



Department of Finance
Procurement Services

**REQUEST FOR STANDING
OFFER**

Tender Number: 5045

Closing Date: 31-May-2018

Closing Time: 12:00PM AST

**One – Aluminum Frame Utility Trailer/Department of Transportation,
Infrastructure and 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**
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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/sites/default/files/legislation/f-15-01_0.pdf

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: Wilf MacDonald
Phone: 902-368-5222
E-mail: wjmacdonld@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 One- (1) Aluminum Frame Utility Trailer

Prince Edward Island Department Transportation, Infrastructure & Energy

Mechanical Branch

Introduction:

This tender is for the purchase of one (1) Aluminum Frame Utility Trailer with option to purchase additional trailers up to 12 months after the award. The Department's decision to purchase will be based on best value as determined by the Department. The trailer will be used by the Department of Transportation, Infrastructure & Energy personnel. The trailer will be towed behind a 1/2 ton truck and used to haul two paint machines, paint and stencils.

Requirements & Bid Evaluation:

Award will be based on the evaluation of compliance to the tender specifications, total bid price and earliest guaranteed delivery date.

If an unknown or unproven make/model 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 during the twelve months following tender award.

Upon delivery, installation and training of operators and technicians, each unit 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 unit must be delivered to the Department of Transportation, Infrastructure & Energy, Summerside Depot, PO Box 315, 50 Cannon Dr, Slemon Park, Summerside PE C0B 2A0 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 Trailer must be properly pre-delivery serviced to ensure the unit is ready for use with particular attention to lubes, fluids, filters, belts, all fasteners, lighting, electrical components, sensors and adjustable items. **Dealer responsible for hook up and testing of unit, staff orientation & training prior to putting into service.**

Service Manual:

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

Warranty:

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

Specification: One (1) – Aluminum Frame Utility Trailer

Date Revised: May 9, 2018

Number Required: One (1), with option for additional trailers in a 12 month period

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

	Specific	Description	Yes / No / Details
1	Aluminum Trailer Deck	Aluminum frame. Specify materials & thickness.	
2	Trailer Weight	889 lbs – 1320 lbs. (Specify).	
3	Tires	Tire load to meet or exceed axle ratings. Tire to be 14" or 15" and ST rating.	
4	Hitch	Category 2 with three hitching points. If not specify.	
5	Ball Size	2-5/6" – 2-5/16". (Specify).	
6	Overall Length	Minimum 16'.	
7	Box	Box interior minimum interior box dimensions 8' wide x 14' length.	
8	Trailer Dimensions	Specify Length: _____ Width: _____ Rail Height: _____	
9	Depth/Sides/Rails	14" – 19" or side pocket with rails. (Specify).	
10	Axle(s)	Two axles.	
11	Gross Vehicle Weight Rating	Minimum GAWR 1400 kgs. (Specify).	
12	Brakes	Must be equipped with electric brakes. (Specify).	
13	Ramp	Foldable loading ramp to be removable to allow for tailgate. Capable of loading two paint machines approximately 460 lbs plus paint and stencils.	
14	Tailgate	Fold down tailgate for loading.	
15	Hitch Jack	Heavy duty. Specify load rating.	
16	Rear Stabilizer	Two rear stabilizers designed to hold trailer and maximum load.	

	Specific	Description	Yes / No / Details
17	Trailer Colour	Silver grey aluminium/galvanized.	
18	Clearance Lights	Must supply LED lights. All lights to be LED lighting. (Shock Resistant/Weather Tight).	
19	Side Markers	Must supply side markers.	
20	Load Securement	Must supply 6 fold down chain hooks for load securement to tie down two paint machines, meeting load securement regulations. Tie down to be secured to frame.	
21	Tie Downs	Supply 8 Commercial Grade tie downs to secure two paint machines.	
22	Reflective Outer Extremities	Trailer to have retro reflective markings on outer extremities.	
23	CMVSS Standards	Trailer must meet Canadian Motor Vehicle Safety Standards.	
24	Transport Canada Regulations	Trailer manufacturer must be licensed under Transport Canada (CMVS) Canadian Motor Vehicle Safety Standards.	
	<u>General</u>		
25	Local Service & Parts	Name: Address: Contact:	
26	Warranty Service	Provide warranty details with tender. Name: Address: Contact:	
27	Warranty Terms & Conditions	Dealer to provide.	
28	Manuals	Dealer to provide one electronic and one hard copy of parts and service procedures.	
29	FOB	Price to be FOB Summerside Depot, PO Box 315, 50 Cannon Drive, Slemon Park, Summerside, PE C0B 2A0.	
30	Compliance	Must conform to Federal and Provincial regulations.	

	Specific	Description	Yes / No / Details
31	Delivery Date	Trailer to be delivered three weeks after the issue of a PO or on or before June 22, 2018. Please state guaranteed delivery date.	
32	Delivery Delays	Supplier is requested to indicate any items specified here which may cause delivery delay, beyond the standard time.	
33	Delivery Penalty	There will be a \$100 a day penalty for late delivery	
34	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	Contact	Wilf MacDonald Office – (902) 368-5222. Cell – (902) 314-0611.	

PLEASE QUOTE IN THE FOLLOWING MANNER:

BID COMPANY NAME	
YEAR	
MAKE	
MODEL	
PURCHASE PRICE (BEFORE TAXES)	
BIDDER'S NAME (PRINT)	
BIDDER'S PHONE	
BIDDER'S EMAIL ADDRESS	
DATE	
SIGNATURE	