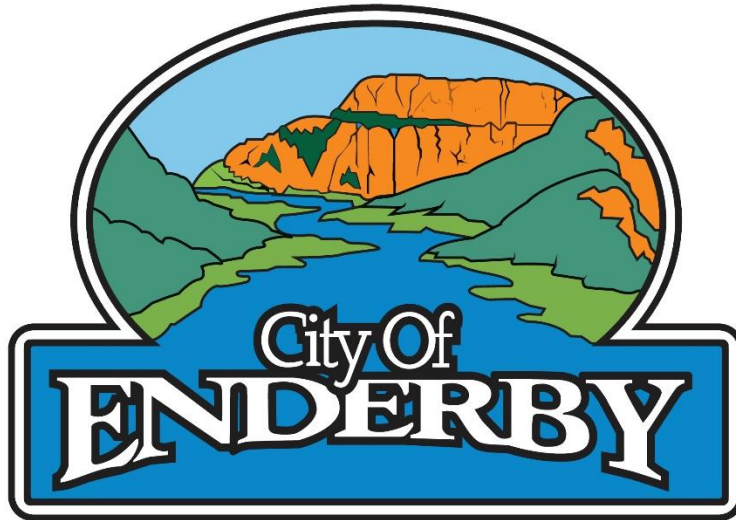


THE CORPORATION OF THE CITY OF ENDERBY



Request for Quotation

for

One (1) Enderby & District Fire Department Command/Utility Vehicle

Issue date: February 21, 2024

Closing date and time: March 8, 2024 at 4:30pm PST

Request for Quotation: Enderby & District Fire Department Command/Utility Vehicle, Feb. 2024

OVERVIEW

The City of Enderby is issuing a Request for Quotations from qualified vendors to provide one (1) new 2023 or 2024 model year heavy-duty pickup truck, such as a Ford F-350 Super Duty or equivalent.

The vehicle will be used as a command/utility vehicle for the Enderby & District Fire Department. The vehicle will be used to transport structural protection units, staff, and equipment to and from fire incident scenes.

Preferred delivery is by May 15, 2024. However, later dates will be considered.

All inquiries must be made in writing to info@cityofenderby.com.

QUOTE REQUIREMENTS

Bidders must ensure the quote is completed in full, including:

- Quote Form
- Minimum Specifications Checklist
- Other Included Items in Base Model
- Optional Items and Costs
- Warranty Information

Partial or incomplete submissions will not be considered. Quotes must be guaranteed for a minimum of thirty (30) days.

All quotes must be submitted to info@cityofenderby.com.

KEY DATES

The timetable and key dates for the Quote are as follows:

Issue Date of Quote	February 21, 2024
Deadline for Inquiries	March 1, 2024
Deadline for Issuing Addenda	March 5, 2024
Submission Deadline	March 8, 2024 at 4:30pm
Expected Notice of Award	March 15, 2024

INSTRUCTIONS TO BIDDERS

1. Each quote should be dated, show the full legal name and business address of the bidder, and be signed by a representative authorized to bind the bidder.
2. Quotes may be revised prior to the Submission Deadline. A revised quote must be submitted in a full and complete form and clearly indicate the quote that the bidder wishes to amend or replace.
3. Any bidder may withdraw its quote at any time prior to the Submission Deadline by emailing notice to that effect.
4. A bidder may submit separate quotes for both a 2023 and a 2024 model.
5. The preferred Bidder will be notified of acceptance of its quote in writing.

6. Quotes will be reviewed by an evaluation team, which will consist of select City staff and fire department members and other appropriate participants, if warranted.
7. The City will verify all quotes against the mandatory criteria. Quotes that do not meet all mandatory criteria will be rejected without further consideration. Quotes that do meet the mandatory criteria will be assessed and scored using the Evaluation Criteria.
8. Scoring criteria shall be as follows:

MANDATORY CRITERIA	
Required Forms are Complete	Pass/Fail
Meets Minimum Specifications	Pass/Fail
EVALUATION CRITERIA	
Vendor Reputation and Experience	10
Value of Other Included Specifications	20
Warranty	5
Proximity of Service Location	5
Price (weighted score, excluding GST)	60

9. Proposals will not be opened in public and will not be opened immediately after closing.
10. Award is subject to the funds being lawfully available within the City of Enderby's approved five-year financial plan.

