



**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**

**REQUEST FOR QUOTATIONS**

**2- UTILITIES FLEET VEHICLES (PICK-UP TRUCKS)**

**March 7, 2023**

**RDOS-23-UTL-07**

**1. PURPOSE:**

The Utilities department at the Regional District of Okanagan Similkameen is seeking quotations for two new pick-up trucks for purchasing, a half tonne model and a larger one tonne model.

**2. SUBMISSION DEADLINE**

Quotations may be provided in hardcopy or email format. All quotations must be received by the Regional District on or before the Closing Time.

**Closing Time: 3:00 PM Local time on Tuesday, March 28, 2023**

**3. SUBMISSION METHODS**

Quotations may be submitted by email and/or hardcopy until the Closing Time specified.

It is the Proponent's sole responsibility to ensure its Quotation is received at the address or email set out by the Closing Time.

If submitting by hardcopy, the envelopes should be clearly marked with the name and address of the Proponent, the RFQ title and be addressed to the following:

**ATTN: L. Bloomfield, Manager of Utilities  
Regional District of Okanagan-Similkameen  
101 Martin Street  
Penticton, BC V2A 5J9**

By email – please send it to the following email address:

[lbloomfield@rdos.bc.ca](mailto:lbloomfield@rdos.bc.ca)

Quotes will not be opened publicly. The Proponent bears all risk associated with delivering its Quote(s) 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 Quotes after submission but prior to the Closing Time may do so by submitting the revisions by email or hard copy to the address above.

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.

**4. CONTACT INFORMATION**

All inquiries related to this RFQ are to be directed, in writing, to the following person(s). 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 RFQ must be submitted at least five (5) working days prior to the Closing Time. Any questions submitted after this date may not be answered.

**For questions regarding the specifications please contact:**

Liisa Bloomfield, Manager of Utilities

Tel: 250-490-4229

Fax: 250-492-0063

Email: [lbloomfield@rdos.bc.ca](mailto:lbloomfield@rdos.bc.ca)

**For information on the purchase process please contact:**

Jim Zaffino

Tel: 250-490-4203

Fax: 250-492-0063

Email: [jzaffino@rdos.bc.ca](mailto:jzaffino@rdos.bc.ca)

**5. QUOTATION INSTRUCTIONS**

**5.1 General Information**

The respondent shall carefully examine this RFQ and have a clear and comprehensive knowledge of the Deliverables required.

To meet the Regional District needs, the two pick-ups may be purchased from the same Supplier or separately from different Suppliers.

Quotations shall include the latest printed specifications and advertising literature on the unit(s) proposed.

Payment for goods supplied under this RFQ will be based on the lump sum price quotation for the purchase of each truck as determined by the Regional District.

Units offered under this quotation shall be a new, or used with 10,000 or less kilometres and in excellent shape, standard or work option model of the latest design in current production.

Written specific guarantees to cover parts delivery, warranty repairs, vehicle availability and resale value may be included.

Vehicle warranty servicing must be within the City of Penticton.

## 5.2 Proposal Form

Quotation sheets are provided in Appendix A at the end of this document. These forms must be filled in and returned.

Please complete the quotation table for each truck submitting a quote for.

- Truck #1 is anticipated to be a half tonne model
- Truck #2 is anticipated to be a ¾ to 1 tonne model

More than one quote can be submitted for each truck type from a proponent, but must be shown on separate quotation form.

Unit prices, in Canadian currency, shall be shown for each unit specified and shall include all packing, crating, freight, cartage, shipping charges, cost of unloading goods at destination, and all Federal sales taxes, tariffs, excise taxes, duties and freight FOB Penticton unless requested otherwise. Prices shall include the GST shown as a separate item in the Quotation.

## 5.3 Alternative Tenders and/or Variations to Specifications

The specifications describe what is considered necessary to meet the performance requirements of the Regional District and quotations are requested to quote in accordance with such specifications, but **in addition to quoting on goods which meet the specifications**, proponents can also offer alternatives which are believed to be the equivalent.

## 6. EVALUATION AND SELECTION

Awards will be made based on the best value offered, and the best value will be determined by the Regional District.

Quotations will be evaluated based on quality of the unit to be supplied, the conformity with the specifications, the suitability to requirements, delivery terms and guarantee clauses.

The following sets out the categories, weightings and descriptions of the rated criteria of the RFQ.

Proponents who do not meet a minimum threshold score, 28 out of 40 points, for the first 3 rating criteria will not proceed to the next stage (price) of the evaluation process.

