



## INVITATIONAL REQUEST FOR PROPOSALS

### SUPPLY AND DELIVERY OF SHUTTLE BUS

#### 1. Introduction

The District is seeking proposals for the supply and delivery of one (1) new 2023 shuttle bus.

#### 2. Definitions

2.1. Throughout this Request for Proposal the following definitions apply:

- a. "District" means the municipal corporation, generally known as the District of Stewart in British Columbia, Canada;
- b. "Contract" means the agreement formed between the District and the Proponent as resulting from this Request for Proposal, executed by the District and the Proponent and evidenced
- c. "Proponent" means an individual partnership, corporation or combination thereof, including joint ventures or a company that submits, or intends to submit, a Proposal in response to this Request for Proposal.
- d. "Proposal" means a proposal submitted by a Proponent in response to this Request For Proposal;
- e. "Requirements" means all of the specifications, requirements and services set out in the RFP that describes the general requirements that the goods, materials, equipment and services must meet and the successful Proponent must provide;
- f. "RFP" or "Request for Proposals" means this request for proposals, inclusive of all appendices and any addenda that may be issued by the District;

#### 3. Proposal Details

3.1. Proposals will be accepted until closing time, which is November 25, 2022 at 2:00 pm Local Time. Proposals received later than the specified closing time will not be accepted.

3.2. Send the Proposal to the following email address: [cao@districtofstewart.com](mailto:cao@districtofstewart.com). PDF format is required.

Emails must have the text "Shuttle Bus" in the subject line. Proponents are suggested to request a "Read Receipt" as part of the email for verification of receipt of the Proposal.

Late submissions will not be accepted or considered. The District takes no responsibility for submissions that are not properly received.

3.3. Amendments to a Proposal may be submitted if delivered via email prior to the closing time to [cao@districtofstewart.ca](mailto:cao@districtofstewart.ca).

3.4. Proposals already delivered to the District may be withdrawn by written notice only, provided such notice is received at [cao@districtofstewart.ca](mailto:cao@districtofstewart.ca) prior to the closing time.

- 3.5. Proponents must fill out and submit Schedule A and Schedule B in full as part of the Proposals to confirm that the shuttle bus offered has the specifications preferred by the District or, if different, state what the matching specification is for the shuttle bus offered.
- 3.6. Any and all costs associated with the preparation and submission of the Proposal, including any costs incurred by the Proponent after the closing time, will be borne solely by the Proponent.
- 3.7. Submission of a proposal indicates acceptance by the Proponent of all of the conditions contained in this Request for Proposal. The District reserves the right to negotiate with any Proponent.
- 3.8. The successful Proponent will be required to sign a contract within 30 days.

#### 4. Enquiries and Addenda

- 4.1. Enquiries regarding this Request for Proposal are to be directed to Todd Francis, CAO, District of Stewart at [cao@districtofstewart.ca](mailto:cao@districtofstewart.ca).
- 4.2. The District, its agents and employees shall not be responsible for any information, instructions or suggestions given by way of oral or verbal communication.
- 4.3. Any and all changes to the RFP required before the proposal closing will be issued in the form of a written addendum and emailed to potential Proponents. It is the sole responsibility of potential Proponents to check email to ensure that all available information has been received prior to submitting a Proposal. If addenda are issued, their receipt must be acknowledged by the Proponents in the appropriate section of the Form of Proposal.
- 4.4. The deadline for enquiries for this RFP is 48 hours before the closing time. The District reserves the right not to respond to inquiries received after this deadline.

#### 5. Scope of Requirements

- 5.1. The District of Stewart requires one (1) new 2023, 8-12 person bus, which allows for the driver, 8-12 passenger seats and 1-2 spaces for secured wheelchairs within the passenger area.
- 5.2. The Proponent shall be responsible for all products or services provided by the manufacturer or sub-Proponent and the Proponent in no way is relieved from its responsibility for the fulfillment of the products or services provided by a manufacturer or sub-Proponent.

#### 5.3. Delivery Requirements

The proposed shuttle bus shall be supplied and priced DDP to the District of Stewart District Hall at:

705 Brightwell St, Stewart BC V0T1W0 Attention: Todd Francis, CAO.

Deliveries are to be made between the hours of 8:00 am to 4:30 pm Monday through Friday, except for B.C. statutory holidays, unless otherwise agreed upon in writing.

