



---

**Request for Proposal  
For a 2022 AWD Electric Vehicle,**

**Qualifications and Price**

---

Building & Planning Department

## Table of Contents

<u>Section</u>	<u>Description</u>	<u>Page</u>
1.0	General Background	3
2.0	Statement of Qualifications	3
3.0	Respondents Proposal	4
4.0	Schedule of Events	4
5.0	Scoring of Qualifications and Price	5
6.0	Pre-Submissions and Other Information	6
Schedule A	Price and Declaration	7-8
Schedule B	Specifications for an EV SUV	9-12

## 1.0 General Background

The Township of Selwyn is requesting a combined Statement of Qualifications and Proposal Price from capable respondents for the supply of one (1) new 2022 AWD Electric Vehicle (cross overs or SUV's accepted) as per the Specifications attached hereto as Schedule "B".

It is understood that the information in Schedule A and Schedule B, shall be the general basis for the selection of the respondent for this Request for Proposal. The scoring evaluation Section 5.0 shall consider each respondent's ability to provide the specified vehicle and perform in the service area, their experience, delivery time, and quoted price.

The Township reserves the right to reject any or all Proposals or to accept any Proposal should it be deemed to be in its best interest to do so.

## 2.0 Statement of Qualifications

Each respondent must respond to the following requests/questions in a clear and comprehensive manner.

- a) Provide the full name and main office address of the responding entity.

Specify

---

---

- b) Identify when the respondent was organized and if a corporation, when incorporated and how many years engaged in this type of business/service.

Specify

---

---

- c) Identify and set out the qualifications of any firms or individuals that the respondent intends to use to perform work/service on this Proposal including warranty or follow up service.

Specify

---

---

### 3.0 Respondent's Proposal

Each respondent **must respond** to each of the following areas in a clear and comprehensive manner.

- a) Complete all areas of the Proposal form for price - Schedule "A".
- b) Identify all areas where the Specifications as set out on Schedule "B" have not been met and what the alternative is, if any (Specify section under each item).
- c) Identify all areas where the Specifications as set out on Schedule "B" have been exceeded and how they have been exceeded. (Specify section under each item).

### 4.0 Schedule of Events

Item	Date
Proposal Call, Qualifications and Price	September 23, 2022
Receipt of Proposal Submission	October 7, 2022
Completion of evaluation and scoring of the submissions with a report and recommendation to the Council	November 8, 2022
Anticipated date to accept a Proposal or reject all	November 9, 2022

Each respondent shall submit **an original and one (1) copy** of their qualification information, the completed Schedule "A" and "B" and other requested respondent proposal information no later than **11:59:59 am, (according to the Administration lobby clock) October 7, 2022**, to the Township of Selwyn as follows:

**Delivery (courier) Address** (do not mail)

Township of Selwyn  
1310 Centre Line,  
Selwyn, Ontario  
K9J 6X5

The outside of the shipping carton/envelope must be clearly marked with the following:

- 1. "Request for Proposal" 2022 AWD Electric Vehicle – Building & Planning Department"
- 2. Respondent's name
- 3. Respondent's mailing address.

Any Proposal received after the above deadline will be returned unopened to the respondent.

Opening of the RFP Submissions will take place at the Township of Selwyn Municipal Office, 1310 Centre Line, Selwyn, Ontario at 12:05pm October 7, 2022.

## 5.0 Scoring of Qualifications and Price

The evaluation of the Request for Proposal submissions will be carried out by an evaluation committee with a recommendation brought forward to the Council. The Council will make its decision based on information gathered during the procurement process and the evaluation criteria outlined in this section. Failure to provide relevant information may result in penalties being assessed on the evaluation score.

### Evaluation Criteria

Proposal submissions will be evaluated and scored according to the rating scheme indicated in Table I.

