

REQUEST FOR PROPOSALS

FLEET VEHICLES: PV RFP #1280-20-6PUTS

The purpose of this Request for Proposals is to obtain six (6) mid-size pickup trucks as detailed below. Please note there are five (5) trade in vehicles. The vehicles will be used in the City of Parksville fleet.

A: INTRODUCTION

The City of Parksville requests Proposals for the supply of:

- Six, mid-size, 4-door, 4-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 four adults and capable of carrying a reasonable amount 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)
 - Light duty 4 x 4 Pickup (must use less than 10.9L/100 kms Hwy)
 - Light duty fleet van (must use less than 7.9L/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: FOB City of Parksville Operations Department 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;
- Although not a requirement in the initial RFP submission, trade in values offered during negotiations for any surplus vehicles may be considered in any final decision.

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

H: TRADE-IN VEHICLE INFORMATION

The City owned vehicles being considered for trade in are:

Equip #	Description	VIN	Kms
219	2017 Toyota Tacoma	5TFDZ5BN8HX022585	123,540 KM
220	2017 Toyota Tacoma	5TFDZ5BN5HX022477	53,615 KM
221	2017 Toyota Tacoma	5TFDZ5BN1HX022587	85,415 KM
222	2017 Toyota Tacoma	5TFDZ5BN3HX021652	51,460 KM
223	2017 Toyota Tacoma	5TFDZ5BN2HX020623	65,254 KM

Appointments to view the trade-in vehicles may be made by calling Mark Adelborg, Fleet Supervisor, at 250-937-0136, 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: 1280-20-6PUTS

