



## Request for Proposals (RFP)

### 1/2 Ton, 4x4 Truck

Issued by:

**Town of Creston** (Contracting Agency)

#### Key Proponent Information

**Date of RFP Issue: April 30<sup>th</sup>, 2019**

1. Closing Date for Response: **May 10<sup>th</sup>, 2019** by (no later than) 2:00 p.m. local time. (Pacific Standard Time.)
2. Send two complete copies of each proposal. Alternatively proposals may be electronically submitted by means of attached electronic files i.e. PDF documents.
3. Contract Name: 1/2 Ton, 4x4 Truck  
Contracting Agency: Town of Creston  
Address: Box 1339  
Creston, BC V0B 1G0  
Contact Person: Ferd Schmidt, Public Works Superintendent  
Telephone No: (250) 402-9512  
Fax No: (250) 428-9164  
Email: [ferd.schmidt@creston.ca](mailto:ferd.schmidt@creston.ca)

Please use the above RFP description on all related correspondence.

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## 1. General

### ◆ Objective / Purpose:

The Town of Creston intends to replace an existing 1/2 Ton truck with a more modern unit.

### ◆ Timing

The anticipated time of delivery will be within 3 months after the successful proponent is notified, or as mutually agreed upon.

## 2. Background

### ◆ History

The Town presently is replacing a 1/2 ton truck as per their vehicle replacement plan.

## 3. Service Requirements

### ◆ Scope of project

The successful Proponent shall supply one (1) 1/2 Ton Truck unit that:

- Meet the required Town technical specifications.
- Meets all requirements of the Ministry of Transportation and Infrastructure's Commercial Vehicle Safety and Enforcement (CVSE) branch for operation in British Columbia.
- Is in the year model range of 2019.

Proponents should submit proposals that address the above requirement. Proposals, not closely reflecting these requirements, will not be considered.

The above specifications are the minimum requirements the Town will accept. However the Town encourages Proponents to offer alternative technology options.

### ◆ Specifications

Please see attached specification sheets.

### ◆ Pricing

As per Bid Form.

## 4. Submission Guidelines

### ◆ Organization

Proponent to supply list of completed sales to local government institutions. This information is relevant to the evaluation of your firm's ability to successfully undertake the proposed contract and meet all of the RFP objectives.

### ◆ Submission Format

Proponents should submit their proposed response in the following preferred format:

**Complete and return the Specification and Bid Form as attached. May be submitted electronically.**

**Appendices:**

Attach other information as required by the RFP or alternative proposals or other useful information.

**Certification:**

Proposals could include the following signed Certification (or similar version):

“The statements made in this proposal are correct and truthful representations. If selected, I / we shall negotiate in good faith with the Contracting Agency.”

**5. RFP Conditions**

◆ **Evaluation Criteria**

Evaluation criteria used to evaluate proposals fall into the following categories and sub-categories:

**Proposal**

- Ability to meet specifications as requested
- Delivery schedule/ Availability

**Proposal Cost**

- Pricing as per Bid Form.

◆ **Negotiation**

Negotiation sessions may be held to work out contract details and other expectations of the parties applicable to the services required, based on the RFP and the proposal(s) submitted.

◆ **Acceptance of Proposal**

The highest rated, lowest priced, or any proposal will not necessarily be accepted.

◆ **Proposal Revisions**

Proposal revisions must be received prior to the RFP submission/closing date and time.

◆ **Disclosure**

All documents submitted by proponents shall become the property of the Contracting Agency. Proposal information is proprietary and as such shall be treated as confidential. Information pertaining to the Contracting Agency obtained by the proponent as a result of participation in this project is confidential and must not be disclosed without written authorization from the Contracting Agency.

◆ **No Claim for Compensation**

Except as expressly and specifically permitted in these instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim against the Town.

**6. Attachments**

- ◆ Sample evaluation spreadsheet.
- ◆ Specification form
- ◆ Bid Form

Request for Proposal  
 ½ Ton 4x4 Truck  
 Sample Evaluation Criteria Worksheet

Proponent:

Evaluator:

Date:

WEIGHTED CRITERIA	WEIGHTING (A) %	ASSESSMENT RATING 1-5 (B)	SCORE =(A)X(B)
RFP Price Offer	50		
Operational requirements, Delivery timeline.	15		
Mechanical Assessment	10	.	
Warranty, Service & Parts Backup	10	.	
Environmental Factors and Fuel Efficiency	10	.	
User Testimonials	5	.	
<b>TOTAL SCORE</b>			

