



Department of Finance
Procurement Services

**REQUEST FOR STANDING
OFFER**

Tender Number: 5079

Closing Date: 5-July-2018

Closing Time: 12:00PM AST

**One (1) – 5500 Series Truck – Forestry Field Service Truck -
to Accommodate a 12 foot Aluminum Box/TIE**

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/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: mjkays@gov.pe.ca

APPENDIX A:

TENDER SPECIFICATIONS:

Bid Specification for One (1) - 5500 Series Forestry Service Truck to Accommodate a 12 Foot Aluminium Box

Prince Edward Island Department Transportation, Infrastructure & Energy Mechanical Branch

Introduction:

This tender is for the purchase of one (1) single cab dual wheel truck and must be compatible with a 12 foot aluminum heavy duty body with option to purchase additional vehicles 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 truck will be used by the Department of Communities, Land & Environment personnel.

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, Charlottetown Mechanical Branch, 64 Park St, Charlottetown, PE, C1A 5G6 on or before specified delivery date vendor submitted on tender document.

Delay in Delivery:

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 Truck 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.**

Staff Training:

The manufacturer is to provide a competent representative to train Department of Forestry 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 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) – 5500 Series Forestry Field Service Truck to accommodate a 12 foot Aluminium Box

Date Revised: June 11, 2018

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

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

	Specific	Description	Yes / No / Details	
1	Cab	Single cab truck & chassis only.		
2	GVW & Frame Rails Length	18,500 minimum (Specify). Frame rails to carry a 12 foot box. Specify rail length.		
3	Cab to Axle Distance	Cab to axle distance approximately 84 inches. (Specify).		
4	Steering	Power.		
5	Front Springs	Heavy duty.		
6	Rear Springs	Heavy duty with overloads.		
7	Shocks	Heavy duty front and rear.		
8	Brakes	Heavy duty power.		
9	Transmission	Five or Six speed Allison automatic transmission is preferred with electric overdrive and external transmission cooler. If not specify.		
10	Axle	Limited slip with heavy duty rear lock.		
11	4 Wheel Drive	Must be equipped with 4 wheel drive.		
12	Engine	Minimum 6 litre gas engine. State below:		
		Size (Specify).		
		Torque - (Specify).		
		Horsepower (Specify).		
		Diesel Acceptable	Minimum 6 litre diesel.	
		Size (Specify).		
		Torque – (Specify).		
		Horsepower (Specify).		
13	Block Heater	Install block heater.		
14	Radiator	Heavy duty pressurized series flow.		

	Specific	Description	Yes / No / Details
15	Gauges	Must have readable/display speedometer, odometer, trip odometer, fuel gauge, engine oil pressure gauge, voltmeter ammeter gauge or warning light, coolant temperature gauge.	
16	Wheels	Seven heavy duty steel disc wheels six on truck with one full size spare.	
17	Front Tires & Spare	Heavy duty truck, all terrain tires.	
18	Rear Tires	Heavy duty all terrain truck tires.	
19	Spare Carrier	Include full size spare wheel carrier & tire.	
20	Mud Flaps	Black colour with no markings or advertising.	
21	Alternator	Heavy duty.	
22	Battery	Heavy duty battery 800 cca minimum.	
23	Horn	Dual electric horn.	
24	Heater/Air Conditioned	Heater with air conditioning.	
25	Radio/Bluetooth	AM/FM with clock and built in blue tooth, hands free.	
26	Mirrors	Two adjustable & extendable mirrors. Specify type:	
27	Visors	Two sun visors.	
28	Wipers	Wipers to have intermittent feature.	
29	Seats	60/40 split bench. Knitted vinyl. Dark colour (charcoal preferred). Two passengers.	
30	Flooring	Vinyl floors, black/grey.	
31	Seat Belts	Seat belts for all seating positions, including shoulder straps where possible.	
32	Trailer Package	Truck to be properly equipped with Class 5 hitch, with receiver, wiring & brake control included and 3 way ball with locking mechanism.	
33	Recovery Hooks	Two recovery tow hooks mounted on frame.	
34	Remote Work Spot Light	Work spot light to be mounted passenger side corner and operational from cab.	

	Specific	Description	Yes / No / Details
35	Glass	All glass shall be tinted with shaded windshield.	
36	Paint	Fire engine red. Specify paint code or attach paint chip.	
37	Running Boards	To be equipped with two running boards painted black.	
38	Back Up Alarm	OEM approved back up alarm.	
39	Wiring	Separate outlets for at least six plug ins for auxiliary items.	
40	First Aid Kit, Fire Extinguisher	Dealer to supply #2 First Aid Kit and 5 lb fire extinguisher.	
41	Safety Triangles Kit	Dealer to supply Triangle kit with a carrying case.	
42a	Fuel Tank	To be mounted inside frame rails and filler to be mounted to the box by the box installer.	
42b	Fuel Tank	Must have a full tank of fuel.	
43	Undercoating	Truck to be undercoated and treated with approved rust check/Krown or equivalent with certificate.	
	<u>General</u>		
44	Warranty Terms & Conditions	Dealer to provide full warranty details of coverage.	
45	Manuals	Dealer to provide one electronic and one hard copy of parts and service procedures.	
46	FOB	Price to be FOB Charlottetown Mechanical Branch, 64 Park St, Charlottetown, PE C1A 5G7.	
47	Compliance	Must conform to Federal and Provincial regulations.	
48	Delivery Date	Please specify guaranteed delivery date.	
49	Delivery Delays	Supplier is requested to indicate any items specified here which may cause delivery delay, beyond the standard time.	
50	Delivery Penalty	There will be a \$100 a day penalty for late delivery.	

	Specific	Description	Yes / No / Details
51	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.	
52	Disclaimer	Lowest or any tender not necessarily accepted.	
53	Contact	Wilf MacDonald – (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	