



FIRE DEPARTMENT

REQUEST FOR QUOTATIONS

FIRE EQUIPMENT VEHICLE INSTALLATION

JUNE 2017

Quotes shall be submitted by completing this document and placing it in a sealed, opaque envelope, clearly marked on the outside, "**RFQ – Fire Equipment Vehicle Installation; Controller; 3rd Floor City Hall**", and must be received by the Controller before **2:00:00 pm local time on Friday, June 23, 2017**. It is the responsibility of the proponent to deliver the sealed proposal to the 3rd floor of City Hall before the time indicated. Late proposals will not be accepted and will be returned to the Proponent unopened.

Any addenda will be posted on the City of Charlottetown website at the following address: www.charlottetown.ca/tenders.php Bidders are responsible for checking the website for proposal/quote/tender notices, documents, and addenda. The City is not responsible for ensuring bidders have obtained addenda.

A minimum of two (2) hard copies of the submission documents is required. No fax, email or electronic submissions will be accepted as the sole method of submission although an electronic copy (PDF or Microsoft WORD) of the proposal would be appreciated either included in the envelope noted above or emailed following the closing date and time. It is the proponent's responsibility to ensure that their submission is received prior to the closing date and time noted above. **There will be a public opening of proposals received immediately after closing.** The awarding of a contract, if any, resulting from this Request for Quotes, shall be done, upon approval by City Council, as soon as practical after bid evaluations have been completed. Results of this Request for Quotes will be posted on the City's awards webpage at the following address: www.charlottetown.ca/awards.php.

This Request for Quotations (RFQ) creates no obligation on the part of the City of Charlottetown to award the contract or to reimburse bidders for RFQ preparation expenses. The City of Charlottetown reserves the right to accept or reject any and all quotes, in whole or in part, received as a result of this request, and to negotiate in any manner necessary to best serve the interest of the City. The decision as to which proposal best satisfies the needs of the City rests solely with the City and any decision is not open to appeal. Submissions will not be evaluated if the Bidder's current or past corporate or other interests may, in the City's opinion, give rise to a conflict in connection with this project. The City specifically reserves the right to reject all tenders if none is considered to be satisfactory and, in that event, at its option, to call for additional tenders. No term or condition shall be implied, based upon any industry or trade practice or custom, any practice or policy of the City or otherwise, which is inconsistent or conflicts with the provisions contained in these conditions.

At the election of the City, whether or not a bid or bidder otherwise satisfies the requirements of the tender, the City may reject summarily any bid received from a corporation or other person which has been anyway involved in litigation, arbitration or alternative dispute resolution with the City within the five (5) year period immediately preceding the date on which the request for quotations was published.

The City's evaluation may include information provided by the bidder's references and may also consider the bidder's past performance on previous contracts with the City or other institutions.

The City may prohibit a bidder from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, and such inappropriate conduct shall include but not be limited to the following: (a) the submission of quotations containing misrepresentations or any other inaccurate, misleading or incomplete

information; (b) the refusal of the bidder to honour its pricing or other commitments made in its proposal; or (c) any other conduct, situation or circumstance, as solely determined by the City.

A Bidder who has already submitted a bid may submit a further bid at any time up to the official closing time. The last submission received shall supersede and invalidate all submissions previously submitted by that bidder for this RFQ. Any bidder may withdraw or qualify his/her submission at any time up to the official closing time by re-submitting a new bid to the City. The time and date of receipt will be marked thereon and the new submission will be placed in the tender box. The new submission shall be marked on the sealed envelope by the Bidder as “Resubmission #” along with the name of the RFQ and to the attention of the Controller, as noted above in the RFQ. Bids may be withdrawn at any time prior to opening upon written request from the bidder. Negligence on the part of the bidder in preparing his/her bid shall not constitute a right to withdraw a bid subsequent to the bid opening.