Rating Criteria	Points
Meets or exceeds specifications and requirements	/15
Service and Warranty	/10
Delivery time	/15
<b>Minimum Threshold Score</b>	<b>28/40</b>
Pricing	/60
<b>Total Points</b>	<b>/100</b>

Each Proponent should provide the following in its quotation:

- Meets and/or exceeds specifications and requirements.
  - a) Provide the completed specifications table from Appendix A;
  - b) Identify fuel consumption/gas mileage information including any eco features; and
  - c) Identify any additional features not listed in the table.
- Service and Warranty
  - a) Identify locations from which regular and warranty service is provided;
  - b) Specify manufacturer warranty information for the vehicle and associated components along with optional extended warranties available; and
  - c) Describe any other warranty features.
- Delivery time
  - a) Identify realistic delivery time from receipt of a purchase order.
- Pricing
  - a) Pricing will be scored based on a relative pricing formula using the quotes received. Each proponent will receive a percentage of the total possible points allocated to price for the particular truck it has submitted a quotation for, which will be calculated in accordance with the following formula:

$$\text{Lowest price} / \text{Proponent price} \times 60\% = \text{Proponent's pricing points}$$

The respondent(s) selected pursuant to this RFQ process will be sent a selection notice by e-mail. Respondents not selected will also be informed by e-mail.

The Regional District of Okanagan-Similkameen reserves the right to negotiate on any details – including changes to specifications and price. If specifications require significant modification, all business providing quotations shall have the opportunity to adjust their quotes, as determined by the Manager of Finance and/or Manager of Utilities.

The Regional District may test a company's product and the Regional District reserves the right to accept or reject, based on product performance, as evaluated by the Regional District. The Regional District's decision shall be final and binding upon all parties

In the event that any goods are defective in material or workmanship or otherwise not in conformity with the specifications of the contract, the Regional District shall have the right either to reject them or to require their correction.

Acceptance or rejection of the goods shall be made as promptly as practicable after delivery, but failure to inspect and accept or reject goods shall not relieve the Supplier from responsibility for such goods as are not in accordance with the specifications.

**7. ACKNOWLEDGEMENT OF TERMS OF REFERENCE AND GOVERNING LAW**

In responding to this RFQ, and to be eligible for consideration, the respondent acknowledges its acceptance of the following RFQ Terms of Reference:

- a) This RFQ process is not intended to create a formal, legally binding bidding process and shall not give rise to the legal rights or duties applied to a formal Contract A binding bidding process or any other legal obligations arising out of any tendering process contract or collateral contract, and instead shall be governed by the common law applicable to direct commercial negotiations.
- b) No legal obligation regarding the procurement of any good or service shall be created until the Regional District and the selected respondent have entered into a written contract for the Deliverables.
- c) The respondent may withdraw its response at any time during this RFQ process prior to entering into a contract with the Regional District.
- d) Neither party shall have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or a decision of the respondent to withdraw its quotation.
- e) The respondent shall keep this RFQ and any contract that may result from this RFQ process confidential.
- f) The respondent will bear its own costs associated with, or incurred in, the preparation and presentation of its quotation, including, if applicable, costs incurred for interviews or demonstrations.
- g) The respondent consents to the collection and use by the Regional District of the information as contemplated under this RFQ for the uses contemplated under this RFQ.
- h) When evaluating quotations, the Regional District may request further information from the respondents or third parties in order to verify, clarify or supplement the information provided in the respondent's submission, and Regional District may revisit and re-evaluate the respondent's submission or ranking on the basis of any such information.

- i) The Regional District may elect not to consider a respondent whose quotation contains misrepresentations or any other inaccurate, misleading or incomplete information.
- j) A Proponent shall disclose in its Quotation 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.
- k) There is no collusion or arrangement between the Proponent and any other actual or prospective Proponents in connection with Quotation submitted for this project and the Proponent has no knowledge of the contents of other Quotations 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 Quotation.
- l) The Regional District may prohibit a respondent from participating in a procurement process based on poor past performance or inappropriate conduct in a prior procurement process, including but not limited to (i) illegal and unethical conduct; (ii) the submission of quotations containing misrepresentations or any other inaccurate, misleading or incomplete information, (iii) the refusal of the respondent to honour submitted pricing or other commitments, or (iv) any conduct, situation or circumstance determined by the Regional District, in its sole and absolute discretion, to have constituted collusion or a conflict of interest.
- m) The Regional District may cancel this RFQ process at any time.
- n) These terms (i) are included for greater certainty and are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision); (ii) are non-exhaustive and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and (iii) are to be governed by and construed in accordance with the laws of the province of British Columbia and the federal laws of Canada applicable therein.
- o) The respondent is deemed to have read and taken into account all addenda issued by the Regional District prior to the Deadline for Issuing Addenda. The respondent should confirm that it has received all addenda by listing the addenda numbers, or if no addenda were issued by writing the word "None", on the quotation form. Respondents who fail to complete this section will be deemed to have received all posted addenda.
- p) All goods must conform to all necessary standards for use in Canada and the Province of British Columbia.

**APPENDIX A – QUOTATION FORMS  
RFQ DELIVERABLES**

The Regional District is seeking two pick-up trucks for the Utilities department; the sizes are estimated to be a ½ tonne pickup and a ¾ to 1 tonne pickup.

