



TOWN OF BLACKFALDS

REQUEST FOR TENDER

Light Truck Units

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1.0 Tender Introduction

The Town of Blackfalds is seeking the provision of three (3) light truck units to be deployed for service within the urban operations of the Town of Blackfalds. Formal tender bids will be considered for the supply of these light truck units from dealerships in and around Central Alberta.

2.0 General Information

2.1 Submission of Tender Package

Two (2) physical copies of the tender package, including completed specifications table, completed bid sheet, along with other items identified for the Bidder's information package, shall be submitted in a sealed envelope addressed to:

**Town of Blackfalds
Box 220, 5018 Waghorn Street
Blackfalds, Alberta T0M 0J0
Attention: Phil Hoyle – Environmental Foreman**

Envelope shall be clearly labeled as follows:

**Tender Bid Package:
“Town of Blackfalds- Light Truck Units”**

Bidders are expected to carefully examine all information and satisfy the conditions of the tender requirements. This is a sealed tender bid process and any tender bid package transmitted by facsimile or email will not be considered.

2.2 Tender Closing Date

Tender packages from qualified Bidders will be received up to and including closing time of 2:00 pm, local time, Friday, January 15th, 2021. Tender packages received after the specified closing time will be rejected and returned unopened. Tender packages will be publicly opened immediately following the date and time specified for tender close followed by a review and evaluations of the submissions.

Bids must be received at the location set out above on or before the Submission Deadline. Onus and responsibility rest solely with the bidder to deliver its bid to the exact location indicated within the time frame identified. The Town does not accept any responsibility for submissions delivered to any other location by the bidder or its delivery agents. Bidders are advised to make submissions well before the deadline. Bidders making submissions near the deadline do so at their own risk.

2.3 Tender Process Clarification / Inquiries

If a Bidder has any question about the contents of the tender package, tender process, or about any matters relating to clarification, errors or omissions of the tender package they are to direct these enquiries in writing to the Town of Blackfalds representative who is Phil Hoyle, Environmental Foreman at phoyle@blackfalds.com. The Town of Blackfalds representative will respond to all questions and any changes within the tender package resulting from enquiries will be made via an addendum, which will be posted to the Town of Blackfalds website:



www.blackfalds.com and on Alberta Purchasing Connection website:
www.purchasingconnection.ca.

All inquiries relating to technical specifications and to this tender call must be made no later than 4:30 pm local time January 8th, 2020. Tender Evaluation Criteria has been put in place with details included in this tender document. further explained in a later section. Selected administrative personnel will evaluate the bid submissions based on the criteria tables.

2.4 Discrepancies or Omissions

Bidders finding discrepancies or omissions in the tender document, or having any doubts to the meaning or intent of any part thereof, should immediately notify the Town's Representative in writing, who may send written instructions or explanations to all Bidders on record with the Town. No responsibility will be accepted for oral instructions. Addenda or correspondence issued during the tender period shall be considered part of this document and become part of the final Contract Documents.

2.5 Interpretation/Definitions

- a. "Best Value" means the value placed upon quality, service, past performance and price.
- b. "Bid" means the tendered amount submitted by the bidder for the supply of the units as specified.
- c. "Bidder" means a party submitting a tender bid in response to this tender call.
- d. "Chief Administrative Officer" means the administrative head of the Town of Blackfalds.
- e. "Municipality" means the Town of Blackfalds.
- g. "Municipal Representative" means the Director of Infrastructure and Property Services or delegate whom has been charged with oversight of the capital purchase.
- h. "Must," "mandatory" or "required" means a requirement that must be met in order for a tender to receive consideration.
- i. "Should" or "desirable" means a requirement having a significant degree of importance to the objectives of the Tender call.
- j. "Special Conditions" means any special conditions which may be included in the tender call.
- k. "Specifications" means the specifications contained within Schedules "**B**" and "**C**" as included in the tender package.
- l. "Tender" shall mean the Bidder's submission to the tender call.
- m. "Tender Evaluation Criteria" means those specific criteria or provisions identified as part of the tender process to which points will be assigned to score and determine best value for the Municipality.
- o. "Unit" means the light truck vehicles as specified for purchase in this tender call.

