



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

REQUEST FOR PROPOSALS

for the

FIRE TRUCK PRIMARY PUMPER

RDOS-22-FIN-13

November 1, 2022



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
REQUEST FOR PROPOSALS
FIRE TRUCK PRIMARY PUMPER

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REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
REQUEST FOR PROPOSALS
FIRE TRUCK PRIMARY PUMPER

1. INTRODUCTION

1.1. PURPOSE

The Regional District of Okanagan Similkameen (RDOS) is requesting submission of Proposals from qualified suppliers of Fire Trucks for delivery of a Primary Fire Truck Pumper to the Kaleden Volunteer Fire Department (KVFD).

1.2. BACKGROUND

The Regional District of Okanagan-Similkameen administers eight Regional Fire Departments within the rural areas. KVFD is a volunteer Fire Department made up of a diverse group of men and women who assist in keeping their community safe and the proper equipment is essential. KVFD is responsible for ensuring the safety of citizens in Kaleden and St Andrews and for providing mutual aid to OK Falls, Keremeos, and Willowbrook.

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 above by the Closing Time. If submitting by hardcopy please enclose three (3) hard copies and an electronic copy on a memory stick.

The Proposals and their envelopes should be clearly marked with the name and address of the Proponent, the RFP program title, and be addressed to the following:

Jim Zaffino
Manager of Finance Department
Regional District of Okanagan-Similkameen
101 Martin Street
Penticton, B.C. V2A 5J9

AND/OR jzaffino@rdos.bc.ca

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

TIME: **2 PM local time**
DATE: **Wednesday, November 30, 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 email 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 as above.

It is also 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 following person. 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.

Fire Chief
Kaleden Volunteer Fire Department
kaledenfire@shaw.ca

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 above listed 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, trustees 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.;

“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 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 must 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, or any of its member municipalities, 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 A 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. PROPOSAL PRESENTATION

The Regional District reserves the right to request one or more of the Proponents whose submissions are of particular interest to the Regional District, to make an oral presentation to the Regional District.

3.6. 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.

3.7. NO OBLIGATION TO PROCEED

The Regional District and KVF D fully intend at this time to proceed with the purchase of a new pumper fire truck, 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.

3.8. 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.

3.9. ACCEPTANCE OF PROPOSAL

Following acceptance of the Proposal, the agreement that the successful Proponent will be expected to execute with the Regional District will contain terms similar to those provided in Appendix B.

The expected attachments to the agreement will include the Request for Qualifications and the Proponent's submission, the Request for Proposal, the Proponent's Proposal submission and any mutually agreed upon modifications, changes or negotiated adjustments.

3.10. 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

3.11. 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 consultants.

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.

3.12. 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.

3.13. 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 and 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.

3.14. NOT AN EMPLOYEE

The successful Proponent will acknowledge and agree that neither the Proponent nor any person employed by or associated with the successful Proponent in the performance of the services or otherwise, is an employee of, or has an employment relationship of any kind with the Regional District or is in any way entitled to terms or conditions of employment or employment benefits of any kind whatsoever from the Regional District under any collective agreement or otherwise including but not limited to private programs or coverages and statutory programs and coverages, whether under the Employment Standards Act of British Columbia (as amended from time to time), the Workers Compensation Act of British Columbia (as amended from time to time), the Employment Insurance Act of Canada (as amended from time to time), health pay contributions or otherwise.

3.15. 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. PROPOSAL CONTENTS

4.1. PROPONENT INFORMATION

COMPANY: Full name, address and telephone number of the submitting office of the Proponent and where applicable, the name, address and telephone number of any branch office, affiliate or sub-consultant(s) that will be involved in the project.

EXPERIENCE: The Proposal should include details on only the most recent three (3) or four (4) projects of related work for the Proponent. It is the Proponent's responsibility to demonstrate that they possess the required knowledge, understanding and capacity to carry out the Work as outlined.

REFERENCES: The Proposal shall provide no less than two (2) references that are relevant to the proposed Work. The references should be from a third party who can provide information about the performance of the Proponent in delivering the works or services for the experience cited.

4.2. SCHEDULING

The Regional District considers time to be of great importance and would like his project completed in the shortest timeframe possible.

Proposal must clearly indicate anticipated delivery date.

The Proposal should contain a proposed work schedule showing the major activities or tasks, order

and interdependence of the various milestones, sub-tasks and deliverables for each of the required tasks, including any proposed meetings.

4.3. COMMUNICATIONS & MEETINGS

The selected supplier will meet with the Regional District and KVFD to determine the final configuration of the fire truck and discuss any proposed optional items. This will include a review of components, expectations and establishment of timelines for the various stages of the project.

Written status updates to the Regional District project manager will be required throughout the entire project through email or memo. Proposal must allow for progress inspections, adjustments to build and final pre-delivery inspection by KVFD members.

