



**THE TOWN OF QUALICUM BEACH
REQUEST FOR QUOTES
#TQB 2024-01 Hook lift truck**

**Emailed Quotes will be received by the Manager of Operations.
Chris Stanger at cstanger@qualicumbeach.com**

Up to 3:00 p.m. P.S.T., Friday 24 May, 2024

PROPOSALS WILL NOT BE REVIEWED IN PUBLIC

**Attached are the instructions to Proposers and the minimum specifications
to be used as the basis for your submission.**

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INSTRUCTIONS TO PROPOSERS

1.0 Submission Requirements

- 1.1 Quotes are invited for the supply and delivery of one "Hook Lift Truck."
- 1.2 Proposals must be emailed, including the attached detailed specification/bid form, with a subject line of "TQB 2024-01 Hook Lift Truck" to the Manager Operations Chris Stanger, cstanger@qualicumbeach.com. Emails must be received no later than **3:00 pm P.S.T., FRIDAY May 24, 2024**. Additional pages may be included if necessary. Unless specifically requested, the inclusion of corporate brochures and narratives are discouraged. It is incumbent upon the proposer to ensure their submission has been received by the Town of Qualicum Beach before the closing date and time. All quotes shall become the property of the Town of Qualicum Beach. Quotes received after the noted due date and time will not be considered.
- 1.3 The Municipality does not accept proposals received via our facsimile machine.
- 1.4 The completed offer form, specifications, general conditions and any attachments hereto shall become part of any contract entered into between the successful proposer and the Town of Qualicum Beach.
- 1.5 All prices and notations shall be shown in a typewritten form, or written in ink. No erasures or additions to this document are permitted. In the case of a mistake, the mistake will not be erased but crossed out, and the correction will be typewritten or written in ink adjacent thereto. The authorized signing officer will initial such corrections. In the case of a mistake in the extension of price, the unit price will govern, and the Corporate Administrator will correct the extended totals accordingly.
- 1.6 Your quote should clearly show the proponent's legal name, nearest representative to the Town of Qualicum Beach, and name, telephone number and email of the primary contact person.
- 1.7 All proposals should be submitted such that they can be printed in an 8½ inch x 11-inch format. Proposal submissions must be suitable for black and white printing and photocopying.
- 1.8 Proposers are solely responsible for any costs or expenses related to the preparations and submission of proposals, as well as any meetings, discussions and negotiations with the Town of Qualicum Beach and its agents arising from this RFQ.
- 1.9 Unless otherwise indicated, the proposal will be open for acceptance for 90 days. If the proponent wishes to have the proposal open for an alternate amount of time they are required to state the time duration that their proposal will be valid. The Town may request to extend the proposal validity duration beyond the stated time with written notice to the proponents."

2.0 Freedom of Information

- 2.1 The Town of Qualicum Beach is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and all documents within the

custody or under the control of the Town of Qualicum Beach may be subject to disclosure under that Act. As a result, the Town of Qualicum Beach cannot guarantee that any information provided to the Town of Qualicum Beach can be held in confidence.

3.0 References and Specialization

- 3.1 Due to the complexity of the vehicles proposed, it is the desire of the purchaser to obtain equipment that is built by companies that specialize in the construction of similar and relevant vehicles to recognised Work Safe BC and Motor Vehicle Act regulations.
- 3.2 No prototype devices, chassis or other equipment without a proven field record shall be acceptable.

4.0 Negotiation

- 4.1 The Town of Qualicum Beach reserves the right, after communicating its acceptance of a proposal, to negotiate minor amendment changes of the contract with the successful manufacturer and despite such negotiations, the offer of the successful tender remains irrevocable in the form submitted.

5.0 Evaluation

- 5.1 The Town of Qualicum Beach may, at its discretion, interview any or all potential suppliers and interview and negotiate with any or all suppliers at any time, as well as determine entirely at its discretion whether to award a contract to supply the pickup truck(s). The Town of Qualicum Beach shall not be obligated in any manner whatsoever to any proponent until a written agreement for the supply of the pickup truck(s) has been duly executed following the Town of Qualicum Beach's selection process. By issuing this Request for Quotes ("RFQ"), the Town of Qualicum Beach does not intend to enter into and shall not be considered to have entered into contractual relations upon the submission of a proposal by any person and no Contract shall be formed as a consequence of the submission of a proposal.
- 5.2 The Town of Qualicum Beach may also consider equivalencies from other proponents which may be evaluated on a case-by-case basis as outlined below.
- 5.3 An evaluation committee made up of Town Hall Management and Town Staff will be reviewing submitted quote documents. The Town of Qualicum Beach may accept any or none of the quotes submitted and will evaluate the quotes based on the best value and not necessarily the lowest cost.
- 5.4 Evaluation Criteria may include, but is not limited to:
 - Delivery Date
 - Price
 - Environmental impacts/fuel consumption

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- Ability to meet specifications in accordance with this RFQ
- Value-added offerings (Warranty, service etc)
- Innovative ideas that may be of value to the Town or reduce carbon footprint

5.5 The Town of Qualicum Beach may also require a demonstration of proposed equipment and or attachments. Proponents should state in their quotes if a demonstration can be arranged.

