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## Request for Proposals (RFP) Bid Response – Vehicle Purchases

**RFP for Vehicle Purchases:** Two (2) - New 2022 4 Door SUV all-wheel drive

Name of Company: \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Name of Person with Signing Authority

\_\_\_\_\_  
Position of Person with Signing Authority (Please print using ink or type)

**Electronic Submissions clearly marked "New 2022 4 Door SUV" must be sent via email to: [tenders@southgate.ca](mailto:tenders@southgate.ca)**

**Submission closing date: March 15, 2022 at 2:00pm**

**Township Contact/Project Liaison: Bev Fisher**

**Email address: [bfisher@southgate.ca](mailto:bfisher@southgate.ca)**

### **Notice to Bidders Regarding this Document**

Contractors are advised to carefully read the clauses in this document as a Contract Agreement and confirm acceptance of same with approval below:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Signing Authority

Date: \_\_\_\_\_

## **Instructions to Bidders - Equipment & Vehicle Purchases**

### **Project Information**

Tenders document clearly marked "**2022 4 Door AWD SUV**" must be sent electronically to [tenders@southgate.ca](mailto:tenders@southgate.ca)

**Submission deadline is March 15, 2022, at 2:00pm**

### **Scope of Equipment Requirements**

The intent of this bid is to Purchase a Building Department vehicle.

## Equipment Delivery Location

Location: Hopeville Administration Office  
Address: 185667 Grey Rd 9 Dundalk ON N0C1B0

### Township Contacts

Any questions or concerns arising out of this procurement document, should be addressed to:

Name & Title: Bev Fisher  
Chief Building Official  
Phone: 519-923-2110 x 240  
Email Address: bfisher@southgate.ca

All questions and requests for interpretation or clarification are to be made in writing to Bev Fisher and shall use the subject line

"2022 SUV AWD vehicle".

### Proposal Opening

The opening of the submissions shall commence just after 2:00 pm on March 15, 2022, unless the CAO or designate acting reasonably postpones the start to some later hour, but the opening shall continue once started, until the last bid is opened.

The opening will be held virtually, please use the following link to access the opening.

<https://global.gotomeeting.com/join/153910205>

### You can also dial in using your phone.

Canada: +1 (647) 497-9391

**Access Code:** 153-910-205

New to GoToMeeting? Get the app now and be ready when your first meeting starts: <https://global.gotomeeting.com/install/153910205>

### Project Timelines

The Township of Southgate approximate project timelines are as follows:

- i. Procurement Closing date: March 15, 2022
- ii. Commencement of Bid Evaluations: March 15, 2022
- iii. Recommendation to Council for Approval: April 6, 2022
- iv. Notification of Successful Contractor: April 7, 2022
- v. Required Delivery Date: ASAP

### Payment Terms

Each bid proposal shall provide a payment terms based on the bid price submitted for the equipment related to deposits and delivery payment schedule.

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## **General Conditions – Equipment & Vehicle Purchases**

### **Extent**

The Contractor shall be liable for all costs of providing the equipment as specified, delivery, accessories, options and documentation materials as part of the bid proposal.

### **Contractor's Responsibility**

Upon notification of acceptance of the contract and before the final approval of the equipment order confirmation, the contractor must provide the Township of Southgate with an acceptable delivery schedule.

### **Protection of Property**

The Supplier will be responsible for any damage that may occur relative to the equipment until delivery to the Township location and staff inspection and final acceptance. Any damage done to Southgate's or surrounding property must be made good to the satisfaction of Southgate.

### **Applicable Legislation**

- A. The Contractor shall comply with all applicable Provincial and Federal legislation and regulations, including the Occupational Health & Safety Act and pertinent Southgate by-laws.
- B. Municipal Freedom of Information and Protection of Privacy Act – Any personal information provided in this document will be used for selection purposes only as per the Municipal Freedom of Information and Protection of Privacy Act.
- C. Accessibility for Ontarians with Disabilities Act, 2005 – The successful contractor must be in compliance with the Township of Southgate Accessible Customer Service Policy under the AODA, 2005 and provide proof that training requirements have been met.

### **Termination**

If, at the discretion of the Township of Southgate, there is default by the Contractor of any of the terms contained herein, Southgate shall have the right to terminate the contract upon giving the Contractor twenty-one (21) days' notice to address the concerns or issues to successfully complete the project.

