



**Request for Tender No. 1758**

**One (1) New Half Ton 4WD Full Size Pickup Truck**

*Issue date: May 6, 2016*

**Closing Date and Time:**

Offers must be received prior to:

**3:00 pm (15:00 hrs) Pacific Time, May 13, 2016**

**Questions and Inquiries are to be sent to:**

Bruce Labelle

Manager of Fleet

Email: [bruce.labelle@nanaimo.ca](mailto:bruce.labelle@nanaimo.ca)

Phone: 250.756.5312

**Submission methods (use one of the methods below to submit your Tender):**

- a) Via email at the only acceptable email address: [purchasinginfo@nanaimo.ca](mailto:purchasinginfo@nanaimo.ca)  
All email submissions must be less than 8MB
- b) Via hard copy: One (1) hard copy in a sealed envelope delivered to the  
Purchasing Department, 2020 Labieux Road, Nanaimo, B.C., V9T 6J9
- c) Via facsimile at the only acceptable facsimile number: (250)756-5327

***Tenders will not be opened in public***



## SECTION 1.0 OVERVIEW

### 1.0 Overview

The City of Nanaimo requests Tenders from Dealers to supply and deliver **One (1) New Half Ton 4WD Full Size Pickup Truck** as per the Vehicle Specifications enclosed herein.

## SECTION 2.0 INSTRUCTIONS TO BIDDERS

### 2.1 Inquiries and Clarifications

- 2.1.1 All inquiries shall be directed to:  
Bruce Labelle  
Manager, Fleet/Service Centre  
Phone: 250.756.5312  
Email: [bruce.labelle@nanaimo.ca](mailto:bruce.labelle@nanaimo.ca)
- 2.1.2 Inquiries and responses may be recorded and may be distributed to all Bidders at the sole discretion of the City. To ensure consistency and quality of information, answers to questions relevant to the interpretation of this ITT will be distributed to Bidders who have submitted the **“Receipt Confirmation Form and will be posted on the City’s website at [http://www.nanaimo.ca/bid\\_opportunities/bid\\_opportunities.aspx](http://www.nanaimo.ca/bid_opportunities/bid_opportunities.aspx)”**. The decision to issue or not issue an addendum is entirely at the sole discretion of the City.
- 2.1.3 Addenda are the only means of verifying, clarifying, or changing any of the information contained in this Invitation to Tender. No employee or agent of the City other than Purchasing Staff is authorized to change the content of this Tender and/or any addenda.

### 2.2 Tender Closing and Delivery Instructions

- 2.2.1 It is the sole responsibility of the Bidder to submit their Tender to the Purchasing Department before the closing time of **3:00 PM (15:00 hrs), Pacific Time, May 13, 2016**. Tenders received after the noted due time will not be considered. The wall clock in the Purchasing Department Office is the official time piece for the receipt of all Tenders.

Tenders shall be received by one of the following three methods:

- a) **Via email at the only acceptable email address:**  
[purchasinginfo@nanaimo.ca](mailto:purchasinginfo@nanaimo.ca)  
**All email submissions must be less than 8MB**
- b) Via hard copy: One (1) hard copy in a sealed envelope delivered to the Purchasing Department, 2020 Labieux Road, Nanaimo, B.C., V9T 6J9



c) Via facsimile at the only acceptable facsimile number: (250)756-5327

## 2.3 Requirements

- i. Tender must be received at the closing location by the closing date and time and must be signed by a person authorized to sign on behalf of the Dealer.
- ii. The following Schedules should be submitted on the forms provided. Tender responses are to be provided directly onto the following Schedules:
  - **[Schedule A]** Vehicle Specifications
  - **[Schedule B]** Vehicle Pricing and Signature Form

