



**CITY OF
PRINCE GEORGE**

INVITATION TO TENDER

TENDER NUMBER: T09-37

Supply of One (1) 2010 Cargo Style Mini Van

Closing Date: September 9, 2009

**Street and Mailing Address
of Closing Location:**

City Supply and Fleet Services Office
4050 - 18th. Avenue
Prince George BC
V2N 4R8

Attention: Scott Bone,
Manager, Supply and Fleet Services



TABLE OF CONTENTS

Part I: General Instruction & Requirements Of City Bidding Process	3
A. Bid Call Instructions:.....	3
B. Contract/Bid Documents	4
C. City Award Criteria	6
D. Warranty	6
E. Offer Acceptance/Rejection	6
F. Dispute Policy	6
G. Workers' Compensation.....	6
H. Business License	6
I. Indemnity.....	7
J. Patent Infringement.....	7
K. Disqualification	7
L. Withdrawal Of Tender.....	7
M. Right Not To Award.....	8
N. Limitation Of Damages	8
O. Delivery	8
Part II: Vehicle Specifications	9
Part III: Form Of Tender.....	17



PART I: GENERAL INSTRUCTION & REQUIREMENTS OF CITY BIDDING PROCESS

A. Bid Call Instructions:

Tenders **signed, executed and dated**, will be received at the City Supply Services office, located at 4050-18th Avenue, Prince George, BC V2N 4R8, before 2:00:00 P.M. local time on September 9, 2009. Tenders will be opened in public at that time. Bidders shall be solely responsible for the delivery of their bids in to the aforementioned office and time to be considered. The City will accept no responsibility for bid documents delivered to other City facilities and, at the discretion of the Manager, Supply and Fleet Services, may be rejected.

Submit one original and one duplicate copy of the executed offer on the Bid Forms provided, signed and in a closed envelope, clearly identified with bidder's name, project name and City's name on the outside.

1. **Revisions To Tender-** Amendments to the submitted tender will be permitted, if received in writing, or by facsimile, prior to bid closing and if endorsed by the same party or parties who signed and sealed the offer. Amendments will be accepted provided that the amendment only is shown and not the total tendered price. Any Revision must be in writing, properly executed, and received by the City at the Closing location before the Closing Time. Facsimile tenders will not be accepted.
2. **Taxes:** Bidders shall submit taxes as shown on Part III: Form of Tender.
3. **Currency:** All prices shall be submitted in Canadian funds only. No authorization to pay in any foreign currency will be permitted.
4. **Form of Tender:** Attached Part III, Form of Tender, must be completed properly in order to be considered.

5. Bid Ineligibility

5.1 Bids that are unsigned, improperly signed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind may, at the discretion of the Owner, be rejected.

5.2 Bid Forms and enclosures, which are improperly prepared, may at the discretion of the City, be rejected.

6. Bid Signing - Signing of the Agreement

By submitting a Tender, the Bidder agrees that, if the Tender is selected by the City, the Bidder will execute the Agreement within fourteen (14) days of the date on which the City requests it to do so in writing.



- 6.1.1 The Bid Form **shall be signed to be considered.** Any tender received by the City that is unsigned will be rejected.
- 6.1.2 Sole Proprietorship: Signature of Sole Proprietor in the presence of a witness who will also sign. Bidders are asked to insert the words “Sole Proprietor” under the signature.
- 6.1.3 Partnership: Signature of all partners in the presence of a witness who will also sign. Bidders are asked to insert the word “Partner” under each signature.
- 6.1.4 Limited Company: Signature of a duly authorized Signing Officer(s) in their normal signatures. Bidders are asked to insert the capacity in which the Signing Officer acts, under each signature.
- 6.1.5 Joint Venture: Each party of the Joint Venture shall execute the bid under their respective seals in a manner appropriate to such party as described above, similar to the requirements of a Partnership.

B. Contract/Bid Documents

1. Availability

Bid documents are made available only for the purpose of obtaining offers for this project. Their use does not confer a license or grant for other purposes.

2. Examination

Upon finding discrepancies or omissions in the Bid Documents, immediately notify the Supply Services Office.

3. Inquiries:

3.1 Bidders are advised that if clarification on tender contract issues and/or specifications are required for this tender, bidders are asked communicate their request(s) by sending an email to the individual shown below. This approach will assist City staff to be aware of bidder's requests, and to facilitate timely responses.

