

**Request for Proposal
for a 2012 ³/₄ Ton Regular Cab 4 x 4
Truck**

Qualifications and Price

Parks and Recreation Department

Township of
Smith-Ennismore-Lakefield



January 30, 2012

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**Request for Proposal
2012 ¾ Ton Regular Cab
4 x 4 Truck
Smith-Ennismore-Lakefield
Parks and Recreation**

1.0 General Background

The of Township of Smith-Ennismore-Lakefield is requesting a combined Statement of Qualifications and Proposal Price from capable respondents for the supply of one new 2012 ¾ Ton Regular Cab 4 x 4 Truck as per the Specifications attached hereto as Schedule "B".

It is understood that the information in the Statement of Qualifications and the Price 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 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.
- b) Identify when the respondent was organized and if a corporation, when incorporated and how many years engaged in this type of business/service.
- 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.

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.
- c) Identify all areas where the Specifications as set out on Schedule "B" have been exceeded and how they have been exceeded.

4.0 Schedule of Events

Item	Date
Proposal Call, Qualifications and Price	January 30, 2012
Receipt of Proposal Submission	February 27, 2012 (12 pm Noon)
Completion of evaluation and scoring of the submissions with a report and recommendation to the Council	March 13, 2012
Anticipated date to accept a Proposal or reject all	March 14, 2012

Each respondent shall submit **two (2) copies** of their qualification information, the completed Schedule "A" and "B" and other requested respondent proposal information no later than **12:00 pm noon, Monday February 27, 2012**, to the Township of Smith-Ennismore-Lakefield as follows:

Delivery (courier) Address (do not mail)
Township of Smith-Ennismore-Lakefield
1310 Centre Line, R.R. #4
Peterborough, Ontario
K9J 6X5

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

- 1. "2012 Parks and Recreation Truck"
- 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 Smith-Ennismore-Lakefield Municipal Offices, 1310 Centre Line, R.R. #4 Peterborough, Ontario at 12:05pm.

5.0 Scoring of Qualifications and Price

The evaluation of the Qualifications and Price 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	Rating %	Rating % Given
1. Respondent Profile <ul style="list-style-type: none"> 2.0 Statement of Qualifications 	5	
2. Meets Expectations of General and Detailed Specification <ul style="list-style-type: none"> Meeting the requirements of Schedule B Section 1.0 – 4.0 	35	
3. Warranties and Service <ul style="list-style-type: none"> Delivery as per 5.0 – 5.1 of Schedule B 	20	
4. Pricing <ul style="list-style-type: none"> Schedule A <p>Note: Proponent with lowest total cost will be given full % rating for these criteria. Next lowest and all others submitted will be given rating based on % difference to total system cost.</p> <p>Formula:</p> $\frac{\text{Cost of lowest proposal}}{\text{Cost of proposal being evaluated}} \times \text{Full weight of cost criteria}$	40	

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:

Manager of Parks and Recreation	Telephone	705-292-9507
P.O. Box 270	Fax	705-292-6491
Bridgenorth, Ontario, K0L 1H0	e-mail	edbarber@nexicom.net

All bidders who obtain a copy of the Request for Proposal package are required to contact Ed Barber, Manager of Parks and Recreation edbarber@nexicom.net to 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 Parks and Recreation 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.

Schedule "A"

(Schedule to be completed and returned)

Qualifications and Price and Declaration For a 2012 ¾ Ton 4 x 4 Regular Cab Truck

Information to the Proposal Respondent

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

Respondent's Check List;

1. Schedule B has been completed with specifications.
2. Warranty and Service details have been included as requested in 5.0 of Schedule B.
3. Delivery date has been indicated as requested in 5.1 of Schedule B.
4. Schedule A has been completed.
5. The requested information as set forth in Section 2.0 Statement of Qualifications and Section 3.0 Respondent's Proposal has been provided.
6. Declaration completed and signed.

Proposal Price

Price of (1) 2012 ¾ Ton Regular Cab 4 x 4 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 Smith-Ennismore-Lakefield for a **2012 ¾ Ton Regular Cab 4 x 4 Truck** for the Smith-Ennismore-Lakefield Parks and Recreation 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 ninety (90) calendar days from the closing date of this Request for Proposal.