## 2.4 How to Submit your Tender and Submission Conditions

- 2.4.1 The Tender response to the ITT requirements should be provided directly onto the following Schedules. If the response is lengthy additional information to the original response can be referred to and provided as appendices for clarity and convenience.
  - **[Schedule A]** Vehicle Specifications
  - **[Schedule B]** Vehicle Pricing and Signature Form
- 2.4.2 Bidders are not required to return sections containing the Overview, Instructions to Bidders, General Terms and Conditions, and Specific Terms and Conditions.
- 2.4.3 **[Schedule B] must** be completed and duly authorized by a person authorized to bind Contracts. A **[Schedule B]** that does not contain an authorized signature will be deemed “non-compliant and non-responsive” and will not be accepted for evaluation.
- 2.4.4 The following documents should to accompany each Tender submission:
  - i. Complete manufacturer’s technical specifications literature on Vehicle(s) offered.
  - ii. Copy of standard warranty and extended warranty.

## 2.5 General Information

- 2.5.1 The City shall not be liable for any costs incurred in responding to any City Invitation to Tender, including costs of Tender preparation, demonstrations of Vehicles, testing, and any travel related to the ITT and Tender process. The Bidder, by submitting a Tender, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Bidder in preparing its Tender and the Bidder, by submitting a Tender, waives any claim for loss of profits if no Contract is made with the Bidder.
- 2.5.2 Tenders will not be opened in public.



2.5.3 The City of Nanaimo is subject to the *Freedom of Information and Protection of Privacy Act (FOIPPA)* and as such all submissions to this ITT will become the property of the City and as such will be held in confidence by the City subject to the *FOIPPA* disclosure provisions.

2.5.4 Tenders shall be irrevocable and shall remain open for acceptance by the City for a period of (60) calendar days after the Tender closing date.

## **2.6 Withdrawal of Tenders**

2.6.1 The Bidder may withdraw their Tender at any time prior to the Tender closing time by submitting written notice to the City's Purchasing Department and the Tender will be returned unopened.

## **2.7 Pricing**

2.7.1 Unit prices are quoted in Canadian Dollars, F.O.B. Fleet/Service Department, Public Yard, 2020 Labieux Rd., Nanaimo, British Columbia V9T 6J9, with freight, pre-delivery inspection (PDI), unloading at destination, import duties, brokerage, royalties, handling, overhead, profit and all other costs included to supply and deliver the Vehicle(s) offered.

2.7.2 Unit prices quoted are exclusive of all taxes, administration fees and tire advance disposal fees.

## **2.8 Alternates and/or Variations to Specifications**

2.8.1 Except where stated otherwise herein, the Specifications describe what is considered necessary to meet the performance requirements of the City and Dealers should bid in accordance with such Specifications, of if the Dealer cannot meet the Specifications, the Dealer may offer an alternative which it believes to be the equivalent.

2.8.2 Dealers are to clearly indicate any variances from the City's Specifications or conditions no matter how slight.

2.8.3 The City is not obligated to accept any alternatives.

## **2.9 Privilege Provisions**

2.9.1 The City of Nanaimo (the "City") reserves the right to:

- a. Waive at its discretion any minor irregularity or non-compliance in any Tender received;
- b. Cancel the ITT process at any time up until award with no compensation;
- c. Reject any Tender not properly submitted in accordance with the requirements of the ITT;



- d. Award a Contract to the Bidder other than the one with the lowest price, if in the City's sole determination, another Tender is determined to be the Best Value to the City, taking into consideration the evaluation criteria of the ITT.
- e. The lowest or any tender may not necessarily be accepted.

## **2.10 Evaluation and Award**

- 2.10.1 An Evaluation Committee made up of City Staff will screen each Tender to ensure the Bidder(s) compliance with the requirements of this ITT. The Evaluation Committee reserves the right to and at its sole discretion to determine whether or not any Tender is compliant with the ITT. Major non-compliant Tenders will be rejected.
- 2.10.2 The award of this Contract, if any, will be based on the City's evaluation that results in a Tender that is determined to be the "Best Overall Value" to the City the City will consider the following:
  - i. The Bidder's ability to meet the Requirements set out in this ITT;
  - ii. Compliance to Specifications;
  - iii. Prices offered; and
  - iv. Warranty coverage, service costs, and fuel economy and any other criteria set out in this ITT.
- 2.10.3 Preference shall be given to suppliers within the Regional District of Nanaimo where quality, service, and price are equivalent.

