



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
REQUEST FOR QUALIFICATIONS
FOR VEHICLE AND EQUIPMENT MAINTENANCE SERVICES
RDOS-23-UTL-13

June 12, 2023

REQUEST FOR QUALIFICATIONS VEHICLE AND EQUIPMENT MAINTENANCE SERVICES

Qualification packages may be submitted to the REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN, Reception, 101 Martin Street, Penticton, BC V2A 5J9, or

Submissions **may also be sent electronically** to the following email address:

finance@rdos.bc.ca

CLOSING DATE: June 30th, 2023 @ 2:00 PM Local Time

Note: Questions will not be accepted or answered 48 hours prior to the closing date and time.

*** QUALIFICATIONS WILL NOT BE OPENED IN PUBLIC ***

In order to submit a response to this Request for Qualifications, the respondent **MUST** be registered as a plan taker on the BC Bid web portal:

<https://www.bcbid.gov.bc.ca>

Only by being registered, can a respondent be certain to receive addenda notifications. It is the respondent's (plan taker's) responsibility to acknowledge all addenda.

INTRODUCTION

The purpose of this Request for Qualifications is to identify qualified organizations who are interested in providing vehicle and equipment maintenance services to the Regional District. The District intends to short-list respondents, who will then be invited to a future Request for Proposals (RFP) where one (1) or more respondents may be selected to provide the services required.

The RDOS intends to qualify respondents for the following equipment categories:

- light vehicles (cars & pick-ups, etc.),
- emergency vehicles and,
- light duty equipment—such as chainsaws and weed-eaters.

Respondent may choose one, two or all three categories of equipment and will provide qualification information for each category chosen through this RFQ process. The respondent's qualifications will then be evaluated by the RDOS to determine which maintenance service or services a respondent will be permitted to make, through a future RFP.

The RDOS may also opt to for-go the RFP process should it be determined through this qualification process that only one respondent is qualified for each category. The RDOS will then enter into negotiations with that respondent or respondents.

Hard copy submissions must be submitted in a closed envelope and will be received up to 2:00pm local time on **June 30th, 2023** at:

Contact: REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
101 Martin St, Penticton, BC
Penticton, BC, V2A 5J9

Submissions **may also be sent electronically** to the following email address:

finance@rdos.bc.ca

1 INSTRUCTIONS TO RESPONDENTS:

1.1 PURPOSE AND LEGAL EFFECT

- .1 The purpose of this document is to obtain qualification submissions from respondents interested in providing vehicle and equipment maintenance services and short-list respondents, using the evaluation criteria provided in section 1.7, who will then be invited to participate in a future RFP process.
- .2 No contractual obligations whatsoever shall arise between the RDOS and any person or firm as a result of the RDOS's request for the submission of qualifications or the making of any submission to the RDOS in response to this request. The contents of these Qualification Instructions are statements of RDOS intention only and are not promises (contractually binding or otherwise) on the part of the RDOS.
- .3 Respondents are responsible for any costs incurred to prepare their submission.

1.2 QUALIFICATIONS SUBMISSIONS

- .1 Submissions will not be publicly opened.
- .2 The RDOS may modify the qualification documents listed in section 1.9 by issuing addenda which shall be posted on the BC Bids website:
- .3 <https://www.bcbid.gov.bc.ca>
- .4 Please do **not** provide pricing information at this time.

1.3 QUALIFICATION FORM

- .1 Supply all information requested on the forms supplied by the RDOS.
- .2 If the space provided is insufficient, extra sheets may be attached.

1.4 ADDITIONAL INFORMATION FROM SUBMITTING FORMS

- .1 The RDOS may request additional information or clarifications from any firm making a submission.

1.5 INTERPRETATIONS AND MODIFICATIONS OF QUALIFICATION DOCUMENTS

- .1 Submit questions about the meaning and intent of the qualification documents, as identified in section 1.9 of these Prequalification Instructions, to:

Jim Zaffino, CFO
Email: finance@rdos.bc.ca

- .2 Please notify the RDOS of any ambiguity, inconsistency or error discovered upon examination of the qualification documents.

1.6 QUALIFICATIONS

Please demonstrate the following in your submission:

A Experience, Reputation, Capability(s) and Resources

- Respondent'(s) and proposed team experience in managing clients of comparable size, scope and complexity.
- A description of the service team and comprehensive details of all repair and maintenance services provided.
- References from recent clients, description of similar services provided, duration and client contact details; refer to qualification forms.

B Support Services

- Emergency repair capabilities;
- Quality Assurance.
- Customer Service.
- Any specialty services.
- Maximum call-out times.
- Describe how you will minimize vehicle and equipment down time—particularly emergency vehicles and equipment. See Methodology.