Any potential conflict of interest must be disclosed to the City in writing. Any conflict of interest identified will be considered and evaluated by the City. The City has the sole discretion to take the steps they deem necessary to resolve the conflict. If, during the term of the Contract, a conflict or risk of conflict of interest arises, the Contractor will notify the City immediately in writing of that conflict or risk and take any steps that the City reasonably requires to resolve the conflict or deal with the risk.

The City reserves the right to cancel any request for tender at any time without recourse by the contractor. The City has the right to not award this work for any reason including choosing to complete the work with the Owners' [sic] own forces.

All questions in respect of this RFQ must be addressed, in writing, by email to Amanda Cheverie, Controller (acheverie@charlottetown.ca). Questions must be received no less than three (3) business days before the closing date of this Request for Quotations.

Introduction:

This RFQ is for the purchase and installation of various pieces of equipment outlined in the RFQ into three new trucks to be used by the Fire Department. Currently, the Fire Department has three trucks with various pieces of equipment to be uninstalled and reinstalled into the new trucks. It is the bidder's responsibility to determine if they would like to utilize the old equipment and reinstall it in the new trucks, or purchase new equipment to be installed into the new trucks. Equipment listed on the used trucks is to be uninstalled. Equipment that is uninstalled and not used by the vendor in the new truck is the property of the successful vendor.

Trucks outfitted with the installed equipment outlined in the RFQ must be delivered by August 11, 2017.

Bid Evaluation:

Submissions will be evaluated as follows:

<i>Equipment Specifications Component</i>	<i>70% of overall evaluation</i>
<i>Financial Component</i>	<i>30% of overall evaluation</i>

The successful bidder will be the submission with the highest points score (equipment specifications scoring + financial scoring).

Points will be assigned for each criteria based on the information provided in the bidder's submission. See SCORING section below for scoring details.

Delivery:

The Bidder's attention is drawn to the delivery deadline date as noted above. Any delays beyond this time will be considered a lack of performance by the Vendor and a failure to provide the specified equipment. A penalty of \$100.00 per calendar day per unit may be assessed against the Vendor until delivery is completed. Please note that no vendor will be penalized for late delivery as a result of circumstances beyond their control. Documentation must be provided as proof of reason for late delivery. The validity of the reason for late delivery will be determined by the City.

In the event the City agrees to an extension of the delivery date, no penalty will be assessed.

Warranty:

All warranty work, including shipping, parts delivery charges, all shipments and travel, will be at the expense of the supplier.

The undersigned understands and agrees to the following provisions of this request for quotes:

AGREEMENT

1. The submission forms will be used for tabulation purposes. Specification sheets form part of submission and must not be removed.
2. All submissions must be accompanied by manufacturer's literature describing, in detail, the equipment bid upon.
3. All prices quoted are to be in Canadian funds, including any Canadian customs Duties and Excise Taxes, and are to include all delivery charges (FOB Charlottetown Fire Department – 89Kent Street). It is the responsibility of the bidder to determine from the appropriate authorities what taxes, rates and charges are applicable to this RFQ. All taxes levied on tires and disposal thereof must be included in the net unit price.
4. The City of Charlottetown reserves the right to inspect any equipment supplied as a result of this RFQ, either during or after installation and delivery, and shall be the sole judge as to whether equipment supplied meets specifications as detailed in this document.
5. The City of Charlottetown reserves the right to accept or reject any or all bids, to waive any technicality in a bid submitted and to accept any part of a bid as deemed to be in the best interest of the City.
6. The specifications in this RFQ are the minimum acceptable. When specific manufacturer and model numbers are used, it is to establish a design, type construction, quality, functional capability, and/or performance level desired. When substitutions are bid, they must be identified by manufacturer, stock number, and other descriptive information to

establish equivalency. The City shall be the sole judge of equivalency. Failure to comply with the attached specifications could result in the RFQ being rejected.

