



REQUEST FOR PROPOSALS

for

MEDIUM DUTY CLASS 5 or 6 – DUMP TRUCK

October 28, 2022

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
REQUEST FOR PROPOSALS
MEDIUM DUTY CLASS 5 or 6 – DUMP TRUCK

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REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
REQUEST FOR PROPOSALS
MEDIUM DUTY CLASS 5 or 6 – DUMP TRUCK

1. INTRODUCTION

1.1. PURPOSE

The Regional District of Okanagan Similkameen (RDOS) is requesting submission of Proposals from qualified Proponents for one (1) new or near-new medium duty dump truck. Proponents are encouraged to submit proposals for both Class 5 and 6 options, but only one vehicle will be purchased. The Regional District is looking for the best value for its purchase.

1.2. BACKGROUND

The Regional District provides services for six municipalities and nine electoral areas. It has a geographic area of approximately 10,400 km² and serves 82,000 residents. The Regional District provides maintenance to numerous parks and trails within its boundaries on a year round basis. The intent of purchasing a dump truck is to provide the RDOS the ability to haul and dump material in house, rather than having to hire outside help.

1.3. SUPPORTING DOCUMENTATION

Appendix A includes minimum specifications for both Class 5 and Class 6 dump trucks.

2. INSTRUCTIONS TO PROPONENTS

2.1. SUBMISSION OF PROPOSALS

Proposals may be submitted by email and/or hardcopy until the Closing Time specified. It is the Proponent's sole responsibility to ensure its Proposal is received at the address or email set out below by the Closing Time. If submitting by hard copy please enclose three (3) hard copies and an electronic copy on a memory stick.

Proposals, and their envelopes if submitting by hard copy, should be clearly marked with the name and

address of the Proponent, the RFP program title, and be addressed to the Project Contact:

Justin Shuttleworth – Manager of Parks & Facilities
Regional District of Okanagan-Similkameen
101 Martin Street
Penticton, B.C. V2A 5J9

AND/OR

Via Email to: jshuttleworth@rdos.bc.ca

Proposals must be received on or before the **Closing Time** of:

TIME: 2:00 PM local time

DATE: Monday, November 7, 2022

Proposals will not be opened publicly. The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent's computer and the Regional District's mail system.

Proponents wishing to make changes to their Proposals after submission but prior to the Closing Time may do so by submitting the revisions by email or hard copy to the Project Contact.

It also is the Proponent's sole responsibility to ensure their revisions were received, at the e-mail or address set out above, prior to the Closing Time.

Proposals received after the Closing Time will not be considered or evaluated.

2.2. INQUIRIES

All inquiries related to this RFP are to be directed, in writing, to the Project Contact. Information obtained from any other source is not official and should not be relied upon. Inquiries and responses will be recorded and may be distributed through an addendum at the Regional District's option.

Any questions regarding this RFP must be submitted at least five (5) working days prior to the Closing Date. Any questions submitted after this date may not be answered.

Proponents shall carefully examine the RFP documents and shall fully inform themselves as to the intent, existing conditions and limitations, which may affect their Proposal submission. No consideration will be given after submission of a Proposal to any claim that there was any misunderstanding with respect to the conditions imposed.

Proponents finding discrepancies or omissions in the Contract or RFP, or having doubts as to the meaning or intent of any provision, should immediately notify the Project Contact. If there are any changes, additions, or deletions to the Proposal scope, conditions, or closing date, Proponents will be advised by

means of an Addendum issued by the Regional District. All Addenda is to become part of the Proposal Documents and receipt of Addenda should be acknowledged by the Proponent in the submission.

Verbal discussion between the Regional District Directors or Staff and a Proponent shall not become a part of the RFP or modify the RFP unless confirmed by written Addendum. The Regional District shall not be responsible for Proponents adjusting their Proposals based only on oral instructions by any representative of the Regional District.

3. GENERAL TERMS OF PROPOSAL PROCESS

3.1. DEFINITIONS

“Addenda” means all additional information regarding this RFP including amendments to the RFP;

“Agreement” or **“Contract”** means a contract that is issued to formalize the Work with the successful Proponent based on the proposal submitted and incorporate by reference the Request for Proposal, any addenda issued, the Proponent’s response and acceptance by the Regional District.;

“Contractor” means the person(s), firm(s) or corporation(s) appointed by the Regional District to carry out all duties, obligations, work and services first contemplated in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal.;

“must” or **“mandatory”** or **“shall”** means a requirement that must be met in order for the proposal to receive consideration;

“Proponent” means the responder to this RFP with the legal capacity to contract;

“Proposal” means a written response to the RFP that is submitted by a Proponent;

“Regional District” means the Regional District of Okanagan-Similkameen;

“Request for Proposals” or **“RFP”** means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Regional District;

“Services” means and includes the provision by the successful Proponent of all materials, equipment, services, duties and expectations as further described in this RFP.

