



REQUEST FOR TENDERS

Solicitation #2023-037-01

TENDER: [Supply & Delivery of Two (2) New 2023 Half Ton Trucks]

DATE: [March 14, 2023]

INITIATOR: [Kevin Blanchett, Operations Manager]

DATE TENDER REQUIRED:

YEAR: [2023] MONTH: [April] DAY: [13] TIME: 2:00 PM Local Time

Submit Tender via email to: purchasing@drumheller.ca **with the subject line:**

“RFT - Supply & Delivery of Two (2) 2023 Half Ton Trucks #2023-037-01”

Note: All submissions must be in PDF format and not exceed 100MB in size. Zip files will not be accepted.

This Request for Tender document is comprised of:

1. RFT General Instructions
2. Schedule A – Evaluation Criteria
3. Schedule B – Technical Specifications

If you do not have all of these components the RFT package is incomplete - please contact the Initiator.

Your firm is invited to submit a Tender, pursuant to the general conditions for the scope of work as described. This Tender shall not be considered authorization to proceed with work herein described. All Procurement processes must comply with Town of Drumheller Purchasing Policy C-09-20.

SECTION #1 - SCOPE OF WORK:

The Town of Drumheller invites Tenders for the supply and delivery of two (2) new 2023 gasoline powered 1/2 ton trucks for our Infrastructure Services fleet.

1. Truck A shall be:
 - one (1) new 2023 four (4) door, two (2) wheel drive 1/2 ton truck

2. Truck B shall be:
 - one (1) new 2023 four (4) door, four (4) wheel drive 1/2 ton truck

All Tenders must include pricing for both vehicles per the pricing table in Section #2 - Tender Amount.

Please refer to Schedule B – Technical Specifications for full details.

Key Project Dates	
RFT posting date	March 14, 2023
Deadline for Inquiries	April 3, 2023 at 4:30 pm local time
RFT closing date	April 13, 2023 at 2:00 pm local time

Inquiries:

All inquiries regarding this RFT must be sent by the deadline noted in the table above via email to purchasing@drumheller.ca. All responses will be provided via addenda.

The supplier is required to complete all necessary sections of this Request for Tender. Alternative methodologies or equipment will only be evaluated if submitted by the successful Proponent, no other work alternatives will be reviewed.

SECTION #2 – TENDER AMOUNT:

All pricing must be provided in Canadian Funds and exclude GST.

Item	Description	Price
Truck A	New 2023 1/2 Ton Truck Gas Powered Four Door, Two Wheel Drive	
Truck B	New 2023 1/2 Ton Truck Gas Powered Four Door, Four Wheel Drive	
Trucks A + B = C	Total Proposed Price	

Tender submission price shall be in effect for _____ calendar days from date of acceptance by the Town of Drumheller (please specify).

Delivery Timeline

Both units are to be supplied and delivered within **45 calendar days** of award.

SECTION #3 - SUBMISSION REQUIREMENTS:

The Town of Drumheller requires that all submissions shall include the following:

1. All pages of this Request for Tender
2. All issued Addenda
3. Town of Drumheller Business Licence – to be obtained within three (3) business days upon award of project.

SECTION #4 - INELIGIBILITY:

The Town of Drumheller shall deem a submission to be ineligible under the following situations:

- a) Submissions that are unsigned, incomplete, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations or irregularities of any kind shall be considered ineligible.
- b) Submissions that do not include the items listed in Section #3 Submission Requirements, and;
- c) Submissions that are not received prior to the closing date and time, as determined by the time keeping of the Town of Drumheller computer system.

SECTION #5 - INSURANCE AND BONDING:

Insurance

The Town of Drumheller requires that all Tenders include proof of \$ 5,000,000.00 Commercial Liability Insurance.

Bid Bond

- a) Each submission must include a *Consent of Surety* and *Bid Bond* in the amount of 10% in a form containing equivalent obligations on the part of the surety company and the submitter, executed under seal by a surety company satisfactory to *The Town* and authorized by the laws of Alberta to issue bonds in Alberta. In lieu of a *Consent of Surety* or *Bid Bond*, *The Town* may, in its sole discretion, accept from a financial institution acceptable to *The Town*, one of the following:
 - i. a bank draft, certified cheque, irrevocable letter of credit, or guarantee, along with any additional documentation *The Town* may require; or
 - ii. a letter that a bank draft, certified cheque, irrevocable letter of credit, or guarantee, will be provided upon the request of *The Town*.

- b) Failure to include in the submission the required documentation will result in *The Town*, in its sole discretion, electing to discontinue consideration of the submission.

Performance Security

- a) No later than five *Days* following execution of the *Agreement*, the *Contractor* must deliver to *The Town Performance Security* as specified in the *Agreement*. The *Performance Security* must be in the form required by *The Town* or in a form that is acceptable to *The Town*, and must be enforceable in the Province of Alberta.

- b) If the *Agreement* is amended or a *Change Order* is issued that increases the *Project Price*, the *Contractor* must also increase the *Performance Security* provided under the *Agreement* to an amount not less than 50% of the increased *Project Price* by obtaining and providing additional *Performance Security*, or a satisfactory rider or extension to the existing *Performance Security*, from the surety company. If the surety company declines consent or coverage for any amendment to the *Agreement* or for a *Change Order*, the *Contractor* must obtain and provide *The Town* with valid *Performance Security*, satisfactory to *The Town*, covering the *Work* specified in the amendment to the *Agreement* or in the *Change Order*. The *Contractor* will be compensated for the additional cost of such *Performance Security*.