7. Vendors are advised that the City has now moved to electronic payments on goods and services provided to the City. Payment of invoices will be made by way of Electronic Funds Transfer (EFT). The successful proponent will be required to provide the necessary banking information for registration on the City system.
8. Payment terms will be considered as net thirty (30) days from date of acceptance of equipment.
9. This bid is valid for acceptance for a period of sixty (60) days from date of closing of the RFQ.

DATED: _____

VENDOR: _____
(Signature)

(Print name)

Vehicle Equipment Specifications:

These forms are to be completed in detail and returned with bid. A “YES” or “NO” response in the Yes/No/Details column must be stated for each item and where requested an actual value. A “YES” response shall indicate that the proposed vehicle either meets or exceeds the required specification. Any response with “NO” or a blank may result in the bid being rejected, unless the specifications requested can be provided with an equivalent or better option. A blank response will be deemed as meaning “NO”. A “DETAILS” response in addition to a “YES” or “NO” shall indicate that additional information is provided with respect to the particular specification. The “SCORE” column is for the exclusive use of the evaluation committee and is to be left blank.

1. Vehicle Details: Equipment is to be installed on a new 2017 Dodge ½ ton 4x4, ST Quad Cab Truck

	Equipment to be installed	Yes/No/Details	Score
	Bar Light Whelen Justice 50” LED or equivalent		
	Front grill lights Whelen 700 series Super-LED or equivalent		
	Four (4) corner strobe lights - Vertex or equivalent		
	Two-way radio complete with remote mike at rear of truck - Moto Turbo		
	Two-way radio (P25)		
	Siren Whelen Epsilon EPSL2S9 or equivalent		
	Siren speaker Whelen SA315 series or equivalent		
	Console with cup holder and arm rest		
	Truck cap – Flame red in colour <ul style="list-style-type: none"> • Low profile style; front window; rear half door with window; driver side full length tool box; passenger side full length tool box; driver side door lighting; passenger side door lighting; rear door lighting 		
	Truck slide-out bed		
	Command console		
	Emergency warning equipment – 2 year warranty		
	Console – lifetime warranty		
	Truck cap – Limited lifetime warranty		
	Two-way radio – 2 year standard warranty		
	Emergency lights and siren – slide and toggle switch activation		

Equipment Available on the existing truck that is to be uninstalled and can be reinstalled in the new truck noted above:

- Bar light
- Front grill lights
- Four (4) corner strobe lights

- Two-way radio
- Two-way radio (P25)
- Siren
- Siren speaker
- Truck slide-out bed (to be removed only and NOT re-installed)

2. Vehicle Details: Equipment is to be installed on a new 2017 Dodge ½ ton 4x4, ST Quad Cab Truck

	Equipment to be installed	Yes/No/Details	Score
	Two-way radio Moto Turbo		
	Two-way portable radio charger for Motorola XPR7550e or equivalent		
	Siren speaker Whelen SA315 series or equivalent		
	Siren Whelen Epsilon EP2S9 or equivalent		
	Console with cup holder and arm rest		
	Visor light bar Whelen 2pc. Inner Edge XLP (Inner Vision) or equivalent		
	Two (2) Rear window light bar Triple threat slim light or equivalent		
	Four (4) LED lights positioned behind the grill TIR 3 Super LED lights or equivalent		
	Four (4) corner strobe lights Vertex or equivalent		
	6'4" box ST Quad cab truck cover – black in colour		
	Emergency warning equipment – 2 year warranty		
	Console – lifetime warranty		
	Truck cap – limited lifetime warranty		
	Two-way radio – 2 year standard warranty		
	Truck cover – 3 year warranty on tarp and frame		
	Emergency lights and siren – slide and toggle switch activation		

Equipment Available on the existing truck that is to be uninstalled and can be reinstalled in the new truck noted above:

- Siren speaker
- Two-way radio
- Two-way portable radio charger

3. Vehicle Details: Equipment is to be installed on a new 2017 Chevrolet ¾ ton 4x4 Silverado Double Cab Truck

	Equipment to be installed	Yes/No/Details	Score
	Siren Whelen Epsilon EP2S9 or equivalent		

