



Naturally Spirited

KILLALOE-HAGARTY-RICHARDS

THE CORPORATION OF THE
TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS

2500 SERIES 3/4 TON - 4 x 4 – REG CAB - GASOLINE

REQUEST FOR PROPOSAL (RFP)
RFP 2021- 01

The Municipality of the Township of Killaloe, Hagarty and Richards is committed to integrating accessibility considerations into our procurement processes. We ask potential suppliers to tell us about the accessible options they offer. We include accessibility considerations in our evaluation.

The Request for Proposal (RFP) process within the Township of Killaloe, Hagarty and Richards is established to promote the exchange of new ideas between potential service providers and the Township. RFP's allow for more flexibility in delivering services and products to the Township of Killaloe, Hagarty and Richards than would the tendering process. RFP's utilize descriptive objectives and technical specifications as a guideline to suppliers rather than a direct agreement of detail. This affords the Township of Killaloe, Hagarty and Richards's access to technologically advanced products, innovative thinking, and new approaches to solving problems, utilizing the combined knowledge and experience of the Suppliers and Contractors. Suppliers and Contractors benefit through an open forum to exchange ideas, promote new products and demonstrate their capabilities without commonly present restraints.

PART A INFORMATION AND INSTRUCTIONS TO POTENTIAL SUPPLIERS AND SUPPLIERS

1. REQUEST FOR PROPOSAL

The Township of Killaloe, Hagarty and Richards is looking to purchase a 2500 Series 3/4 ton – 4 x 4 – reg. cab – gasoline truck.

This RFP package consists of the following components:

- I. Part A - Information and Instructions to Potential Suppliers and Suppliers
- II. Part B – Specifications
- III. Part C – Request for Proposal Form
- IV. Part D – Township Contacts and Administration
- V. Part E – Request for Proposal Closing
- VI. Part F – Signature Page

Potential suppliers may participate in the procurement process by submitting a RFP in accordance with the instructions herein.

2. ELIGIBILITY AND REQUEST FOR PROPOSAL INFORMATION

Omissions, Discrepancies and Interpretations

Should a potential supplier find omissions from or discrepancies in any of the RFP documents or be in doubt as to the meaning of any part of such documents, the potential supplier is required to contact the Township of Killaloe, Hagarty and Richards, no later than five (5) days before the closing date. If the Township of Killaloe, Hagarty and Richards considers that a correction, explanation or interpretation is necessary or desirable, it will issue an addendum to all that have taken out RFP documents.

Delivery of the Vehicle

The successful supplier, if any, will be required to deliver the vehicle to the Township of Killaloe, Hagarty and Richard Roads Yard;

16370 Highway 60
Wilno ON K0J 2N0

Permits

The successful supplier shall apply for, obtain and pay for all necessary permits required to deliver the vehicle to the Township of Killaloe, Hagarty and Richards Roads Yard. Potential suppliers shall include the costs of any such permits in their RFP prices.

Notices, Laws and Rules

The successful supplier shall give all necessary notices and pay all fees required by law and comply with all laws, ordinances, rules and regulations relating to the supply of the vehicle. The successful supplier shall be responsible for the safety of the vehicle and the successful supplier's personnel in accordance with all applicable safety legislation passed by Federal, Provincial and Local authorities governing safety. Potential suppliers shall include all such fees and costs in their RFP prices.

Vehicle must be New

The vehicle to be supplied is required to be new, 2021 or 2022, and delivered complete and fully operational.

3. REQUEST FOR PROPOSAL PROCEDURES

The Township of Killaloe, Hagarty and Richards's RFP Form is Required

Prices are required to be submitted on the RFP Form included in Part C of this RFP package, together with any further forms or attachments that the potential supplier is instructed elsewhere herein, or in any addendum hereto, to include with his/her RFP.

Delivery of Request for Proposal

RFP's must be submitted in sealed envelopes and shall be clearly marked with the Supplier's Company name and address, the RFP Title and the RFP Number, to the Township of Killaloe, Hagarty and Richards on or before **4:30 PM, Local Time on Thursday March 4, 2021** (Part E – "b"). The use of the mails and couriers for delivery of this RFP will be at the risk of the potential supplier.