Complete the following table of Supplier information.

<b>Full Legal Business Name:</b>	
<b>Street Address</b>	
<b>City, Province and Postal Code</b>	
<b>Contact Name:</b>	
<b>Contact Phone:</b>	
<b>Contact Email:</b>	
<b>Signature:</b>	<b>x</b>

Acknowledgement of received Addenda: \_\_\_\_\_

Proponents are to complete the tables below for each model submitted and quoted on.



**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN  
QUOTATION & SPECIFICATIONS SHEET  
TRUCK #1 - HALF-TONNE PICK-UP TRUCK**  
Please complete one table per model submitted and quoted on

<b>TRUCK #1</b>	<b>MINIMUM SPECIFICATIONS REQUIRED BY RDOS</b>	<b>SUPPLIER'S PROPOSED SPECIFICATIONS</b>
Year	2021 to 2023	
Make	-	
Model specifics	Half tonne 4 Wheel Drive Extended cab	
Exterior Colour	White	
Odometer reading	Under 10,000 km	
Transmission	Automatic	
Steering	Power Tilt steering	
Towing capability	Integrated trailer brake controls Minimum of 6000 lb	
Tires Size, Type, Spare	All season, with Mud & Snow Full size spare	
Undercarriage	Off road clearance Skid plate	
Brakes	Power Assisted Anti-lock	
Floor covering	Rubber/vinyl/plastic mats	
Wipers	Delay/intermittent required	
Air Conditioning	Required	
Windows and door locks	Power	
Radio	AM/FM & Bluetooth	
Interior seats	Cloth	
Keys with keyless remote	3 complete sets	
Theft deterrent	Required	

<b>TRUCK #1</b>	<b><u>MINIMUM SPECIFICATIONS</u> REQUIRED BY RDOS</b>	<b>SUPPLIER'S PROPOSED SPECIFICATIONS</b>
Fuel type	Gasoline Consumption estimate	
Exterior	Lamps, cargo area with interior switch	
Warranty	State warranty offered	
Delivery	State estimated delivery time	
Other features: Including Eco features	None	

**To be completed by Proponent for each model proposed:**

<b>Truck #1 Proposal:</b>	
<b>Base Price</b> SPECIFY MODEL	\$
<b>Less Discounts (Fleet, local government, factory, etc)</b>	\$
<b>Eco-Fees for tires, A/C, etc</b>	\$
<b>Other Fees or costs (Specify)</b>	\$
<b>Subtotal</b>	\$
<b>GST</b>	\$
<b>PST</b>	\$
<b>TOTAL</b>	\$
<b>Submitter Signature</b>	

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN  
QUOTATION & SPECIFICATIONS SHEET  
TRUCK #2 – ¾ to 1-TONNE PICK-UP TRUCK**  
Please complete one table per model submitted and quoted on

<b>TRUCK #2</b>	<b>MINIMUM SPECIFICATIONS REQUIRED BY RDOS</b>	<b>SUPPLIER'S PROPOSED SPECIFICATIONS</b>
Year	2021 to 2023	
Make	-	
Model specifics	¾ or 1 tonne 4 Wheel Drive Extended Cab	
Exterior Colour	White	
Odometer reading	Under 10,000 km	
Transmission	Automatic	
Steering	Power Tilt steering	
Towing capability	Integrated trailer brake controls Minimum of 13,000 lb	
Tires Size, Type, Spare	All season, with Mud & Snow Full size spare	
Undercarriage	Off road clearance Skid plate	
Brakes	Power Assisted Anti-lock	
Floor covering	Rubber/vinyl/plastic mats	
Wipers	Delay/intermittent required	
Air Conditioning	Required	
Windows and door locks	Power required	
Radio	AM/FM & Bluetooth	
Interior seats	Cloth	
Keys with keyless remote	3 complete sets	
Theft deterrent	Required	

<b>TRUCK #2</b>	<b><u>MINIMUM SPECIFICATIONS</u> REQUIRED BY RDOS</b>	<b>SUPPLIER'S PROPOSED SPECIFICATIONS</b>
Fuel type	Gasoline preferred Consumption estimate	
Exterior	Lamps, cargo area with interior switch	
Warranty	State warranty offered	
Delivery	State estimated delivery time	
Other features: Including Eco features	None	

**To be completed by Proponent for each model proposed:**

<b>Truck #2 Proposal:</b>	
<b>Base Price</b> SPECIFY MODEL	\$
<b>Less Discounts (Fleet, local government, factory, etc)</b>	\$
<b>Eco-Fees for tires, A/C, etc</b>	\$
<b>Other Fees or costs (Specify)</b>	\$
<b>Subtotal</b>	\$
<b>GST</b>	\$
<b>PST</b>	\$
<b>TOTAL</b>	\$
<b>Submitter Signature</b>	