2.6 Further Terms & Conditions

In carrying out its obligations hereunder, the Bidder shall familiarize themselves and comply with all applicable laws, regulations, ordinances, codes, specifications and requirements of all

regulatory authorities, and shall obtain all necessary licenses, permits and registrations as may be required by law. Where there are two or more laws, ordinances, rules, regulations or codes applicable to the Work, the more restrictive shall apply.

The following terms shall also be considered relative to this tender call:

- a. This tender process should not be construed as a contract to purchase goods or services or to enter into any other contractual arrangement.
- b. The Town will not be obligated in any manner to any Bidder whatsoever relating to any approved tender bid.
- c. The Town will not be obligated to accept any tender bid for all 3 units included in this tender call, from any specific bidder. The Town reserves the right to proceed with purchase of any unit(s) from bids received.

2.7 Amendment of Tender Bids before Submission Date

A Bidder is entitled to amend its bid at any time prior to the tender closing date and time **of 2:00 pm, local time, Friday, January 15th, 2021.**

3.0 Content of Tender Bid Package

One (1) Original and two (2) copies of the Tender Bid Package will be provided in the following order:

3.1 Covering Letter

A covering letter signed by an authorized representative of the company shall be provided, outlining the intent of the response and stating that the information contained in the response accurately describes the provision of units to be provided through this tender call. The response must also guarantee that all quoted prices (in Canadian dollars) will be honored for the specified period from the submission date, as indicated in Schedule "C" Tender Bid Sheets.

3.2 Schedule "A" - Tender Bid Sheet (New Build or In Stock)

Bidders have the option to provide pricing on existing stock that meet specifications or stock that would be required to be ordered. The Town may also consider new 2020 models or units that may not meet specifications as listed. Consideration will be provided based on a number of factors including cost. The Town reserves the right to consider any option available as provided by bidders.

3.3 Schedule "B" - Equipment Specifications – 2 half ton units

Tables provided in Schedule "B" for two (2) half ton units for Enforcement & Protective Services applications must be completed in entirety. Bidders may add additional sheets to the document should space provided in specification variation/deviation column be insufficient.

3.4 Schedule “C” - Equipment Specifications – 1 ton unit

The Tables provided in Schedule “C” for one (1) 1 ton unit for Public Works application must be completed in entirety. Bidders may add additional sheets to the document should space provided in specification variation/deviation column be insufficient.

3.5 Schedule “D” - Warranty

Tables provided in Schedule “G” must be completed in entirety. Bidders may add additional information to this sheet if required prior to submission.

3.6 Schedule “E” – Tender Evaluation Form

This Schedule indicates weighting given to the ranking criteria and will be completed for each received bid. This schedule is provided to Bidders as information only and is not to be completed and included in the bid package submitted.

4.0 Terms and Conditions of Payment

- a) Payment in full for the unit(s) will be made at time of delivery to the Town of Blackfalds.
- b) Any variance in payment requirements required by the bidder must be identified in bid submission.

Negotiations may be considered on terms of payment and would take place though final purchase negotiations. All payments will be made within 30 days following receipt of invoice.

5.0 Confidentiality

The Town will endeavor to keep all tender bids confidential and all processes in this tender call will meet the requirements under the Freedom of Information and Protection of Privacy Act.

6.0 Agreement with Terms

By submitting a tender bid, the Bidder agrees to all the terms and conditions of this tender call. Bidders who have obtained the tender document electronically must not alter any portion of the document, with the exception of adding the information requested. To do so will invalidate the bid.

7.0 Tender Evaluation

Tender bids will be evaluated through the Tender Evaluation Form as indicated in Schedule “E”. The evaluation is based on a points system based on the documents submitted with this tender. Failure to submit requested documents may result in tender being rejected or reduced points being assigned. Evaluation of points being received in each section is at the discretion of the Town of Blackfalds. Schedule “E” is not to be included as content of the Bidders tender package submission.

8.0 Special Conditions



- 10.1** The Successful Bidder shall guarantee that any or all items supplied shall be correct. If the item(s) supplied by the successful bidder are in any way incorrect or unsuitable, all correction costs shall be borne solely by the Bidder.

