

April 2025

**REQUEST FOR PROPOSALS  
FLEET VEHICLES  
CITY OF PARKSVILLE RFP 1280-20-2025PUTS**

The purpose of this Request for Proposals is to obtain five (5) pickup trucks as detailed below. The vehicles will be used in the City of Parksville fleet.

**A: INTRODUCTION**

The City of Parksville requests Proposals for the supply of:

- Five ¾ ton, single cab, 2-wheel drive pickup trucks

These vehicles would be used primarily to transport people and small tools.

While these vehicles are required, no decision has been made upon the exact number of each type of vehicle.

It is the intention of the City to determine through this proposal evaluation process which vehicles represent the best life cycle value to the City.

The vehicles will not necessarily come from only one supplier.

**B: FUNDAMENTAL REQUIREMENTS**

- Personal transportation capable of carrying at least two (2) adults and capable of carrying a reasonable number of small tools or equipment in a trunk, rear box or rear hatch.
- Economy of operation in accordance with the Government of Canada's EnerGuide:
  - Light duty pickups (must use less than 9.9L/100 kms Hwy)
- Environmental benefit (provide details including GHG emissions)
- Vehicles must conform to all Department of Transportation requirements for operation on all British Columbia roadways. Minimum specifications should include: AM/FM stereo radio, cloth interior, automatic transmission, spare tire and jack, and have a white body color. Other options (e.g. power windows, power locks, air conditioning, cruise control dual cab etc.) can be offered if they are standard equipment that does not increase the base price of the vehicle, or it can be demonstrated that they would be a financial benefit at the time of disposal.
- Proposals should consider various methods of financing. Suppliers are encouraged to submit multiple methods of financing. These could

include, but not necessarily be limited to: outright purchase, outright purchase less trade-in, lease, purchase with guaranteed buyback and re-supply of new vehicles at a set interval.

- All applicable fleet and government discounts including any specific discounts or grants for any environmental programs.

## **C: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

It should be noted that the City is subject to the provisions of the Freedom of Information and Protection of Privacy Act. As a result, while Section 21 of the Act does offer some protection for third party business interests, the City cannot guarantee that all information provided to the City can be held in confidence.

## **D: TIMING**

Availability and delivery time may be a factor in making any award. The city would wish to acquire these vehicles as soon as possible. The delivery destination is: City of Parksville Engineering and Operations yard at 1116 Herring Gull Way Parksville, BC, V9P 1R2.

## **E: EVALUATION TEAM**

A City of Parksville evaluation team will evaluate the proposals, conduct interviews and engage in any negotiations deemed appropriate, and recommend which, if any firm or firms will be invited to supply vehicles.

## **F: LAW**

Any resultant contract that may develop as a result of this Invitation to Submit Proposals shall be governed by and construed in accordance with the laws of the Province of British Columbia, Canada

## **G: EVALUATION CRITERIA**

Evaluation criteria will include:

- Overall life-cycle cost, including acquisition cost, maintenance cost, fuel and operating costs, training costs, residual value, and any other costs of ownership.
- Suitability of vehicle size and configuration to our applications.
- Emission levels and any other environmental benefits (i.e. flex fuels or biodiesel).
- Warranties.
- Service requirements and service center accessibility.
- Innovative ideas that may be of value to the city.
- References from other fleet customers including specific contacts and phone numbers.

EVALUATION CRITERIA	MAXIMUM SCORE
Vehicle price	50%
Suitability	30%
Delivery date	20%
Total	100%

- Although not a requirement in the initial RFP submission, trade in values offered during negotiations for any surplus vehicles may be taken into account in any final decision.

## H: TRADE-IN VEHICLE INFORMATION

The City owned vehicles being considered for trade in with approximate milage are:

Equip #	Description	VIN	Kms
207	2016 Dodge Ram 2500	3C6LR4ATXGG358707	70,000 km
208	2016 Dodge Ram 2500	3C6LR4AT6GG361412	65,000 km
209	2016 Dodge Ram 2500	3C6LR4ATXGG366371	50,000 km
211	2017 Dodge Ram 2500	3C3C6LR4AT9HG737683	65,000km
212	2017 Dodge Ram 2500	3C6LR4AT3HG752485	65,000km

Appointments to view the trade-in vehicles may be made by emailing Mark Adelborg, Roads & Fleet Supervisor at [madelborg@parksville.ca](mailto:madelborg@parksville.ca), prior to the closing date for this RFP.

## I: CONTRACTUAL OBLIGATIONS

The City of Parksville reserves the right entirely at its discretion to interview all or any potential suppliers and to interview and negotiate with any or all suppliers at any time, as well as to determine entirely at its discretion whether to award a contract to supply these vehicles. The City of Parksville shall not be obligated in any manner whatsoever until a written agreement has been duly executed relating to an approved proposal. No Contract A is formed as a consequence of this Invitation to Submit Proposals.

Except as expressly and specifically permitted in these instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever as a

result of participating in the Request for Proposals and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.

**J: CLOSING DATE AND SUBMISSION REQUIREMENTS**

Submit **one proposal package for each vehicle** you are responding for.

Each submission must contain the completed **Vehicle Specifications Form** and the **Invitation to Tender**.

Proposal submissions are to be clearly marked on the outside:

**FLEET VEHICLES: CITY OF PARKSVILLE RFP 1280-20-2025PUTS**

Submit three (3) copies of your proposal(s), in a sealed package, to the attention of Mark Adelborg, Roads & Fleet Supervisor **until the closing date of 2:00 pm, local time, Friday, May 2, 2025**, at the following address:

By Direct Delivery / Courier:

City of Parksville Operations Yard  
1116 Herring Gull Way  
Parksville, BC, V9P 1R2