



**Request for Proposal
For a 2023 Half Ton Crew Cab,
Pick Up Truck**

Qualifications and Price

Fire Department
Township of
Selwyn

March 13,2023

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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 2023 Half Ton Crew Cab Pick Up Truck as per the Specifications attached hereto as Schedule "B".

It is understood that the information in the Statement of Qualifications and Schedule A - *The Price/Declaration* and Schedule B, *The Specification* 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	March 20 2023
Receipt of Proposal Submission	April 3 2023
Completion of evaluation and scoring of the submissions with a report and recommendation to the Council	April 11 2023
Anticipated date to accept a Proposal or reject all	April 12 2023

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 **12 noon April 3, 2023**, 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. "2023 Half Ton Crew Cab Pick Up Truck – Fire 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 Offices, 1310 Centre Line, Selwyn, Ontario at 12:05 pm April 3, 2023.

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
1. Respondent Profile <ul style="list-style-type: none"> • 2.0 Statement of Qualifications 	5	
2. Meets the requirements of the Specification <ul style="list-style-type: none"> • Meeting the requirements of Schedule B 1.0 – 1.19 • Meeting the requirements of Schedule B 2.0 – 2.13 • Meeting the requirements of Schedule B 3.0 – 3.2 	35	
3. Meets the additional requests <ul style="list-style-type: none"> • Warranties and Service as per 4.0 of Schedule B • Vehicle Delivery as per 5.0 and 5.1 of Schedule B • Vehicle Summary as per 6.0 of Schedule B • Terms of Payment as per 7.0 of Schedule B 	10	
4. Pricing <ul style="list-style-type: none"> • Schedule A <p>Note: 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>Formula:</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:

Deputy Fire Chief, Howard Jinkerson Telephone 705-292-7282
P.O. Box 270 Fax 705-292-8634
Bridgenorth, Ontario, K0L 1H0 e-mail hjinkerson@selwyntownship.ca

All bidders who obtain a copy of the Request for Proposal package are required to contact Howard Jinkerson, Deputy Fire Chief at hjinkerson@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 Deputy Fire Chief 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 2023 Half Ton Crew Cab Pick Up Truck

Information to the Proposal Respondent

In order 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. A paint colour sample has been provided as requested in 3.0 of Schedule B.
5. Warranty and Service details have been included as requested in 4.0 of Schedule B.
6. Delivery date has been indicated as requested in 5.0 of Schedule B.
7. 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 2023 Half Ton Crew Cab Pick Up Truck 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 ourselves 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 **2023 Half Ton Crew Cab Pick Up Truck** for the Selwyn Fire 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 _____ 2023

) _____
) 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, 2023, four-wheel drive, crew-cab, pick-up truck that will be used as a fire-rescue vehicle by the Township Selwyn Fire 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 a gasoline powered with 350 hp minimum.

Yes_____ No_____

Specify

1.1 The transmission shall be a six speed automatic with overdrive (minimum requirement) and shall include a tow/haul mode.

Yes_____ No_____

Specify

1.2 Shall be equipped with four-wheel drive with dash mounted electronic shift activation controls.

Yes_____ No_____

Specify

Schedule "B" continued...

1.3 Shall have electronic transfer case and automatic lock hubs.

Yes_____ No_____

Specify

1.4 Shall have stainless steel exhaust.

Yes_____ No_____

Specify

1.5 The vehicle shall be equipped with. Front bucket seats with Middle (or centre) console have a storage compartment with a hinged lid

Yes_____ No_____

Specify

1.6 Tires shall be black-wall All Terrain type (A/T) radial tires. A full size spare tire shall be provided.

Yes_____ No_____

Specify

1.7 The rear axle ratio shall be suitable for mostly highway use.

State rear axle ratio here: _____.

Yes_____ No_____

Specify

Schedule "B" continued...

1.8 Shall have a heavy-duty alternator. Specify amps.

Yes_____ No_____

Specify

1.9 Shall be equipped with 4-wheel ABS and roll stability traction control.

Yes_____ No_____

Specify

1.10 Shall have a heavy-duty type trailer hitch and tow package.

A 7- wire RV style plug and 4-wire flat trailer plug shall be provided.