Table I	Maximum Rating	Rating Given
<b>1. Respondent Profile</b> <ul style="list-style-type: none"> <li>• 2.0 Statement of Qualifications</li> </ul>	5	
<b>2. Meets the requirements of the Specification</b> <ul style="list-style-type: none"> <li>• Meeting the requirements of Schedule B 1.0 – 1.3</li> <li>• Meeting the requirements of Schedule B 2.0 – 2.3</li> </ul>	35	
<b>3. Meets the additional requests</b> <ul style="list-style-type: none"> <li>• Warranties and Service as per 3.0 of Schedule B</li> <li>• Vehicle Delivery as per 4.0 and 4.1 of Schedule B</li> <li>• Vehicle Summary as per 5.0 of Schedule B</li> <li>• Terms of Payment as per 6.0 of Schedule B</li> </ul>	10	
<b>4. Pricing</b> <ul style="list-style-type: none"> <li>• Schedule A</li> </ul> <p><b>Note:</b> Proponent with lowest total cost will be given full points rating for these criteria. The next lowest and all others submitted will be given a points rating based on the percent difference to the maximum points given for the lowest cost as calculated using the formula below.</p> <p><b>Formula:</b></p> $\frac{\text{Cost of lowest proposal}}{\text{Cost of proposal being evaluated}} \times \text{Full weight of cost criteria}$	50	

## 6.0 Pre-Submission and Other Information

If any respondent has questions concerning the Qualifications and Request for Proposal, finds discrepancies or omissions in the solicitation document, or requires clarifications, such matters should be submitted in writing to:

Robert Kelly	Telephone	705-292-9507
Manager of Building & Planning,	Fax	705-292-6491
P.O. Box 270	<a href="mailto:rkelly@selwyntownship.ca">rkelly@selwyntownship.ca</a>	
Bridgenorth, Ontario, K0L 1H0		

**All bidders who obtain a copy of the Request for Proposal package are required to contact Robert Kelly, Manager of Building & Planning at [rkelly@selwyntownship.ca](mailto:rkelly@selwyntownship.ca) and advise of the same should any addenda or clarifications be issued with respect to the proposal document.** The municipality reserves the right to supplement, add to, delete from, and change this solicitation document. Respondents will be advised by fax or e-mail of any changes that are made providing that contact with the Manager of Building & Planning has been made as described above.

The municipality reserves the right to request additional data or information after the Proposal is received, if such data or information is considered pertinent, in the Township's sole view, to aid the review and evaluation process.

Contact with the Township Council members is prohibited and can be considered as grounds for disqualification from the selection process.

**Schedule "A"**  
(Schedule to be completed and returned)

**Qualifications and Price and Declaration  
For a 2022 AWD Electric Vehicle**

**Information to the Proposal Respondent**

For the Request for Proposal (RFP) to be complete, all areas of the Specification - Schedule "B"; and the Qualifications and Price - Schedule "A" (this form) including the Declaration must be completed and the information as requested in the RFP must be provided.

**Respondent's Check List:**

1. The requested information as set forth in Section 2.0 Statement of Qualifications and Section 3.0 Respondent's Proposal has been provided.
2. Schedule A has been completed including the Declaration (completed and signed).
3. Schedule B has been completed
4. Warranty and Service details have been included as requested in 4.0 of Schedule B.
5. Delivery date has been indicated as requested in 5.0 of Schedule B.
6. A complete Vehicle Summary has been provided as requested in 6.0 of Schedule B.

**Proposal Price**

**The Township of Selwyn is part of the Broader Public Service of the Province of Ontario and as such is entitled to the concessions (discounts) as arraigned by the Ministry of Government Services under VOR: OSS 074423.**

Price of one (1) new 2022 AWD Electric Vehicle as specified in Schedule "B":

\$ \_\_\_\_\_

\$ \_\_\_\_\_ HST

\$ \_\_\_\_\_ **Grand Total**

**Declaration**

- 1. I/WE DECLARE that this Proposal is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a Proposal for the same purchase and is in all respects fair and without collusion or fraud.
- 2. I/WE DECLARE that all matters stated in the submitted Proposal are in all respects true.
- 3. The undersigned have carefully read the requirements as per the Request for Proposal and have satisfied us as to the conditions under which the transaction and subsequent items to be supplied and do hereby submit a Proposal to the Municipal Corporation of the Township of Selwyn for a new **2022 AWD Electric Vehicle** for the Building & Planning Department.
- 4. I/WE acknowledge that \_\_\_\_\_ addenda have been received and that it is my/our ultimate responsibility to ensure all addenda issued have been received.
- 5. If selected as the successful bidder, I/We agree to abide by the terms as set out in the Request for Proposal Qualifications and Price with its Specifications and provisions for the price shown.
- 6. The price submitted shall be firm for a period of not less than Sixty (60) calendar days from the closing date of this Request for Proposal.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2022