4.4. PROPOSAL CONTENT & DELIVERABLES

While the Regional District has used considerable effort to ensure an accurate representation of information in this RFP, the information contained herein is not guaranteed to be accurate, nor is it necessarily comprehensive or exhaustive.

The Proponent shall address in the Proposal submission, all the information as requested in the RFP documentation. The Proponent is also encouraged to include innovative, alternative or unique solutions as applicable.

The Proposal must clearly detail how you meet or exceed KVFD requirements by providing:

- Fire Truck build that includes all Schedule A requirements.
- Complete list of all components and specification for the proposed Fire Truck.
- Drawing of the proposed Fire Truck.
- Optional Equipment information as listed in Schedule B.
- List of items that supplier deems as Safety Equipment on the Fire truck and provide a cost for this equipment.
- Expiry date for the proposal and equipment cost list.

The Proposal must also identify items that the supplier believes were missed, if any, from the included specifications and must provide costs for those items should the Regional District and KVRD decide to add on. The addition of these items is at the Regional District and KVRD's discretion.

5. REPORTING REQUIREMENTS

Before the delivery of the completed fire truck, all documents, including but not limited to memos, reports, photographs, video, shop drawings, manuals, spreadsheets, project management information and tracking, assessments and other documents created for the purpose of this project, will be provided to the Regional District.

5.1. DOCUMENTS

The Regional District will require fully editable electronic copies of the draft and final packages in formats that are compatible with the software available at the Regional District (i.e. Microsoft Word and Excel, PDF files). Security settings on all final documents/drawings must not prevent copying text

or graphics or extracting/adding pages. The files will not be password protected.

At the time of delivery of the new fire truck, documentation including finalized details of full specifications are required. Must include 2 hardcopy sets of operating and maintenance manuals with digital back up of all information.

5.2. DRAWINGS

All drawings shall also be drawn, saved and provided in DWG and PDF format.

All drawings shall be reviewed and approved by a Professional Engineer registered in the Province of British Columbia.

Two paper copies of the record drawings shall be provided in large-scale format.

6. FEES AND DISBURSEMENTS

The Proposal shall be in Canadian Dollars and must include all applicable taxes and include all custom duties, delivery charges and other taxes on labour, services and equipment. Show taxes as separate items.

Proposal must include delivery to 303 Lakehill Road, Kaleden BC.

Proposals must clearly include all costs for items listed in Schedule A, Schedule B and designated safety equipment.

Proposal must clearly state what is required as a partial payment (deposit) to guarantee delivery costs.

SCHEDULE A: MANDATORY REQUIREMENTS FOR FIRE TRUCK

GENERAL REQUIREMENTS

- Fire Truck and Equipment must meet or exceed all BC Ministry of Transport and BC Motor Vehicle Regulations and Specifications.
- Fire Truck must have a Motor Vehicle Inspection completed prior to delivery.
- All items and materials used in the construction of the Fire Truck shall be new.
- Fire Truck must be CSA/ULC tested at the manufacturer's facility, listed and labelled as meeting CSA/ULC standards. The truck shall have a plate engraved with CSA/ULC certification number, pump test results, water tank volume, test date and other applicable information affixed prior to delivery.
- Upon delivery, supplier must deliver a minimum of 6 hours' orientation training for up to 8 Firefighters.
- Fire Truck must be fully compliant with WorkSafe BC requirements at time of delivery.
- Proposal must clearly describe how the supplier will provide warranty and ongoing service requirements including service schedule and anticipated cost per service call.
- Unloaded truck weight must leave enough room for six Firefighters, full tank of water and typical weight of equipment and support a safety allowance. Describe weight totals and allowances.
- A build list and detailed drawing must come with the proposal.

BASIC OVERALL SPECIFICATIONS

- Fire Truck maximum length – 32 feet.
- Fire Truck maximum height unloaded – 138 inches.
- Fire Truck maximum width including mirrors – 116 inches.
- Fire Truck Color – White. To match fleet (Fire truck provider to Provide paint brand).

FIRE TRUCK CHASSIS

- Cab must be 4 doors and be capable of seating 6 Firefighters including apparatus driver/pump operator.
- Prefer 450 HP (describe variance)
- Prefer Allison transmission (describe variance).
- Single rear axle.
- Front axle load expected in KG's
- Rear axle load expected in KG's.
- GVW in KG's.
- Air Brakes
- Engine Brake/Transmission brake – describe system in proposal.
- Shore power and maintenance Air Supply connections located for ease of disconnection and awareness by apparatus driver.
- Shore and truck power to supply AC power for all accessories when truck is plugged in and when the truck is running not plugged in.
- Cab has one installed mobile radio Motorola (KVF D will provide specifications at time of build as suggested by our mobile and portable radio contractor/supplier).
- Mobile radio to have a connected wireless headset for Driver/pump operator.