TERMS AND CONDITIONS

The following terms and conditions apply to this RFQ:

1. Verbal discussion, instructions or explanations between the City staff members, agents, employees, or representatives and a bidder shall not become a part of or otherwise modify the RFQ unless expressly confirmed in writing as an RFQ addendum.
2. Responses to inquiries may be posted to the City's website for the general knowledge of all bidders, at the City's sole discretion.
3. The City may accept or reject any or all quotes for any reason, and may negotiate with a potentially successful bidder.
4. The City may reissue, amend, cancel, or extend this RFQ at its sole discretion.
5. As part of its evaluation process, the City may request further information from a Proponent.
6. Under no circumstances shall this RFQ be understood as a commitment for work, a contract, or a tender. The City is not responsible for costs incurred by the Proponent in preparing a quote.
7. The City does not, by issuing this RFQ, incur any duty of care or contractual obligation to any interested party.
8. Bidders are strictly prohibited from engaging in any form of lobbying in relation to the RFQ or with a view to influencing the outcome of this process.
9. Bidders agree to advise the City immediately of any real, perceived, or potential conflict of interest with an employee or officer of the City, including an elected official or a volunteer (paid on call) member of the Enderby & District Fire Department.
10. The City is subject to the provisions of the Freedom of Information and Protection of Privacy Act and all information submitted to the City become records in its care and custody for the purposes of the Act. All quotes become the property of the City and will not be returned. All

bidders and the City acknowledge that all quotes are supplied in confidence and may reveal technical business information of a third party. Only the aggregate of the weighted score and the total cost of the base model for each evaluated quote will be made publicly available as a bid summary.

11. The City will debrief a bidder on the detailed score for their quote upon request.
12. All bidders and any other persons who, through this process, gain access to confidential or sensitive information of the City are required to keep all such information confidential. This requirement will persist after the RFQ process has concluded. Such information must not be disclosed without written authorization from the City.
13. If the Bidder finds discrepancies in or omissions from the Quote Specifications or has any doubt as to the meaning or intent of any part of this Request for Quotations, the Bidder will at once inform the City.

QUOTE FORM

Base Cost	
P.D.I. and Delivery	
PST	
GST/HST	
Environmental Levies	
Additional Costs (specify)	
Less Fire Department Discount	
Total Vehicle Cost	
Make, Model, and Year	
Odometer Reading	
Delivery Date	
Bidder Corporate Name	
Bidder Civic Address	
Bidder Contact Name and Title	
Bidder Contact Telephone	
Bidder Contact Email	
Signature of Bidder Representative	
Name of Bidder Representative	
Title of Bidder Representative	
Date	

The Bidder Representative must have the authority to bind the bidder.

Quote must be guaranteed for thirty (30) days.

MINIMUM SPECIFICATIONS CHECKLIST

Four-wheel drive	
Four-door full crew cab	
Six-person seating (2 benches)	
Automatic transmission	
Long box with locking tailgate	
Six litre (or larger) gas engine	
20,000 pounds minimum conventional towing capacity	
Cloth seats	
All weather floor mats	
Power windows	
Remote start	
Power door locks	
Air conditioning	
Tilt steering column	
Fog lamps	
Tow package with trailer break and transmission cooler	
Backup camera	
Block heater	
115v power outlet	
Upfitter switches	
M+S Tires with Snowflake	
Fire engine red	

OTHER INCLUDED SPECIFICATIONS IN BASE MODEL

Write below or attach

OPTIONAL ITEMS AND COST

Optional Item Description	Additional Cost

WARRANTY INFORMATION

Write below or attach