## **2.11 Negotiation Privilege**

- 2.11.1 It is the intent of the City to ensure the City has the flexibility it needs to arrive at a mutually agreeable final Contract. Negotiations may be held with the first potential Bidder including, but not limited to matters such as minor changes to specifications and related price adjustments.
- 2.11.2 It is not the intent of the City to allow for new or significantly altered Tenders.
- 2.11.3 The City shall not be obligated to any Bidder in any manner until a purchase order has been issued by the City's Purchasing Department.

## **2.12 Conflict of Interest**

- 2.12.1 By submitting a Tender, the Bidder warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Bidder, has any financial or personal relationship or affiliation with any elected official or employee of the City or their immediate families which might in any way be seen by the City to create a conflict.



## **2.13 Debriefing**

2.13.1 Bidders may request debriefing within fifteen (15) days of notification of award. The intent of the debriefing information session is to aid the Bidder in presenting a stronger Tender in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process.

## **SECTION 3.0 GENERAL TERMS AND CONDITIONS**

### **3.1 Payment**

Payment by the City will be made within (30) days after acceptance of Vehicles or services.

### **3.2 Governing Law**

Any legal dispute arising under this Contract not resolved by the City and the Dealer will be resolved according to the laws of the Province of British Columbia.

### **3.3 Indemnification**

The Dealer agrees to indemnify, defend and save harmless the City of Nanaimo, including without limitation, its Council Members, agents, servants and employees from and against all suits, claims, demands, losses, damages, expenses and costs made against or incurred, suffered or sustained by the City at any time or times (either before or after the expiration or sooner termination of this Contract) where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the Dealer or by any servant, employee, officers, director or sub-contractor the Dealer pursuant to the Contract excepting always liability out of the independent acts of the City.

## **SECTION 4.0 SPECIFIC TERMS AND CONDITIONS**

### **4.1 Transfer of Title/Ownership**

4.1.1 Clear title to the Vehicle, free of all charges, liens and encumbrances, other than those placed by the City shall pass to City when the Vehicle(s) are received and inspected by the Fleet/Service Centre located at the Public Works Yard, 2020 Labieux Road, Nanaimo, BC.

4.1.2 Until such time as title of Vehicle(s) is accepted by the City, the Dealer shall be responsible for insurance claims related to the Vehicle(s) and the City shall not be considered to have breached any Contract if there is a fire, damage or other cause which entitles an insurance company to seize or take possession of the Vehicle(s) or part thereof.



4.1.3 The passing of title to the City shall not affect any of the Dealer's obligations.

#### **4.2 Commencement of Warranty Period**

4.2.1 The warranty period shall commence at the time the City accepts clear title of Vehicle(s) unless otherwise specified.

4.2.2 The warranty should be made out to the City of Nanaimo, 2020 Labieux Rd., Nanaimo, British Columbia V9T 6J9.

#### **4.3 Pre-Delivery and Inspection**

4.3.1 Prior to delivery, the Vehicle(s) shall be completely inspected and serviced by the Dealer and/or the manufacturer's Service Centre. The Dealer is responsible to ensure the Vehicle(s) are thoroughly tested inspected, and that all deviations are corrected prior to delivery. The Vehicle(s) shall contain a pre-delivery check sheet showing what operations have been performed on the Vehicle(s) by the selling Dealer. The Vehicle(s) are to be clean, and all stickers are to be removed from glass prior to delivery with the exception of any sticker required by law.