- Provide anticipated noise levels (such as DB) within the cab when responding with emergency sirens on.
- Interior of cab to be wired at each seating location for headsets for all occupants.
- Cab must have a variety and number of charging points for I-phones etc.
- Drivers seat to be adjustable system. Describe system.
- Describe in cab storage system, including storage compartments.
- In cab lighting. Describe system.
- Belly Bar for a rope rescue winch receiver/center of truck.
- Long record dash and rear cams (camera at front and camera at rear).
- Dual air horns.
- Engine compartment lights with switch.
- Tire valve extenders for dual wheels.
- Aluminum wheels. Indicate weight savings by going to the aluminum.
- Air conditioning and cab heating unit suitable for South Okanagan expected temperatures.
- Extra long seat belts.
- RDOS and Fire Department Decals, KVFD will provide specifications during the build.
- Side gold stripe to match fleet, KVFD will provide specifications during the build.
- Identification lettering/numbering on top of the cab, KVFD will provide specifications during the build.
- Top of cab lettering E-141 – KVFD will provide specifications during the build.
- Hazard beepers such as back up and E-brake warning buzzer and light. Describe warning systems available.
- Master electrical shut off switch – easily accessible by Driver.
- Auto tire chains.
- Five seats prepped for MSA G-1 SCBA Packs.
- 2 - Tow hooks – front of Chassis.
- 2 - Rear tow hooks.
- Describe emergency lighting and siren system that is supplied with build.
- Grab handles required to meet standards.
- Fold away front bumper – if supplier deems applicable.
- Identify fuel tank capacity – must be built with Corrosive resistant materials. (Describe Variance)
- Easy access jump start connection system for boosting a fire truck

FIRE TRUCK BODY

- Optimum 800 imperial gallon water tank – Describe variance.
- Mid ship pump – prefer 1750 GPM, prefer Hale Pump – Describe variance.
- Describe pump panel layout and finish.
- Describe Pump Engagement System - Auto engage unit or manual engage.
- Describe key pump systems including draining system, Cooling Bypass System, Panel and indicator lights and Radio Mike hookup.
- Slide-out Pump-house steps.
- Set of hose bridge (capable of covering 4-inch supply hose).
- Plumbed monitor port that is capped and describe location, (Monitor to be quoted in Schedule B).
- Ladder storage – describe storage system.

- 4 -manually extendable 12V LED light poles. (2) front / (2) rear – not removable (identify brand and light output). Describe any variance.
- Hose Bed must have adjustable compartments. Must have room for a pre-connect (prefer 500') 2-1/2" attack line, supply line 2-1/2" (prefer 500') and supply line 4" (prefer 1500'). Describe hose options available.
- Cross trays – 4 compartments: (2) compartments able to hold 400 feet of 1-1/2" inch pre-connect attack line, each with nozzle. (1) compartment able to hold 400' of 2-1/2" pre-connect with nozzle. (1) compartment able to hold 1000' of BC Wildfire 1-1/2" quick connect hose. Describe variances.
- Generator storage bed – with removable cover (prefer on top). Describe what this would look like and size of generator it will accommodate.
- Cabinet doors to be hinged. Describe variances.
- Cabinet interiors painted yellow.
- All cabinets with (door open) lighting.
- All cabinets must have door open warning systems installed.
- All cabinets must have 110V plugs.
- Shore and truck power, to supply AC power for all accessories when truck is plugged in at the Fire hall and when the truck is running not plugged in.
- Rear ladder (access to hose bed). Describe system.
- SCBA Bottle storage, (minimum 10 SCBA Bottles). Describe system.
- Wheel chocks (2), describe storage location, prefer innovative driver friendly location.
- 2 upper deck rear eye hooks, located as high as possible (minimum rated 5000 pounds) for rope rescue.
- Reflective safety markings to current code. Describe Layout and colours.
- Describe equipment mounting brackets recommended by supplier.
- Describe the Tail board, include measurements.

FIRE TRUCK EQUIPMENT

- 1 - 3 stage 35-foot ladder
- 1 - 12' Roof Ladder
- 1 - 10' Attic Ladder.
- 1 - Pike pole.
- 1000' of 4" Storz supply line.
- 500' of 2-1/2" inch supply line.
- 800' of 1-1/2" inch attack line.
- 2 - 10 lengths of 6" hard suction.
- Hose clamp – capable of up to 4" supply line.
- Electric, battery operated PPV fan, provide size, make and model?
- Invertor installed. Identify make, model and capacity.
- Hydrant Storz adaptor.
- Adaptor for 4" Storz to 2-1/2" supply line.
- Gated "Y" Adaptor 2-1/2" to 1-1/2" attack line.
- Fire Extinguishers to meet code inside cab.

SCHEDULE B: OPTIONAL REQUIREMENTS FOR FIRE TRUCK

FIRE TRUCK CHASSIS

- In cab mounting bracket and computer tablet capable of email texting storing photos etc.
- Headsets for all occupants.
- In cab cell phone – mounting bracket etc. Contact KVFD for carrier.
- 4 to 6 Portable radios with chargers. KVFD will supply the make and model.
- Seat belt indicators.
- 2 jump seats.