SECTION #6 - EVALUATION CRITERIA:

The Town of Drumheller reserves the right to accept/reject any or all Tenders in whole or in part. Proponents may be required to provide supplementary information after the closing date to support their Tender, when requested by the Town. The highest scoring or any Tender will not necessarily be awarded. The lowest cost or any Tender will not necessarily be awarded.

No proponent shall have any claim for any compensation of any kind whatsoever (including, without limitation, the cost of preparing and submitting the Tender, and

any anticipated profits and contributions to overhead) against the Town as a result of participating in this process, and by submitting a Tender each Proponent shall be deemed to have agreed that it has no claim.

For greater certainty, the Proponent hereby waives any claim for damages or costs of any nature against the Town (including, without limitation, the cost of preparing and submitting the Tender, and any anticipated profits and contributions to overhead) arising out of the Town's use of its discretion under the Tender documents, and the Project Manager's advice to the Town.

The Town's evaluators shall score each submission on the basis stated in Schedule A - Evaluation Criteria. The Town of Drumheller will have the sole and unfettered discretion to award up to the maximum number of points for each criterion listed in Schedule A - Evaluation Criteria.

By submitting a Tender, you acknowledge and agree to waive any right to contest through legal proceedings. The decision to award points in respect to the criteria noted below will be at the sole discretion of the Town of Drumheller.

By submitting a Tender, you acknowledge that you have reviewed the Ineligibility Criteria contained herein and you confirm that your Tender meets all requirements of the Town.

SECTION #7 - INTENT:

The undersigned contractor hereby provides a Tender to supply the goods as described herein in its entirety for the cost as described in Section 2.

COMPANY: _____

Print name of authorized personnel: _____

Signature: _____ Corporate Seal: _____

Email Address: _____

Telephone number: _____

TOWN OF DRUMHELLER:

Print name of authorized personnel: [_____]

Signature: [_____]

DATE: YEAR [2023] MONTH [_____] DAY [_____]

Upon completion of signatures above, this document will represent a contract agreement between the contractor and the Town of Drumheller.

SCHEDULE A – EVALUATION CRITERIA

Section A.1 – Evaluation Criteria Breakdown:

Tenders will be evaluated in two (2) parts. The Cost Submission of the Tender will be weighted the highest followed by the Technical Submission, weighted the lowest.

Details as follows:

RFT Evaluation Breakdown	Weighting
Cost	70%
Technical Specifications	30%

The criteria that will be evaluated within the technical submission section will be as follows:

Technical Specifications Breakdown	Weighting
Specifications	10%
Warranty	10%
Delivery Timeline (schedule)	10%
Total of Technical Criteria	30%

The cost submissions will be evaluated as follows:

Cost Submission Breakdown		Weighting
Calculated Score	Score = (Lowest Cost Submission/RFT Cost of Services) x 70	70%

SCHEDULE B – TECHNICAL SPECIFICATIONS

Schedule B 1 - General

The Town of Drumheller invites Tenders for the supply and delivery of two (2) new 2023 gasoline powered 1/2 ton trucks for our Infrastructure Services fleet.

1. Truck A shall be:
 - one (1) new 2023 four (4) door, two (2) wheel drive 1/2 ton truck

2. Truck B shall be:
 - one (1) new 2023 four (4) door, four (4) wheel drive 1/2 ton truck

Delivery Timeline

Both units are to be supplied and delivered within **45 calendar days** of award.

Manuals

The successful Proponent shall supply:

- a. Two (2) hard copies
- b. One (1) electronic copy

for each of the following:

- Parts Manual
- Service Manual
- Operators Manual

Warranty

Warranty will commence on the date the vehicles are delivered to the Town of Drumheller Public Works Shops located at 702 Premier Way, and after the dealership has completed an orientation on both vehicles with Town Staff.

Schedule B 2 – Specification Tables

All Proponents shall complete the specifications requirement Table A and Table B by inserting the exact specifications of the units and detailing any deviations.

Table A - Truck (A) Specifications

Specification	Yes	No	Deviation
Four Doors			
Automatic Transmission – State # of Speeds			
Power Steering			
Power Brakes			
Center Council			
Power Windows			
Block Heater			
8 Cylinder Engine – State Size of Engine, HP and Torque			
Limited Slip Differential – State Ratio			
Air Conditioning			
6.4 Foot Truck Box (State Size)			
Full Sized Spare Tire – All tires are to be LT rated			
Complete Shop Manual			
List Additional Options – Comment Column			
Trailer Towing Package C/W Trailer Brakes			
Standard Warranty – Comment Column			
AM/FM radio/blue tooth ready			
White in Colour – No Deviation in Colour			

Table B - Truck (B) Specifications

Specification	Yes	No	Deviation
Four Doors			
Automatic Transmission – State # of Speeds			
Four Wheel Drive			
Power Steering			
Power Brakes			
Center Council			
Power Windows			
Block Heater			
8 Cylinder Engine – Minimum 365 HP (State Size)			
Limited Slip Differential – State Ratio			
Air Conditioning			
6.4 Foot Truck Box (State Size)			
Full Sized Spare Tire – All tires are to be LT rated			
Complete Shop Manual			
List Additional Options – Comment Column			
Trailer Towing Package C/W Trailer Brakes			
Standard Warranty – Comment Column			
AM/FM radio/blue tooth ready			
White in Colour – No Deviation in Colour			