6.0 Acceptance and Rejection of Proposals

- 6.1 Delivery timeframes are mandatory.
- 6.2 The lowest of any proposal will not necessarily be accepted.
- 6.3 Acceptance of any quote will be subject to departmental needs, and budgetary considerations. For certainty, the Town of Qualicum Beach may choose to accept no proposal. The Town also reserves the additional right, in its sole discretion, to waive irregularities in the Proposal form, whether of a minor or a major nature.
- 6.4 Quotes will be opened in private and quoted prices will not be made public until the successful supplier has been identified.

7.0 No Claim for Compensation

- 7.1 Except as expressly and specifically permitted in these Instructions to Proposers, no proposer shall have any claim for any compensation of any kind whatsoever, as a result of participating in the Request for Quotes, and by submitting a bid each proposer shall be deemed to have agreed that it has no claim.

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8.0 Price and Priced Options

- 8.1 Your quote should identify the Net Total Cost per the unit based on the minimum standards identified in the attached specifications. The Net Total Cost must include all equipment, material and labour costs, applicable taxes, inspection, testing, certification, freight, delivery, fees and any other relevant charges so as to be the final cost to the Town of Qualicum Beach for the quoted equipment.
- 8.2 The supplier may provide separate quotes for up to three different vehicle options (ie if multiple engines, vehicle size or other features should be considered)
- 8.3 Unit prices shall be filled in where indicated under the "Price Summary". The unit prices shall be extended in accordance with the quantities shown and the extensions shall be inserted in the space provided. The total proposal must be an accurate extension of the unit and lump sum prices submitted and the quantities shown.
- 8.4 All invoices resulting from this proposal will be paid on a Net 30-day basis as per the municipality's standard payment terms. Invoicing to occur only after final acceptance has occurred or as otherwise outlined in the purchase contract.
- 8.5 Suppliers are to provide pricing in **Canadian funds** and payment schedule expectations. The pickup complete is to be shipped FOB Qualicum Beach BC, the proponent being responsible for all costs of shipping.

9.0 Insurance

- 9.1 The proposer will be responsible for the safe keeping and storage of the vehicle(s) until such time as it is delivered to the Town of Qualicum Beach Public Works Yard.

10.0 Training

- 10.1 Upon delivery of the vehicle, Public Works and Parks personnel shall be instructed on the proper use of the unit. This training shall include instruction on the safe operation of the vehicle and hook lift operation, and an overview of any daily maintenance items operators require. Further training for Town mechanics will be included to review any maintenance items that the Town mechanics should be aware of. Factory-trained representatives shall complete all training. All training will be performed in the Town of Qualicum Beach with all costs of the training forming part of this proposal.

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11.0 Standards

- 11.1 The Vehicle must be street legal and shall meet the requirements contained in the Canadian Motor Vehicle Safety Standards (CMVSS), and all applicable regulations and requirements from the authority having jurisdiction to ensure its safe and legal operation on public roads in British Columbia including WorkSafe BC.

12.0 Delivery

- 12.1 The proponent shall indicate a delivery date **prior to November 30, 2024** as part of the quote. Final delivery of the Vehicle shall be made by the successful proponent to the Qualicum Beach Public Works yard at 233 Fern Road East, Qualicum Beach, BC.
- 12.2 The Town of Qualicum Beach may cancel the contract for the supply of the pickup truck(s) if by the promised delivery date, the delivery is not complete.

13.0 Final Acceptance

- 13.1 The Manager of Operations or their representatives will make final acceptance after witness to satisfactory operation of the Vehicle as supplied per attached specifications. Title to the vehicle shall pass to the Town of Qualicum Beach only after final acceptance. The vehicle shall arrive in detailed condition at the expense of the proposer prior to acceptance in Qualicum Beach.
- 13.2 All deficiencies must be addressed and corrected to the satisfaction of the Town of Qualicum Beach before final acceptance is made. Final payment will not be made until deficiencies are addressed.
- 13.3 Documentation supporting the vehicle is to be provided at acceptance in Qualicum Beach. Such documentation will include:
- One set of operator's manuals per vehicle
- 13.4 The truck must have a commercial vehicle inspection completed and a final weight slip before the final delivery/ payment. The Town requests a pre-build meeting with the successful proponent within one week of being awarded the job. The town will make a final inspection at the manufacturer's facility prior to taking delivery.

14.0 Warranty

- 14.1 **A table listing of all applicable warranties shall be provided as part of the manufacturer's proposal.** Warranties shall include, but not be limited to, paint, cab, chassis, body, engine, electrical and electronic components.