Yes_____ No_____

Specify

1.11 A factory integrated dash mounted trailer brake controller shall be provided.

Yes_____ No_____

Specify

1.12 Shall have Heavy Duty suspension and be a single rear wheel model. Indicate front and rear axle capacities below.

Yes_____ No_____

Specify Front:

Rear:

Schedule "B" continued....

1.13 Shall have a Heavy-duty transmission oil cooler

Yes_____ No_____

Specify

1.14 Shall have front bumper shall incorporate fog lights but if this option is not available the front bumper shall have an area on each side to mount fog lights should the fire department choose to do so in the future.

Yes_____ No_____

Specify

1.15 Shall be equipped with factory mud flaps, located behind each wheel.

Yes_____ No_____

Specify

1.16 Shall have a 5.5-foot-long box.

Yes_____ No_____

Specify

1.17 Shall have a spray in bed liner to protect the box and provide an anti-slip surface.

Yes_____ No_____

Specify

Schedule “B” continued....

1.18 Shall have Krown Rust Protection Package (or approved equivalent) shall be installed prior to delivery.

Yes_____ No_____

Specify

1.19 Shall be equipped with a lockable tailgate.

Yes_____ No_____

Specify

Cab and Equipment:

2.0 Seats shall be Heavy Duty cloth type. The front seats shall be a 40/20/40 split bench type seat. The rear seat shall be 60/40-split bench type with fold-up capability.

Yes_____ No_____

Specify

2.1 Shall have Shear Comfort brand (or equivalent) premium waterproof CORDURA® - Custom Seat Covers and shall be provided and installed for all seats, headrests and center console. Seat cover colour shall be black. Provide details of the seat covers below.

Yes_____ No_____

Specify

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

Yes_____ No_____

Specify

Schedule “B” continued....

2.3 Shall have a front cab area for the charging of auxiliary equipment. USB a and USB c charging ports

Yes_____ No_____

Specify

2.4 Shall have Weather Tech brand floor mats (or equivalent) for the front and rear floor areas.

Yes_____ No_____

Specify

2.5 Shall have the manufacturers AM/FM radio.

Yes_____ No_____

Specify

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

Yes_____ No_____

Specify

2.7 Shall have factory dark tinted rear windows.

Yes_____ No_____

Specify

Schedule "B" continued....

2.8 Shall have power adjustable and heated trailer towing type mirrors.

Yes_____ No_____

Specify

2.9 Shall have a back-up camera with an in dash display screen (6" minimum size).

Yes_____ No_____

Specify

2.10 Shall be equipped with air conditioning.

Yes_____ No_____

Specify

2.11 Shall be equipped with front, side and curtain impact air bags (SRS).

Yes_____ No_____

Specify

2.12 Shall be equipped with tilt steering wheel.

Yes_____ No_____

Specify

Schedule “B” continued....

2.13 Shall be equipped with rear window defrost.

Yes_____ No_____

Specify

Paint:

3.0 The colour of the pick-up truck shall be bright red and shall closely match the Selwyn Fire Department fleet red colour (a colour sample shall be provided by the Bidder). If the red colour is deemed unacceptable, the fire department reserves the right to order the truck white in colour.

Yes_____ No_____

Specify

3.1 The body side mouldings, if provided shall be the same colour as the body.

Yes_____ No_____

Specify

3.2 Any 4x4 decals, if provided shall be deleted or removed.

Yes_____ No_____

Specify

Warranties and Service:

4.0 List warranty details and duration;

Base Warranty _____

Powertrain _____

Sheet Metal (Corrosion) _____

Complete Manufacturers warranty details have been included? Yes_____ No_____

Schedule “B” continued....

Vehicle Delivery:

5.0 The vehicle shall be delivered to the Township of Selwyn, Fire Hall #1, 833 Ward St. Bridgenorth Ontario.

Yes_____ No_____

Specify

5.1 Delivery shall be within 60 business days from the date of the award to supply the specified vehicle. Indicate the delivery date below.

Yes_____ No_____

Date: _____.

Vehicle Summary:

6.0 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:

7.0 Full payment shall be 30 days from the delivery and acceptance of the specified vehicle. No pre-payment or deposit shall be required.

Yes_____ No_____

Specify

END:HCLJ03/2023