3.2 Questions relating to this tender must be directed to:

Lance Bulmer, Fleet Acquisitions Coordinator, Phone: (250) 561-7680, or Fax: (250) 612-5603.

Internet Address: lbulmer@city.pg.bc.ca

Information obtained from sources other than the above, is not official and may be inaccurate.



4. Addenda

- 4.1 Addenda may be issued during the bidding period. All addenda become part of the Contract Documents.
- 4.2 The City of Prince George reserves the right to modify the terms of this Invitation to Tender at any time at its sole discretion. Such modifications will be communicated to all bidders through formal addendums.
- 4.3 Bidders should be advised that the City of Prince George currently posts all competitive bids and any resulting addendums on the BC Bid website www.bcbid.ca. Where in its sole discretion it considers it to be necessary, the City of Prince George will issue Addenda to amend any portion of this Invitation to Tender by posting them on the BC Bid website. Such Addenda will become a part of the Tender document, and will supersede prior information. Addenda issued after a pre-tender meeting will also be supplied.
- 4.4 For those bidders who download any competitive bid directly from the BC Bid website and who have not contacted the City of Prince George, it is their sole responsibility to access the BC Bid website to determine if any addendums have been posted, and to download them. The City of Prince George does not maintain a bidders' registry for documents downloaded from the BC Bid website, and as a result, we're unable to provide addendums in this situation.
- 4.5 For those bidders who obtained the competitive bid documents from the City of Prince George Supply Services Office, and not through BC Bid, the City will formally provide the bidders with the addendum through email or fax transmission.
- 4.6 If a bidder finds, during examination of the Contract Documents, or after the Site Meeting (if held), any errors, discrepancies, omissions, ambiguities or conflicts in or among Tender Documents, or is in doubt as to their meaning, the bidder shall bring them to the attention of the Contact Person for the City of Prince George, Supply Services, not later than three (3) days before the tender closing date. Such questions should be forwarded to the Contact Person for the City of Prince George in writing by hand delivery, courier, mail, facsimile, or electronic mail. At the discretion of the City of Prince George, the City of Prince George may determine to respond by clarifying existing Tender documents directly to the inquirer only, by issuing an Addendum to advise all Bidders of additional information, conditions, or essential clarifications, or may elect to decline to respond.



C. City Award Criteria

The City of Prince George will award this tender contract on the basis of a Life Cycle Cost analysis. This will include the total purchase price, along with fuel litres per 100 kilometres based on city driving. The City will use current National Research Canada (NRC) data to confirm the Bidders information. The City will also use the previous annual kilometres and current unit rate fuel cost at the time of the evaluation to determine the total life cycle cost. The successful Bidder must comply with all of the requirements in this tender.

D. Warranty

Bidders shall submit tenders that include a 3 year / 60,000 km. bumper-to-bumper warranty in the total tendered amount. The successful bidder must provide the full original manufacturer's warranty.

E. Offer Acceptance/Rejection

1. Acceptance of Tender Offer

After acceptance by the City, the Manager, Supply and Fleet Services will issue the successful bidder a written award notice.

The City of Prince George shall not be obligated in any manner to any bidder whatsoever until a written agreement has been duly executed relating to an approved tender.

F. Dispute Policy

The City of Prince George, as part of our purchasing policy, affords bidders an opportunity to meet with Supply Services staff in order to be debriefed on their tender submission. In addition, bidders who feel the tendering process was administered inequitably or flawed in some way will be given an opportunity to appeal.

G. Workers' Compensation

The tenderer shall abide by all provisions of the Workers Compensation Act of British Columbia and upon request by the City, supply proof that all assessments have been paid.

H. Business License

The successful bidder may be required to purchase a City business license.



I. Indemnity

Notwithstanding the providing of insurance coverage by the Bidder, the Bidder hereby agrees to indemnify and save harmless the City, its officers, agents, servants and employees and each of them from and against claims, demands, losses, costs, damages, actions, suits or proceedings by whomever made, brought or prosecuted and in any manner based upon, arising out, related to, occasioned by or attributable to the negligent activities of the Bidder, its servants, agents, and sub-Contractors, in providing the services and performing the work of this Contract, excepting always liability arising solely out of the negligent act or omission of the City.

