

## **Bid Specification for Compact Utility Tractor**

Department of Education Early Learning and Culture

For Public Schools Branch, Property Services Division.

### **Introduction:**

This tender is for the purchase of one (1) new Utility Tractor and attachments. There is a Trade-In to be factored into this Bid. The Department's decision to purchase will be based on best value as determined by the Department and Public Schools Branch.

### **Requirements & Bid Evaluation:**

Award will be based upon the compliance to the tender and the lowest 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. Upon delivery and training of employees, the 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 a no answer. Any response with a no or a blank response 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 Public Schools Branch maintenance shop on MacEwen Road, in Summerside, PE on or before March 22<sup>nd</sup>, 2019. Guaranteed delivery date must be specified on the product detail document attached.

### **Product Acceptance:**

The utility tractor must be properly pre-delivered and serviced to ensure it is ready for use with particular attention to lubes, filters, fluids, belts all fasteners and adjustable items. Dealer is responsible for hook up and testing of units prior to putting into service.

### **Staff Training:**

The vendor is to provide a competent representative to provide orientation to the Public Schools Branch staff. Familiarization will include the machines operating features and its design to ensure proper operation, maintenance and servicing of this machine and its implements and/or attachments.

**Service Manual:**

Vendor to provide 1 (one) electronic copy of parts and service procedures for the tractor. Also provide 1 (one) hard copy service manuals in case of equipment problems on the road.

**Service:**

Service on the equipment must be provided by a local dealership on PEI.

**Warranty:**

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

**Trade-In:**

Trade-In unit is available for viewing. Please contact Andrew McCardle at 902-626-9894.

**Priced Options:**

The Department and Public Schools Branch reserves the right to accept or deny any priced options.