“should” or **“may”** means a requirement having a significant degree of importance to the objectives of the RFP but is not a mandatory requirement

“Work” means and includes anything and everything required to accomplish the project in accordance

with this RFP and Proposal.

3.2. ACCEPTANCE OF TERMS AND CONDITIONS

Submitting a Proposal indicates acceptance of all the terms and conditions set out in the RFP, including those that follow and that are included in all appendices and any Addenda.

A person authorized to sign on behalf of the Proponent shall sign the Proposal.

3.3. PROPOSAL PREPARATION COSTS

All expenses incurred by the Proponent in preparation and submission of this Proposal are to be borne by the Proponent, with the express understanding that no claims for reimbursements against the Regional District will be accepted. The Regional District shall not be responsible for any costs involved in or associated with any meetings, discussion or negotiation following submission that could lead to acceptance of the Proposal and award of a contract.

3.4. PROPOSAL EVALUATION

The Regional District recognizes that “Best Value” is the essential part of purchasing a product and/ or service and therefore the Regional District may prefer a Proposal with a higher price, if it offers greater value and better serves the Regional District’s interests, as determined by the Regional District, over a Proposal with a lower price.

Appendix B contains the information regarding how Proposals will be evaluated.

The Regional District, at its sole discretion, reserves the right to:

- reject any or all Proposals whether complete or not,
- reject any Proposal it considers not in its best interests,
- waive any minor irregularity or insufficiency in the Proposal submitted,
- not be liable for misunderstandings or errors in the Request for Proposals,
- issue addenda to the Request for Proposals,
- contact references provided by the Proponents,
- retain independent persons or contractors for assistance in evaluating Proposals,
- request points of clarification to assist the Regional District in evaluating Proposals,
- negotiate changes with the successful Proponent,
- award separate contracts for separate work components, and
- withdraw the Request for Proposals.

3.5. NO CONTRACT

This RFP is not a tender and does not commit the Regional District in any way to select a preferred Proponent. By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contractual, tort or other legal obligation of any kind is formed under or imposed

on the Regional District by this RFP or submissions prior to the completed execution of a formal written Contract.

3.6. NO OBLIGATION TO PROCEED

The Regional District fully intends at this time to proceed with the proposed project, however the Regional District is under no obligation to proceed to award of the Contract. The receipt by the Regional District of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the Regional District.

There is no guarantee by the Regional District that the process initiated by the issuance of this RFP will continue, or that this RFP process or any RFP process will result in a Contract with the Regional District for the purchase of the equipment, service, or project.

3.7. NEGOTIATION WITH PREFERRED PROPONENT

The Proponent that submits the most advantageous Proposal may be awarded the Contract. The Regional District reserves the right to accept or reject all or parts of the Proposal, however, the Regional District is not precluded from negotiating with the preferred Proponent to modify its Proposal to best suit the needs of the Regional District.

The Regional District will enter into negotiations with a preferred Proponent to finalize any scope changes necessary to implement the project, as generally described in this RFP. If the Regional District considers that it is unlikely to settle such agreements with the preferred Proponent despite having negotiated with the preferred Proponent, the Regional District is entitled to cease negotiations with the preferred Proponent and to begin negotiations with another Proponent.

3.8. LIABILITY FOR ERRORS

While the Regional District has expended considerable efforts to ensure an accurate representation of information in this Request for Proposal, the information contained in this Request for Proposal is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Regional District, nor is it comprehensive or exhaustive.

Nothing in this Request for Proposals is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in the Scope of Work.

3.9. PROPOSAL CONFIDENTIALITY AND PROPRIETARY INFORMATION

All submissions become the property of the Regional District and will not be returned to the Proponent. The Regional District will consider all Proposals submitted as confidential but reserves the right to make copies of all Proposals received for its internal review and for review by its financial, accounting, legal, and technical Contractors.

Proponents should be aware that the Regional District is a “public body” as defined in and subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

If the Proponent believes any of the information requested in this RFP and provided by them is confidential, then they should identify it as such and provide a rationale as to why it should not be released under “Freedom of Information” legislation.

3.10. CONFLICT OF INTEREST

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the Regional District, its elected or appointed officials or employees, any property ownership direct or indirect in the project area. The Regional District may rely on such disclosure.