) \_\_\_\_\_  
 ) Signature  
 ) \_\_\_\_\_  
 ) Signing Authority (Print Name)  
 ) \_\_\_\_\_  
 ) Company Name  
 ) \_\_\_\_\_  
 ) Street Address/City/Town/Postal Code  
 ) \_\_\_\_\_  
 ) Telephone Email



# Schedule "B"

## The Specification

The following specification is for a new, 2022 AWD, Electric Vehicle (cross overs and SUV's accepted) for the Township of Selwyn Building & Planning Department.

**Note:** If the Bidder is unable to meet the request of the specification, they shall indicate the reason and the alternative (if any) in the space provided under each entry (Specify). Should the Bidder require additional space, the specification number shall be indicated along with the proposed change and the reason (i.e., not available, upgrade...etc.) on the supplier's (bidder's) letterhead and attached to the completed specification.

### Engine, Transmission and Drive Train:

1.0 Engine shall be an Electric

Yes\_\_\_\_\_ No\_\_\_\_\_

Specify

---

---

1.1 The transmission shall be an AWD.

Yes\_\_\_\_\_ No\_\_\_\_\_

Specify

---

---

1.2 Vehicle must be able to use a Level 1, Level 2 and Level 3 (DC Fast) charger and be able to achieve a full charge in less than 10 hours using a Level 2 charger.

Yes\_\_\_\_\_ No\_\_\_\_\_

Specify

---

---

1.3 Vehicle range shall be a minimum of 300 km.

Specify

---

---

**Schedule “B” continued...**

**Cab and Equipment:**

2.0 Seats shall be Heavy Duty cloth type.

Yes \_\_\_\_\_ No \_\_\_\_\_

Specify \_\_\_\_\_  
\_\_\_\_\_

2.1 Shall be equipped with Blue-Tooth and Cruise controls.

Yes \_\_\_\_\_ No \_\_\_\_\_

Specify \_\_\_\_\_  
\_\_\_\_\_

2.2 Shall be equipped with power windows (front and rear).

Yes \_\_\_\_\_ No \_\_\_\_\_

Specify \_\_\_\_\_  
\_\_\_\_\_

2.3 Shall be equipped with air conditioning.

Yes \_\_\_\_\_ No \_\_\_\_\_

Specify \_\_\_\_\_  
\_\_\_\_\_

2.4 Shall be gray or silver in colour as approved by the Manger of Building and Planning.

Yes \_\_\_\_\_ No \_\_\_\_\_

Specify \_\_\_\_\_

**Warranties and Service:**

3.0 List warranty details and duration.

Base Warranty \_\_\_\_\_

Powertrain \_\_\_\_\_

Sheet Metal (Corrosion) \_\_\_\_\_

Complete Manufacturers warranty details have been included? Yes \_\_\_\_\_ No \_\_\_\_\_

**Vehicle Delivery:**

4.0 The vehicle shall be delivered to the Township of Selwyn, 1310 Centre Line,  
Selwyn, Ontario K9J 6X5

Yes \_\_\_\_\_ No \_\_\_\_\_

Specify \_\_\_\_\_

---

4.1 Delivery shall be within 120 business days from the date of the award to supply the  
specified vehicle. Indicate the delivery date below.

Yes \_\_\_\_\_ No \_\_\_\_\_

Date: \_\_\_\_\_.

**Vehicle Summary:**

5.0 A complete and accurate Vehicle Summary from the manufacturer, detailing all  
specifications of the proposed vehicle shall be provided (a build order specification sheet).

**Note:** Items indicated as “yes” in Schedule B and not appearing in the Vehicle Summary may  
result in a reduced score in the Evaluation process.

Yes \_\_\_\_\_ No \_\_\_\_\_

Specify \_\_\_\_\_

---

**Terms of Payment:**

6.0 Full payment shall be 15 days from the delivery and acceptance of the specified vehicle. No pre-payment or deposit shall be required.

Yes \_\_\_\_\_ No \_\_\_\_\_

Specify

---

---

End. BEV01/2022