



Department of Finance
Procurement Services

REQUEST FOR STANDING
OFFER

Tender Number: 5120

Closing Date: 12-Sept-2018

Closing Time: 12:00PM AST

Two (2) Passenger Vans - Department of Transportation, Infrastructure & Energy

1. Check for changes to this request

Before submitting this proposal, visit the Procurement website www.princeedwardisland.ca/en/tenders to see if any Addenda detailing changes have been issued on this tender. Changes may be posted up until the tender closing time. It is your responsibility to acknowledge and take into account **ALL ADDENDA**.

2. Give your business information (please print)

Name of Company: _____
(If you are not a registered company, give your name)

Street Address: _____

City: _____ Province: _____

Postal Code: _____ Email Address: _____

Mailing Address (if different): _____

Phone Number: _____ Fax Number: _____

HST/GST Registration Number (BN): _____ (leave blank if NOT applicable)

3. Review the following documents, which will form part of your proposal

All documents can be found on the Procurement Services website at www.princeedwardisland.ca/en/tenders.

- **Atlantic Standard Terms and Conditions**
 - **This tender opportunity is issued in accordance with the provisions of the Atlantic Procurement Agreement and the Agreement on Internal Trade. Vendors are encouraged to read the Atlantic Provinces Standard Terms and Conditions, prior to submitting any bid.**
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4. Additional Information

- Prices are to be in Canadian Funds.
- Price to include: Freight & Delivery.
- It is the intention of the Province to award the item(s) listed in this tender to one (1) vendor.
- The results of this tender shall be open to all Government Departments, Crown Corporations, Agencies, Boards and Commissions including the Broader Public Sector as described in the Atlantic Standard Terms and Conditions (MASH Sector).
<http://www.atlanticsuppliers.ca/acts-regulations/atlantic-provinces-standard-terms-and-conditions-goods-and-services/>
- Vendors are advised that all documents forming part of the RFSO process, including all submitted proposals, are subject to the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, Cap. F-15.01 (“FOIPP”). A copy of FOIPP is available at:
<https://www.princeedwardisland.ca/en/legislation/all/all/a>

5. Give your delivery and payment terms

| | | | |
|------------------------------|--------------------------------------|------------------------------------|------------------------|
| Delivery Required by: | | Goods will be delivered by: | |
| Delivery Location: | | | |
| FOB: | Destination <input type="checkbox"/> | Other <input type="checkbox"/> | (Please Specify) _____ |
| Payment Terms: | Net 30 <input type="checkbox"/> | Other <input type="checkbox"/> | (Please Specify) _____ |

6. Acknowledge receipt of addenda (if any)

| ADDENDUM | SIGNATURE |
|-----------------|------------------|
| Addendum #1 | |
| Addendum #2 | |
| Addendum #3 | |

Were there more than three addenda for this proposal? YES NO

Indicate the number of additional addenda you have received.

Please sign indicating that you acknowledge the additional addenda noted above _____

7. Sign your Proposal

I confirm that the information I provided on this proposal is complete and accurate and that I am authorized to sign on behalf of the company.

Name (please print): _____ Position or Title: _____

Signature: _____ Date: _____

8. Submit Proposal To:

PROCUREMENT SERVICES

95 Rochford Street
2nd Floor South, Shaw Building, Room 27
Charlottetown, PE, C1A 7N8
Telephone: (902)368-4040
Fax: (902)368-5171

When submitting your bid to the above address, please ensure your company name and tender number are clearly marked on the outside of the envelope.

Acceptable methods to submit your bid; courier, mail, hand deliver and fax.

E-mail submissions are not accepted.