	Siren speaker Whelen SA315 series or equivalent		
	Two-way radio Moto Turbo		
	Console with cup holder and arm rest		
	Bar light Whelen Justice 50” or equivalent		
	Four (4) corner strobe lights Vertex or equivalent		
	Grill lights Whelen 700 series Super-LED or equivalent		
	8’ Truck cap – Cardinal red in colour <ul style="list-style-type: none"> • Low profile style; front window; rear half door with window; driver side full length tool box; passenger side full length tool box; driver side door lighting; passenger side door lighting; rear door lighting 		
	Emergency warning equipment – 2 year warranty		
	Console – lifetime warranty		
	Truck cap – Limited lifetime warranty		
	Two-way radio – 2 year standard warranty		
	Emergency lights and siren – slide and toggle switch activation		

Equipment Available on the existing truck that is to be uninstalled and can be reinstalled in the new truck noted above:

- Siren speaker
- Two-way radio
- Siren

SCORING

Equipment Specifications Scoring: Score column shall be solely utilized by the City of Charlottetown during evaluation process of the individual submission. Each individual specification shall receive a numerical value (score) as per the following justification:

- Meets specification (Yes) – 3 Points
- Exception taken, meets intent – 2 Points
- Exception taken, meets intent marginally – 1 Point
- Does not meet specification (No) – 0 Point

Note: should an exception be taken then please explain that exception on a separate page to be provided by the vendor.

Financial Scoring: Points shall be awarded on the following basis (before taxes).

- 30 points for the Lowest Evaluated Fee
- 28 points for all Proposed Fees \leq 110% of the Lowest Evaluated Fee
- 26 points for all Proposed Fees \leq 115% of the Lowest Evaluated Fee
- 24 points for all Proposed Fees \leq 120% of the Lowest Evaluated Fee
- 22 points for all Proposed Fees \leq 125% of the Lowest Evaluated Fee
- 20 points for all Proposed Fees \leq 130% of the Lowest Evaluated Fee
- 18 points for all Proposed Fees \leq 135% of the Lowest Evaluated Fee
- 16 points for all Proposed Fees \leq 140% of the Lowest Evaluated Fee
- 14 points for all Proposed Fees \leq 145% of the Lowest Evaluated Fee
- 12 points for all Proposed Fees \leq 150% of the Lowest Evaluated Fee
- 10 points for all Proposed Fees \leq 160% of the Lowest Evaluated Fee
- 8 points for all Proposed Fees \leq 170% of the Lowest Evaluated Fee

SUBMISSION FORMS

The City of Charlottetown is not bound to accept the lowest or any submission received. The full Submission Package shall include all pages of this RFQ document, completed in full, along with any additional information provided by the vendor.

VENDOR’S INFORMATION FORM:

Vendor’s Name: _____

Address: _____

City: _____ Province: _____

Telephone No.: _____ Fax No.: _____

E-mail address: _____

Website: _____

Contact Person: _____

Title: _____ Telephone No.: _____

NAME (Please print)

TITLE (Please print)

AUTHORIZED SIGNATURE

DATE

Affix Corporate Seal
(If Applicable)

(1) RFQ SUBMISSION FORM

ITEM DESCRIPTION

EXTENDED PRICE

VEHICLE #1 - Equipment and Installation

***includes uninstall of all equipment listed*

\$ _____

VEHICLE #2 – Equipment and installation

***includes uninstall of all equipment listed*

\$ _____

VEHICLE #3 – Equipment and installation

***includes uninstall of all equipment listed*

\$ _____

HST (15%)

\$ _____

Total Submission Price

\$ _____

The City of Charlottetown is not bound to accept the lowest or any submission received. The full Submission Package must be returned and any additional information may be attached.

Vendor Name: _____

Contact Person: _____

AUTHORIZED SIGNATURE

DATE

Affix Corporate Seal
(If Applicable)