J. Patent Infringement

Bidders may be required to demonstrate to the City that the material(s) or processes included in their bid do not infringe any Patent, and that if, for any reason, a claim is subsequently made by anyone suggestion that a Patent has been infringed and that the City may be liable, such bidder will indemnify the City in every respect regarding the claim.

K. Disqualification

If a Tender contains a defect or fails in some way to comply with the specific requirements of the Conditions of Tender, which in the sole discretion of the City is **not material**, the City may waive the defect and accept the Tender.

The determination of whether or not to remove any Tender submission from the evaluation process will be made in the absolute discretion of the City. The provisions of the condition regarding Limitation of Damages will also apply to any decision under this section.

L. Withdrawal Of Tender

All Tenders are irrevocable at the Closing Time, remain irrevocable for a period of sixty (60) days following the Closing Time, and may not be altered or withdrawn during that period for any cause without the written permission of the City.

If the Bidder does not execute the Agreement within fourteen (14) days of the date on which the City requests it to do so in writing, the City will make demand on the Bid Bond, (If Applicable).



M. Right Not To Award

The lowest or any Tender will not necessarily be accepted. The City reserves the right to reject any or all Tenders.

If the City elects to reject all Tenders, the City will not be liable to any Bidder for any claims, whether for costs, damages incurred by any Bidder in preparing the Tender, loss of anticipated profit in connection with the Contract, or any other matter whatsoever.

N. Limitation Of Damages

The Bidder, by submitting a Tender, agrees that it will not claim damages in excess of the reasonable costs incurred by the Bidder in preparing its Tender for matters relating to the Award or in respect of the tendering process, and the Bidder, by submitting a Tender, waives any claim for loss of profits if no Award is made to the Bidder.

O. Delivery

The successful bidder agrees to fully comply with all delivery conditions pursuant to the bidder's tender delivery timeline, and any subsequent negotiated agreements.

August 21, 2009
[T09-37]



**CITY OF
PRINCE GEORGE**

PART II:

VEHICLE SPECIFICATIONS

FOR:

TENDER NUMBER: T09-37

Supply of One (1) 2010 Cargo Style Mini Van



CITY OF PRINCE GEORGE

Solicitation Number: T09 - 37

Supply of One (1) 2010 Cargo Style Mini Van

PART II: VEHICLE SPECIFICATIONS

VEHICLE TYPE: Cargo Style Mini Van

DEALERS: Answer Yes or No: Give specifications and details if "NO".			
REFERENCE AND REQUIREMENTS	MUST VERIFY YES/NO		DEALER TO PROVIDE SPECIFICATIONS OR CLARIFY DIFFERENCE AND VARIANCE TO CITY REQUIREMENTS
1. <u>VEHICLE TYPE:</u> CARGO STYLE MINI VAN OR CITY APPROVED EQUAL. 2010 MODEL YEAR, NOT PREVIOUSLY USED.			MAKE: MODEL: YEAR:
1. <u>BODY TYPE:</u> CARGO STYLE W/ DUAL SLIDING SDE DOORS AND REAR LIFT GATE.			
2. <u>DIMENSIONS:</u> WHEEL BASE FACTORY STANDARD			
3. <u>WEIGHT:</u> GVWR 6050 LBS. MINIMUM.			
4. <u>ENGINE:</u> 175 HORSEPOWER MINIMUM.			
5. <u>TRANSMISSION:</u> 4 SPEED AUTOMATIC C/W OVERDRIVE IF STANDARD MINIMUM.			