Upon termination of the contract, the balance of the contract price shall be forfeited.

### **Acceptance or Rejections**

- Lowest or any Bid proposal is not necessarily accepted.
- All Bid proposals must provide pricing for each of their submissions.

Southgate reserves the right to award the equipment purchase to the contractor with the best proposal for the Township of Southgate. Southgate also reserves the right to reject any or all bids or award the contract to other than the lowest bid received, if in Southgate's opinion, it is in the best interest of the Township.

### **Proposals to Include**

- a) Description of Firm - Firm's brief history with highlights of services provided.
- b) Curriculum Vitae/Experience - An outline of qualifications and experience of the company related to service quality, response time, reliability/uptime guarantees, equipment maintenance and part availability.
- c) Equipment Features - A description of the equipment, specifications, ergonomics, options and inclusion of a feature's analysis comparison.
- d) Equipment/Delivery Schedule - An outline of the approach proposed to meet the requested schedule(s).

## **Evaluation and Selection – Equipment & Vehicle Purchases**

### **Selection Process**

Proposals will be assessed based on information provided by the Respondent at the time of submission. The evaluation of Proposals will be conducted by an Evaluation Committee comprised of staff members from the Township of Southgate. The Evaluation Committee reserves the right to interview and facilitate presentations in order to gain additional detail outside of the proposals received.

### **Evaluation Criteria**

Proposals will be assessed against the following criteria. The Township reserves the right to shortlist firms for further evaluation and interviews which may alter the final scoring results. Proposals will be scored based on meeting or exceeding the expectations of the established evaluation criteria.

	<b>Evaluation Criteria</b>	<b>Weight Factor</b>
1.	Qualifications and Experience of Company	10
2.	Design of Equipment and Features	20
3.	Delivery Schedule	10
4.	Equipment Cost	50
	Total	100

**Note:** Weight factors may be changed based on the type of procurement process, the type or items being purchased and the importance of pricing versus other evaluation criteria.

The Township reserves the right to reject any or all proposals. The Township also reserves the right to not proceed with the equipment procurement without stating reason thereof.

Selection of a proposal(s) will be based on all the above criteria and any other relevant information provided by the Respondent(s).

All proposals are to be submitted with the understanding that the selection of a proposal for discussion by the Evaluation Committee shall not thereby result in the formation of a contract. Nor shall it create any obligation on the Township to enter into further discussions.

Respondents shall include in their proposal a minimum of three (3) project references demonstrating these attributes, preferably in projects of a similar equipment use to that specified herein. The equipment procurement will be awarded to the respondent who, in the sole judgment of the Township, provides the best overall value. The Township will not be obligated to select the lowest cost or any proposal.

The Township reserves the right to conduct reference checks on the Respondents, the results of which may affect the award decision. The Township reserves the right to

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negotiate equipment features and attachment requirements with the awarded supplier. These negotiations may affect the price proposal.

## **Bidder Checklist and Submissions Requirements Equipment & Vehicle Purchases**

### **RFP Submissions Inclusions:**

The RFP proposal submission shall include the following documents:

1. A copy of this RFP document as provided with all signature approvals.
2. Complete the Required Bidder Documents Checklist forms.
3. Provide the Bidder Information Responses.
4. Complete the Bid Form Pricing Submission.
5. Include the Bid Deposit if applicable.
6. Complete the Bid Form Declaration; and
7. Provide any supporting documentation, materials, proposal explanations, etc. will be accepted and used as part of the selection process.

### **Company Contact Information**

Contractor Company Name: \_\_\_\_\_

Company Phone #: \_\_\_\_\_

Company Representative: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

### **Bid Form Declaration – Equipment & Vehicle Purchases**

**This Bid Proposal is submitted by:** \_\_\_\_\_

**To: The Township of Southgate**

**1. I** \_\_\_\_\_ **OF** \_\_\_\_\_

**DECLARE** that no person, firm or corporation other than the one whose signature or the signature of whose proper officers and the seal is or are attached below has any interest in this Proposal or in the contract proposed to be taken.

**2. I FURTHER DECLARE** that this Proposal is made without any connection knowledge, comparison of figures or arrangement with any other company, firm or person making a Bid for the same equipment and is in all respects fair and without collusion or fraud.

