

**Tender:
Light Duty Truck**

Issued by: Regina Public Library

Issue Date: May 1, 2019

Closing Date: May 17, 2019

Award Date: May 24, 2019



The Regina Public Library (RPL) operates a Central library and 8 library branches throughout Regina. RPL requires a light duty truck to facilitate maintenance and repairs by the Physical Plant Department throughout the system.

NOTICE TO BIDDERS

Tender File: Light Duty Truck

Sealed tenders shall be clearly marked "Light Duty Truck" and forwarded to:

Regina Public Library (RPL)
2311 – 12th Avenue
Regina, SK
S4P 3Z5
Attention: Brian Klenk, Physical Plant Manager
Email: bklenk@reginalibrary.ca
Phone: 306-777-6052

Tenders are to be received at RPL no later than 2:00 pm Central Standard Time (Saskatchewan Time) by May 17, 2019.

Tenders shall be open for acceptance without change for 90 days from the date of close of tenders.

Electronic tenders will be accepted.

The lowest or any tender will not necessarily be accepted.

Any Special Provisions listed take precedence over any General Provisions listed within this document.

Intent

To obtain firm pricing and delivery for one (1) Light Duty Truck (2 door) as per the RPL terms, conditions and specifications as stated herein.

Literature

Tender submission should include the manufacturer's literature. i.e. brochures, pamphlets, etc.

Meeting

Prior to a firm tender award, RPL may require a meeting to be held with the respondent that has submitted the bid which best meets the tender evaluation criteria listed in this tender document. The intent of this meeting is to confirm/establish details pertaining to the product. This meeting does not allow for any changes in pricing and obligations which this tender has placed on the bidder. RPL will not be liable in any way for any costs incurred by respondents for replying to this tender including attending the meeting.

Delivery

Tender Submission

Time is of the essence in the proposed contract. Bidders are required to provide a **firm** timeline for delivery. The delivery timeline **must** be expressed as a precise number of days from the date that RPL issues the order (the delivery timeline cannot be conditional in anyway, except in the case of an offer of a vehicle "currently on the lot"). RPL may refuse to consider any tender which does not specify a firm delivery date or provide a method, by which the date can be calculated, for delivery of the unit. If the bidder submits a range of delivery dates (example 30-45 days) then only the latest date will be used to evaluate the bid.

Bidders may provide a proposal for a vehicle "currently on the lot" with a condition that it will only be held by the bidder for a specified period of time, which shall not be less than 15 days, from the closing date of this tender. Bidder must identify the preparation time required, from the date of order, to make ready the vehicle for delivery to RPL.

Post Award

If at any time after the RPL issues an order for the truck, the successful bidder anticipates any delay (no matter the length of time) to the delivery schedule, the successful bidder must notify RPL of the delay immediately. Upon receiving a late delivery notice, RPL, at its sole discretion, may take any necessary action to recover losses or damages sustained as a result of delayed or non-delivery and will be entitled to secure the unit(s) from any other source and refuse delivery from the original supplier. In the event of the successful bidder's failure to deliver as and when specified, RPL reserves the right to cancel the order in whole or in part without prejudice to other rights and remedies, and may return part or all of any shipments at the bidder's expense and further charge the bidder for any loss or expense sustained as a result.

Desired Technical Specifications

If the bidder wishes to offer a specification other than documented, then list the deviation in the tender e.g. 480 CCA or 650 CCA.

If the bidder wishes to offer a superior specification than documented, then bidder shall clearly identify the improvement in their tender.

It should be noted that the right to evaluate any and all alternatives and improvements will be at the sole discretion of RPL

Any desired specification or requirement not addressed by any bidder or otherwise omitted in a bid will affect the evaluation of such bid in a negative way.

Tender Evaluation

In addition to the evaluation process mentioned in the General Provisions, the following criteria will also be used in the evaluation process:

Technical:

- Conformance to Specifications

Quality:

- Design suitability

- References/testimonials

- Parts and service support

- Training support

- Demonstrations and/or field trials as requested by RPL

Tender evaluation will be focused on the most cost-effective acquisition for RPL. The considerations used in evaluating the bids will include, but are not limited to, compliance with the desired specification, demonstrated satisfactory performance of the intended task, initial cost, delivery time, availability and cost of parts and service, operating costs, warranty coverage and vendor performance records. RPL reserves the right to consider variations from the desired specifications with due regard to their importance. For evaluation purposes, RPL may consider the cost of retrofitting items which the vendor has not offered, but which are essential to meet the minimum specification. Prices will be RPL's estimated cost.