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15.0 Enquiries

- 15.1 All enquiries regarding the specifics or written specifications contained in this document must be directed to Chris Stanger Manger of Operations Telephone number 250-228-1634 or email, cstanger@qualicumbeach.com All questions should be submitted via email, at least five (5) working days prior to the closing time and date.

16.0 Additional Information

- 16.1 The items listed in the “Detailed Specifications” section onward shall mean items that are fully assembled, installed, commissioned and included at no extra cost with the exception of any individual attachments which shall be listed separately on the Price Summary Bid Form in the event that the Town elects not to purchase individual attachments.

17.0 Conflict and Solicitation

- 17.1 Proponents should disclose any conflict of interest or potential conflicts of interest and existing business relationships they may have with the Town of Qualicum Beach.
- 17.2 Proponents and their agents should not contact any member of the Town Council or Town staff, not identified in this document, with respect to this RFQ at any time prior to the award of a contract or the termination of the RFQ, and the town may reject the quote of any proponent that makes any such contact.

18.0 Addenda

- 18.1 If the Town of Qualicum Beach determines that an amendment to the terms of this RFQ is required, the Town will issue a written addendum and share with each proponent. No other communication, whether written or verbal, shall affect or modify the terms of this RFQ nor may be relied upon by any proponent. Upon submitting a proposal, proponents shall be deemed to have received all addenda and to have considered the information for inclusion in their proposal.

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19.0 Specifications

19.1 The Town of Qualicum Beach seeks to purchase one Hook truck at the quoted price. The minimum specifications for the Hook truck include:

- **CAB/CHASSIS EQUIREMENTS:**
- **2024 OR NEWER**
- **REGULAR CAB**
- **169" WHEELBASE**
- **WHITE PAINT**
- **4X4**
- **6.7l DIESEL ENGINE**
- **MINIMUM GVWR OF 22,000 LBS**
- **10 SPEED AUTOMATIC TRANSMISSION**
- **LIVE DRIVE PTO**
- **19.5" FORGED ALUMINUM WHEELS**
- **(6) TRACTION TIRES**
- **POWER/ HEATED MIRRORS**
- **POWER WINDOWS**
- **RUNNING BOARDS**
- **MINIMUM 6 TON JACK**
- **SPARE WHEEL/TIRE ASSEMBLY**
- **FRONT WHEEL WELL LINERS**
- **BLOCK HEATER**
- **BACK UP ALARM**
- **DUAL BATTERIES**
- **DUAL ALTERNATORS**
- **REAR VIEW CAMERA PREP KIT**
- **DARK COLORED INTERIOR**
- **40/20/40 SEATS**
- **VYNIL FLOORS**
- **AIR CONDITIONING**
- **110V/400 WATT OUTLET**
- **AM/FM RADIO**
- **MINUMUM 4 KEYS**

- **BODY BUILDER REQUIREMENTS:**
- **Palfinger T12-S hook lift system**

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- Minimizer large plastic fenders
- Largest possible frame mounted tool box
- SWS Amber led roof mounted beacon (16313) with grill and rear bumper warning lights
- Tow package installation with heavy duty receiver, 7 pin wiring outlet and chain points
- All body lighting to be truck lite led
- Rear of frame mounted junction box with terminals for power/ ground/ warning lights/turn signals/ brake/ marker/ reverse lights for future additions
- 12' flat deck with stake sides painted in silver
- Rear of cab frame for work lights

Please provide pricing for these optional items; price to include installation:

- SaltDogg 9 Ft. X 46 In. Electric Auger Stainless Steel closed loop Spreader with controller
- Western Blade assembly, PRO PLUS® HD, 10' PRO PLUS HD WITH:
 - #76920 with mounting to fit selected vehicle.
 - #72525 led headlamps.
 - #35600 joystick control
 - #57425 deflector

Suppliers should fill in either "Yes" if they do offer each listed minimum specification and stipulation or "No" if they do not for each row in Tables 1 and 2. If a Supplier does not offer a listed minimum specification or stipulation, they should list any equivalent alternatives offered in the box provided. It is acceptable to attach a separate page if necessary. The Quoted Vehicles must comply with all Canadian and Provincial regulations.

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PRICE SUMMARY BID FORM

Item	Base
Hook Truck	\$
Sander including installation	\$
Plow including installation	\$
	\$
Sub Total	\$
PST @ (7 %)	\$
Total Price (including PST)	\$
GST @ (5 %)	\$
Total Price (Including PST & GST)	\$

Contract to supply may be cancelled at Purchaser's option thirty (30) calendar days after promised delivery date if delivery is not complete.

PROPOSAL SUBMITTED BY:	
ADDRESS:	TELEPHONE:
EMAIL:	FAX:
SIGNATURE OF SIGNING OFFICER:	
NAME OF SIGNING OFFICER:	
TITLE OF SIGNING OFFICER:	DATE:

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