



Department of Finance
Procurement Services

REQUEST FOR STANDING
OFFER

Tender Number: 5473

Closing Date: 15-May-2020

Closing Time: 12:00PM

Atlantic Time

One (1) 5500 Series Forestry Field Service Truck to Accommodate a 12 Foot Aluminum Box – Department of Environment, Water and Climate Change

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 Canadian Free Trade Agreement. 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.
- The quantities listed in the tender document are estimates only. Actual quantities over the span of the standing offer **(including any option periods)** may be more or less than the estimated quantities listed in this tender document. The Province of PEI reserves the right to purchase more or lesser amounts depending on requirements. Products to be delivered are on an “as and when required basis” for the standing offer period indicated in this document unless otherwise stated. This applies to the tendering department as well as any other Government Department, Crown Corporation, Agency, Board and Commission including the Broader Public Sector as described in the Atlantic Standard Terms and Conditions (MASH Sector).
- **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
Email: procurementservices@gov.pe.ca

When submitting your bid to the above email address, please ensure your company name and tender number are clearly marked in the subject line of the email.

Acceptable methods to submit your bid; email only to procurementservices@gov.pe.ca

9. CONTACT INFORMATION

About the good or service:

Name: Nicholas Thompson
Phone: 902-393-3612
E-mail: ncthompson@gov.pe.ca

About the procurement process:

Procurement Officer: Melanie Barlow
Phone: 902-368-4042
E-mail: mctbarlow@gov.pe.ca

APPENDIX A:

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

Prince Edward Island Department of Environment, Water and Climate Change - Forests, Fish and Wildlife
Division

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 use by the Department of Environment, Water and Climate Change 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 the 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 Ano@.

Any response with a Ano@ 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 Environment, Water and Climate Change – Forests, Fish and Wildlife Division – J. Frank Gaudet Tree Nursery, 183 Upton Road, Charlottetown, Prince Edward Island on or before specified delivery date vendor submitted on tender document.

Delay in Delivery:

The Bidder=s attention is drawn to the guaranteed delivery 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 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 Forests, Fish and Wildlife Division staff. Familiarization will include the operating features and it's design so as to enable proper operation, maintenance and servicing.

Service Manual:

Dealer 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: April 16, 2020

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. | |
| 35 | Glass | All glass shall be tinted with shaded windshield. | |

| | <i>Specific</i> | <i>Description</i> | <i>Yes / No / Details</i> |
|-----|----------------------------------|--|----------------------------------|
| 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. | |

| | <i>Specific</i> | <i>Description</i> | <i>Yes / No / Details</i> |
|----|------------------------------|---|----------------------------------|
| 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 | Nicholas Thompson – (902) 393-3612 | |

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 | |