Standard Terms and Conditions

Participants in this procurement process are advised that in order for the Township of Killaloe, Hagarty and Richards to properly evaluate the Request for Proposals, all vehicle requirements/specifications included in Part B of this package, must be filled with as much detail as possible. The successful supplier, if any, will be required to supply the vehicle on the terms and conditions therein.

Request for Proposal Prices

RFP prices are to be quoted in Canadian Funds and to include any cartage or unloading charges, preparation, excise taxes based on Freight on Board (F.O.B.) Killaloe with duty, if any, to be included in the price.

It is understood that in submitting a bid, each bidder agrees that his/her bid may be subject to acceptance up to 60 calendar days after the closing date for the RFP.

RFP prices are to be exclusive of HST. Applicable HST is to be shown separately, as applicable, on the RFP Form.

4. COMPLETION OF REQUEST FOR PROPOSAL FORM

Legibility and Unauthorized Revisions or Additions to Forms

All entries in the RFP Forms shall be made in ink or typewritten. Entries or changes made in pencil shall, unless otherwise be decided by the Township of Killaloe, Hagarty and Richards, be invalid. RFP's which are incomplete, illegible or obscure, or that contain additions not called for, erasures, alterations or irregularities of any kind, may be rejected.

Vehicle Supplier Proposes to Supply

In Part C, potential suppliers are required to fully describe the vehicle they propose to supply. The Township of Killaloe, Hagarty and Richards' specifications (Part B) are the minimum requirements.

Warranties

Potential suppliers are required to attach to their RFP, copies of any and all standard warranties.

It is the Township of Killaloe, Hagarty and Richards' preference that all maintenance and repair work be available at any authorized dealer of the manufacturer of the vehicle. Potential suppliers are required to specify in Part C, Part 2 (Request for Proposal Form) where warranty work will be available.

Regular maintenance, not included in the warranty will be performed by our Licenced Municipal Mechanic who is on site at the Township garage. All regular maintenance will be performed in accordance with the specifications provided for the proposed vehicle (e.g., changing of all fluids, filters and grease).

Copy of Dealer's Vehicle Purchase Agreement

The potential supplier must supply a sample copy of the Dealer's Vehicle Purchase Agreement to ensure all terms and conditions of the agreement meet with the Township of Killaloe, Hagarty and Richards' approval.

Assignment of Agreement

The Agreement contemplated by this RFP is between the Township of Killaloe, Hagarty and Richards and the successful supplier. Where the potential supplier proposes to assign the agreement to a financing company, manufacturer or anyone else, the potential supplier shall include with their RFP, details of the proposed assignment. Any such assignee shall be bound by the terms and conditions of this RFP.

5. OPENING AND EVALUATIONS

Disqualifications

Under no circumstances will RFP's be considered which:

- I. are received **after 4:30 PM, Local Time on Thursday March 4, 2021**;
- II. include RFP qualifications or other conditions not authorized by the Township of Killaloe, Hagarty and Richards; or
- III. are in the determination of the Township of Killaloe, Hagarty and Richards, incomplete.

Right to Accept or Reject

The Request for Proposal which includes the lowest submitted cost will not necessarily be accepted. The Township of Killaloe, Hagarty and Richards has the right to reject any and all RFP's for any reason whatsoever. The Township of Killaloe, Hagarty and Richards shall not be responsible for and potential suppliers shall not be entitled to, reimbursement for any liability costs, expenses, loss, economic loss, damages or consequential damages incurred, sustained or suffered, including loss of profit, by any potential supplier/supplier prior or subsequent to, or by reason of the acceptance or the non-acceptance by the Township of Killaloe, Hagarty and Richards of any RFP or by reason of any delay in the acceptance of a RFP. Request for Proposals are subject to formal acceptance by the Township of Killaloe, Hagarty and Richards and a formal contract being prepared and signed.

POTENTIAL SUPPLIERS ARE ADVISED THAT ACCEPTANCE OF ANY RFP WILL BE DONE BY RESOLUTION OF THE TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS COUNCIL.