FIRE TRUCK BODY

- Mountable/portable “Monitor” and suitable body plumbing for request.
- Maintenance air supply.
- Pre wiring generator storage location.
- Portable generator – 3000 watt minimum and innovative secure covered storage location.
- Gear Grid - heavy duty GRP Hose Winder 710000399 (WFR) hooks to receiver hitch

FIRE TRUCK EQUIPMENT

- Hard Suction support system to draw water from a bladder.
- 6” Hard suction strainer pickup system (ie: to access relay tank water)
- Gas detector – describe make and model.
- TIC camera – describe make and model.
- Gated “Y” Adaptor for 4” to 2-1/2” supply line.

FIRE FIGHTING EQUIPMENT

FIRE HOSE

- 500 feet of 4-inch Storz supply line.
- 500 feet of @ 2-1/2” supply line.

FITTINGS AND ADAPTORS

- 6” Storz, low level strainer, pumps over 1200gpm
- 4” Straight Gate Valve / Hydrant to Storz
- 1 - “Y” with 2-1/2” inlet x 2 - 1-1/2” outlets (1581002)
- Akron 2-1/2” High Range assault nozzle – 4826
- Akron 1-1/2” turbojet nozzle – 1720
- Foam tube for Akron 1-1/2” turbojet nozzle – 1720
- 2 - Double female 2.5”
- 2 - double male 2.5”
- 2 – 2-1/2” female x 1.5” male
- 2 - 2-1/2” male x 1.5” female
- 2 - 1-1/2” double male
- 2 - 1-1/2” double female

FIRE EXTINGUISHERS – non apparatus

- AAAF Fire extinguisher with extension hose
- 10lb ABC extinguisher
- 5lb ABC extinguisher

SAFETY EQUIPMENT

- 4 - NFPA 1404 Compliant respirator/overhaul masks
- 10 - 2250 carbon fiber SCBA bottles
- 10 – G1 adaptors
- SCBA – quote (3) MSA G1 packs.

FIREFIGHTING TOOLS

- Bolt cutters capable of cutting 3/8" chain
- 6 - Traffic vests to meet NFPA 1901
- 2 - Shovels
- 1 - Grub hoe
- 1 - Mcleod fire tool
- 2- Frontier Portable led scene lights
- Tire chain repair kit
- 1 - Fire axes flat headed
- 1 - 36" Halligan
- 1 - Fire Hook - Promaxx 24
- 1 - 6lb Hall sledge (HIVIZ LIME) 24" with a sledge hammer pocket to hang
- 12 - NFPA Compliant Traffic Cones
- 1 - Tow chain capable of towing fire truck
- Extractor 2 rescue 14" blade
- Husqvarna K970 Rescue Cutter

APPENDIX “A”

REQUEST FOR PROPOSALS EVALUATION FORM

Proponent’s Name: _____			
Project Title: FIRE TRUCK PRIMARY PUMPER TRUCK - KVFD			
Evaluation Date: _____			
Evaluator: _____			
Step 1:		YES	NO
Mandatories	Proposal received prior to closing		
	Schedule A specifications addressed		
	Schedule B specifications addressed		
	Maximum or upset fee included		
	Complete proposal as requested		
Step 2:		Assigned Points	Points
Proponent (20 points)	Qualifications & Experience	10	
	Past Performance / References	5	
	Resources	5	
Proposal (40 points)	Scope	5	
	Methodology	15	
	Environmental Performance	5	
	Scheduling	10	
	Clarity of Proposal	5	
Price (40 points)	Points for Price = (lowest cost Proposal divided by Proposal being evaluated) x (40% weight)	40	
Total Score	Proponent + Proposal + Price Scores	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.
3. Evaluation Team Members will use the following list of questions to complete the RFP Evaluation Form:

Proponent Evaluation

- (i) Qualifications and Experience of Company and Project Team Members
Are the firm and project team members specialized and qualified in the nature of the project work? Has the firm completed similar projects during the last three years?
- (ii) Past Performance
Is the firm's record of past performance sound? Do reference checks reveal weaknesses? Was abnormal level of monitoring required? Does the firm consistently complete assignments on time and within budget?
- (iii) Resources
Does the firm have ample resources (e.g. staff, equipment, etc.) to apply to this project?

Proposal Evaluation

- (i) Scope
Do the objectives, scope, work plan, and prediction of results comply with the terms of reference and project objectives?
- (ii) Methodology
Is the methodology clear and in sufficient detail to cover all necessary aspects? Does the Proposal reflect the required understanding of the project? Is each task clearly outlined and in logical sequence?
- (iii) Environmental Performance [see criteria below]
What is the environmental burden and unit cost of a product or service, from its design through to production and then final disposal?
- (iv) Scheduling
Does the Proposal indicate that the achievement of objectives will be met according to an acceptable schedule? Are they within the timelines set by the terms of reference (if outlined in the terms of reference) Are problems or delays accounted for? Is timing realistic for the project?
- (v) Clarity of Proposal
Is the Proposal clear, concise, and logical?

