



**Request for Bids**  
**For**  
**Used Vehicles & Equipment**

Invitation to Tender No.: **18-000000-966**

Issued: October 1, 2018

Submission Deadline: **October 18, 2018 2:00 PM Local Time**

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## PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

### 1.1 Invitation to Bidders

This Request for Bids (the “RFB”) is an invitation by the University of Prince Edward Island (the “University”) to prospective bidders to submit bids for **Used Vehicles & Equipment**, as further described in Section A of the RFB Particulars (Appendix C) (the “Description”).

- Textron EZ Go
- 2001 Dodge Ram 1 ton
- 2004 GMC Sierra
- John Deere Lawnmower
- Yardman Mower
- Yardman 21” Push Mower
- Walk behind Snow Blower

### 1.2 RFB Contact

For the purposes of this procurement process, the “RFB Contact” will be:

Ian Burge [tenders@upei.ca](mailto:tenders@upei.ca)

Bidders and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the University, other than the RFB Contact, concerning matters regarding this RFB. Failure to adhere to this rule may result in the disqualification of the bidder and the rejection of the bidder’s bid.

### 1.3 RFB Timetable

Issue Date of RFB	October 1, 2018
Deadline for Questions	October 15, 2018 [4:00 PM] local time
Deadline for Issuing Addenda	October 16, 2018 [4:00 PM] local time
Submission Deadline	October 18, 2018 [2:00 PM local time
Bidders’ Conference	October 11, 2018 between 1:00 PM – 2:00pm local time

The RFB timetable is tentative only, and may be changed by the University at any time.

The Vehicles & Equipment will be made available for proponents to view upon request on **October 11, 2018** from 1:00PM until 2:00PM at 550 University Ave, Charlottetown, PE, CIA 4P3.

Please indicate your interest by contacting [tenders@upei.ca](mailto:tenders@upei.ca) by noon on October 10, 2018.

## **1.4 Submission of Bids**

### **1.4.1 Bids to be Submitted at Prescribed Location**

Bids must be submitted at:

ATTN: Ian Burge  
Procurement Services  
126 Kelly Building  
550 University Ave,  
Charlottetown, PE  
C1A 4P3

### **1.4.2 Bids to be Submitted on Time**

Bids must be submitted at the location set out above on or before the Submission Deadline. Bids submitted after the Submission Deadline will be rejected. Onus and responsibility rest solely with the bidder to deliver its bid to the exact location (including floor, if applicable) indicated in the RFB on or before the Submission Deadline. The University does not accept any responsibility for submissions delivered to any other location by the bidder or its delivery agents. Bidders are advised to make submissions well before the deadline. Bidders making submissions near the deadline do so at their own risk.

### **1.4.3 Bids to be submitted in Prescribed Format**

Bidders must submit 1 hard copy. Bids should be prominently marked with the RFB title and number (see RFB cover page), with the full legal name and return address of the bidder.

### **1.4.4 Bids are to be inclusive:**

- a. The successful bidders will be required to pay H.S.T.
- b. Payment terms will be certified cheque payable to The University of Prince Edward Island, Credit Card, or Debit.
- c. The successful bidders must arrange and incur all costs with pick up.
- d. The successful bidder will be responsible for any damage to the buildings during pick up of the items.
- e. UPEI does not guarantee the condition of any of the equipment to be sold. All equipment will be sold on an “**as is**” basis.

[End of Part 1]

## **PART 2 – TERMS AND CONDITIONS OF THE RFB PROCESS**

### **2.1 General Information and Instructions**

#### **2.1.1 RFB Incorporated into Bid**

All of the provisions of this RFB are deemed to be accepted by each bidder and incorporated into each bidder's bid. A bidder who submits conditions, options, variations or contingent statements to the terms as set out in this RFB, either as part of its bid or after receiving notice of selection, may be disqualified. If a bidder is not disqualified despite such changes or qualifications, the provisions of this RFB, will prevail over any such changes or qualifications in the bid.

#### **2.1.2 Bidders to Follow Instructions**

Bidders should structure their bids in accordance with the instructions in this RFB. Where information is requested in this RFB, any response made in a bid should reference the applicable section numbers of this RFB.

#### **2.1.3 Bids in English**

All bids are to be in English only.

#### **2.1.4 Bid to be Retained by the University**

The University will not return the bid or any accompanying documentation submitted by a bidder.