4.3.2 The City will inspect the Vehicle(s), upon delivery, for workmanship, appearance, proper functioning of all Vehicle(s) and equipment and systems, and conformance to all requirements of the ITT Specifications. In the event deficiencies are detected, the Vehicle(s) will be rejected and it shall be the Dealer's responsibility to pick-up the Vehicle(s), make the necessary corrections and re-deliver the Vehicle(s) for a re-inspection and acceptance.

4.3.3 The Dealer shall be responsible for securing any and all inspections required by law, including B.C. Provincial Inspection stickers. Any fee charged for these inspections shall be the sole responsibility of the Dealer.

#### **4.4 Delivery Requirements**

4.4.1 The Dealer will deliver the Vehicle(s) free and clear of all liens and encumbrances in the manner and to the destination stipulated. In the event of the Dealer's failure to meet this condition, the Dealer will, on written notice from the City, forthwith return all monies paid by the City on account of the Vehicle(s) and in addition the City may by written notice terminate this Contract without liability, and in such event, in addition to the above, the Dealer will be liable for any and all expenses or losses incurred by the City resulting from such failure.

4.4.2 The Vehicles is to be delivered F.O.B. Destination, Freight Prepaid and allowed, to City of Nanaimo, Fleet/Service Centre, Public Works Yard, 2020 Labieux Road, Nanaimo, BC, V9T 6J9, attention: Bruce Labelle, Manager, Fleet/Service Centre.





- 4.4.3 Deliveries are to be made between the hours of 8:00 a.m. to 4:30 p.m. Monday through Friday, excluding statutory holidays, unless other arrangements have been agreed to in writing from the City.
- 4.4.4 The Dealer shall notify the Manager, Fleet/Service Centre, Bruce Labelle Phone: 250.756.5312 not less than three (3) working days prior to expected delivery / arrival to permit inspection scheduling. The City will not assume any liability for Vehicles delivered to an unauthorized location.
- 4.4.5 The Vehicle(s) shall be inspected by the City to determine compliance with the specifications and/or to test its ability to perform its intended use.

#### **4.5 Documentation at Time of Delivery**

- 4.5.1 The Dealer shall provide the following documentation upon delivery:
  - i. Copy of Purchase Order and Original Invoice(s).
  - ii. All necessary documentation (origin certificate, weight ticket, or new Vehicle information statement, etc.) required for licensing the Vehicle for road use by the issuing Provincial / Federal authorities.

#### **4.6 Deficiencies**

- 4.6.1 The City shall have a reasonable time to inspect and to accept the Vehicle(s). The City may reject any Vehicle(s) not in accordance with the Vehicle Specification. The City shall notify the Dealer of rejection of the Vehicle(s) whereupon the Vehicle will be held subject to the disposition by the Dealer. Any costs or expenses incurred by the City as a result of the rejection of the Vehicle(s) are, immediately upon written demand by the City, payable by the Dealer, and may be set off against any payments owing by the City to the Dealer.
- 4.6.2 The City may hold back from payments otherwise due to the Dealer, as determined by the City, on account of deficient or defective materials. This holdback may be held, without interest, until replacement Vehicle is received or such deficiency or defect is remedied.

#### **4.7 Emblems/Logos**

- 4.7.1 The Dealer shall not install on the Vehicle any logos, nameplates or stickers denoting the name of the company or Dealer that may be considered as advertising. Failure to comply with this requirement shall result in the Dealer being given the option to remove same, or reimburse the City for removal and restoration, if needed.





**SCHEDULE A SPECIFICATIONS FOR:**

**▲ONE (1) – FULL SIZE ½ TON Extended Cab, 8 FT BOX, 4WD PICKUP TRUCK ▲**

SPECIFIED REQUIREMENTS	SPECIFICATIONS OF MODEL TENDERED (TO BE COMPLETED BY BIDDER)
<p><b><u>DESCRIPTION</u></b></p> <p>One (1) Full size ½ ton extended cab, 8 Ft box, 4WD pickup truck with a small economical engine capable of towing 10,000 lbs minimum.</p> <p><b>Engine will be converted to dual fuel propane and gasoline by the City post purchase. Documentation is required stating that full factory engine warranty will still apply after alternative fuel conversion</b></p>	
State Make:	
State Model and Model Year:	
2 full size front doors 2 small rear doors to access the extended cab. Not a crew cab or a quad cab	
Overall length to be approx 250" approx	
Wheel base to be approx 163" approx	
Box inside length approx. 96"	
Minimum payload approx 2,000 lbs.	
Towing ability of 10,000 lbs minimum	
Heavy duty bench seat 40/20/40 split up front	
Heavy duty folding rear bench seat	
Heavy duty (good quality) rubber front and rear floor mats	
Keyed locks to both doors	
12v power point inside cab	
Front and rear mud flaps	
Manual air conditioning	
Factory bluetooth	
Factory tinted windshield	
Driver and passenger front sun visors	
Standard front & rear bumpers	
Manually telescoping trailer tow mirrors	
Integrated tailgate step	

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**SCHEDULE A SPECIFICATIONS FOR:**

**▲ONE (1) – FULL SIZE ½ TON Extended Cab, 8 FT BOX, 4WD PICKUP TRUCK ▲**

SPECIFIED REQUIREMENTS	SPECIFICATIONS OF MODEL TENDERED (TO BE COMPLETED BY BIDDER)
<u><b>AXLES AND SUSPENSIONS</b></u>  Heavy duty gas shock absorbers	
Rear axle ratio correct for towing weight requirements and maximum fuel economy. (3.73 approx). State axle ratio	
Traction control	
Heavy duty trailer tow package	
<u><b>BRAKES</b></u>  4 wheel vented disc brakes with 4 wheel ABS	
<u><b>ELECTRICAL SYSTEM</b></u>  Heavy duty alternator 150 amp approx. State Output:	
Heavy duty starting battery 700CCa approx State CCA rating:	
Wiring and switch to be in place and operational for a City supplied LED strobe light. Wiring needs to be run to the left side of the cab leaving sufficient wire to allow for mounting light on box surround	
Supply and install an under hood mounted six (6) port fuse panel (Cole Hersee #46377-6) wired to a keyed circuit	
Factory intermittent windshield wipers	
Battery run down protection	
12V power point inside the cab	
Halogen headlamps	



**SCHEDULE A SPECIFICATIONS FOR:**

**▲ONE (1) – FULL SIZE ½ TON Extended Cab, 8 FT BOX, 4WD PICKUP TRUCK ▲**

SPECIFIED REQUIREMENTS	SPECIFICATIONS OF MODEL TENDERED (TO BE COMPLETED BY BIDDER)
<p><b><u>POWERTRAIN AND TOW PACKAGE:</u></b></p> <p>Small fuel efficient V8 engine, sized appropriately for towing weight requirements of 10,000 lbs (state engine as bid). Sequential multi port electronic fuel injection, regular unleaded gasoline powered.</p>	
<p>6 speed automatic transmission with tow/haul mode and a remote HD transmission oil cooler</p>	
<p>Fuel tank capacity 23 gallons approx</p>	
<p>Fuel Economy: must state          _____ Litre/100 km City          _____ Litre/100 km Highway</p>	
<p>380 HP approx          State HP:</p>	
<p>380 lb-ft approx          State Torque:</p>	
<p>Block heater required</p>	
<p>Heavy duty cooling system with long life coolant</p>	
<p>Six speed automatic transmission</p>	
<p>LT 245/75 R17E Heavy duty all weather tread tires.  <b>Only all weather tires will be accepted</b></p>	
<p>1 full size spare tire and wheel matched to truck tires.</p>	
<p>Towing package to include: trailer hitch receiver, integrated trailer brake controller, seven pin trailer plug, wiring in place to trailer hitch, a ball mount and a 2" ball. Trailer hitch rated for 10,000 lb minimum.</p>	
<p><b><u>PAINT AND COLOUR SCHEME</u></b></p> <p>Single tone factory white - in color</p>	