Price Evaluation

- (i) Total Price

4. Upon completion of Step 2, the Evaluation Team shall determine, by consensus, the score for each Proposal and will forward these scores to the Board for its consideration to select the successful Proponent.

Environmental Performance Decision Criteria

Basic evaluation criteria for rationalizing the purchase of environmentally sound alternatives:

- (i) Does the alternative product meet or exceed the minimum required performance specifications? (e.g durability, safety, structural integrity. (If no, use the conventional product; if yes move to (ii)).
- (ii) Is the unit pricing of the alternative product equal, or less than, the conventional product? (If yes purchase the alternate product; if no move to (iii)).
- (iii) What is the total annual cost differential of using the alternate product instead of the conventional? (If the effect on budget is nominal use the alternate product; if the effect on budget is more than nominal go to (iv)).
- (iv) By using the alternate product are there any offsetting benefits that can be clearly measured and recorded in cost avoidance accruing to the same Business Unit, or to other business Units and, if so, do those benefits equal or exceed the extra acquisition costs? (If yes purchase the alternate product; if no go to (v)).
- (v) Are there any other benefits that are not measurable in any direct monetary sense but are benefits that we ought to realize for other on-pecuniary reasons?, e.g. “green benefits” such as reduced pollution, air emissions, effluent release, recyclable & disposal issues etc. (If no, purchase the conventional product; if yes define those reasons and report them through established reporting channels to get the increased budget commitment approved. In either case go to (vi).
- (vi) If acquisition of the alternative product at the higher cost is approved purchase the alternate product; if not purchase the conventional product.

APPENDIX "B"

SAMPLE CONSULTING SERVICES AGREEMENT TERMS

SECTION 1. INTERPRETATION

1.1 For purposes of this Agreement, except as otherwise expressly provided:

- (a) Section—all references in this Agreement to a designated "section" or other subdivision or to a Schedule is to the designated section or other subdivision of, or Schedule to, this Agreement;
- (b) Whole Agreement—the words "herein", "hereof", "hereunder" and other words of similar import refer to this Agreement as a whole and not to any particular section or other subdivision or Schedule;
- (c) Headings—any headings have been inserted for convenience only and do not form a part of this Agreement and are not intended to interpret, define or limit the scope, extent or intent of this Agreement or any provision hereof;
- (d) Non-limiting—the singular of any term includes the plural, and vice versa; the use of any term referable to a particular gender is equally applicable to any gender and, where applicable, a body corporate; the word "or" is not exclusive and the word "including" is not limiting (whether or not non-limiting language, such as "without limitation" or "but not limited to" or words of similar import is used with reference thereto).

SECTION 2 CONSULTANT'S DUTIES

- 2.1 The Consultant shall provide, and has agreed to provide to the Regional District all Services set out in the Request for Proposal (attached hereto as Schedule "A") and the Consultant's Proposal (attached hereto as Schedule "B"), both of which form part of this agreement (hereinafter collectively called the "Services"). The Services shall be provided within the times specified in Schedules A and B.
- 2.2 In performing the Services under this Agreement, the Consultant shall, at all times, act in the best interests of the Regional District and exercise that degree of professional skill, care and diligence required according to generally accepted professional science and engineering standards applicable to the performance of such Services at the time and place the Services are performed.
- 2.3 It is agreed that in awarding the professional Services encompassed within this agreement to the Consultant, the Regional District has relied upon the Consultant's representations concerning the experience of certain identified personnel in the employ of the Consultant. It is agreed that, in performing the Services under this agreement, the Consultant shall designate those key staff and subconsultants specified in Schedule "B" to carry out and provide the Services to be provided by the Consultant as referred to herein
- 2.4 The Consultant shall request of the Regional District any information or data contained in Regional District files which the Consultant requires in order to perform the Services. The Regional District

is only obligated to provide to the Consultant information and data that is pertinent to the terms of reference and work program set out in Schedules "A" and "B". The Consultant may rely on such information or data as may be provided by the Regional District without independent verification.

- 2.5 To ensure that the Project is processed in a timely manner, the Consultant and the Regional District will apply their best efforts to meeting the following deadlines:
- a) Phone call inquiries from the Regional District will be returned within 24 hours;
 - b) Public inquiries to the Consultant on technical issues will be returned within 48 hours;
 - c) Meetings will be scheduled within 5 working days from date of request;
 - d) Review comments for material submitted by the Consultant will be processed by the Regional District within 14 days of receipt.
- 2.6 Costs which have not been identified by the Consultant in the cost estimate will not be paid by the Regional District without prior approval and confirmation in writing. No payment shall be made to the Consultant for cost overruns that have not been the subject of prior notice and approval by the Regional District.
- Any change in the rates charged for fees and disbursements must be approved in advance, in writing, by the Regional District.
- 2.7 The Consultant shall submit to the Regional District regular progress reports, as requested from time to time, and such additional reports as may be reasonably required.

