



COWICHAN VALLEY REGIONAL DISTRICT

REQUEST FOR PROPOSALS

CS-KP-001-16

South Cowichan Recreation - Kerry Park Recreation Centre

SUPPLY AND DELIVERY OF ONE NEW

2016 or 2017 REGULAR CAB LONG BOX 1 TON 4X4 PICKUP TRUCK

Introduction

The Cowichan Valley Regional District (CVRD) invites submissions for the supply and delivery of one (1) new 2016 or new 2017 white one (1) ton regular cab long box, 4X4 gas or diesel pickup truck, to be used by South Cowichan Recreation - Kerry Park Recreation Centre, located at 1035 Shawnigan Mill Bay Road, Mill Bay, BC.

Bidder's Information - See Schedule 1

Vehicle Specifications - See Schedule 2

Schedule of Vehicle Prices - See Schedule 3

Schedule of Prices for Optional Items - See Schedule 4

Schedule

Proposal Close Date:	June 14, 2016 3:00 PM
Proposal Award Date:	June 23, 2016
Supply and Delivery Completion (anticipated):	November 23, 2016 or earlier

Submissions

Written proposals shall be received up to **3:00 PM on Tuesday, June 14, 2016.**

Submissions are to be sealed, signed and clearly marked CS-KP-001-16, addressed to the undersigned and delivered by: in person delivery, mail or delivery service. No proposal submissions or amendments will be received by email or fax.

Jim Wakeham, Manager, Facilities and Transit Management
Community Services Department
Cowichan Valley Regional District
175 Ingram Street, Duncan, BC V9L 1N8
Phone: (250) 746-2549; Email: jwakeham@cvrld.bc.ca



Submissions shall include:

- Completed Schedule 1 - Bidder's Information
- Completed Schedule 2 - Vehicle Specifications
- Completed Schedule 3 - Schedule of Vehicle Prices
- Completed Schedule 4 - Schedule of Prices for Optional Items
- Delivery time - include on Schedule 3

Evaluation Criteria

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

Criteria	Weight
Best Purchase Value based on Schedule 2 and Schedule 3	65%
Best Purchase Value based on Schedule 4	10%
Ability to meet specifications outlined in Schedule 2	20%
Delivery time noted on Schedule 3	5%
Total	100%

Submission Details

This Request for Proposals (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 prices for one new 2016 and/or new 2017 pickup truck with the understanding that the CVRD is seeking to purchase one truck in total and will make arrangements to pick up the truck at the dealership located in close proximity to City of 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 – BIDDER'S INFORMATION

Bidder: _____
Name of Firm

Contact Name and Title _____

Address Postal Code _____

Telephone Number Email Address _____

Authorizing Signature: _____



SCHEDULE 2 – VEHICLE SPECIFICATIONS

The tables below are to allow bidders to provide information based on a 2016 truck (options 1 and 3), and a 2017 truck (options 2 and 4). In addition there are both gas fueled (options 1 and 2) and also diesel fueled (options 3 and 4).

Proposals are requested for: one new 2016 or new 2017 one ton, 4X4, gas or diesel fueled, seating for 3, regular cab, 8 foot box, single rear axle, with engine size towing capacity and payload rating capable to tow a commercially plated trailer with a GVWR of 3175 KG minimum, plus the other specifications noted below.

Specifications	Requested	Supply information and confirm (state yes) in each space below			
		<u>Option 1</u> 2016 1 Ton Gas / 4X4	<u>Option 2</u> 2017 1 Ton Gas / 4X4	<u>Option 3</u> 2016 1 Ton Diesel / 4X4	<u>Option 4</u> 2017 1 Ton Diesel / 4X4
Manufacturer	Open				
Model Number and Name	Open				
Year	2016 or 2017	2016	2017	2016	2017
Color	White (MANDATORY)				
Body Style	Pickup – regular cab				
Engine Size	Open				
Cylinders	6 or 8				
Box Length	8 feet				
Box Liner	Heavy duty spray liner on box and tailgate (not an insert liner)				
Doors	2				
Seating	Seating for 3 minimum				



Specifications	Requested	Supply information and confirm (state yes) in each space below			
		<u>Option 1</u> 2016 1 Ton Gas / 4X4	<u>Option 2</u> 2017 1 Ton Gas / 4X4	<u>Option 3</u> 2016 1 Ton Diesel / 4X4	<u>Option 4</u> 2017 1 Ton Diesel / 4X4
Fuel Type	Gas / Diesel				
Fuel Capacity	Minimum 85 litre tank				
Transmission	Automatic w. overdrive				
Brakes	4 wheel power brakes with anti-lock ABS				
Drive Train	4X4				
Steering	Power steering				
Undercoat	Lower body undercoating				
Radio	AM/FM minimum				
Bumpers	Rear step with hole for ball hitch, and Class IV receiver - hitch included				
Wheelbase	Open				
Floor Covering	Vinyl (not carpet) and rubber form fitting mats required				
Interior	Vinyl is preferred				
Wheels	17" to 18" with locking nut each wheel				
Tires	Four all season radials (M+S or snow flake)				
Spare	Matching full size				