### **2.2 Communication after Issuance of RFB**

#### **2.2.1 Bidders to Review RFB**

Bidders shall promptly examine all of the documents comprising this RFB, and

- (a) shall report any errors, omissions or ambiguities; and
- (b) may direct questions or seek additional information

in writing by email to the RFB Contact on or before the Deadline for Questions. All questions or comments submitted by bidders by email to the RFB Contact shall be deemed to be received once the email has entered into the RFB Contact's email inbox. No such communications are to be directed to anyone other than the RFB Contact, and the University shall not be responsible for any information provided by or obtained from any source other than the RFB Contact. The University is under no obligation to provide additional information. It is the responsibility of the bidder to seek clarification from the RFB Contact on any matter it considers to be unclear. The University shall not be responsible for any misunderstanding on the part of the bidder concerning this RFB or its process.

## **2.2.2 All New Information to Bidders by Way of Addenda**

This RFB may be amended only by addendum in accordance with this section. If the University, for any reason, determines that it is necessary to provide additional information relating to this RFB, such information will be communicated to all bidders by addenda. Each addendum forms an integral part of this RFB and may contain important information, including significant changes to this RFB. Bidders are responsible for obtaining all addenda issued by the University. In the Submission Form (Appendix A), bidders should confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

## **2.2.3 Verify, Clarify and Supplement**

When evaluating bids, the University may request further information from the bidder or third parties in order to verify, clarify or supplement the information provided in the bidder's bid. The response received by the University shall, if accepted by the University, form an integral part of the bidder's bid.

## **2.3 Notification and Debriefing**

### **2.3.1 Notification to Other Bidders**

Once the highest bidder has been selected they will be notified via email or phone. If the highest bidder declines purchasing the item, the second highest bidder will be notified and so on until we have a selected purchaser. The bidder will then be invoiced for the item. Only the successful bidder will be contacted.

## **2.4 Confidential Information**

### **2.4.1 Confidential Information of the University**

All information provided by or obtained from the University in any form in connection with this RFB either before or after the issuance of this RFB

- (a) is the sole property of the University and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFB and the performance of the Agreement;
- (c) must not be disclosed without prior written authorization from the University; and

### **2.4.2 Confidential Information of Bidder**

A bidder should identify any information in its bid or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the University. The confidentiality of such information will be maintained by the University, except as otherwise required by law or by order of a court or tribunal or in accordance with University policies including the *Access to Information and Protection of Personal Information and Privacy Policy*. Proponents are advised that their bids will, as necessary, be disclosed, on a confidential basis, to advisers retained by the University to advise or assist with the RFB process, including the evaluation of bids. If a bidder has any questions about the collection and use of personal information pursuant to this

RFB, questions are to be submitted to the RFB Contact. The University reserves the right to make public the names of any or all proponents, and the name and total value of the successful proponent.

## **2.5 Reserved Rights and Limitation of Liability**

### **2.5.1 Reserved Rights of the University**

The University reserves the right to

- (a) make public the names of any or all bidders;
- (b) make changes, including substantial changes, to this RFB provided that those changes are issued by way of addendum in the manner set out in this RFB;
- (c) request written clarification or the submission of supplementary written information in relation to the clarification request from any bidder and incorporate a bidder's response to that request for clarification into the bidder's bid;
- (d) waive formalities and accept bids that substantially comply with the requirements of this RFB;
- (e) verify with any bidder or with a third party any information set out in a bid;
- (f) disqualify a bidder, rescind a notice of selection or terminate a contract subsequently entered into if the bidder has engaged in any conduct that breaches the process rules or otherwise compromises or may be seen to compromise the competitive process;
- (g) cancel this RFB process at any stage;
- (h) cancel this RFB process at any stage and issue a new RFB for the same or similar deliverables;
- (i) accept any bid in whole or in part; or
- (j) reject any or all bids;

and these reserved rights are in addition to any other express rights or any other rights that may be implied in the circumstances.

### **2.5.2 Limitation of Liability**

By submitting a bid, each bidder agrees that

- (a) neither the University nor any of its employees, officers, agents, elected or appointed officials, advisors or representatives will be liable, under any circumstances, for any claim arising out of this RFB process including but not limited to costs of preparation of the bid, loss of profits, loss of opportunity or for any other claim; and
- (b) the bidder waives any right to or claim for any compensation of any kind whatsoever, including claims for costs of preparation of the bid, loss of profit or loss of opportunity by

reason of the University's decision not to accept the bid submitted by the bidder, to enter into an agreement with any other bidder or to cancel this bidding process, and the bidder shall be deemed to have agreed to waive such right or claim.

## **2.6 Governing Law and Interpretation**

These Terms and Conditions of the RFB Process (Part 2)

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and shall not be construed as intending to limit the pre-existing rights of the University; and
- (c) are to be governed by and construed in accordance with the laws of the province of Prince Edward Island and the federal laws of Canada applicable therein.

