

PRAIRIE LAND REGIONAL DIVISION #25

"Small schools preparing students for big futures."

Request for Proposal

4WD 1/2 Ton Four Door Short Box Truck

December 7, 2011

RFP Transportation Truck

Prepared by:
William Best
Prairie Land Regional Division #25
Box 670
101 Palliser Trail
Hanna, AB T0J 1P0
Phone (403) 854-4481 ext. 704
FAX (403) 854-2803



A. TENDER INSTRUCTIONS

1. Submission of Tender Proposal

- (1) It is the Tenderer's responsibility to:
 - (a) Return a signed original of the tender document, duly completed, **IN THE FORMAT REQUESTED**. The Tender shall be signed by the person or persons having signing authority for the company submitting the tender.
 - (b) Direct its tender **ONLY** to the Tender Receiving address specified;
 - (c) Ensure that the tenderer's name, the tender solicitation reference number, and tender solicitation closing date and time are clearly visible;
 - (d) Provide a comprehensive and sufficiently detailed tender, including all requested pricing details, which will permit a complete evaluation in accordance with the criteria set out in this tender document.
- (2) Only tenders from those companies with offices in Alberta will be accepted. All tenders will be opened in private.
- (3) Tenders may be accepted in whole or in part. PLRD reserves the right to accept or reject any or all tenders, and to accept only that tender which appears to be in the best interest of the Division. The lowest or any tender will not necessarily be accepted.
- (4) All tenders must be a firm price for a period of forty-five (45) days after the tender closing date.
- (5) Tenders subject to an escalation clause will not be considered (i.e. – those tenders which specify price changes due to availability of products).
- (6) All tenders will be treated as **CONFIDENTIAL**, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.
- (7) The Request for Proposal (RFP) shall be signed, executed, dated and delivered to:

Prairie Land Regional Division #25
Attention William Best
Box 670
101 Palliser Trail
Hanna, AB T0J 1P0
FAX (403) 854-2803
Email: william.best@plrd.ab.ca

On or before Wednesday, January 4, 2012 at 2:01 P.M.

2. Late Tenders

Prairie Land Regional Division (PLRD) will return, unopened, tenders delivered after the stipulated tender solicitation closing date and time, unless they qualify as a delayed tender as described below.

3. Delayed Tenders

- (1) A tender delivered to the specified Tender Receiving address after the closing date and time but before the contract award date may be considered, provided the delay can be proven to have been due solely to a delay in delivery that can be attributed to the Canada Post Corporation (CPC). The only pieces of evidence relating to a delay in the CPC system that are acceptable to PLRD are:
 - (a) a CPC cancellation date stamp;
 - (b) a CPC Priority Courier Bill of Lading; and
 - (c) a CPC express post Label,that clearly indicates that the tender was mailed prior to the tender closing date.
- (2) Please request the postal employee to date-stamp your envelope.
- (3) For tenders transmitted by facsimile, only the date and the time of receipt recorded by PLRD at the Tender Receiving number stated in this tender document will be accepted as evidence of a delayed tender.
- (4) For tenders transmitted by email, only the date and the time of receipt recorded by PLRD at the Tender Receiving email address stated in this tender document will be accepted as evidence of a delayed tender.
- (5) Misrouting, traffic volume, weather disturbances, or any other causes for the late delivery of tenders are not acceptable reasons for the tender to be accepted by PLRD.

4. Postage Meters

Postage meter imprints, whether imprinted by the Supplier or the CPC are not acceptable as proof of timely mailing. It should be noted that CPC does not normally apply a cancellation date stamp to metered mail; this is usually done only when postage stamps are used.

5. Responses Transmitted by Facsimile or Email

- (1) If you are in doubt that your tender will be delivered on time at the specific location designated for the receipt of the tender, you may use a facsimile or email.
- (2) The only acceptable facsimile number for responses to this request for proposal issued by PLRD is (403) 854-2803.