Request for Proposal - Specification Form

One ½ Ton, 4x4 Truck

<b><u>SPECIFICATIONS:</u></b>	<b>YES</b>	<b>NO</b>	
<b>ONE (1) 1/2 Ton, 4x4 Truck.</b>			<b>SPECIFICATIONS OF MODELS PROPOSED</b>
<p><b><u>NOTE:</u></b></p> <p>Proponents are directed to list complete manufacturer's details of model proposed in the right-hand column opposite to the listed requirements.</p>			<p>Make: _____</p> <p>Model: _____</p> <p>Year: _____</p>
<b>Truck Chassis</b>			
<p>General – Extended Cab.</p> <p>General Specifications</p>			<p>Wheel base: _____</p> <p>Cab to axle: _____</p> <p>Overall length: _____</p> <p>Bumper to back of cab: _____</p> <p>Axle to end of frame: _____</p> <p>G.V.W.R.: _____ Kg/lbs</p> <p>Tare: _____ Kg/lbs</p>
<b><u>Frame</u></b>			
<p><b><u>Frame</u></b></p> <p>Chassis must be dimensionally and structurally suitable for 1/2 ton duty.</p>			
<b><u>Axle front</u></b>			
Capacity.			State Capacity: _____

Request for Proposal - Specification Form

One ½ Ton, 4x4 Truck

<b><u>Axle rear</u></b>			
Capacity Limited slip differential			State Capacity: _____
Engine Block Heater			
<b><u>Air Cleaner:</u></b> Heavy-duty type.			
<b><u>Alternator:</u></b> Heavy-duty, 12-volt.			
<b><u>Cooling System:</u></b> Heavy-duty radiator			
<b><u>Wheels and tires</u></b>			
Wheels & tires			State brand and sizes offered:  Front:  Rear:
Are winter tires and rims included			
Spare wheel and tire assembly supplied. This is optional			
Minimum: 10 ply rating			



Request for Proposal - Specification Form

**One ½ Ton, 4x4 Truck**

<b><u>Transmission</u></b>			
Automatic preferred.			State Type: _____ State brand: _____
External Spin on filter is preferred.			
<b><u>Cab and Operator Equipment / Instrumentation</u></b>			
Shall be equipped with factory air-conditioning. With selectable cab air recirculation or filtered fresh air intake.			
Intermittent wipers and windshield washer system			
AM/FM stereo. Minimum 2 speakers			
Each seat shall have W.C.B. and MOT compliant 3-point seat belts.			
Covering material shall be of heavy grade for maximum durability.			State Type of seat: _____ State covering material: _____
Integral power steering.			
All gauges and switches will have backlighting for safety purposes.			
12v accessory power points in cab for cell phone etc. Minimum 1			

Request for Proposal - Specification Form

One ½ Ton, 4x4 Truck

<p><b><u>Miscellaneous.</u></b></p>			
<p>1.Mud flaps, both front and rear of rear tires</p> <p>2.Floor mats (deep industrial quality)</p> <p>3.Wiring and accessories for towing package installed</p> <p>4.Extra switches and wiring on chassis for exterior lights (Roto, service box)</p> <p>Completed units to be fully functional and ready for work upon delivery to the Town of Creston Public Works yard, including installation of all specified components.</p>			<p>1-</p> <p>2-</p> <p>3-</p> <p>4-</p>
<p><b><u>Legal Requirements.</u></b></p>			
<p>Complete unit with all specification items to be suitable for usage in British Columbia without exceeding GVWR, GAWR ratings, or British Columbia Transportation regulations for 100% axle weight allowance and maximum tire loading.</p>			
<p><b><u>Licensing and Registration</u></b></p> <p>All necessary documentation required for insurance &amp; registration and transfer of ownership to be supplied at time of delivery.</p>			
<p><b><u>Warranty.</u></b></p>			
<p>To start at Town of Creston "IN SERVICE" date. Warranty is to be FOB Creston. If applicable.</p>			
<p><b><u>Manuals.</u></b></p>			

Request for Proposal - Specification Form

**One ½ Ton, 4x4 Truck**

<p>A. Operator manual - 1 copy. B. Service manual(s) required for all components, including hydraulic and electrical systems i) hardcopy - preferred. or: ii) electronic (CD or other media) - specify</p>			
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Request for Proposal – Bid Form

**One ½ Ton, 4x4 Truck**

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Bid Form - Offered to the Town of Creston

Box 1339

Creston BC V0B 1G0

Irrevocable for thirty (30) days -

1) Tendering firm	
2) Contact Person	
3) Authorized Signature	
4) Net Tendered Price For One ½ Ton 4x4 Truck.	
5) Environmental Levies Etc.	
6) Freight & Delivery	
7) Less trade in of 2006, Chevy Silverado, 1500 EXT, ½ ton Cab & Chassis.	<b>Note:</b> This is not a mandatory part of the proposal.
8) P.S.T.	
9) G.S.T.	
10) Total tendered price, delivered to Creston, B.C.	
11) Warranty	
12) Expected delivery date	
13) Firm pricing period	
Please list any options that may be an asset to operation of unit	
Price to be FOB Creston complete with all taxes	