3.11. NO COLLUSION

Except as otherwise specified or as arising by reason of the provision of the contract documents, no person whether natural, or body corporate, other than the Proponent has or will have any interest or share in this Proposal or in the proposed contract which may be completed in respect thereof.

There is no collusion or arrangement between the Proponent and any other actual or prospective Proponents in connection with Proposals submitted for this project. The Proponent has no knowledge of the contents of other Proposals and has made no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the Proposal.

3.12. LITIGATION

Proponents who, either directly or indirectly through another corporation or entity, have been or are in litigation, or who have served notice with intent to proceed with court action against the Regional District in connection with any contract for works or services, may be considered ineligible Proponents. Receipt of Proposals from such Proponents may be disqualified from the evaluation process.

4. SCOPE OF WORK

The supplier will identify the best solution to meet or exceed the minimum specifications within this proposal. Specifications for the dump truck are as per **Appendix A** of this RFP. The RDOS will evaluate the proposals received based on the criteria set within **Appendix B** of this RFP.

The supplier shall fill out the information requested below in this RFP. Additional information / specifications that will help evaluate the; Workmanship / Durability, Customer Support, Conditions and timing for delivery of service, and Functionality is encouraged.

Fee shall include all costs for the supply and the delivery of required items of the vehicle. All taxes, shipping; fees will be broken out separately from the supply and delivery in the supplies proposal and quotation form. Pricing for optional items are to be listed separately.

The Proponent shall address in the Proposal submission, all the information as requested in the RFP documentation. The Proponent is also encouraged to include, content, innovative, alternative or unique solutions that he/she believes will add value to the proposal.

5. FEES AND DISBURSEMENTS

The Proposal shall indicate potential fees for all materials, equipment, services, duties and expectations pursuant to this RFP. The Proposal should identify how the Regional District will be charged. All applicable taxes, including but not limited to sales tax, custom duties and all other taxes on labour, services and equipment, save and except only the Federal Goods and Service Tax (GST) shall be included in the proposed prices. Fees will be broken down by deliverables.

Fee shall include all costs for the purchase of the products, specifically, the delivery of dump truck.

Should the Regional District award a contract to a proponent the purchase agreement will provide a purchase agreement consistent with their proposal.

APPENDIX “A”

PROPOSAL & QUOTATIONS FORMS MEDIUM DUTY DUMP TRUCK

CLASS 5 & CLASS 6

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
SPECIFICATIONS MEDIUM DUTY CLASS 5 – DUMP TRUCK
PROPOSAL & QUOTATION FORM**

To be filled out by proponent

REFERENCE	MINIMUM SPECIFICATIONS	*STATE MANUFACTURER'S SPECIFICATIONS
Standard Specification and Details		
1. Year	2021-2023	
2. Make	Open	
3. Model	Open	
4. Mileage	Under 10,000 (new or demo units)	
5. Body Style	2-Door Single-Cab Truck	
6. Body color	White	
8. Passenger Capacity	Minimum 2 adults, including driver	
9. Drive system	Automatic, 2 -wheel drive	
10. Propulsion system	Diesel – Required	
	Make - Model	
	Horsepower	
	Torque	
11. Dump Box	11ft Steel	
	3 Way Tailgate	
	Fold Down Sides	
	Tarp with Rewind	
	Hydraulic Hoist – state capacity	
	Lift operation in cab	
13. Capacities Towing/Cargo	GVWR (Min 7,258kg)	
	GCWR	
	TWR (Conventional)	
14. Towing Package	Integrated brake controller	
	2 ½” Receiver (Class 5)	
	7 Prong Wiring Harness	
15. Tires	All-season tires	
	Make Model	
	Load Index	
	Full size spare	
Required Items		
16. Traction control	Required	
17. Brakes, power ABS	Required	
18. Exhaust Brake	Required	
19. Steering, power	Required	
20. Skid Plates	Required	
21. Air bags, driver/passenger	Required	

22. Floor covering, Vinyl	Required	
23. Trailer Tow Mirror	Required	
24. Windows, power	Required	
25. Door locks, power	Required	
26. Air Conditioning	Required	
27. Theft deterrent system	Required	
28. Lamps, cargo area	Required	
29. AM/FM radio	Required	
30. Warranty	State warranty offered	
31. Delivery	State estimated delivery time	
Preferred		
32. Bluetooth connectivity	Preferred	
33. Accessory charging, USB port	Preferred	
34. Blind-spot warning	Preferred	
35. Rear cross-traffic alert	Preferred	
36. Vinyl Seating preferred	Preferred	
Environmental		
37. Fuel Efficiency	Provide NRCAN rating in litres per 100 kms (combined city/highway)*	
38. Co2 rating	Provide NRCAN carbon dioxide rating*	
Optional		
39. Cargo and Tool storage	Optional – Provide pricing	
40. 4 – Wheel Drive	Optional – Provide pricing	
41. Extended Cab	Optional – Provide pricing	
40. Chip Cap	Optional – Provide pricing	