- 10.3** All prices submitted on the Bid Sheet shall include delivery to the Town, and the bidder shall bear all risks of loss and/or damage in the transportation and delivery process.

- 10.4** The Town reserves the right in its sole discretion to accept or reject all or any individual units as provided in the tender call.



Schedule "A"- Tender Bid Sheet

SCHEDULE "A"- Tender Bid Sheet (Pumper/Rescue Apparatus) Description	Price (CDN Funds)
Provision of one (1) Fire Service Light ½ Truck Unit - as per specifications	\$
Provision of one (1) Enforcement Services Light ½ ton Truck Unit - as per specifications	\$
Provision of one (1) Operations Light Truck (1 ton cab & chassis) Unit - as per specifications	\$
Delivery of all units (Lines A,B, and C) <div style="text-align: right;">Delivery of all vehicles shall be Within 90 calendar days.</div>	\$
Subtotal	\$
5% GST	\$
Environmental Taxes & Levies (if applicable)	\$
Bid Total <i>Bid amounts must be shown in Canadian dollars. Bid shall remain valid and open for acceptance for a minimum of 60 days</i>	\$
<i>Please include a delivery lead-time schedule with your submission</i>	
Delivery Date:	
Company Name:	
Address:	Phone:
Postal Code:	Fax:
Email:	Date:
The undersigned representative has carefully examined the Conditions and Specifications for the provision of units to be supplied. Signature of Bidder ** _____	
Print Name	

** must be an official signatory of the company



SCHEDULE “B” – Equipment Specifications – 2 half ton Units

1.0 General Instructions/Intent

As per the specifications provided, each bidder is invited to submit pricing and delivery for two (2) light truck half ton units. Bidders shall reply to the specifications on the forms supplied. All items in these specifications must be answered indicating compliance or noncompliance. Bidders shall state “Yes” for compliance or state the deviation. Information relating to the deviation may accompany this document including a separate cover letter and shall state the page and section for ease of reference. The specifications shall be responded to on the forms provided or the bid will be disqualified. Each bidder shall submit a set of specifications outlining the exact vehicle proposed. Other bid forms or the submission of alternates, not detailed in the specifications, shall be cause for disqualification. It is the intent that the specifications clearly identify the provision of the lights truck as specified.

1.1 General Requirements Unit One (1) – Enforcement Vehicle – Half Ton Truck				
General Requirements		YES	NO	Specification / Variation
a.	The Bidder shall supply three (3) sets of completed specification documents along with the other prescribed documents.			
b.	For each line item is the specification tables the “yes/No” column or variation column must be completed. If more space is required a separate sheet may be attached but must be done so in an orderly manner.			
c.	Where the specification asks for information, the answer must be placed in the “Specification/Variation” column.			
d.	Documentation supporting the vehicle is to be delivered with the vehicle, such documentation will include: <ul style="list-style-type: none"> • One (1) operators manual 			
1.2 Enforcement Services Unit Specific Requirements				
a.	Off Road Package including electronic-locking rear axle, off-road-tuned shock absorbers, and skid plates on the fuel tank, transfer case and front differential			
b.	Steering column mounted shifter			
c.	Heavy duty steering and suspension			
d.	Heavy duty 240-amp alternator			
e.	Automatic Headlamps with daytime running lamps			



f.	Power folding, power, heated, sideview with integrated turn signal indicators			
g.	Upgraded anti-lock braking system			
h.	Remote keyless entry system			
i.	Hands Free Blue Tooth and USB Charging Port (multiple)			
j.	Cloth seats, 8-way power driver's seat and 4-way manual front-passenger seat with center seat section deleted			
k.	Fixed Rear window with privacy glass and defroster			
l.	Black Platform Running Boards			
m.	Tailgate step includes grab bar and tailgate lift assist			
n.	Tonneau cover – Hard-folding (provide brand)			
o.	Spray in bed liner			
p.	Truck Box lighting			
q.	Wiring provision for grill mounted LED Red/Blue/Amber & speakers			

