



**POLICE DEPARTMENT**

**REQUEST FOR QUOTATIONS**

**POLICE VEHICLES**

**JUNE 2017**

Quotes shall be submitted by completing this document and placing it in a sealed, opaque envelope, clearly marked on the outside, "**RFQ – Police Vehicles; Controller; 3rd Floor City Hall**", and must be received by the Controller before **2:00:00 pm local time on Wednesday, June 28, 2017**. It is the responsibility of the bidder to deliver the sealed bid to the 3rd floor of City Hall before the time indicated. Late submissions will not be accepted and will be returned to the Bidder unopened.

Any addenda will be posted on the City of Charlottetown website [www.charlottetown.ca/tenders.php](http://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 Quotations, shall be done, upon approval by City Council, as soon as practical after bid evaluations have been completed. Results of this Request for Quotations will be posted on the City's awards webpage at the following address: [www.charlottetown.ca/awards.php](http://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 anywise 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](mailto: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 of the following Police Vehicles to be supplied to Charlottetown Police Services:

- Purchase of two (2) new 2017 or 2018 full size police package vehicles – white in colour with police service marking package; and
- Purchase of two (2) mid/full size 4 door sedan – no colour preference (non-white)

The City's decision to purchase will be based on best value as determined by the City. The City reserves the right to purchase any or all vehicles from one or a variety of vendors who have submitted bids. There is no obligation for the City to purchase all vehicles from one vendor. The City's decision to purchase any or all vehicles will be based on best value as determined solely by the City.

Vehicles are to be delivered, FOB Police Headquarters, 10 Kirkwood Drive, Charlottetown, PE by August 7, 2017.

### **Vehicle Trade-Ins:**

A total of five (5) vehicles will be offered on trade towards the acquisition of replacement vehicles.

To make arrangements to inspect trade in vehicles, please contact Charlottetown Police Services Administration at (902) 629-4065 – Cst. Ross Buchanan.

**Bid Evaluation:**

Submissions will be evaluated as follows:

<i>Vehicle 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 (vehicle 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 tendered 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.

**Product Acceptance:**

The vehicle must be properly pre-delivery serviced to ensure the vehicle is ready for use with particular attention to lubes, fluids, filters, belts, all fasteners, lighting, electrical components, sensors and adjustable items. Dealer is responsible for hook up and testing of units prior to putting into service.

**Staff Training:**

The Supplier is to provide a competent representative to train City of Charlottetown Staff if the City of Charlottetown requests this from the Supplier. Familiarization will include the machine's operating features and its design so as to enable proper operation, maintenance and servicing.

**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 tender:**

**AGREEMENT**

1. This form must 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 Police Headquarters – 10 Kirkwood Drive). 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. Quotes submitted for the vehicles listed above shall include pre-delivery service and delivery to 10 Kirkwood Drive, Charlottetown, PE; HST (15%) must be included in the total submission price.
5. The City of Charlottetown reserves the right to inspect any vehicle supplied as a result of this RFQ, either during or after manufacture and delivery, and shall be the sole judge as to whether equipment supplied meets specifications.
6. The City of Charlottetown reserves the right to accept or reject any or all submissions, to waive any technicality in a submission and to accept any part of a submission as deemed to be in the best interest of the City.
7. 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 specification could result in the RFQ being rejected.
8. 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 bidder will be required to provide the necessary banking information for registration on the City system.
9. Payment terms will be considered as net thirty (30) days from date of receipt of invoice.
10. This bid is valid for acceptance for a period of sixty (60) days from date of closing of the RFQ.
11. The two white vehicles to be supplied complete with marking and striping package are consistent with Police Service Standard.

**DATED:** \_\_\_\_\_

**VENDOR:** \_\_\_\_\_

(Signature)

\_\_\_\_\_  
(Print name)

**CHARLOTTETOWN POLICE SERVICES  
VEHICLE SPECIFICATIONS  
PURCHASE OF TWO (2) NEW FULL SIZE MODEL CARS  
-POLICE PACKAGE VEHICLE ONLY –**

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.

<b>SPECIFICATION</b>	<b>REQUIREMENTS</b>	<b>YES/NO/DETAILS</b>	<b>SCORE</b>
<b>Standard Full-Size:</b>	4-door sedan with a minimum wheel base of 276.5 cm. (110.5 in.)		
<b>Alternator:</b>	Heavy Duty		
<b>Rear Axle:</b>	High-speed rear end, preferred, however consideration will also be given to front wheel drive, “Police Package” vehicle.		
<b>Battery:</b>	Heavy Duty		
<b>Brakes:</b>	Power assisted, heavy-duty front disc and drum type rear with fade resistant linings		
<b>Cooling System:</b>	Manufacturer’s maximum cooling package available for the engine supplied ( <u>Police Package</u> )		
<b>Rear Defroster:</b>	Electronically heated		
<b>Engine:</b>	Minimum 3.5 litre engine, capable of operating efficiently on unleaded fuel. Minimum of 185 horsepower output with heavy duty cooling package. Consideration will also be given to flexible-fuel capability.		
<b>Head Restraints:</b>	Mounted, front seat		
<b>Mats:</b>	Floor and trunk – heavy-duty rubber		
<b>Mirrors (Exterior):</b>	Remote controlled left and right side		
<b>Mirror (Interior):</b>	Rear view, day/night		
<b>Suspension:</b>	Heavy-duty springs and shocks, front and rear. Anti-sway bars for rear wheel drive.		
<b>Steering:</b>	Full power, heavy duty (Police package) with external oil cooler. Tilt steering wheel		