Dated at _____ this _____ day of _____ 2012

) _____
) Signature
) _____
) Signing Authority (Print Name)
) _____
) Company Name
) _____
) Street Address/City/Town/Postal Code
) _____
) Telephone Email Fax Number

Specifications for One 2012 ¾ Ton Regular Cab 4 x 4 Truck Schedule “B”

All Appropriate Blanks Must Be Filled In

Where minimum standards are required, the first column lists the minimum. The last column is to be completed by the bidder. Detailed information is not required, if “yes” is inserted. **A detailed explanation is required if “No” is inserted.** Consideration may be given to deviations deemed by the Township at its’ sole discretion, as “minor” in nature.

Chassis Specifications

1.	Transmission and Drive Train:			
1.0	Engine shall be a gasoline V8 (5 litre minimum) Specify:	Yes:	No:	
1.1	The transmission shall be an automatic with a minimum of 5 speeds Specify:	Yes:	No:	
1.2	Shall be a Four Wheel Drive Specify:	Yes:	No:	
1.3	Shall have electronic transfer case / auto lock hubs Specify:	Yes:	No:	
1.4	Shall have stainless steel exhaust Specify:	Yes:	No:	
1.5	Tires shall be 17 inch radial (LT 245 minimum all season) Specify:	Yes:	No:	
1.6	Shall have skid plates Specify:	Yes:	No:	
1.7	Shall have a 3.73 rear axle ratio with a locking differential rear axel Specify:	Yes:	No:	
1.8	Shall have a 160 amp alternator Specify:	Yes:	No:	
1.9	Shall be equipped with an engine block heater Specify:	Yes:	No:	

	1.10	Shall have factory installed snow plow prep. package Specify:	Yes:	No:
	1.11	Shall have Reece type Class 5 or equivalent tow package with 7 way R.V. Style plug and integrated trailer brake controller Specify:	Yes:	No:
	1.12	Shall have HD suspension Specify:	Yes:	No:
	1.13	Shall have a minimum of 4,309 kg (9,500 lbs) GVWR Specify:	Yes:	No:
2.	Cab and Equipment:			
	2.0	Seats will be cloth 40/20/40 split bench in the front. Four way adjustable driver seat with armrest / storage Specify:	Yes:	No:
	2.1	All windows will be tinted Specify:	Yes:	No:
	2.2	Rear window shall have a "Back Rack" protection installed with Part #91008 (antenna mounting bracket) and Part #91002 (utility light bracket, centre mount 10.5 base) installed Specify:	Yes:	No:
	2.3	Shall have black vinyl floor covering Specify:	Yes:	No:
	2.4	Shall have the manufacturers AM / FM radio Specify:	Yes:	No:
	2.5	Shall be equipped with electric powered windows and power door locks with full instrument package Specify:	Yes:	No:
	2.6	Shall have wide load trailer tow type mirrors, manual extending & folding, heated, integrated turn signals with lower convex spotter Specify:	Yes:	No:

	2.7	Shall have chrome grill and bumper, front tow hooks, wheel discs / hub covers Specify:	Yes:	No:
	2.8	Shall have front and rear mud flaps Specify:	Yes:	No:
	2.9	Shall be equipped with air conditioning Specify:	Yes:	No:
	2.10	Shall have Blue Tooth wireless phone capabilities Specify:	Yes:	No:
	2.11	Shall have a Regular 8 Ft Box Specify:	Yes:	No:
	2.12	Shall have complete service manuals or computer disc manuals Specify:	Yes:	No:
	2.13	Shall have an MTO safety sticker installed on the lower left windshield Specify:	Yes:	No:
4.	Paint:			
	4.0	The colour shall be Gray and shall be approved by the Manager of Parks and Recreation Specify:	Yes:	No:
5.	Warranties and Service:			
	5.0	A Complete list of the warranties including details and duration shall be provided Specify:	Yes:	No:
	5.1	Indicate delivery date of vehicle with a full tank of fuel Date: _____ Specify: _____	Yes:	No: