbox"/>	N <input type="checkbox"/>	
4 or 6 cylinder diesel or Minimum 8 cylinder gasoline	Y <input type="checkbox"/>	N <input type="checkbox"/>	
State horsepower rating:	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Torque	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Dry type air filter	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Heavy duty radiator	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Fuel tank – minimum 95 litre (25 gal)	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Hour meter	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Auto service indicator	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Cooling System:			
Transmission cooler	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Cross flow radiator	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Thematically controlled fan	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Long life coolant	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Transmission and Steering:			
Automatic transmission c/w HD cooler	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Power assist	Y <input type="checkbox"/>	N <input type="checkbox"/>	

	Does equipment comply to specifications? (Yes/No)		If equipment does not comply, indicate Manufacturer's specifications of equipment offered
Brakes:			
Front disc	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Rear disc / Rear drum	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Four (4) wheel antilock system	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Axles and Suspension			
Four wheel drive	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Payload (deck installed)	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Heavy duty shock absorbers	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Multi-leaf rear springs	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Limited slip differential	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	
Full floating rear axle	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Cab to Axle: minimum 84" (2133mm) (to suit 10' flat deck dump box by others)	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Chassis and underframe of body shall be treated with a corrosion inhibitor (rust proofed)	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Tires and Rims:			
Front tires must be 19.5" steel rims	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Rear tires must be 19.5" steel rims	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Tires to be all season radial	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Full size spare tire mounted on rim	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Cab:			
Standard cab trim	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Dark colour interior – state colour:	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Heavy duty vinyl seat covering	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Bench seat	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Moulded cab step under each door	Y <input type="checkbox"/>	N <input type="checkbox"/>	
12 volt power point	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Full instrument cluster	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Dome light	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Tinted glass	Y <input type="checkbox"/>	N <input type="checkbox"/>	
AM/FM radio	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Vinyl or rubber floor mats throughout	Y <input type="checkbox"/>	N <input type="checkbox"/>	

	Does equipment comply to specifications? (Yes/No)		If equipment does not comply, indicate Manufacturer's specifications of equipment offered
Exterior Colour:			
Exterior colour must be high quality factory White	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Base coat and clear coat	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Front bumper painted or chrome	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Windows:			
Power windows	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Doors:			
Power door locks	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Power/heated mirrors (swing away design to suit flat deck width)	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Heater Defrost and Air Conditioning:			
High output heater c/w defrost	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Air conditioning	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Electrical System:			
Alternator: 12 volt, 105 AMP minimum	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Battery: 750 C.C.A. minimum	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Dual electric horns	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Intermittent windshield wipers	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Circuit breakers in lieu of fuses			
Provision of two fused auxiliary connection points for municipally installed electrical equipment: 1 – 20 amp 1 – 30 amp	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Towing:			
Trailer Towing Package With Wiring and Receiver	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Two front tow hooks	Y <input type="checkbox"/>	N <input type="checkbox"/>	
State maximum towed trailer weight:	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Keys:			
Six (6) keys all keyed and programmed alike	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Miscellaneous:			
Back up alarm	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Operating Manuals / Service Manuals:			
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"/>	

Warranty:		
Engine – Minimum 5 Years		
Powertrain coverage – Minimum 5 Years		
Cab and Chassis		
Supply list and cost of any extended warranties available		

LOCAL SERVICING

Location of service depot

List types of minor warranty repairs Township of Esquimalt Mechanics can perform

EQUIPMENT: ONE (1) FLAT DECK DUMP BOX

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.

FLAT DECK DUMP BOX	Does equipment comply to specifications? (Yes/No)		If equipment does not comply, indicate Manufacturer's specifications of equipment offered
Year: 2019 or newer			
Please Specify:			
Make:			
Please Specify:			
Model:			
Please Specify:			
Dumping Flat Deck:			
9.0 ft x 7.5 ft (3.05 m x 2.3 m) aluminum flat deck			Inside width: _____" (_____ mm) Inside length: _____" (_____ mm)
Inside dimensions: state			
12" (300 mm) split swing tailgate with fold down aluminum sides (formed from minimum 1/8 aluminum with 3/16 liner)			
Floor: 1/4" (4.8 mm) aluminum 5086T6 plate			
Cross members: 3" (75 mm) @ 15" (380 mm) centers			
Longsills: 6" (150 mm)			
Cab Protector: Minimum cab height, screened window cut out in center			
Load Binders: Six (6) flush mount D rings rated for 5000 lbs			

	Does equipment comply to specifications? (Yes/No)		If equipment does not comply, indicate Manufacturer's specifications of equipment offered
Mud flaps			
Finish: prep all metal prior to primer and high quality enamel paint finish. Colour: Black			
Tool Cabinets:			
Between Cab and Deck: one on each side, full height cabinets as detailed below.			
Under deck: one on each side, between full height cabinet and rear wheels.			
Cabinets: 1/8" all welded aluminum			
Cabinet Height: as detailed below in layout			
Cabinet Doors: 5/32" aluminum with 1/8" hat section stiffeners.			
Shelving: 1/8" aluminum, adjustable in 2" increments, lock in position with 1 1/2" raised front and rear lip.			
Hinges: polished stainless steel with rubber mounts, nylon inserts and nylon fasteners.			
Handles: polished stainless steel T-bars with spring loaded lock covers.			
Latching: 3-point stainless steel with door tightness adjustment.			
Door Retainers: stainless steel door springs that lock into position and have dual stainless steel over extension cables (lower cabinets to have doors retained in horizontal position).			
Paint: automotive grade white paint on exterior surfaces. Interiors in a matching flat finish.			

	Does equipment comply to specifications? (Yes/No)	If equipment does not comply, indicate Manufacturer's specifications of equipment offered
<p>Cabinet Layout:</p> <p>Driver side: 16" H x 16" D, length to suite available space</p> <p>1 – horizontal aluminum door under deck cabinet</p> <p>Passenger side: 16" H x 16" D, length to suite available space</p> <p>1 – horizontal aluminum door under deck cabinet</p>		
Hoist:		
Front mount telescopic hydraulic hoist with minimum 5 ton (4,500kg) lift capacity.		Capacity _____ kg (_____ lb)
Hoist dump valve with built in overload		
Hydraulic Power-Pac		
Controls: All in-cab mounted		
Tow Hitch:		
Trailer Towing Package With Wiring and Receiver		
Square receiver, removable hitch		
Ball mounting height: 22" (560 mm) (variance of ± 2 " (50 mm) allowed)		Ball height _____ mm (_____ inch)
State any conflict with deck tilting to dump:		
Operating Manuals / Service Manuals:		
Two (2) Operating Manuals		
One (1) Service Repair Manual		

Warranty:		
Hydraulics		Years:
Flat Deck		Years:

LOCAL SERVICING

Location of service depot

List types of minor warranty repairs Township of Esquimalt Mechanics can perform

SCHEDULE "D" - 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.