SECTION 3 FEES AND DISBURSEMENTS

- 3.1 The Consultant shall receive from the Regional District for the performance of the Services the compensation referred to in _____
- 3.2 Invoices may be rendered on a monthly basis prorated to the work completed or, at the conclusion of each phase by the Consultant to the Regional District, and shall be delivered to the Regional District of Okanagan-Similkameen, 101 Martin Street, Penticton, British Columbia, V2A 5J9. Invoices shall be payable in full by the Regional District within thirty (30) days of receipt.
- 3.3 The Consultant shall provide all necessary and sufficient substantiation to the Regional District in order to verify any invoice upon request. If the Regional District is unable to verify any invoice within the said period, any payment by the Regional District either may be withheld or may be made and treated as an advance pending verification of the invoice.
- 3.4 Any necessary adjustments which have not been made prior to payment of an invoice may be made by the Regional District at the time of a later payment. If the Regional District is shown to have overpaid, the Regional District may deduct the amount from any other sums due to the Consultant from the Regional District or the Consultant shall pay the amount to the Regional District within thirty (30) days of the amount being agreed upon or otherwise established.
- 3.5 The Regional District may request the Consultant to submit prior to payment of the final invoice a statutory declaration or other proof that there are no outstanding costs, assessments, liens or claims in connection with the project.

SECTION 4 CONFIDENTIALITY, OWNERSHIP AND USE OF DOCUMENTS AND MATERIALS

4.1 The Consultant acknowledges that in the performance of the Consultant's responsibilities hereunder, the Consultant may have access to confidential information, records and customer lists of the Regional District (the "Confidential Information"). During and after the term of this Agreement, the Consultant shall not, directly or indirectly, disclose such Confidential Information to any person or use any such Confidential Information, except:

- (a) as required in the course of performing such Services and then only to staff of the Regional District on a need-to-know basis; or
- (b) with the prior written consent of the Regional District;

and all Confidential Information which the Consultant shall prepare or use or come in contact with shall be and remain the Regional District's sole property and shall not be removed from the Regional District's premises without its prior written consent, except as required in the normal course of performing the Services under this Agreement.

4.2 The Consultant agrees that all base materials, research results, computer programs, computer files, drawings, documents and notes and materials of any type whatsoever developed or prepared by the Consultant (hereinafter called the "Documents") in the performance of the Services shall vest and become the absolute property of the Regional District, including copyright of such Documents and upon completion of the Services or termination of this Agreement, all copies of Documents shall be delivered by the Consultant to the Regional District. The Consultant may retain one copy of it's materials for record purposes.

4.3 The Consultant agrees that all restrictions in this Section 4 are reasonable, fair and valid in all the circumstances and, to the fullest extent permitted by law, hereby waives all defences to the strict enforcement thereof by the Regional District.

4.4 The Regional District acknowledges and agrees that the Consultant's Services have been provided for a specific purpose. Any reuse, modification, or misuse of the Consultant's studies, reports, drawings, plans, designs, specifications, models, software, processes, documents, or other information by the Regional District or third parties shall be at the Regional District's sole risk and responsibility.

SECTION 5 SPECIAL TOOLS AND EQUIPMENT

5.1 All necessary special tools, equipment and other things shall be acquired by the Consultant solely at the Consultant's cost and shall be the property of the Consultant unless the Regional District specifically authorizes the purchase of a specific item at the Regional District's expense.

5.2 The cost of special tools, equipment and other things that have not been specifically identified in detail by the Consultant or specifically authorized in writing by the Regional District during performance of the project shall be considered to be within the overhead of the Consultant.

- 5.3 If the Regional District specifically authorizes, in writing, that the Consultant shall purchase any special tool, equipment, or other things at the expense of the Regional District then such items shall become the property of the Regional District. The Consultant shall bear the risk of loss or damage, normal wear and tear excepted, to all such items for the time when such items are out of the possession and control of the Regional District. Upon completion of the project, the Consultant shall deliver all such special tools, equipment and other things to the Regional District.

SECTION 6 SUB-CONSULTANTS AND SUB-CONTRACTORS

- 6.1 The Consultant may, with the prior written approval of the Regional District, engage the services of sub-consultants or sub-contractors to perform work which the Consultant is unable to perform.
- 6.2 The sub-Consultants and sub-contractors shall agree in writing prior to their participation in the Project to be bound by duties and obligations arising out of this Agreement between the Consultant and the Regional District.
- 6.3 The Consultant shall be responsible to the Regional District for all work carried out by sub-consultants and sub-contractors in connection with the project as if such work had been performed by the Consultant.
- 6.4 The Consultant shall be responsible to the Regional District for the acts and omissions of all sub-consultants and sub-contractors, their employees and agents, as if such sub-consultants and sub-contractors, their employees and agents, were persons directly employed by the Consultant.