9. CONTACT INFORMATION

About the good or service:

Name: Clay Moase
Phone: 902-439-8165
E-mail: cdmose@gov.pe.ca

About the procurement process:

Procurement Officer: Mark Kays
Phone: 902-368-4764
E-mail: mjkeys@gov.pe.ca

APPENDIX A:

TENDER SPECIFICATIONS:

Bid Specification for Passenger Van

Prince Edward Island Department of Transportation, Infrastructure & Energy
Mechanical Branch

Introduction:

This tender is for the purchase of two (2) passenger vans with the option to purchase additional vans up to 12 months after the award. The Department's decision to purchase will be based on the best value as determined by the Department.

Requirements & Bid Evaluation:

Award will be based upon the compliance to the tender, the lowest total bid price and earliest guaranteed delivery date.

If an unknown or unproven make/mode is submitted as lowest bid, an evaluation will be done of a current production vehicle the same as tendered. If evaluated and deemed suitable, the bidder or manufacturer will, if requested, provide a demonstration at a location agreed on by the Department, any special travel costs incurred by the Department may be considered as part of the total bid price.

General:

The Department reserves the right to decide which manufacturer offers the best value to the Department in terms of key specification areas, and lowest price. This document shall be properly completed and must be returned with all tenders. Lowest or any tender not necessarily accepted.

The Department will review competitive pricing and earliest guaranteed delivery date meeting all the general specifications requirements.

The results of this tender may or may not be used for additional purchases for twelve months from time of award, as agreed to by bidding vendor.

Upon delivery and training of operators and technicians, the trucks will be inspected for compliance to specifications description. Any deficiencies shall be required to be corrected at the bidder's expense before payment for that particular unit is approved or an appropriate credit adjustment is agreed upon.

A response must be stated for each item and where requested an actual value, a blank response will be deemed as meaning "no". Any response with a "no" or a blank may result in

the bid being rejected, unless the specifications requested can be provided with an equivalent or better option.

Delivery:

The vans must be delivered to the Department of Transportation, Infrastructure & Energy, Charlottetown Mechanical Branch on or before specified delivery date vendor submitted on tender document.

Delay in Delivery:

The Bidder's attention is drawn to the delivery deadline date. Any delays beyond this time will be considered a lack of performance by the Vendor and a failure to provide the tendered equipment. A penalty of \$100.00 per calendar day per unit may be assessed against the Vendor until delivery is completed. Please note that no vendor will be penalized for late delivery as a result of circumstances beyond their control.

Documentation must be provided as proof of reason for late delivery. In the event the Department agrees to an extension of the delivery date, no penalty will be assessed.

Product Acceptance:

The vans must be properly pre-delivery serviced to ensure they are ready for use with particular attention to lubes, fluids, filters, belts, all fasteners, lighting, electrical components, sensors and adjustable items. Dealer will perform necessary inspection. **Dealer is responsible for hook up and testing of units prior to putting into service.**

Staff Training:

The supplier is to provide a competent representative to train Department of Transportation, Infrastructure & Energy staff. Familiarization will include the operating features and it's design so as to enable proper operation, maintenance and servicing.

Service Manual:

Dealer is to provide One (1) electronic and one hard copy of parts and service manual procedures per vehicle.

Warranty:

All warranty work, including shipping, parts delivery charges, all shipments and travel, will be at the expense of the supplier.

Specification: Passenger Vans
Date Revised: August 24, 2018
Number Required: Two (2), with option for additional units in a 12 month period

Note: This sheet is to be completed in detail and returned with bid.

| | <i>Specific</i> | <i>Description</i> | <i>Yes/No/Details</i> |
|----|---------------------------|---|-----------------------|
| 1 | Seating | 7 or 8 passenger. | |
| 2 | Brakes | Power assisted, heavy duty. | |
| 3 | Transmission | Automatic four (4) speed overdrive heavy duty. | |
| 4 | Engine | Minimum 6 cylinder with block heater. | |
| 5 | Heater/Air Conditioner | Must have heat, air conditioning and fresh air intake. | |
| 6 | Rear Heater/Air Condition | Please price rear heater/air conditioner as an option per unit. | |
| 7 | Defroster | High capacity with electric rear window defrost/defogger. | |
| 8 | Speedometer/Odometer | Please supply with odometer & tripometer. | |
| 9 | Alternator/Battery | Heavy duty. | |
| 10 | Fuel Economy | State fuel economy. | |
| | | City L/100 kms. | |
| | | Highway L/100 kms. | |
| 11 | Tires | Four (4) full size tires – All Terrain tread pattern, no lettering. | |
| 12 | Winter Tires | Include four additional studded winter tires mounted on steel rims. | |
| 13 | Radio | AM/FM with clock & equipped with built in Bluetooth in radio. | |
| 14 | Wipers | To have intermittent feature. | |