1.3 Cab & Chassis - General

Detailed Description		YES	NO	Specification / Variation
a.	Supercab or crew cab configuration			
b.	Box length (minimum of 6' 4")			
c.	State Wheelbase (min. of 3,210 mm)			
d.	Vehicle GVWR (Minimum is 2,800 kg)			

1.4 Engine

Detailed Description		YES	NO	Specification / Variation
a.	The engine shall be V6 or V8 with a minimum of 290 hp and 265 lbs of torque			State horsepower State peak torque offered

1.5 Transmission/Driveline

Detailed Description		YES	NO	Specification / Variation
a.	Electronic Automatic Transmission			
b.	4 Wheel Drive System			
c.	Electronic Shift on Demand transfer case (See Section 1.2 a)			
d.	Traction control			



1.6 Interior Equipment					
Detailed Description		YES	NO	Specification / Variation	
a.	Task Lighting/Front and Back Interior lighting				
b.	Full cover front and rear floor coverings (Weather Tec or comparable)				
c.	Power windows				
d.	Power door locks				
e.	Air Conditioning				
f.	Rear Camera on Demand				
g.	Trailer tow group including trailer brake control				
h.	Driver and passenger air bags				
1.7 Front Axle					
Detailed Description		YES	NO	Specification / Variation	
a.	Heavy Duty Shocks (See 1.2 c)				
1.8 Rear Axle					
Detailed Description		YES	NO	Specification / Variation	
a.	State type of suspension (See 1.2 c)				
b.	Heavy Duty shocks (See 1.2 c)				
c.	Power 4-wheel anti-lock vented disc (See 1.1 g)			State rated capacity:	
d.	Axle ratio			State axle ratio:	
e.	Rear stabilizer bar equipped				
1.9 Wheels & Tires					
Detailed Description		YES	NO	Specification / Variation	
a.	Wheels shall be 18" aluminum equipped with all season tires			<u>State tire brand & size:</u>	
1.10 Exterior Warning/ Safety Devices					
Detailed Description		YES	NO	Specification / Variation	
a.	Cargo Lamp equipped (See 1.1 p)				
b.	Centre high-mounted stop lamp				
c.	Halogen headlamps				
d.	Back up alarm				
1.11 Body					
Detailed Description		YES	NO	Specification / Variation	
a.	The chassis color shall be "white"				
b.	Front and Rear wheel wells shall be equipped with heavy duty rubber mud flaps.				



c.	Front and rear bumpers shall be chrome			
d.	Cargo Box tie-downs			

1.1 General Requirements Unit Two (2) – Protective Services (Fire) Vehicle – Half Ton Truck					
General Requirements		YES	NO	Specification / Variation	
a.	The specifications for the second unit are identical with the exception of the specifications provided below.				
Sec1.2	Leather seats with 8-way power driver's seat and 4-way manual front-passenger seat with center seat section deleted				
	Fixed Rear window and defroster				
	No Tonneau Cover. After Market truck cap will be installed by owner				
	Wiring provision for grill mounted LED Red/Amber				
Sec 1.4	The engine shall be V8				
Sec 1.8	Heavy Duty shocks with Air Bags				



SCHEDULE “C” – Equipment Specifications – 1 ton Unit

1.0 General Instructions/Intent

As per the specifications provided, each bidder is invited to submit pricing and delivery for one (1) light truck one ton unit. Bidders shall reply to the specifications on the forms supplied. All items in these specifications must be answered indicating compliance or noncompliance. Bidders shall state “Yes” for compliance or state the deviation. Information relating to the deviation may accompany this document including a separate cover letter and shall state the page and section for ease of reference. The specifications shall be responded to on the forms provided or the bid will be disqualified. Each bidder shall submit a set of specifications outlining the exact vehicle proposed. Other bid forms or the submission of alternates, not detailed in the specifications, shall be cause for disqualification. It is the intent that the specifications clearly identify the provision of the lights truck as specified.