Specifications	Requested	Supply information and confirm (state yes) in each space below			
		<u>Option 1</u> 2016 1 Ton Gas / 4X4	<u>Option 2</u> 2017 1 Ton Gas / 4X4	<u>Option 3</u> 2016 1 Ton Diesel / 4X4	<u>Option 4</u> 2017 1 Ton Diesel / 4X4
Jack & Tire Wrench	Mandatory included w. socket for locking nuts				
Air Conditioning	Mandatory included				
Delay Wipers	Mandatory included				
Tilt Steering	Open				
Mud Flaps	Front and back				
Back Up Camera	Mandatory included				
Electric Options	Minimum electric windows and door lock				
Tow package	Trailer tow package with Class IV hitch. Integrated brake controller. Integrated 4 pin and 7 pin trailer sockets. Include locking draw bar and 2 5/16" ball.				
Warranty	Factory power train minimum 5 years, and bumper to bumper 3 years with no deductible.				
List and/or provide other features included in vehicle unit as proposed.					



Specifications	Requested	Supply information and confirm (state yes) in each space below			
		<u>Option 1</u> 2016 1 Ton Gas / 4X4	<u>Option 2</u> 2017 1 Ton Gas / 4X4	<u>Option 3</u> 2016 1 Ton Diesel / 4X4	<u>Option 4</u> 2017 1 Ton Diesel / 4X4
Provide vehicle maintenance and other % discounts offered and for how long.	Maintenance included or % discounts, and for what length of time.				
Confirmation letter from the manufacturer factory that the vehicle and corresponding specifications listed above can be delivered and with the delivery time noted below.					

SCHEDULE 3 – SCHEDULE OF VEHICLE PRICES

Schedule of Vehicle 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**

2016 Pickup Truck - 1 ton, regular cab, long box, gas, 4X4	\$	
Provincial Sales Tax	\$	
Goods & Service Tax	\$	
TOTAL	\$	
Delivery time after notification of award (calendar days)		days

Option 2

2017 Pickup Truck - 1 ton, regular cab, long box, gas, 4X4	\$	
Provincial Sales Tax	\$	
Goods & Service Tax	\$	
TOTAL	\$	
Delivery time after notification of award (calendar days)		days

Option 3

2016 Pickup Truck - 1 ton, regular cab, long box, <u>diesel</u> , 4X4	\$	
Provincial Sales Tax	\$	
Goods & Service Tax	\$	
TOTAL	\$	
Delivery time after notification of award (calendar days)		days

Option 4

2017 Pickup Truck - 1 ton, regular cab, long box, <u>diesel</u> , 4X4	\$	
Provincial Sales Tax	\$	
Goods & Service Tax	\$	
TOTAL	\$	
Delivery time after notification of award (calendar days)		days



SCHEDULE 4 – SCHEDULE OF PRICES FOR OPTIONAL ITEMS

Schedule of prices for optional items including possible trade in of 2004 GMC truck

Submitted prices in the table below are to include all costs including, but not limited to: parts, install labour, delivery, duty, documentation and other fees, environmental levies and taxes, (excluding the Provincial Sales Tax and Goods and Service Tax) which will be extra.

The cost of the optional items below, are not to be included in Schedule 3 – Schedule of Vehicle Prices. The CVRD is not obligated to accept any of the optional items noted in the table below.

OTHER OPTIONAL ITEMS	Requested: supply additional cost or credit for items below	Supply information and confirm (state yes and cost if applicable) in each space below			
		<u>Option 1</u> 2016 1 Ton Gas / 4X4	<u>Option 2</u> 2017 1 Ton / Gas / 4X4	<u>Option 3</u> 2016 1 Ton Diesel / 4X4	<u>Option 4</u> 2017 1 Ton Diesel / 4X4
Side Steps (black color, not chrome)	Optional Addition				
Snow Plow Package	Optional Addition (note: plow not included, only factory required items to prep and allow vehicle for snow plowing)				
Trade in Credit Value of 2004 GMC Silverado truck with approx. 89,000 km	Vehicle viewing can be arranged through Tony Liddle, CVRD representative. See contact info below.				

Inquiries

All inquiries related to this Request for Proposals are to be directed to:

Tony Liddle, South Cowichan Facilities Coordinator
Facilities & Transit Management Division
Community Services Department
Cowichan Valley Regional District
Phone: (250) 701-3120 or Email: tliddle@cvrld.bc.ca



Any information obtained from any other source is not official and should not be relied upon.