C Financial, Sustainability and Value Added

- Value Added – ie: what is exceptional about your company and what benefits would be provided to the RDOS.
- Sustainability - innovation and practises in balancing social, economic and environmental considerations.
- Provide profile details of your company—such as years of operation, number of employees, number and location of company branches, etc.

D References

- Please provide a list of references complete with full contact information.
- Upon submitting a response to this RFQ, respondents consent to the RDOS and their representatives checking and verifying the information provided. References may be contacted. Reference checks will be kept confidential and will not be reviewed or discussed with respondents. In addition to the references provided by the respondent, the RDOS may also contact other municipalities and owners of its choosing.

The following is an approximate list of vehicles and equipment

SCHEDULE A

QTY	Vehicle/Equipment Type
55	Pick-Up Trucks and SUV's
37	Emergency Vehicles (Fire trucks, heavy pickups)
16	Trailers
1	Mobile Generator
2	ATV's
1	Mower
1	Tractor
1	Loader
1	Compactor
1	Electric Van
	Various small & light duty equipment
9	pumps
5	weed eaters
15	Chain saws/chop saws
3	Snow blowers
3	Hedge trimmers
3	Leaf blowers

TERMS OF REFERENCE

NOTE: The types and quantities of vehicles and equipment listed above are for estimation purposes only and is not necessarily complete. The types and quantities are subject to change with additions and deletions to the RDOS's fleet.

1.7 EVALUATION

Each qualification submission will be evaluated against the predetermined criteria listed below. The RDOS's decision shall be final.

Criteria
Experience
Support Services
Financial & Value Added
References
Methodology

1.8 TERM OF CONTRACT

- .1 To be determined and will be outlined in the future RFP.

1.9 DOCUMENTS

- .1 Qualification Instructions
- .2 Qualification Forms
- .3 Addenda (if any)

END OF SECTION

QUALIFICATION FORMS

SUBMISSION TO: REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
101 Martin St
Penticton, B.C. V2A 5J9

**REQUEST FOR QUALIFICATIONS – SUBMISSION FORM
FOR
VEHICLE AND EQUIPMENT MAINTENANCE SERVICES**

THE UNDERSIGNED FIRM (the “Respondent”) has prepared this submission of qualifications for the REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN (the “RDOS”) for the above project.

BY PREPARING THIS SUBMISSION, THE RESPONDENT ACKNOWLEDGES AND AGREES AS FOLLOWS:

1.1. NO CONTRACT AND NO CLAIMS:

This RFQ process is not intended to create binding offers and no contractual obligations whatsoever (including what is commonly referred to as ‘Contract A’) shall arise between the RDOS and any Respondent upon the submission of a Proposal in response to this RFQ. For extra clarity, both the Respondent and the RDOS are free to cancel their participation in this RFQ process at any time up until the execution of a written agreement.

Without limiting the above paragraph, no Respondent shall have any claim whatsoever against the RDOS for any damage or other loss resulting from a Respondent’s participation in this RFQ, including where the RDOS does not comply with any aspect of this RFQ as well as any claim for loss of profits or RFQ preparation costs, should the RDOS not execute a Contract with the Respondent for any reason whatsoever.

Name of
Respondent:

Address:

CITY:

Postal Code:

Tel:

Fax:

Email:

SIGNED, this _____ day of _____, 202__

(Print or Type Name of Respondent’s Firm)

(Signature of Authorized Signatory for Respondent Firm)

QUALIFICATION QUESTIONNAIRE

Please Complete the Following Information.

1. COMPANY PROFILE

Name: _____

Provinces Registered: _____

Number of Full-Time Employees: _____

Type of Employee i.e. Mechanic, Machinist	Years of Experience	Qualification/Certifications

If the space provided is insufficient, you may add additional pages. Please include any additional information with your submission.

EXPERIENCE:

How long has your firm been in business?

List a recent work history (last 5 years) of projects and value of the projects. Give location, brief description of the work, the owner's name and address and the name, telephone and email address of the owner's representative who can knowledgeably act as a reference for the performance of the work.

MAINTENANCE SERVICE EXAMPLES:

	Project Name and Location	Annual Project Value or Fleet size	Year Completed	Owner Reference
1.				
2.				
3.				
4.				
5.				
6.				

Methodology Form

Please choose which category or categories of equipment you wish to be qualified for (please circle all that apply):

- Light- Duty Vehicles
- Emergency vehicles
- Light-duty equipment

(Describe the methods your company would use to provide maintenance services for each category selected, with the understanding that the majority of emergency vehicles are distributed throughout the District, while the majority of light duty vehicles and equipment are stationed in Penticton.

For example can you provide mobile repair services, towing services; describe the capabilities of your shop. Is your company qualified to perform certain warranty and/or inspection services?

If the space provided below is insufficient, you may add addition pages. Please include this with your submission. **Brochures are welcome but they may not be used to solely demonstrate your methodology.**