[End of Part 2]



## APPENDIX A – SUBMISSION FORM

### 1. Bidder Information

Please fill out the following form, naming one person to be the bidder's contact for the RFB process and for any clarifications or communication that might be necessary.	
Name of Bidder:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax Number:	
Bidder Contact Phone:	
Bidder Contact Fax:	
Bidder Contact Email:	

### 2. Offer

The bidder has carefully examined the RFB documents and has a clear and comprehensive knowledge of the Deliverables required under the RFB. By submitting a bid, the bidder agrees and consents to the terms, conditions and provisions of the RFB, including the Form of Agreement, and offers to provide the Deliverables in accordance therewith at the rates set out in its bid.

### 4. Addenda

The bidder is deemed to have read and accepted all addenda issued by the University prior to the Deadline for Issuing Addenda. The onus is on bidders to make any necessary amendments to their bids based on the addenda. The bidder is requested to confirm that it has received all addenda by listing the addenda numbers, or if no addenda were issued by writing the word "None", on the following line: \_\_\_\_\_. Bidders who fail to complete this section will be deemed to have received all posted addenda.

### 9. Pick up

The used vehicles and equipment must be picked up October 26, 2018 from 8:00AM until 4:00PM at 550 University Ave, Charlottetown, PE, C1A 4P3 from Central Utilities Building. Payment must be made prior to this at the Procurement Services desk between 8am-4pm, Monday – Friday.

Mandatory Requirements: Pass/fail portion – These must be Yes or No Answers	
	<p>The equipment or vehicle that you were notified about will be picked up on October 26, 2018 from 8AM until 4:00PM at 550 University Ave, Charlottetown, PE, C1A 4P3</p> <p style="text-align: right;">YES NO</p>

**9. Execution of Agreement**

The bidder agrees that this submission is made in consideration of and in accordance with the terms and conditions in this RFB.

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Date

I have the authority to bind the bidder.






## APPENDIX B – PRICING

### 1. Instructions on How to Provide Pricing

- (a) Bidders should provide the information requested under section 2 below (“Required Pricing Information”) by reproducing and completing the table below in their bids, or, if there is no table below, by completing the attached form and including it in their bids.
- (b) Bids must be in Canadian currency. There will be 15% HST added onto this price when the invoice is created. The University is not responsible for any costs associated with the removal of this asset.

### 2. Required Pricing Information

Item #	Image	Model #	Quantity	Description	Bid Price
1		Textron ST 4X4 EZ Go	1	Textron EZ Go, 4 wheel drive	
2	 	Ram 3500	1	2001 Dodge Ram 1 ton	

3	 	K1500	1	2004 GMC ½ Ton Sierra	
4		Z Track 757	1	John Deere Lawnmower	
5		Yardman		Mower	
6		Yard Man21”		Self propelled push mower	
7		Snapper		Snow Blower walk behind, 11hp, 30 inch	

## APPENDIX C – RFB PARTICULARS

### A. DESCRIPTION

#### **Item # 1**

Made           Textron EZ GO, 4 wheel drive  
Model #       ST 4X4  
Usage          2096 Hours  
Quantity       1  
Reserve Bid   \$350.00  
Comments     Transmission needs work

#### **Item # 2**

Made           2001 Dodge 1 ton  
Model #       Ram 3500  
Usage          172,000km  
Quantity       1  
Reserve Bid   \$500.00  
Comments     Fuel rail is rusted, Transmission is slipping, includes a Curtis V-Plow,  
Needs to be towed off campus

#### **Item # 3**

Made           2004 GMC ½ Ton Sierra  
Model #       K1500  
Usage          154,000 KM  
Quantity       1  
Reserve Bid   \$1000.00  
Comments     Cab rusted, includes an 8ft Fisher blade

#### **Item # 4**

Made           John Deere Lawnmower  
Model #       Z Track 757  
Usage          2600HRS  
Quantity       1  
Reserve Bid   350.00        \$  
Comments     Motor needs work

**Item # 5**

Make Yardman Mower  
Quantity 1  
Comments Does not run

**Item # 6**

Make Push Mower Yard Man 21" Self Propelled  
Quantity 2

**Item #7**

Make Snapper Snow Blower walk behind  
Quantity 1  
Comments 11hp, 30 inch cut

**B. BIDDER CONFERENCE**

The vehicles and equipment will be made available for proponents to view upon request on October 11, 2018 from 1:00PM until 2:00PM at the Central Utility Building, 550 University Ave, Charlottetown, PE, CIA 4P3.

Please indicate your interest by contacting [tenders@upei.ca](mailto:tenders@upei.ca) by noon on October 10, 2018.