SECTION 7 TERMINATION AND SUSPENSION

By the Regional District :

- 7.1 If the Consultant is in default in the performance of any of his material obligations set forth in this agreement, then the Regional District may, by written notice to the Consultant, require such default to be remedied. If, within seven (7) days after delivery of such notice, such default shall not have been corrected or reasonable steps to correct such default have not been taken, the Regional District may, without limiting any other right or remedy the Regional District may have, immediately terminate this agreement and discharge its obligations under this agreement by paying for the cost of the Services rendered and disbursements incurred by the Consultant and remaining unpaid as of the effective date of the termination.
- 7.2 The Regional District may terminate this Agreement upon seven (7) days' prior written notice in the event the Consultant:
- (a) fails to complete the Services or any portion thereon within the time specified by this Agreement;
 - (b) becomes insolvent;
 - (c) commits an act of bankruptcy;
 - (d) assigns this Agreement without the required written consent of the Regional District;
 - (e) fails to adhere to or perform any of the provisions of this Agreement;
 - (f) has any conflict of interest which may, in the opinion of the Regional District, adversely affect any project for which the Services are being provided; or

- (g) there is a change in the personnel referred to in Schedule "B" herein without the prior written approval of the Regional District.

7.3 Notwithstanding anything herein to the contrary, the Regional District may, for whatever reason, terminate this Agreement on One (1) months' prior written notice to the Consultant, in which case the term of this Agreement shall expire upon the effective date set out in the aforesaid notice, and the Regional District shall have no further obligation to the Consultant for the balance of the term of this Agreement save and except as may exist on the termination date.

Upon receipt of such written notice, the Consultant shall perform no further Services other than those reasonably necessary to close out the project.

In such event, the Consultant shall be paid by the Regional District for all Services performed and all disbursements incurred pursuant to this agreement and remaining unpaid as of the effective date of such termination. On said payment the Regional District shall have no further liability of any nature whatsoever to the Consultant for any loss of profit or any other losses suffered, either directly or indirectly, by the Consultant as a result of the termination of this agreement.

7.4 The Consultant shall, upon termination, forthwith provide to the Regional District a reproducible copy of all materials used by the Consultant or prepared by the Consultant in regards to the Services.

7.5 The Consultant agrees that the termination or suspension of this agreement or any change thereto does not operate as to relieve or discharge the Consultant from any obligation under this agreement or imposed upon the Consultant by law in respect of the Services or any portion of the Services that the Consultant has completed to date or such termination or suspension. This indemnity shall survive the expiry or sooner termination of this agreement.

By the Consultant :

7.6 If the Regional District is shown to be in default in performance of any of its material obligations set forth in this agreement, then the Consultant may, by written notice to the Regional District, require such default to be corrected.

If, within seven (7) days after receipt of such notice such default shall not have been corrected, or reasonable steps have not been taken to correct such default, the Consultant may, without limiting any other right or remedy he may have, immediately terminate this agreement. In such an event, the Consultant shall be paid by the Regional District for all Services performed and disbursements incurred pursuant to this agreement and remaining unpaid as of the effective date of such termination.

7.7 If the Consultant's Services are suspended by the Regional District at any time for more than thirty (30) days through no fault of the Consultant, then the Consultant shall have the right at any time until such suspension is lifted by the Regional District, to terminate this agreement upon giving written notice thereof to the Regional District.

In such event, the Consultant shall be paid by the Regional District for all Services performed and all disbursements incurred pursuant to this agreement and remaining unpaid as of the effective date of such suspension.

SECTION 8 INSURANCE AND INDEMNITY

- 8.1 The Consultant shall maintain in full force and effect with insurers licensed in the Province of British Columbia, all insurance as outlined on the attached **Certificate of Insurance – Standard Consultant’s Certificate Form** as provided by the Regional District. This form must be completed by the Consultant’s insurance broker and returned to the Regional District.:
- 8.2 The Consultant shall, at his expense, establish and maintain Errors and Omissions Insurance in respect to the Services and operations of the Consultant based on the following:
1. Preliminary Project where fees do not exceed \$15,000: Insurance limit shall be a minimum of \$250,000 per claim and \$500,000 per policy period.
 2. Studies with no designing required: Insurance limit shall be a minimum of \$500,000 per claim and \$1,000,000 per policy period.
 3. Design assignments and/ or planning services covering projects not exceeding \$1,000,000 in value: Insurance limit shall be a minimum of \$1,000,000 per claim and \$1,000,000 per policy period.
 4. Design assignments and/ or planning services covering projects exceeding \$1,000,000 in value: Insurance limit shall be a minimum of \$2,000,000 per claim.
- 8.3 The Consultant’s Professional Errors and Omissions Insurance shall be maintained continuously during the term of this Consulting Services Agreement and subsequently continue to be in force for twelve (12) months beyond the project completion date of Services (i.e., submission of Final Report, as approved in writing by the Regional District).
- The Consultant will provide 30 days written notice in advance of cancelation of any policies.
- 8.4 General liability insurance must be obtained on an occurrence basis for the Consultant with limits of not less than \$5,000,000 inclusive per occurrence for bodily injury and property damage. Detailed coverage is to be as specified on the provided Standard Contractor’s Certificate Form.
- 8.5 The Consultant shall at all times indemnify, defend, release, hold harmless and forever discharge the Regional District, and the Regional District elected and appointed officials, officers, employees and agents from and against all liability, claims, damages, losses, costs, actions, causes of action, suits, proceedings and expenses at law and in equity, whether known or unknown, including all actual legal and other professional fees and disbursements on a full indemnity basis, whether arising directly or indirectly from death, personal or bodily injury, sickness, disease, property loss, property damage or other loss or damage which may result from or be connected with the performance of this Agreement, including any breach or default of this Agreement by the Consultant or its employee.