CITY OF PRINCE GEORGE

Solicitation Number: T09 - 37

Supply of One (1) 2010 Cargo Style Mini Van

PART II: VEHICLE SPECIFICATIONS

VEHICLE TYPE: Cargo Style Mini Van

DEALERS: Answer Yes or No: Give specifications and details if "NO".			
REFERENCE AND REQUIREMENTS	MUST VERIFY YES/NO		DEALER TO PROVIDE SPECIFICATIONS OR CLARIFY DIFFERENCE AND VARIANCE TO CITY REQUIREMENTS
6. <u>SUSPENSION:</u> HEAVY DUTY SHOCKS / SPRINGS REQUIRED. ELECTRONIC STABILITY CONTROL OR CITY APPROVED EQUAL			
7. <u>FINAL DRIVE RATIO:</u> TENDERED TO SUPPLY MOST FUEL EFFICIENT RATIO TO VEHICLE USAGE.			
8. <u>BRAKES:</u> HEAVY DUTY POWER REQUIRED. 4 WHEEL DISC ABS.			
9. <u>STEERING:</u> POWER.			
10. <u>TIRES: FRONT AND REAR</u> ALL SEASON MUD & SNOW RATED FACTORY SPECIFIED SIZE. EQUAL IN QUALITY & VALUE TO ORIGINAL FACTORY SPECIFIED TIRES. SPARE TIRE & WHEEL. STANDARD MOUNT FACTORY INSTALLED.			



CITY OF PRINCE GEORGE

Solicitation Number: T09 - 37

Supply of One (1) 2010 Cargo Style Mini Van

PART II: VEHICLE SPECIFICATIONS

VEHICLE TYPE: Cargo Style Mini Van

DEALERS: Answer Yes or No: Give specifications and details if "NO".			
REFERENCE AND REQUIREMENTS	MUST VERIFY YES/NO		DEALER TO PROVIDE SPECIFICATIONS OR CLARIFY DIFFERENCE AND VARIANCE TO CITY REQUIREMENTS
11. <u>FUEL TANK:</u> SINGLE – 76 LIT. - MINIMUM.			STATE CAPACITY:
12. <u>COLD CLIMATE PACKAGE:</u> ONE (1) BLOCK HEATER. HEAVY DUTY ALTERNATOR. (HIGHEST AMPERAGE POSSIBLE) ANTI-FREEZE –45 DEGREES.			STATE: AMPS _____
13. <u>BATTERY:</u> HEAVY DUTY MAINTENANCE FREE. MINIMUM 600 CCA.			
14. <u>BUMPERS:</u> FRONT & REAR: STANDARD BRIGHT, WHITE OR BLACK.			
15. <u>RADIO:</u> AM/FM RADIO W/ CD PLAYER.			



CITY OF PRINCE GEORGE

Solicitation Number: T09 - 37

Supply of One (1) 2010 Cargo Style Mini Van

PART II: VEHICLE SPECIFICATIONS

VEHICLE TYPE: Cargo Style Mini Van

DEALERS: Answer Yes or No: Give specifications and details if "NO".			
REFERENCE AND REQUIREMENTS	MUST VERIFY YES/NO		DEALER TO PROVIDE SPECIFICATIONS OR CLARIFY DIFFERENCE AND VARIANCE TO CITY REQUIREMENTS
16. <u>FINISH COLOR:</u> EXTERIOR: FACTORY WHITE. INTERIOR: DARK COLORS: I.E. BLUE, BLACK, GREY, CHARCOAL. OR CITY APPROVED.			
17. <u>RADIATOR:</u> MAXIMUM COOLING PACKAGE.			
18. <u>GLASS, TINTED:</u> STANDARD – SAFETY.			
19. <u>UNDERCOAT & RUST PROOFING:</u> REQUIRED.			
20. <u>SEATS: C/W SEAT BELTS:</u> FRONT - BUCKET CLOTH SEATS			
21. <u>HEATER/DEFROSTER/WIPERS:</u> HEAVY DUTY HIGH OUTPUT WINDSHIELD WIPERS/WASHERS VARIABLE SPEED/INTERMITTENT FRONT.			



CITY OF PRINCE GEORGE

Solicitation Number: T09 - 37

Supply of One (1) 2010 Cargo Style Mini Van

PART II: VEHICLE SPECIFICATIONS

VEHICLE TYPE: Cargo Style Mini Van

DEALERS: Answer Yes or No: Give specifications and details if "NO".			
REFERENCE AND REQUIREMENTS	MUST VERIFY YES/NO		DEALER TO PROVIDE SPECIFICATIONS OR CLARIFY DIFFERENCE AND VARIANCE TO CITY REQUIREMENTS
22. <u>HORN, SINGLE:</u> DUAL IF FACTORY STANDARD.			
23. <u>GAUGES:</u> STANDARD PACKAGE, VOLTMETER, TEMPERATURE, OIL PRESSURE, ETC.			
24. <u>MIRRORS:</u> POWER.			
25. <u>RUBBER MATS:</u> RUBBER OR VINYL FULL SIZE THROW IN REQUIRED FRONT – BOTH SIDES. REAR CARGO COMPARTMENT FLOOR MAT.			
26. <u>PAYLOAD RATING:</u> 1500 LBS. MINIMUM (INCLUDES DRIVER AND PASSENGER).			
27. <u>CARGO VOUME:</u> 140 CU.FT. – MINIMUM.			



