



REQUEST FOR PROPOSALS

for

UTILITY TRUCK - CABINERY AND CRANE

SEPT 28, 2020

RDOS-20-PW-24

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
REQUEST FOR PROPOSALS
UTILITY TRUCK – CABINERY AND CRANE

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REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
REQUEST FOR PROPOSALS
UTILITY TRUCK – CABINETY AND CRANE

1. INTRODUCTION

1.1. PURPOSE

The purpose of this Request for Proposals (RFP) is to obtain proposals to design, build and install cabinetry and a crane onto an RDOS-purchased truck that will meet the stipulated specifications.

1.2. BACKGROUND

The Regional District of Okanagan-Similkameen (RDOS) wishes to acquire a utility truck to service its water and sewer utility infrastructure. To that end, the RDOS intends to enter into a design/build/install agreement with a supplier for truck cabinetry and crane, and then purchase a truck based on recommendations of the cabinetry/crane supplier.

The truck is expected to undertake hydrant maintenance, and lower pumps and other heavy equipment into lift stations, vaults, and trenches. Specifications for these uses have been included in Schedule A.

The Regional District is looking for the best value for its purchase.

1.3. SUPPORTING DOCUMENTATION

Appendix A includes minimum specifications for the Cabinetry and Crane for the Utility Truck.

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:

Andrew Reeder – Manager of Operations, Public Works
Regional District of Okanagan-Similkameen
101 Martin Street
Penticton, B.C. V2A 5J9

AND/OR

Via Email to: publicworks@rdos.bc.ca

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

TIME: 2:00 PM local time

DATE: Monday, October 26, 2020

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, not 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 crane and cabinets 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 and provide a design sketch of their proposed cabinetry and crane. Additional information/specifications that will help evaluate the: Workmanship/Durability, Customer Support, Conditions and timing for delivery of service, and Functionality is encouraged.

All taxes, shipping, fees will be broken out separately from the supply and installation of the crane and cabinets on the Utility truck. Fee shall include all costs for the purchase of the products specified, the installation and the delivery of assembled utility truck, cabinetry and crane. *This does not include the purchase of a truck.* The RDOS is asking for the specifications for a truck that will meet capacity requirements identified by the cabinetry/crane supplier. The RDOS will then purchase and deliver the truck to the proponent for installation of the crane and cabinetry.

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.

The proponent will provide the following information in order to evaluate their 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 specified, the installation and the delivery of assembled utility truck, cabinetry and crane. This does not include the purchase of a 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"

UTILITY TRUCK – CABINERY AND CRANE SPECIFICATIONS

Minimum Specifications:

Cabinets to be aluminum – with dimensions approximately 114" length, 60" high, 24" Cabinets deep on a 97" wide body.

Stainless steel hinges preferred.

Sliding aluminum roof system for holding pipe

50 IMP gallon aluminum water tank with top fill cap, bottom drain and connection for pressure washing

4400 RSE Cobra Crane or equivalent: 1,600 lb lift, 9 to 10ft extension with wireless control.

All installed on to the prescribed Utility Truck required to support the above cabinetry and crane.

(Include the answers to the following questions with your proposal)

Workmanship/ Durability

Please provide in the space below a summary as to why the proponents product has superior quality in workmanship and evidence of quality.

Customer Support:

Please provide in the space below a summary of the warranty, service and support that can be expected with a purchase of the proponent's product.

Timing and Requirements for Delivery:

Please provide in the space below a summary of the timing for the delivery of the products, how long it will take upon delivery of a pickup truck and any special pickup and delivery instructions. How timely can the contractor provide service?

Functionality:

Please provide a design of the cabinets and crane that meets the minimum specifications stipulated. Staff will review the functionality of the design required to meet their needs. A sketch of the cabinetry and crane is expected.

Utility Truck:

The supplier shall identify the specifications and provide recommendations for a Utility truck required to support their cabinets and crane. Type of truck, frame, and axel type will be identified. The minimum and recommended requirements will be provided. The RDOS will purchase and delivery a utility truck consistent with the specifications of the proponent. The prescribed truck should not be overly specialized.

APPENDIX “B”

REQUEST FOR PROPOSALS EVALUATION FORM

Proponent’s Name: _____			
Project Title: Utility Truck – Cabinetry and Crane			
Evaluation Date: _____			
Evaluator: _____			
Step 1:		YES	NO
Mandatories			
	Utility truck requirements		
	Fees and disbursements schedule provided		
	Complete proposal as requested		
Step 2:		Assigned Points	Points
Workmanship Durability		10	
Customer Support		10	
Time of Delivery		10	
Functionality		15	
Price	Points for Price = (lowest cost Proposal divided by Proposal being evaluated) x (55% weight)	55	
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.