



INVITATION TO TENDER No. PW 21-05

FOR SUPPLY & DELIVERY OF

One (1) THREE QUARTER TON PICKUP TRUCK

**Due Date:
NOVEMBER 19, 2021**

**Closing Time:
2:00 PM Local Time**

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INVITATION TO TENDER

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

Due to the COVID-19 pandemic, the Township of Esquimalt prefers to accept electronic bid submissions via email to Simone.Manchip@esquimalt.ca until further notice. The email submission subject line must clearly state **"ITT No. PW 21-05 – SUPPLY AND DELIVERY OF ONE (1) THREE QUARTER TON PICK UP TRUCK"**, Bids will be received up to **2:00 PM (PST) on November 19, 2021**.

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

The lowest or any Tender will not necessarily be accepted.

Tanner Northrup
Manager of Public works
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 emailed as a PDF attachment to Simone.Manchip@esquimalt.ca, with subject line identified as "ITT No. PW 21-05 – ONE (1) THREE QUARTER TON PICK UP TRUCK" before **2:00 PM (PST), November 19, 2021**.

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. Tenders 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, November 19, 2021** to Simone.Manchip@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	40%
	Specifications	30%
	Delivery	15%
	Local Servicing	10%
	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 for the Tender.
 - 6.2.1. **Cost** – Tenders 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 **November 25, 2021** and provide a delivery schedule from this point.
 - 6.2.3.1. **FOB POINT** – Corporation of the Township of Esquimalt, Public Works, 601 Canteen Rd, 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 tenders;
 - 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 tender;
 - 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 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;
 - 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 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.

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 Tender, 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.

15.1. Form of Tender

- 15.1.1. Each bidder shall stat in the space provided on the Form of Tender, the receipt and inclusion of Addenda issued prior to the Tender closing.
- 15.1.2. Failure to include all Addenda issued may render the Tender invalid.

15.2. Clarification of Contract Documents

- 15.2.1. 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.
- 15.2.2. 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.
- 15.2.3. Written Addenda will be issued to amend the Tender documents if required.
- 15.2.4. 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.

16. All inquiries must be directed to:

Tanner Northrup
Manager of Public Works
Corporation of the Township of Esquimalt
Phone: 250-414-7158
Email: tanner.northrup@esquimalt.ca

17. 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.

18. Trade-Ins

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

1998 Ford F250 LD Pickup Truck
Esquimalt Unit #: U155
VIN#: 2FTPF2766WCA28308
Odometer: 198, 403 km

Township of Esquimalt vehicles to be traded-in can be inspected at the Township of Esquimalt's Public Works Yard, 601 Canteen Road, Esquimalt BC, between November 9 and November 15, 2021 by appointment only. Please contact Tanner Northrup, Manager of Public Works, telephone 250-414-7158 or email: tanner.northrup@esquimalt.ca. Vehicle maintenance records will be made available for on-site review at the time of inspection.

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 _____, 2021

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” – PRICE SHEET

All prices to be stated in Canadian currency.

ITEM	DESCRIPTION	QUANTITY & UNIT OF ISSUE	UNIT PRICE	EXTENDED PRICE
1	¾ ton Pickup Truck	1 each	\$	\$
2	Less Trade-in (See “Instructions to Bidders” Section 21)			\$
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 term)	\$

SCHEDULE "C" - SPECIFICATIONS

EQUIPMENT: ONE (1) THREE QUARTER TON 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.

	Does equipment comply to specifications? (Yes/No)	If equipment does not comply, indicate Manufacturer's specifications of equipment offered
Year: 2021 or newer		
Please Specify:		
Make:		
Please Specify:		
Model:		
Regular cab with 2400 mm (8') "fleet side" long box		
Two (2) doors		
Gross Vehicle Weight:		
Minimum 4100 KG (9050 lb)		
Wheel Base:		
Standard wheel base		
Engine:		
V8, gasoline powered engine, displacement to be minimum 5.0L		
State horsepower rating:		
Torque		
Dry type air filter		
Heavy duty radiator		
Engine block heater		
Fuel tank – minimum 72 litre (23 gal)		
Fuel consumption – City		
Fuel consumption - Highway		
Cooling System:		
Transmission cooler		
Cross flow radiator		
Thematically controlled fan		
Long life coolant		

	Does equipment comply to specifications? (Yes/No)	If equipment does not comply, indicate Manufacturer's specifications of equipment offered
Transmission and Steering:		
Automatic transmission with overdrive		
Power assist		
Two (2) wheel drive		
Brakes:		
Front disc		
Rear disc		
Four (4) wheel antilock system		
Front Axle and Suspension		
Heavy duty shocks		
Stabilizer bar		
Rear Axle and Suspension		
Axle Ratio – state:		
Limited slip differential		
Heavy duty shocks		
Stabilizer bar		
Tires and Rims:		
Front tires must be minimum 17” steel rims		
Rear tires must be minimum 17” steel rims		
Tires to be all terrain radial		
Full size spare tire mounted on rim		
Cab:		
Standard cab trim		
Dark colour interior – state colour:		
Heavy duty vinyl seat covering		
Bench seat 40/20/40		
12 volt power point		
Full instrument cluster		
Dome light		
Tinted glass		
AM/FM radio with Bluetooth capacity		
Vinyl or rubber floor mats throughout		
Exterior Colour:		
Exterior colour must be high quality factory White		
Base coat and clear coat		
Front bumper painted or chrome		
Windows:		
Power windows		

	Does equipment comply to specifications? (Yes/No)	If equipment does not comply, indicate Manufacturer's specifications of equipment offered
Doors:		
Power door locks		
Power/heated mirrors		
Heater Defrost and Air Conditioning:		
High output heater c/w defrost		
Air conditioning		
Electrical System:		
Alternator: 60 AMP minimum		
Dual Battery: 12 volt, 80 AMP-HR minimum		
Dual electric horns		
Intermittent windshield wipers		
Provision of two fused auxiliary connection points for municipally installed electrical equipment: 1 – 20 amp 1 – 30 amp		
Towing:		
Trailer Towing Package with wiring and receiver		
Keys:		
Six (6) keys all keyed and programmed alike		
Miscellaneous:		
Back up alarm		
Tailgate step		
Operating Manuals / Service Manuals:		
Two (2) Operating Manuals		
One (1) Service Repair Manual		

SCHEDULE "D" - WARRANTIES

Warranty:		
Engine – Minimum 5 Years		
Powertrain coverage – Minimum 5 Years		
Body Structure, Workmanship and Materials – Minimum 1 Year		
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

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.