Evaluation Process

- I. The Township of Killaloe, Hagarty and Richards will, as part of the evaluation of RFP's, compare the vehicle proposed against the specifications. In the event that the Township of Killaloe, Hagarty and Richards, in its sole discretion, requires additional information to evaluate a RFP, the potential supplier shall provide the Township of Killaloe, Hagarty and Richards with such additional information. If a potential supplier fails to provide the requested information within the timeline specified by the Township, the Township of Killaloe, Hagarty and Richards may reject the RFP.
- II. The cost component of the RFP will be evaluated on the basis of the offered price (Part "C", Part 1) plus warranty charges (Part "C", Part 1), if applicable.
- III. RFP's that contain prices which appear to be so unbalanced as likely to affect adversely the interests of the Township of Killaloe, Hagarty and Richards, may be rejected.
- IV. The Township of Killaloe, Hagarty and Richards reserves the right to waive formalities at its discretion.

6. ACCEPTANCE

Award of RFP

The lowest or any RFP will not necessarily be accepted. The Township of Killaloe, Hagarty and Richards may, in its sole discretion:

- I. award a contract to the potential supplier that the Township of Killaloe, Hagarty and Richards, in its sole discretion, determines is the best qualified and compliant RFP; or
- II. determines that the potential supplier meets the best possible vehicle efficiencies; or
- III. not award any contract at all.

The determination of the best qualified and compliant RFP shall be in the sole discretion of the Township of Killaloe, Hagarty and Richards, which decision shall be final and not challengeable.

Post-RFP Documentation

Notice of Acceptance

Notice of acceptance shall be made by fax or email to the successful supplier at the fax number or email address given by the potential supplier and will be deemed to be received on the date it is faxed or emailed.

PART B **SPECIFICATIONS**

VEHICLE REQUIREMENTS

Vehicle Supplied must include the following features and meet or exceed the following standards;

	THE TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS' MINIMUM REQUIREMENTS	SUPPLIER PROPOSAL
1	Body Style – 2500 Reg Cab Series <ul style="list-style-type: none">- 3/4 ton, 4x4- 8' box	State: _____ Km/100L: _____
2	Model Year and Date <ul style="list-style-type: none">- 2021 or 2022 model year of manufacture- Equipment must have 100km or less on odometer on delivery to the Township of Killaloe, Hagarty and Richards Roads Yard	
3	Engine <ul style="list-style-type: none">- V8 gasoline powered- 5 litre engine minimum	L: _____
4	Transmission <ul style="list-style-type: none">- automatic transmission- transmission cooler	

5	<p>Brakes</p> <ul style="list-style-type: none"> - power assisted 	
6	<p>Suspension</p> <ul style="list-style-type: none"> - Heavy Duty Suspension - Heavy Duty Shock Absorbers 	
7	<p>Axles</p> <ul style="list-style-type: none"> - LTD SLIP 	
8	<p>Tires</p> <p>PLEASE SPECIFY</p>	<p>Size: _____</p> <p>Make: _____</p>
9	<p>Steering</p> <ul style="list-style-type: none"> - power steering 	
10	<p>Body Interior</p> <ul style="list-style-type: none"> - reg seat, capable of seating 3 - dome light - power locks - heater/defroster - power windows - intermittent wipers/washer - vinyl flooring (no rug) - temperature and oil pressure gauge - AMP gauge - fuel gauge - transmission gauge 	

11	<p>Additional Equipment</p> <ul style="list-style-type: none"> - engine block heater - mud flaps, front and rear - AM/FM radio with bluetooth (hands free) - air conditioning - trailer tow package including reese hitch assembly with trailer package - side running boards both driver and passenger sides 	
12	<p>Exterior Paint</p> <ul style="list-style-type: none"> - red 	
13	<p>Sprayed undercoating by Krown or an approved undercoat by Works Superintendent or designate.</p>	
14	<p>Standard Warranty</p> <p>PLEASE SPECIFY</p>	
15	<p>Insurance and Licence</p> <ul style="list-style-type: none"> - insurance will be arranged by the Township of Killaloe, Hagarty and Richards - vehicle licence plate and sticker must be arranged for and supplied by the successful supplier 	

PART C REQUEST FOR PROPOSAL FORM

Describe in detail the vehicle which you propose to supply if awarded the contract. Include in the detail a copy of a promotional breakdown or pamphlet with a picture of the vehicle and any information that may assist the Township of Killaloe, Hagarty and Richards in determining whether or not the proposed vehicle meets the specifications.