BIDDER NAME:

| | <i>Specific</i> | <i>Description</i> | <i>Yes/No/Details</i> |
|-----------------------|--|---|-----------------------|
| 15 | Mirrors | Interior day/night. Exterior left and right side. | |
| 16 | Warning Light | Parking brake warning light or automatic parking brake release. | |
| 17 | Interior Seats | Vinyl seats for seven (7) adults, or cloth seats with vinyl covers. | |
| 18 | Interior Color | Dark interior – Specify. | |
| 19 | Flooring | Vinyl or carpet with heavy duty waterproof floor mats. | |
| 19 | Glass | All glass shall be tinted with privacy glass where appropriate; shaded windshield. | |
| 20 | Exterior | Please specify exterior color. | |
| 21 | Molded Mud/Splash Guards | OEM mud/splash guards, no logo. | |
| 22 | First Aid Kit, Fire Extinguisher, and Snow Scraper Brush | Dealer to supply First Aid Kit, 3 lb fire extinguisher and snow scraper with brush. | |
| 23 | Fuel | To have a full tank of fuel on delivery. | |
| <u>General</u> | | | |
| 24 | Warranty | Provide warranty schedule with tender. Attach warranty terms & conditions. Bidder responsible for all parts, service, labour, while under warranty. | |
| 25 | Manuals | Dealer to provide one electronic copy of parts and service procedures per vehicle. | |
| 26 | FOB | Price to be FOB Mechanical Branch, 64 Park St, Charlottetown, PE, C1A 5G7. | |
| 27 | Delivery Date | Immediate delivery required. Please state guaranteed delivery date. | |
| 28 | Delivery Delays | Supplier is requested to indicate any items listed in specifications, which may cause delay in the delivery of this unit beyond the standard delivery period for this type of unit. | |
| BIDDER NAME: | | | |

| | <i>Specific</i> | <i>Description</i> | <i>Yes/No/Details</i> |
|----|------------------------------|--|-----------------------|
| 29 | Delivery Penalty | The vendor will be responsible for the cost repairs on units to be traded after stated delivery date of new unit, if applicable. | |
| 30 | Minimum Performance Standard | The minimum performance standard is Considered critical and will be viewed as Such when evaluating tenders. Government reserves the right to reject any tender not meeting in whole or in part these specifications and requirements. Notwithstanding, the Government will evaluate these units based on fuel economy, delivery, as well as cost advantages. | |
| 35 | Disclaimer | Lowest or any tender not necessarily accepted. | |
| 36 | Trade | N/A | |
| 37 | Contact | Wilf MacDonald – (902) 314-0611. Clay Moase – (902) 439-8165. | |

PLEASE QUOTE IN THE FOLLOWING MANNER:

| | |
|---|----|
| <i>BID COMPANY NAME</i> | |
| <i>YEAR</i> | |
| <i>MAKE</i> | |
| <i>MODEL</i> | |
| <i>PURCHASE PRICE</i> | \$ |
| <i>NET PRICE (WITHOUT TAXES)</i> | |
| <i>BIDDER'S NAME (PRINT)</i> | |
| <i>BIDDER'S TELEPHONE/ CELL PHONE</i> | |
| <i>BIDDER'S EMAIL ADDRESS</i> | |
| <i>DATE</i> | |
| <i>SIGNATURE</i> | |