



Department of Finance
Procurement Services

**REQUEST FOR STANDING
OFFER**

Tender Number: 5617

Closing Date: 11-Dec-2020

Closing Time: 12:00PM

Atlantic Time

Two (2) Half Ton Regular Cab 4X4 – 2 Door Trucks/Department of Transportation, Infrastructure & 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**
 - **This tender opportunity is issued in accordance with the provisions of the Canadian Free Trade Agreement. Vendors are encouraged to read the Atlantic Provinces Standard Terms and Conditions, prior to submitting any bid. <https://www.cfta-alec.ca/canadian-free-trade-agreement/>**
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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).
<https://atlanticsuppliers.ca/as-english/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:	Queen’s County Highway Depot, 355 Brackley Point Road, Brackley, PE, C1E 3C2 or any other Provincial Government delivery location located within the borders of Prince Edward Island.		
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
Email: procurementservices@gov.pe.ca

When submitting your bid to the above e-mail address, please ensure your company name and tender number are clearly marked on the subject line of your e-mailed bid.

Acceptable methods to submit your bid; EMAIL ONLY TO: procurementservices@gov.pe.ca

9. CONTACT INFORMATION

About the good or service:

Name: Harris Ford
Phone: 902-213-5379
E-mail: hsford@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 Specifications for Two (2) Half Ton Regular Cab 4x4 – 2 Door Trucks

Prince Edward Island Department of Transportation, Infrastructure & Energy
Queen's County Highway Depot

INTRODUCTION

This tender is for the purchase of two (2) regular cab 4X4 half ton trucks with option to purchase additional trucks up to 12 months after the award. The Department's decision to purchase will be based on best value as determined by the Department.

REQUIREMENTS & BID EVALUCATION

Award will be based upon the compliance to the tender, 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 the 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 for twelve months from time of award, as agreed to by bidding vendor.

Upon delivery and training of operators and technicians, the trucks 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.

DELVIERY

The Trucks must be delivered to the Department of Transportation, Infrastructure & Energy, Queen’s County Highway Depot 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 trucks must be properly pre-delivery serviced to ensure they are ready for use with particular attention to lubes, fluids, filters, belts, all fasteners, lighting, electrical components, sensors and adjustable items. Dealer will perform necessary inspection. **Dealer is responsible for hook up and testing of units prior to putting into service.**

STAFF TRAINING

The supplier is to provide a competent representative to train Department of Transportation, Infrastructure & Energy staff. Familiarization will include the operating features and its design so as to enable proper operation, maintenance and servicing.

SERVICE MANUAL

Dealer is to provide one (1) electronic and on hard copy of parts and service manual procedures per vehicle.

WARRANTY

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

VEHICLE SPECIFICATION: Half Ton Regular Cab 4x4 – 2 Door Trucks**SPECIFICATION NUMBER:****DATE REVISED: November 27, 2020****NUMBER REQUIRED: Two (2)**

	SPECIFIC	DESCRIPTION	YES / NO / DETAILS
1	Cab	Standard cab (two door) three passenger.	
2	GVW	2,900 kgs. Minimum GVW.	
3	Box	Regular size (8 foot) box or equivalent with box liner to cover top of fender and tailgate.	
4	Steering	Power	
5	Front Springs	Heavy duty.	
6	Rear Springs	Heavy duty with overloads.	
7	Shocks	Heavy duty both front and rear.	
8	Brakes	Heavy duty power.	
9	Alternator/Battery	Heavy duty.	
10	Transmission	Heavy duty automatic.	
11	Engine	Minimum 6 or 8 cylinder with block heater.	
12	Radiator	Heavy duty.	
13	Wheels	Five (5) steel wheels (includes full-size spare) – no substitutions on wheel type.	
14	Tires	Five (5) full size tires – All Terrain tread pattern – no lettering.	
15	Winter Tires	Include four additional studded winter tires mounted on steel rims.	
16	Heater/Air Conditioning	Must have heat, air conditioning and defrost with fresh air intake.	
17	Radio with Bluetooth Functionality	AM/FM with clock & equipped with Bluetooth functionality (built-in required).	
18	Wipers	To have intermittent feature.	
19	Interior Seats	Vinyl or cloth seats with covers. 40 20 40 Split Bench with Fold-Down Centre Arm Rest with storage – if available.	
20	Speedometer/Odometer	Include tripometer.	
21	Interior Colour	Dark interior – specify colour.	

22	Fuel Tank	Specify capacity.	
23	Fuel Efficiency	Specify litres/km.	
24	Fuel	To have full tank of fuel on delivery.	
25	Bumper	Heavy duty rear step bumper painted black.	
26	Glass	Privacy, where permitted.	
27	Trailer Package	To be equipped with trailer electrical package and Class 3 trailer hitch and receiver with all brake accessories inside the cab. Specify towing capacity weight.	
28	Exterior Colour	Please specify colour available.	
29	Flooring	Must be vinyl or carpet with weather tech or equivalent floor mats.	
30	Mud Flaps	Install mud guard package (4 moulded mud flaps).	
31	First Aid Kit, Fire Extinguisher, and Snow Scraper with Brush	Dealer to supply first aid kit, 5 lb fire extinguisher and snow scraper with brush.	
GENERAL			
32	Warranty	Provide warranty schedule with tender. Attach warranty terms & conditions. Bidder responsible for all parts, service, labour, while under warranty.	
33	Manuals	Dealer to provide one electronic copy of parts and service procedures per vehicle.	
34	FOB	Price to be FOB Queen's County Highway Depot, 355 Brackley Pt Road, Brackley PE C1E 3C2.	
35	Compliance	Must conform to Federal & Provincial Regulations.	
36	Delivery Date	Delivery to be no later than 10 weeks from issuance of PO. Please state guaranteed delivery date.	
37	Delivery Delays	Supplier is requested to indicate any items listed, in specifications, which may cause delay in the delivery of this unit beyond the standard delivery period for this type of unit.	
38	Delivery Penalty	The vendor will be responsible for the cost of all repairs on units to be traded after stated delivery date of new unit, if applicable.	

39	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. Lowest or any tender not necessarily accepted.	
40	Disclaimer	Lowest or any tender not necessarily accepted.	
41	Trade	N/A	
42	Contact	Harris Ford – (902) 213-5379	

Please quote in the following manner:

BID COMPANY NAME		
YEAR		
MAKE		
MODEL		
PRICE PER TRUCK (EXCLUDING TAX)		\$
TOTAL PRICE (BOTH TRUCKS, EXCLUDING TAX)		\$
BIDDER INFORMATION		
BIDDER'S NAME (PRINT)		
BIDDER'S CONTACT NUMBER		
BIDDER'S EMAIL ADDRESS		
AUTHORIZED SIGNATURE		
EXTENDED WARRANTY: TERMS & CONDITIONS		PRICE