CITY OF PRINCE GEORGE

Solicitation Number: T09 - 37

Supply of One (1) 2010 Cargo Style Mini Van

PART II: VEHICLE SPECIFICATIONS

VEHICLE TYPE: Cargo Style Mini Van

DEALERS: Answer Yes or No: Give specifications and details if "NO".		
REFERENCE AND REQUIREMENTS	MUST VERIFY YES/NO	DEALER TO PROVIDE SPECIFICATIONS OR CLARIFY DIFFERENCE AND VARIANCE TO CITY REQUIREMENTS
28. <u>MISCELLANEOUS:</u> DRIVER & PASSENGER SIDE AIR BAGS MINIMUM. FACTORY AIR CONDITIONING. TWO (2) POWER PORTS – ONE (1) FRONT, ONE (1) REAR POWER PACKAGE; WINDOWS, LOCKS, MIRRORS. TILT STEERING. REMOTE KEYLESS ENTRY SYSTEM. ANTI-THEFT IMMOBILIZER. REVERSE SENSING SYSTEM (IF AVAILABLE). MUD FLAPS - FRONT & REAR TINTED REAR CARGO WINDOWS.		
29. <u>STANDARD EQUIPMENT:</u> TO INCLUDE ALL OTHER ITEMS LISTED AS STANDARD ON MANUFACTURER'S SPECIFICATIONS.		



CITY OF PRINCE GEORGE

Solicitation Number: T09 - 37

Supply of One (1) 2010 Cargo Style Mini Van

PART II: VEHICLE SPECIFICATIONS

VEHICLE TYPE: Cargo Style Mini Van

DEALERS: Answer Yes or No: Give specifications and details if "NO".		
REFERENCE AND REQUIREMENTS	MUST VERIFY YES/NO	DEALER TO PROVIDE SPECIFICATIONS OR CLARIFY DIFFERENCE AND VARIANCE TO CITY REQUIREMENTS
30. <u>MANUALS:</u> SHOP SERVICE MANUAL ALL COMPONENTS, ONE (1) SET ONLY FOR GROUP OR VEHICLE TENDERED. PARTS MANUAL OR FICHE FOR CURRENT YEAR, ONE (1) SET ONLY FOR GROUP OR VEHICLE TENDERED. (ABOVE ITEMS SUBJECT TO AVAILABILITY) VEHICLE OPERATING MANUAL (ONE PER VEHICLE)		
31. <u>WARRANTY:</u> 3 YEAR / 60,000 KM. BUMPER -TO-BUMPER ORIGINAL MANUFACTURER'S WARRANTY.		STATE:
32. <u>DELIVERY:</u> VEHICLES TO BE SHIPPED F.O.B PRINCE GEORGE - <u>NOT DRIVEN.</u>		STATE DELIVERY FROM TIME OF ORDER:



CITY OF PRINCE GEORGE

Page 17 of 17

Solicitation Number: T09 - 37

Supply of One (1) 2010 Cargo Style Mini Van

PART III: FORM OF TENDER

Bidders must complete this form and sign it.

Tender submitted by: _____

(Name of Firm)

(Address)

FACSIMILE TENDERS WILL NOT BE ACCEPTED

Supply of One (1) 2010 Cargo Style Mini Van pursuant to all terms, conditions and specifications outlined in PARTS I and II herein FOB Prince George, freight charges included in the total tendered amount(s) shown below, unless otherwise stated.

Price	\$ _____
Environmental tax / levy	\$ _____
GST 5%	\$ _____
BC PST Tax 7%	\$ _____
Total Tendered Price	\$ _____
Fuel Litres per 100 Kilometres (per NRC)	_____

Bidders are reminded to complete the pricing section shown above completely in order to be considered.

Name of Firm Bidding: _____

Authorized Signature: _____ Print Name: _____

State Capacity (see Bid Signing): _____

Address: _____

City: _____

Phone #: _____ Fax #: _____

E-Mail Address: _____