One (1) Medium Duty (Class 5) Dump Truck	\$	
Tax:	\$	
Total:	\$	
Estimated Delivery Date:		
Signature:	x	
Contact Name:		
Contact Phone:		
Contact Email:		
Other Documents Attached:	Yes:	No:

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
SPECIFICATIONS MEDIUM DUTY CLASS 6 – DUMP TRUCK
PROPOSAL & QUOTATION FORM
To be filled out by proponent

REFERENCE	MINIMUM SPECIFICATIONS	*STATE MANUFACTURER'S SPECIFICATIONS
Standard Specification and Details		
1. Year	2021-2023	
2. Make	Open	
3. Model	Open	
4. Mileage	Under 10,000 (new or demo units)	
5. Body Style	2-Door Single-Cab Truck	
6. Body color	White	
8. Passenger Capacity	Minimum 2 adults, including driver	
9. Drive system	Automatic, 2 -wheel drive	
10. Propulsion system	Diesel – Required	
	Make - Model	
	Horsepower	
	Torque	
11. Dump Box	11ft Steel	
	3 Way Tailgate	
	Fold Down Sides	
	Tarp with Rewind	
	Hydraulic Hoist – state capacity	
	Lift operation in cab	
13. Capacities Towing/Cargo	GVWR (Min 8,846kg)	
	GCWR	
	TWR (Conventional)	
14. Towing Package	Integrated brake controller	
	2 ½” Receiver (Class 5)	
	7 Prong Wiring Harness	
15. Tires	All-season tires	
	Make Model	
	Load Index	
	Full size spare	
Required Items		
16. Traction control	Required	
17. Brakes, power ABS	Required	
18. Exhaust Brake	Required	
19. Steering, power	Required	
20. Skid Plates	Required	
21. Air bags, driver/passenger	Required	

22. Floor covering, Vinyl	Required	
23. Trailer Tow Mirror	Required	
24. Windows, power	Required	
25. Door locks, power	Required	
26. Air Conditioning	Required	
27. Theft deterrent system	Required	
28. Lamps, cargo area	Required	
29. AM/FM radio	Required	
30. Warranty	State warranty offered	
31. Delivery	State estimated delivery time	
Preferred		
32. Bluetooth connectivity	Preferred	
33. Accessory charging, USB port	Preferred	
34. Blind-spot warning	Preferred	
35. Rear cross-traffic alert	Preferred	
36. Vinyl Seating preferred	Preferred	
Environmental		
37. Fuel Efficiency	Provide NRCAN rating in litres per 100 kms (combined city/highway)*	
38. Co2 rating	Provide NRCAN carbon dioxide rating*	
Optional		
39. Cargo and Tool storage	Optional – Provide pricing	
40. 4 – Wheel Drive	Optional – Provide pricing	
41. Extended Cab	Optional – Provide pricing	
40. Chip Cap	Optional – Provide pricing	

One (1) Medium Duty (Class 6) Dump Truck	\$	
Tax:	\$	
Total:	\$	
Estimated Delivery Date:		
Signature:	x	
Contact Name:		
Contact Phone:		
Contact Email:		
Other Documents Attached:	Yes:	No:

APPENDIX “B”

PROPOSAL EVALUATION FORM MEDIUM DUTY DUMP TRUCK

REQUEST FOR PROPOSALS EVALUATION FORM

Proponent's Name: _____

Project Title: MEDIUM DUTY – DUMP TRUCK

Evaluation Date: _____

Evaluator: _____

Step 1:		YES	NO
Mandatories	Submission Prior to Deadline		
	Vehicle Minimum Requirements		
	Complete proposal as requested		
Step 2:		Assigned Points	Points
Weighted Scoring	Standard Specifications & Details	10	
	Preferred Items	5	
	Warranty & Service	5	
	Delivery Date	10	
	Environmental	5	
	Optional and Innovation	10	
Price	Points for Price = (lowest cost Proposal divided by Proposal being evaluated) x (55% weight)	55	
Total Score		100	

1. Requests for Proposals (RFP's) shall be reviewed by an Evaluation Team, which shall consist of at least two staff members.
2. Each Evaluation Team member shall complete the RFP Evaluation Form for each Proposal.