Anticipated life cycle cost, for unit to be acquired, will be estimated and taken into account in the evaluation of bids. Low bid based on initial purchase cost will not necessarily be accepted, if it can be demonstrated that other bids will be lower on an accumulated life cost basis. Productivity, maintenance support, parts costs, standardization savings and fuel consumption will be significant factors in the evaluation of bids. Established RPL experience with operation, maintenance and repair of equipment of the same manufacturer, or same configuration and build, will be considered when evaluating the tender.

Late Tenders

Tenders will remain unopened if they are not received at the Regina Public Library before specified time and date of close of tender.

Tender Withdrawal

Bidders shall be permitted to withdraw their tender after it has been deposited if such request is received in writing prior to the time specified for close of tenders.

Change to Tender

No change to the tender submission will be considered unless received in writing by the Physical Plant Manager before close of tender. Changes by telephone cannot be considered.

Tender Submission

The Tender must be submitted on the forms provided (FORM OF TENDER ENCLOSED). Tenders that are unsigned, incomplete, conditional, illegible, unbalanced, obscure or that contain additions not called for, reservations, erasures, alterations or irregularities of any kind may be rejected. The Tender shall be open for acceptance without change as indicated in the Notice to Bidders.

If bidding an alternate, a copy of the Form of Tender is to be made and the alternate submitted on that copy (see General Provisions, Alternates).

Completed Tender

A completed tender submission shall consist of a complete Form of Tender, with unit bid prices, extensions, sub-totals and total prices. In the case of an error in price extension, unit price will prevail. Information must be furnished complete in compliance with the terms, conditions, provisions and specifications of the Invitation to Bid. The information requested and the manner of submission are essential to permit prompt evaluation of all bids on a fair and uniform basis. Accordingly, RPL reserves the right to declare as non-responsive, and reject any bid in which material information requested is not furnished or where incomplete answers or information is provided.

Descriptive literature and complete specifications of proposed equipment shall accompany tender.

Addendum

RPL reserves the right to amend or revise the tender document prior to the date set for close of tenders. Bidders will be informed of such changes by written Addendum.

Permits and Licenses

The successful bidder shall obtain and pay for all necessary permits and licenses required for the performance of the work. The successful bidder must hold a City of Regina Business License if required by law

Material and Equipment Specified by Name

Definition – Equivalent means “having the same quality, the same excellence or providing the same benefits”.

Whenever any material or equipment is specified by patent or proprietary name or name of the manufacturer, **unless stated differently**, such specification shall be considered as if followed by the words “**or acceptable equal**”, whether or not such words appear. The bidder may offer material or equipment with equal or better qualities in substitution for those specified, which they consider, would be in the best interest of RPL to accept. Any such offers shall be made in writing to the Manager Physical Plant for his consideration with the submission of the proposal and the bidder shall include sufficient data which, together with any other data, samples or demonstrations RPL may require, will enable RPL to assess the acceptability of the material or equipment. Such acceptance by RPL will not relieve the bidder from full responsibility for the efficiency and quality and performance of the substitute item, in the same manner and degree as the item specified by name. It is understood that specifying a brand name in these specifications shall not relieve the

bidder from full responsibility to supply the items in accordance with the contractual requirements. It shall be in the sole discretion of RPL as to whether the material or equipment is accepted as an equivalent, which decision is not reviewable.

Alternates

Definition – Alternate means “a choice of two things”.

Should a bidder quote an alternate, it is understood that RPL will evaluate all bids based on the original specifications. Once the successful bidder has been selected, RPL may consider any alternate proposed by the successful bidder. Submitting an alternate without submitting a price for a specified item or equivalent shall result in the bid being disqualified.

Discrepancies

Should a Bidder find discrepancies in documents, including product names and numbers specified, or should the Bidder be in doubt as to their meaning, the Bidder should at once notify the Physical Plant Manager, who may send out written instructions or clarification to all Bidders.

Tender Evaluation

In addition to the normal assessment of tenders, RPL reserves the right to give due consideration to the following. **(NOTE: There is no preference suggested or implied in the order of evaluation criteria listed.)**

- price
- quality
- completeness of tender
- delivery
- suitability of the equipment/items offered
- the reputation of the equipment/items for intended use along with other relevant factors

RPL reserves the right to accept the tender which it, in its absolute discretion, deems to be most advantageous to RPL.

RPL reserves the right not to accept any or all tenders, including the lowest.

After acceptance, RPL will issue a written notice of the successful bidder or bidders.

Termination

If at any time, in the opinion of RPL, the successful bidder fails to conform to the requirements of this contract, RPL shall have the right to terminate the contract. In the event of such termination, RPL is only liable for payment of any goods or services received meeting the requirements of the contract to date of termination.