1.1 General Requirements - One (1) One Ton Cab & Chassis Unit – Public Works

General Requirements		YES	NO	Specification / Variation
a.	The Bidder shall supply three (3) sets of completed specification documents along with the other prescribed documents.			
b.	For each line item is the specification tables the “Yes/No” column or variation column must be completed. If more space is required a separate sheet may be attached but must be done so in an orderly manner.			
c.	Where the specification asks for information, the answer must be placed in the “Specification/Variation” column.			
d.	Documentation supporting the vehicle is to be delivered with the vehicle, such documentation will include: <ul style="list-style-type: none"> • One (1) operators manual 			

1.3 Cab & Chassis - General

Detailed Description		YES	NO	Specification / Variation
a.	Standard cab configuration			
b.	No Box – Owner to install service body following			
c.	Measurement for Service Body – Chassis length back of cab to axle shall be 84” (213 cm)			
d.	Vehicle GVWR (Minimum is 4,500 kg)			

1.4 Engine

Detailed Description		YES	NO	Specification / Variation
a.	The engine shall be V8 with a minimum of 400 hp and 400 lbs of torque. Diesel engine may be considered.			State horsepower State peak torque offered



1.5 Transmission/Driveline					
Detailed Description		YES	NO	Specification / Variation	
a.	Electronic Automatic Transmission				
b.	4 Wheel Drive System				
c.	Electronic Shift on Demand transfer case (See Section 1.2 a)				
d.	Anti – spin differential				
e.	Skid Plates incl. engine, transmission & transfer case				
1.6 Interior Equipment					
Detailed Description		YES	NO	Specification / Variation	
a.	Task Lighting/Front passenger compartment lighting				
b.	Full cover front floor coverings (Weather Tec or comparable)				
c.	Power windows				
d.	Power door locks				
e.	Trailer tow group including trailer brake control				
f.	Driver and passenger air bags				
g.	Hands free Bluetooth				
h.	Air Conditioning				
1.7 Front Axle					
Detailed Description		YES	NO	Specification / Variation	
a.	Heavy Duty Shocks				
1.8 Rear Axle					
Detailed Description		YES	NO	Specification / Variation	
a.	State type of suspension				
b.	Heavy Duty shocks				
c.	Power 4-wheel anti-lock vented disc			State rated capacity:	
d.	Axle ratio			State axle ratio:	
e.	Rear stabilizer bar equipped				
1.9 Wheels & Tires					
Detailed Description		YES	NO	Specification / Variation	
a.	Wheels shall be 18” aluminum equipped with all season tires Rear wheels shall be dual wheel assembly.			<u>State rim type & State tire brand & size:</u>	



1.10 Exterior Warning/ Safety Devices				
	Detailed Description	YES	NO	Specification / Variation
a.	Centre high-mounted stop lamp			
b.	Halogen headlamps			
c.	Backup alarm			
d.	Rear View Camera & prep kit			
1.11 Body				
	Detailed Description	YES	NO	Specification / Variation
a.	The chassis color shall be "white"			
b.	Front and Rear wheel wells shall be equipped with heavy duty rubber mud flaps.			
c.	Front bumper shall be chrome			
d.	Front mounted tow hooks			
e.	Black platform running boards			



SCHEDULE “D” – Warranty

The Bidder shall complete this Schedule by responding to each component of the supplied Unit as applicable. Warranted components not identified shall be listed by the Bidder in the additional lines/spaces provided.

Bidders shall clearly describe the nature and extent of warranties being provided as part of this Proposal, including limitations and any exclusions that may apply. Optional warranty coverage shall be identified if available. Cost of optional warranties will be sought if optional coverage is elected. Please complete warranty coverage provide below.

Make & Model	Basic Coverage Warranty	Powertrain coverage	Corrosion Coverage	Roadside Assistance
Unit 1 – Enforcement (1/2 ton)				
Unit 2- Fire (1/2 ton)				
Unit 3 - Public Works (1 ton cab/chassis)				



SCHEDULE “E” – TENDER EVALUATION FORM

(Note - This form not to be included as part of bid package)

Proposals will be reviewed and ranked on the following criteria and scored out of a 100 point total as follows:

Evaluation for Proposal						
Town of Blackfalds – Tender Bid for Light Truck Units						
Dealership	Experience & Relationship	Compliance with Specifications	Delivery Date	Tendered Price	Nearest Service Facility	Total
	10 Points	25 Points	10 Points	50 Points	5 Points	100