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**SCHEDULE A SPECIFICATIONS FOR:**

**▲ONE (1) – FULL SIZE ½ TON Extended Cab, 8 FT BOX, 4WD PICKUP TRUCK ▲**

SPECIFIED REQUIREMENTS	SPECIFICATIONS OF MODEL TENDERED (TO BE COMPLETED BY BIDDER)
<b><u>MISCELLANEOUS</u></b>  3 sets of keys, complete with matching FOBS, if required (Key Package)	
Tire pressure monitoring system	
1 complete listing of all belts, filters and elements required for the vehicle	
Line-X rubberized sprayed truck liner to truck box, over side rails and tailgate	
Production Line Sheet (window sticker)	
1 set of service and repair manuals	
1 owner/operator manual	
Supply warranty details for vehicle offered	
Factory undercoating	



**TENDER No. 1758**  
**One (1) New Half Ton 4WD Full Size Pickup Truck**

**SCHEDULE B**

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**VEHICLE PRICING AND SIGNATURE FORM**

**1.0 Vehicle Pricing**

- 1.1 Unit prices are quoted in Canadian Dollars, F.O.B. Fleet/Service Department, Public Works Yard, 2020 Labieux Rd., Nanaimo, British Columbia V9T 6J9 with freight, pre-delivery inspection (PDI), unloading at destination, import duties, brokerage, royalties, handling, overhead, profit and all other costs included to supply and deliver the Vehicle(s) offered.
- 1.2 Unit prices quoted are exclusive of all taxes, administration fees and tire advance disposal fees.

- a. Make & Model: \_\_\_\_\_
- b. State Year: \_\_\_\_\_
- c. State Estimated Delivery Time: \_\_\_\_\_

**Price Each** \$ \_\_\_\_\_

**Tire Advance Disposal Fee** \$ \_\_\_\_\_

**Administration Fee** \$ \_\_\_\_\_

**Any Other Fee** \$ \_\_\_\_\_

**SUB TOTAL** \$ \_\_\_\_\_

**PST** \$ \_\_\_\_\_

**GST** \$ \_\_\_\_\_

**TOTAL PRICE** \$ \_\_\_\_\_



**TENDER No. 1758**  
**One (1) New Half Ton 4WD Full Size Pickup Truck**

**SCHEDULE B**  
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**2.0 SIGNATURE FORM**

The undersigned also acknowledges receipt, understanding, and has taken into consideration all the information presented in this Invitation to Tender. The undersigned further confirms and agrees that the person whose name is set out below is fully authorized to represent the Dealer and to bind it to this Tender response and Contract awarded pursuant to it and in all matters relating to or arising out of the subject matter of this response.

\_\_\_\_\_  
(Legal Name of Dealer)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Signature of Authorized Signatory)

\_\_\_\_\_  
(Position of Authorized Signatory)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Fax Number)

\_\_\_\_\_  
(Email Address)

\_\_\_\_\_  
(Date)

**Note:** This Contract is not valid until a purchase order has been issued and signed by the Purchasing Agent of the City of Nanaimo.



## RECEIPT CONFIRMATION FORM

**Request for Tender No. 1758**

**One (1) New Half Ton 4WD Full Size Pickup Truck**

***Closing date and time: 3:00 PM, Pacific Time, May 13, 2016***

As receipt of this document, and to receive any addendums regarding this Request for Offers  
please return this form to:

PURCHASING DEPARTMENT  
City of Nanaimo  
2020 Labieux Road, Nanaimo, BC, V2T 4M7  
Fax: 250.756.5327  
Email: [purchasinginfo@nanaimo.ca](mailto:purchasinginfo@nanaimo.ca)

COMPANY NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/PROVINCE: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_