



COWICHAN VALLEY REGIONAL DISTRICT

REQUEST FOR PROPOSALS

ES-030-15

**COWICHAN LAKE RECREATION - SUPPLY AND DELIVERY OF ONE NEW
2016 EXTENDED CAB 4x4 PICKUP TRUCK**

Introduction

The Cowichan Valley Regional District (CVRD) invites submissions for the supply and delivery of one (1) new 2016 white half (½) ton extended cab, 4x4 pickup truck, to be used by Cowichan Lake Recreation located at 311 South Shore Road, Lake Cowichan BC.

Bidders Information See Schedule 1

Vehicle Specification See Schedule 2

Schedule of Vehicle Pricing See Schedule 3

Schedule

Proposal Close Date:	September 24, 2015
Proposal Award Date:	October 2, 2015
Supply and Delivery Completion (anticipated):	March 1, 2016 or earlier

Submissions

Written proposals shall be received by **2:00 PM** on **Thursday, September 24, 2015**. Submissions are to be addressed to the undersigned and delivered by in person delivery, mail delivery service or e-mail, no proposal submissions or amendments will be received by fax.

Jim Wakeham, Facility, Fleet, and Transit Manager,
Engineering Services Department
Cowichan Valley Regional District
175 Ingram Street, DUNCAN BC, V9L 1N8
Phone: (250) 746-2549; E-mail: jwakeham@cvrd.bc.ca

Submissions shall include:

- Completed Schedule 1 - Bidders Information
- Completed Schedule 2 - Vehicle Specifications
- Completed Schedule 3 - Schedule of Vehicle Prices
- Delivery schedule



Evaluation Criteria

Award will be based on the following point system criteria and evaluated accordingly:

Criteria	Weight
Best Purchase Value based on Schedule 3	70%
Ability to meet specifications outlined in Schedule 2	25%
Delivery Time	5%
Total	100%

Submission Details

This RFP shall not be construed as an agreement to purchase goods or services. The CVRD is not bound to enter into a contract with the proponent submitting the lowest priced quotation, or with any proponent. The CVRD is under no obligation to receive further information, whether written or oral, from any proponent.

No proponent shall have any claim for any compensation of any kind whatsoever as a result of participating in the Proposal, and by submitting a proposal, each proponent shall be deemed to have agreed that it has no claim.

The CVRD reserves the right to reject any and all proposals if the proposals exceed the projected budget approval. After acceptance by the CVRD, a written acceptance will be issued to the successful Bidder.

Quotations shall be open for acceptance for thirty (30) days following the submission closing date.

Bidders are to provide three (3) copies of the proposal.

Bidders are to provide a price for a 2016 new truck with the understanding that the CVRD will make arrangements to pick up the truck at the dealership located in close proximity to Duncan.

Bidders are to provide a confirmation letter from the manufacturer that the proposed truck will be delivered as specified.

The CVRD reserves the right to modify the terms of this RFP at any time at its sole discretion.

The CVRD reserves the right to modify the RFP specifications with the successful proponent.

The CVRD will not accept submissions of any Proposals after the closing date and time.



SCHEDULE 1 – BIDDERS INFORMATION

Bidder: _____
Name of Firm

Contact Name and Title

Address Postal Code

Telephone Number Email address

Authorizing Signature: _____



SCHEDULE 2 – VEHICLE SPECIFICATIONS

Proposals are requested for: a ½ ton, 4x4, gas fueled, seating for 5 or 6, extended cab, with engine size capable to tow a trailer with a weight of up to 7,000 lbs, plus the other specifications noted below.

Specifications	Requested	Supply information and confirm (state yes) in each space below	
		<u>Option 1</u> 1/2 Ton / Gas / 4X4 6 cylinder	<u>Option 2</u> 1/2 Ton / Gas / 4X4 8 cylinder
Manufacturer	Open		
Model Number and name	Open		
Year	2016		
Color	White (MANDATORY)		
Body Style	Pick-up – extended cab		
Engine size	Open, list engine booster if required for towing capacity.		
Box Size	Open, but preference is for a longer box size.		
Box Liner	Heavy duty spray liner on box and tailgate (not an insert liner)		
Doors	2 for front plus 2 swing doors (not quad)		
Seating	Seating for 5 or 6		
Fuel type	Regular (not diesel)		
Fuel Capacity	Minimum 85 litre tank		
Transmission	Automatic with overdrive		
Brakes	4 wheel power brakes with anti-lock ABS		
Drive Train	4x4		



Specification	Requested	Supply information and confirm (state yes) in each space below	
		Option 1 1/2 Ton / Gas / 4X4 6 cylinder	Option 2 1/2 Ton / Gas / 4X4 8 cylinder
Steering	Power steering		
Undercoat	Lower body undercoating		
Radio	AM/FM minimum		
Bumpers	Rear step with hole for ball hitch, and class 4 hitch included.		
Wheelbase	Open		
Floor Covering	Vinyl (not carpet) and no mats required		
Interior	Vinyl is preferred		
Wheels	17" to 18" with locking nut each wheel		
Tires	Four all season radials (snow flake)		
Spare	Full size all season radial		
Jack & Tire Wrench	Mandatory included with socket for locking nuts		
Air Conditioning	Mandatory included		
Delay Wipers	Mandatory included		
Tilt Steering	Open		
Mud Flaps	Front and back		
Keys	3 complete sets		



Specification	Requested	Supply information and confirm (state yes) in each space below	
		<u>Option 2</u> 1/2 Ton / Gas / 4X4 6 cylinder	<u>Option 1</u> 1/2 Ton / Gas / 4X4 8 cylinder
Electric options	Minimum electric windows and door lock.		
Tow Package	Trailer tow package with hitch. Ability to haul 16 ft. trailer and up to 7,000 lbs, and have brake controller.		
Warranty	Factory power train minimum 5 years, and bumper to bumper 3 years with no deductible.		
List other features included in vehicle unit as proposed.			
Provide vehicle maintenance and other % discounts offered and for how long.			
Confirmation letter from the manufacturer factory that the vehicle and corresponding specifications listed above, can be delivered and with the approximate delivery time noted below.			



SCHEDULE 3 – SCHEDULE OF VEHICLE PRICES

Schedule of Prices

Submitted prices to include all costs including but not limited to: vehicle, delivery, duty, documentation and other fees, environmental levies, 3 year bumper to bumper warranty, and taxes, (excluding the Provincial Sales Tax and Goods and Service Tax) which are to be shown separately. Bidders' prices are to include a full tank of gas when picked up.

Option 1

1/2 Ton Extended Cab 4x4, 6 cylinder Gas Pickup Truck

\$ _____

Provincial Sales Tax

\$ _____

Goods & Service Tax

\$ _____

TOTAL

\$ _____

Delivery time after notification of award (calendar days)

_____ days

Option 2

1/2 Ton Extended Cab 4x4, 8 cylinder Gas Pickup Truck

\$ _____

Provincial Sales Tax

\$ _____

Goods & Service Tax

\$ _____

TOTAL

\$ _____

Delivery time after notification of award (calendar days)

_____ days

Inquiries

Proposal inquiries can be directed to Rob Frost, West Cowichan Facilities Coordinator, Facility, Fleet, and Transit Division, Engineering Services Department, at rfrost@cverd.bc.ca or 250-709-1397.