<b>Tires:</b>	Police certified, all season steel belted radial ply tires. Rims to be police heavy duty, maximum width available. Wheel covers – police package style centre hubs.		
<b>Transmission:</b>	Oil cooled heavy duty, 3 or 4 speed, automatic, with low gear lockout preferred		
<b>Door Handles Window Regulators:</b>	To be removed or disabled on rear interior doors		
<b>Door Locks:</b>	Electronic Release/Lock mechanism. Keyless entry system		
<b>Interior Lights:</b>	Dual dome lights, one centre mounted and additional placed between sun visors		
<b>Exterior Lights:</b>	Left and right side mounted spot lights (will accept single mount left side as well)		
<b>Horn:</b>	Dual		
<b>Colour:</b>	Two Marked Vehicles - White with reflective lettering and striping package consistent with Police Services Standard.		
<b>Radio:</b>	AM/FM installed		
<b>Air Conditioning:</b>	Standard air package		
<b>Differential:</b>	Anti Spin differential for rear wheel drive vehicles (if available)		
<b>Power Trunk Release:</b>	Installed		
<b>Clock:</b>	Digital LED readout clock		
<b>Seats:</b>	Cloth front bucket seats, vinyl rear bench. Drivers seat power assisted adjustments if available.		
<b>Windows:</b>	Power assisted		
<b>Auxiliary Power:</b>	Equipped with 12V outlets for auxiliary equipment requirements		

**CHARLOTTETOWN POLICE SERVICES  
VEHICLE SPECIFICATIONS  
PURCHASE OF TWO (2) MID/FULL SIZE MODEL CARS  
-POLICE PACKAGE VEHICLES DESIRED BUT NOT A REQUIREMENT-**

<b>SPECIFICATION</b>	<b>REQUIREMENTS</b>	<b>YES/NO/DETAILS</b>	<b>SCORE</b>
<b>Standard Mid-Size:</b>	4-door sedan		
<b>Brakes:</b>	Power assisted, anti-lock brakes		
<b>Cooling System:</b>	Manufacturer's maximum cooling package available for the engine supplied		
<b>Rear Defroster:</b>	Electronically heated		
<b>Engine:</b>	Minimum 2L engine, capable of operating efficiently on unleaded fuel. Consideration will also be given to flexible-fuel capability.		
<b>Mats:</b>	Floor and trunk – heavy-duty rubber		
<b>Mirrors (Exterior):</b>	Left and right side. Remote controlled preferred.		
<b>Mirror (Interior):</b>	Rear view, day/night		
<b>Steering:</b>	Full power/Tilt steering wheel		
<b>Tires:</b>	All season steel belted radial ply tires with wheel covers		
<b>Transmission:</b>	Automatic		
<b>Door Handles Window Regulators:</b>	To be removed or disabled on rear interior doors		
<b>Interior Lights:</b>	one centre mounted, plus map lights (if available)		
<b>Horn:</b>	Dual		
<b>Colour:</b>	subject to model availability – no white vehicles		
<b>Radio:</b>	AM/FM installed		
<b>Air Conditioning:</b>	Standard air package		
<b>Power Trunk Release:</b>	Installed		
<b>Clock:</b>	Digital LED readout clock		
<b>Seats:</b>	Cloth		
<b>Windows:</b>	Power assisted		
<b>Auxiliary Power:</b>	Equipped with 12V outlets for auxiliary equipment requirements		
<b>Power Trunk Release:</b>	Installed		

**NOTE: Consideration will be given to new or low mileage (max 20,000 km) demo or lease back vehicle for these vehicles only.**



## SCORING

**Vehicle 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 < or = 110% of the Lowest Evaluated Fee

26 points for all Proposed Fees < or = 115% of the Lowest Evaluated Fee

24 points for all Proposed Fees < or = 120% of the Lowest Evaluated Fee

22 points for all Proposed Fees < or = 125% of the Lowest Evaluated Fee

20 points for all Proposed Fees < or = 130% of the Lowest Evaluated Fee

18 points for all Proposed Fees < or = 135% of the Lowest Evaluated Fee

16 points for all Proposed Fees < or = 140% of the Lowest Evaluated Fee

14 points for all Proposed Fees < or = 145% of the Lowest Evaluated Fee

12 points for all Proposed Fees < or = 150% of the Lowest Evaluated Fee

10 points for all Proposed Fees < or = 160% of the Lowest Evaluated Fee

8 points for all Proposed Fees < or = 170% of the Lowest Evaluated Fee

**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)







**(3) TRADE IN QUOTES**

<u>ITEM DESCRIPTION</u>	<u>SERIAL #</u>	<u>TRADE IN AMOUNT</u>
1. <u>2014 Dodge Charger</u>	<u>2C3CDXAG3EH107377</u>	\$ <u>                    </u>
2. <u>2013 Ford Taurus</u>	<u>1FAHP2L84DG143368</u>	\$ <u>                    </u>
3. <u>2010 Chevrolet Impala</u>	<u>2G1WB5EK2A1261253</u>	\$ <u>                    </u>
4. <u>2009 Chevrolet Impala</u>	<u>2G1WB57K791315137</u>	\$ <u>                    </u>
5. <u>2008 Chevrolet Cobalt</u>	<u>1G1A55F887231021</u>	\$ <u>                    </u>

Contact Person \_\_\_\_\_

Company Name \_\_\_\_\_

Email Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_