Indemnity

The Contractor shall indemnify and hold harmless RPL, its officers, employees and agents, from any and all claims which arise from the Contractor's performance or non-performance of its obligations under the contract, except to the extent caused by the negligence of RPL, its officers, employees or agents.

The covenant of indemnity shall extend to costs to RPL of defending any claim against RPL arising from the

Contractor's wrongful acts or omissions, including legal fees, on a solicitor-client basis.

Invoicing and Payment

Invoices must show the Purchase Order Number. Payment terms are 30 days from date of invoice.

Miscellaneous

Prices to be quoted in Canadian funds.

Unit Prices to be F.O.B. destination including delivery to job site or such other locations, area or room as may be directed by RPL unless otherwise stated on the cover page of this document.

Unit Prices are not to include any provincial or federal sales tax.

It is the bidder's responsibility to clarify interpretation of any clauses before the close of the tender by contacting the appropriate personnel listed on the cover page of this document.

Environmentally Friendly Purchasing

RPL is continually striving, wherever practical, to reduce the impact on the environment through products and services purchased and, at the same time, striving to obtain the best combination of value and quality from those purchases.

Products and/or services must meet our quality expectations while offering a higher standard of environmental performance.

Confidentiality

RPL acknowledges that tender packages will contain financial, commercial, scientific, technical or labour relations information regarding the Bidder that is submitted in confidence as contemplated by Section 18 of *The Local Authority Freedom of Information and Protection of Privacy Act*. RPL undertakes to maintain confidentiality of the information submitted, other than the total cost of the bid submitted. Notwithstanding the foregoing, in the event the bid submitted is accepted by RPL, the Bidder acknowledges that the Form of Tender will form part of the final contract, which may become a public document.

FORM OF TENDER/SPECIFICATIONS
Supply & Delivery of Light Duty Truck (2 door)
Closing Time: 2:00 p.m., C.S.T., May 17, 2019

Bidder Information (Please Print)

Company Name:	
Address:	Contact:
	Phone:
City: Province:	Fax:
Postal Code:	Email:

Addenda

The following Addenda have been received. The modifications to the Form of Tender noted therein have been considered and the effects are included in the Total Tender Price.

Addendum Number _____ Dated _____

Addendum Number _____ Dated _____

Addendum Number _____ Dated _____

We, the undersigned, having examined and read the tender documents and Addenda, as issued by the Regina public Library, agree to supply the goods, materials or services for the unit prices stated herein; which include cost of delivery for the period stipulated in the tender documents.

Signature of Authorized Company Official

Name and Title (Please Print)

FAILURE OF SIGNATURE WILL RESULT IN THE BID BEING REJECTED

Bid Price:

Year, Make and Model	Unit of Measure	Unit Price	Amount
	Each	\$	\$
			\$ PST
			\$ GST
Total Tendered Price			\$

Vehicle Description:

Engine specifications:

GVW:

Other information (i.e. is vehicle “currently on the lot?”):

State expected delivery in calendar days from time of order: _____ days

Acceptable choice of vehicle as below but not limited to:

F150

Chevrolet 1500

Ram 1500

DESIRED TECHNICAL SPECIFICATIONS

- A** Units(s) shall be new (2019), of current year production and latest design.
- B** Unit(s) shall be pre-serviced and fully operational upon delivery.
- C** Unit(s) offered shall comply with the following relevant provincial and federal regulations:
 - Canada Motor Vehicle Safety Standards
 - Saskatchewan Vehicle Administration Act, Vehicle Equipment Regulations, 1987
 - Unit(s) to be SGI Vehicle Safety Certified upon delivery with affixed certification decal
- D** Unit(s) offered to have a minimum 60 month “bumper to bumper” warranty coverage.

Engine and Transmission Requirements

1. Automatic Transmission
2. Single Fuel Tank
3. Gas Engine
4. Engine Block Heater

Cab and Chassis Requirements

1. All Season Tires
 2. 2 Individual Seats
 3. Two (2) Frame Mounted Front Hooks
 4. 8ft Box
 5. Air Conditioning
 6. Monotone Paint (White)
 7. Full Size Spare Tire and Rim
 8. Exterior Back Up Alarm
 9. Flaps and Floor Mats
 10. AM/FM Radio
 11. Bluetooth connection for smartphones
 12. Cruise Control
 13. Power Steering
 14. Hydraulic/power Brakes
 15. Keyless Entry and 3 Entry Key Fobs
 16. Cloth interior
 17. Reverse Back Up Camera
 18. 4 Winter Tires on Rims
 19. 4 Wheel or All Wheel Drive
 20. Electric Trailer Brake
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