SECTION 9 ARBITRATION

- 9.1 All matters in dispute under this agreement may, with the concurrence of both the Regional District and the Consultant, be submitted to arbitration to a single arbitrator appointed jointly by them and the provisions of the *Arbitration Act* shall apply.
- 9.2 No one shall be nominated to act as arbitrator who is in any way financially interested in the project or in the affairs of either the Regional District or the Consultant.

SECTION 10 INDEPENDENT CONTRACTOR

10.1 Nothing in this agreement or the Consultant's performance of his duties under this agreement shall constitute or create an employer-employee relationship. The Consultant shall act solely as an independent contractor and not as an employee or agent of the Regional District and is not authorized to create obligations on the part of the Regional District to third parties.

SECTION 11 WAIVER

11.1 Any failure of the Regional District at any time to enforce or require strict compliance with any of the terms of this agreement shall not constitute a waiver or relinquishment of any such terms and the same shall remain at all times in full force and effect.

SECTION 12 RECORDS AND AUDIT

12.1 The Consultant shall keep reasonable and proper records, accounts, statements and other relevant documents for a period of not less than twelve (12) months after completion of the Project or for such extended period as the Regional District may request in advance and in writing.

12.2 The Consultant shall permit the Regional District to inspect, audit and copy all records, accounts, statements and other relevant documents of the Consultant relating to the Project at all reasonable business hours in the offices of the Consultant unless otherwise agreed in writing by the parties.

SECTION 13 SUCCESSORS AND ASSIGNS

13.1 This agreement shall enure to the benefit of and be binding upon the parties hereto and their respective executors, heirs, administrators, successors and assigns, as the case may be.

13.2 Neither party may assign this agreement without the prior consent in writing of the other, which consent shall not be unreasonably withheld.

SECTION 14 COMPLIANCE WITH LAWS

14.1 The Consultant shall comply with all applicable bylaws and regulations of the Regional District and all applicable laws of the Province of British Columbia and the Government of Canada. Without restricting the generality of the foregoing, the Consultant shall abide by all provisions of the Workers' Compensation Act of British Columbia and upon request by the Regional District shall supply proof that all assessments have been paid.

14.2 The laws of the Province of British Columbia shall govern this agreement and any arbitration or litigation in respect thereof.

SECTION 15 TERM

15.1 The parties hereto agree that the Term of this Consulting Services Agreement will be from ___ to ___.

SECTION 16 ENTIRE AGREEMENT

16.1 This agreement constitutes and expresses the whole agreement of the parties with reference to the engagement of the Consultant by the Regional District.

SECTION 17 NOTICE

17.1 Except in the case of emergency, when notice may be given by telephone with later confirmation in writing, any notice, request, approval, demand or other communication which may be or is hereby required or permitted to be given under this agreement shall be in writing and either delivered by hand or sent by facsimile transmission addressed as follows:

- (a) if to the Regional District:
101 Martin Street, Penticton, BC, V2A 5J9
Fax No. 250-492-0063; and
- (b) if to the Consultant:
(TO BE COMPLETED);

or at such other address or facsimile number, which notice has been given as provided in this section. Any notice which is delivered by hand will be deemed to have been given on the first day on which it is delivered. Any notice which is sent by facsimile transmission will be deemed to have been given on the first day after it is transmitted, provided that the sender obtains written confirmation of successful transmission. If a party will promptly give notice of its new address or facsimile number, or both, to such other parties provided in this section, whereupon such notice to such party will thereafter be sent to such new address or facsimile number.

SECTION 18 TIME OF THE ESSENCE

18.1 Time shall remain of the essence with respect to this Agreement.

SECTION 19 EXECUTION

19.1 This agreement may be executed in any number of counterparts, each of which so executed shall be deemed an original and the counterparts together from a valid and binding agreement which may be sufficient evidence by any one such original counterpart.

19.2 In the event this agreement is executed by two or more persons, the covenants and agreements herein shall be deemed to be joint and several covenants.

SECTION 20 ELECTRONIC MAIL

20.1 This agreement may be executed by the parties and transmitted by facsimile or electronic mail and if so executed and transmitted, this agreement will be for all purposes as effective as if the parties hereto had delivered an executed original of this agreement.