**3. I FURTHER DECLARE** that no employee of the Township or elected official is or will become interested directly or indirectly as a contracting party or otherwise in the performance of the contract or in the supplies, work or business to which it relates or in any portion of the profits thereof, or in any such supplies to be used therein or in any of the monies to be derived therefrom.

**4. I FURTHER DECLARE** that the several matters stated in the said Proposal are in all respects true.

**5. I FURTHER DECLARE** that I have carefully examined the Proposal, Instruction to Bidders, General Conditions, Proposal Specifications/Requirements proposed and hereby acknowledge the same to be part and parcel of any contract to be let for the equipment therein described or defined and do all the work and to provide the services of the equipment mentioned for the prices stated on the Bid Form Pricing Submission.

**6. I FURTHER DECLARE** that I have a clear understanding of all the work involved in this contract.

**7. I FURTHER DECLARE** that this offer is to continue to be open to acceptance until the formal awarding is made to the successful Bidder for the said project OR for a period of sixty (60) days after the closing date, whichever first occurs and that the Township may, at any time, within that period, without notice, accept this Proposal whether any other Proposal has been previously accepted.

**8. I FURTHER DECLARE** that the awarding of the equipment based on this Proposal by the Township shall be an acceptance of this Proposal.

**9. I FURTHER DECLARE** that in the event of default or failure on our part, that the Township shall be at liberty to advertise for new Proposals, or to carry out the works in any other way they deem best, and we also agree to pay to the said Township the difference between this Tender and any greater sum which the said Township may expend or incur by reason of such default or failure or by reason of such action as aforesaid, on their part, including the cost of any advertisement for new Proposals; and to indemnify and save harmless the Township of Southgate and their officers from all loss, damage, cost charges and expenses which they may suffer or be put to by reason of any such default or failure on our part.

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\_\_\_\_\_  
(COMPANY NAME)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(ADDRESS)

\_\_\_\_\_  
(PRINT NAME & TITLE)

\_\_\_\_\_  
(CITY OR TOWN)

\_\_\_\_\_  
(WITNESS OR SEAL)

\_\_\_\_\_  
(POSTAL CODE)

\_\_\_\_\_  
(DATED)

The Township of Southgate acquiring one new SUV. This request requires your response to the following questions and your company providing a cost to the Township to acquire the described vehicle options. All prices quoted must be final sale price, taxes excluded.

**Bid Response Form**

## Options required:

1. Engine:	2.0 Litre Min	Specify: Yes	No
2. Optional:	Hybrid	Specify: Yes	No
3. Transmission:	6 Speed (Min)/Variable Type_____	Specify: Yes	No
4. 4 Door		Specify: Yes	No
5. AWD Drive	with Automatic Shift	Specify: Yes	No
6. Power Windows		Specify: Yes	No
7. Power Door Locks (Keyless Entry)		Specify: Yes	No
8. Remote Start		Specify: Yes	No
9. Exterior Paint	Blue_____ Other_____	Specify: Yes	No
10. Black Interior		Specify: Yes	No
11. LED Fog Lamps		Specify: Yes	No
12. Front Seat w/ Centre console storage Type_____		Specify: Yes	No
13. Carpet floor covering w/ moulded floor mats front& rear		Specify: Yes	No
14. Air Conditioning		Specify: Yes	No
15. Am/Fm Entertainment Centre Bluetooth Compatible		Specify: Yes	No
16. Driver Assist w/ 8" touch screen Camera		Specify: Yes	No
17. 110v Power outlet in cab and in cargo area		Specify: Yes	No
18. Front and Rear Chrome Bumpers		Specify: Yes	No
19. Chrome/Painted Grill		Specify: _____	
20. Front and Rear Black splash guards		Specify: Yes	No
21. Other:			
Specify: _____			
_____			
_____			
_____			
_____			
_____			

**NOTE:** The lowest or any quotations will not necessarily be accepted.

Price per vehicle for 2022 4 Door SUV AWD \_\_\_\_\_

HST \_\_\_\_\_

Total \_\_\_\_\_

**Signature of Signing Authority:** \_\_\_\_\_

**Dated:** \_\_\_\_\_