- (3) The only acceptable email address for responses to this request for proposal by PLRD is to william.best@plrd.ab.ca .
- (4) The facsimile number and email address for responses to this request for proposal issued by PLRD is identified on the front page of the tender solicitation. If the bidder chooses to submit a tender by facsimile or email, then PLRD will not be responsible for any failure attributable to the transmission or receipt of the faxed or emailed tender including, but not limited to the following:
 - (a) receipt of garbled or incomplete tender;
 - (b) availability or condition of the receiving facsimile equipment;
 - (c) incompatibility between the sending and receiving equipment;
 - (d) delay in transmission or receipt of the tender;
 - (e) failure of the bidder to properly identify the tender;
 - (f) illegibility of the tender; or
 - (g) Security of tender data.
- (5) Tenders submitted by facsimile or email will constitute your formal tender and must contain:
 - (a) the tender reference number;
 - (b) the closing date and time;
 - (c) Sufficient data to allow evaluation, such as unit prices, sales tax, shipping charges, technical data (where applicable), and any deviation(s) from the tender requirements.

6. Further Information

- (1) Any questions requiring clarification shall be taken up with William Best at least two (2) working days prior to the closing of this tender. PLRD will not be responsible for oral instructions. Please contact:

William Best
Transportation Coordinator
Prairie Land Regional Division #25
Box 670
101 Palliser Trail
Hanna, AB T0J 1P0
Phone (403) 854-4481 ext. 704

- (2) For inquiries concerning receipt of tenders, please contact:

William Best
Transportation Coordinator
Prairie Land Regional Division #25
Box 670
101 Palliser Trail
Hanna, AB T0J 1P0
Phone (403) 854-4481 ext. 704

7. SPECIFICATIONS

- (a) 2012 model 4WD ½ Ton Four Door Short Box Truck
- (b) Gross vehicle weight not less than 6,700 lbs.
- (c) Equipped with V-8 engine, not greater than 5.7 liter displacement and including Block Heater;
- (d) Equipped with auto transmission;
- (e) Trailer tow package with wiring and Brake Control;
- (f) Anti: spin rear differential;
- (g) Keyless entry, Power Windows, Door Locks, Am Fm, C/D Player, AC, Tilt, Cruise, Auto Start, Rear Window Defogger, Blue Tooth for Phone;
- (h) Mirrors, Heated Power adjustable;
- (i) Protection group Skid Plates and Tow Hooks;
- (j) Complete with tubular running boards and Rubber Mud Flaps;
- (k) Fog Lamps;
- (l) 17 inch Custom Alum Wheels ;
- (m) Outfitted with power split bench reclining front seat with adjustable lumbar support;
- (n) Furnished with bug screen and winter front;
- (o) White in colour;
- (p) State warranty available;
- (q) Shipping Costs;
- (r) Service;
- (s) Delivery Date September February 15 2012

Note: Fuel Economy will also be in taken into Consideration

8. General Conditions

- (1) The laws of the Province of Alberta shall govern in any disputes which may occur through the performance or non-performance of the agreement resulting from this request for proposal.
- (2) Any material received in a damaged condition must be replaced immediately by the bidder. PLRD will not bear any portion of the cost of replacement including packaging and shipping or re-installation.

GST is additional to all pricing. All prices quoted shall be in Canadian Funds.

9. TENDER FORM (required to be completed)

Date: _____

Submitted by: _____
(company name)

(address)

(city, province, postal code)

(phone number & FAX number)

(Email address)

TO: Prairie Land Regional Division #25 – Attention William Best
Box 670, 101 Palliser Trail, Hanna, AB T0J 1P0
FAX (403) 854-2803 Email: william.best@plrd.ab.ca

PROJECT: **Tender for 2012 4WD ½ Four Door
Short Box Truck**

OFFER: Having examined this tender document and all matters referred to within, we, the undersigned hereby offer to enter into an agreement to supply the requested vehicle stated herein, for the price as set out in our company price quote (which is attached).

Name: _____
(please print name of signing authority)

Signature: _____

Thank you for your time in preparing this tender request