VEHICLE DESCRIPTION: _____

PART 1 – VEHICLE PRICES

Proposed Vehicle Price \$ _____ CDN

Warranty Charges (if applicable) \$ _____ CDN

TOTAL PROPOSED PRICE EQUIPPED AS REQUESTED \$ _____ CDN
(taxes not included)

Applicable Taxes \$ _____ CDN

TOTAL PROPOSED PRICE EQUIPPED AS REQUESTED \$ _____ CDN
(including taxes)

PART 2– OTHER INFORMATION

(1) Location where warranty work, if necessary, will be available; specify

(2) Proposed delivery date (specify) _____

SECTION 2 – DELIVERY REQUIREMENTS

- I. The successful supplier is required to deliver the vehicle to the Township of Killaloe, Hagarty and Richards Roads Yard on/or before the proposed delivery date as specified above. In the event that the successful supplier is able to make the vehicle available prior to the proposed delivery date as specified above, the Township of Killaloe, Hagarty and Richards may, but is not obliged to, accept delivery prior to that date.
- II. The vehicle shall remain the responsibility of and at the sole risk of the successful supplier until the Township of Killaloe, Hagarty and Richards accepts delivery.

Delivery Point: The Township of Killaloe, Hagarty and Richards Roads Yard
16370 Highway 60, Wilno ON, K0J 2N0

Owner: The Township of Killaloe, Hagarty and Richards

Supplier: _____
Supplier’s Name (Dealership)

Supplier’s Address

City

Province

Postal Code

Telephone Number

Fax Number

Email Address

Authorized Signature
(I have the authority to bind the company)

Printed Name and Position of Signer

I/We, the undersigned, having carefully examined the specifications and made all inquiries necessary or desirable in establishing the vehicle required, hereby offer to supply the vehicle described in this RFP to the Township of Killaloe, Hagarty and Richards in accordance with the said documents at the cost set forth in the attached Request for Proposal Form.

I/We acknowledge receipt of each of the RFP documents and acknowledge that each forms an integral part of this RFP.

Notification of acceptance of this RFP may be given by fax or email, addressed to me/us at the address contained in this RFP.

In submitting this RFP, I/We hereby certify that I/We have made all such inquiries as may be necessary or useful in understanding the requirements and submitting a valid RFP. I/We shall not claim that the requirements have, or are in any way, are different or changed.

I/We understand that the contract will be terminated in the event that I/We fail to supply the vehicle and/or meet warranty obligations to the satisfaction of the Township of Killaloe, Hagarty and Richards.

I/We also declare that I/We did not rely on information provided by the Township of Killaloe, Hagarty and Richards, or its employees, other than written information specifically given in response to any inquiries made.

I/We hereby certify that, at the time of submitting this RFP, I am/we are in full compliance with all laws of Canada and the Province of Ontario.

If this RFP is accepted, I/We undertake and agree to supply the vehicle in full compliance with the specifications of this tender.

DATED at _____ this _____ day of _____, 2021

Signature of Supplier

Telephone Number

Print Name

Fax Number

Supplier's Address

City

Province

Postal Code

Email Address

PART D TOWNSHIP CONTACTS AND ADMINISTRATION

Any questions or any additional information contact:

Dean Holly, Works Superintendent
Township of Killaloe, Hagarty and Richards
1 John St., P.O. Box 39
Killaloe, Ontario K0J 2A0
(613) 757-2300 - office
(613) 757-3634 – fax
(613) 401-9073 - cell
E-mail: dholly@khrtownship.ca

PART E REQUEST FOR PROPOSAL CLOSING

(a) Date of Closing

RFP submissions can be made until **Thursday March 4, 2021 at 4:30 PM Local Time**. RFP submissions received after this deadline will be given consideration only if no acceptable submissions are received otherwise.

(b) Package Submission Process

RFP packages shall be submitted in a closed and sealed envelope clearly marked as to contents, to:

Susan Sheridan, CMO, AOMC
CAO/Clerk-Treasurer
Township of Killaloe, Hagarty and Richards
1 John St., P.O. Box 39
Killaloe, Ontario K0J 2A0
(613) 757-2300 - office
(613) 757-3634 – fax
E-mail ssheridan@khrtownship.ca

Please note that the successful proposal may not necessarily be the lowest submitted cost but the one that provides the best long-term solution for the Township of Killaloe, Hagarty and Richards.