The Proponent shall notify Todd Francis, CAO a minimum of five (5) working days prior to expected delivery/arrival to arrange inspection.

#### 5.4. Inspection by the District

- a. The District will inspect the shuttle bus, upon delivery or as promptly as practical after delivery, for workmanship, appearance, proper functioning of the shuttle bus for its ability to perform its intended use, and conformance to all requirements of the specifications identified and accepted. In the event deficiencies are detected, the shuttle bus will be rejected and it shall be the Proponent's responsibility to pick-up the shuttle bus, make the necessary corrections and re-deliver the shuttle bus for a re-inspection and acceptance. The District may hold back from payments otherwise due to the Proponent, as determined by the District, on account of deficient or defective materials. This holdback may be held, without interest, until replacement shuttle bus is received or such deficiency or defect is remedied.

- b. The Proponent shall be responsible for securing any and all inspections required by law. Any fee charged for these inspections shall be the sole responsibility of the Proponent.
  - c. Failure to inspect and accept or reject the shuttle bus shall neither relieve the Proponent from responsibility for ensuring the shuttle bus was delivered in accordance with the specifications, nor impose liability on the District.
- 5.5. The Proponent shall be responsible for the shuttle bus until delivered and dropped off to the designated delivery point, regardless of the point of inspection; and the Proponent shall bear all risks as to any rejected aspects after notice of rejection.
- 5.6. The warranty period shall commence at the time the District accepts clear title of the shuttle bus unless otherwise specified. The warranty must be made out to:

The District of Stewart, 705 Brightwell St, Stewart BC V0T1W0

## 6. Evaluation of Proposals

- 6.1. An evaluation team will evaluate proposals. By responding to this RFP Proponents agree to accept the recommendation of the evaluation team as to the successful Proponent and acknowledge and agree that the District makes the final decision.
- 6.2. The District may, prior to Contract award, negotiate changes to the shuttle bus, the Requirements or any conditions with any one or more of the Proponents without having any duty or obligation to advise any other Proponents or to allow them to vary their prices as a result of changes to the shuttle bus, the Requirements, or any conditions, and the District shall have no liability to any other Proponent as a result of such negotiations or modifications.
- 6.3. The lowest priced proposal may not necessarily be accepted.

## 7. Award of Contract

No Contract will be formed, with any Proponent, until a purchase order is issued and a Contract has been signed by an authorized person to sign on behalf of the District.

## 8. General Terms of this Request for Proposal

- 8.1. The terms and conditions of the proposal offer shall remain firm and open for acceptance by the District for a period of forty-five (45) calendar days from date of closing whether or not another Proposal has been accepted.
- 8.2. The District reserves the right to cancel this RFP for any reason without any liability to any Proponent or to waive irregularities at its own discretion.
- 8.3. The District is not liable for any costs incurred by interested parties in the preparation of their response to this request. Furthermore, the District shall not be responsible for any liabilities, cost, loss or damage incurred, sustained or suffered by any interested party, prior or subsequent to, or by reason of the acceptance or non-acceptance by the District of any Proposal, or by reason of any delay in the acceptance of the Proposal.
- 8.4. Proponents are advised that the District will not necessarily accept any Proposal and the District reserves the right to reject any or all Proposals at any time without further explanation or to accept any Proposal considered advantageous to the District.
- 8.5. While the District has made considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for the Proponent and is not necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Proponent from forming its own opinions and conclusions in respect of the matters addressed in the RFP.
- 8.6. All Proposals will remain confidential, subject to the Freedom of Information and Protection of Privacy Act of British Columbia.

Schedule A: Bid Sheet

Proponents must complete this form and include with the Proposal. Please ensure all information is in ink and legible.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Vehicle Year, Make and Model: \_\_\_\_\_

All Prices to be stated in Canadian Currency.

Price to include all taxes (exclusive of GST and PST), levies and all other charges to be applied to invoice	\$
PST	\$
GST	\$
Total (CAD)	\$
Time required to deliver vehicle as specified from receipt of order	weeks

Other Options (excluding PST and GST):

One spare front and rear tire on same rims (same rim models as per those installed on vehicle)	\$
	\$

Extended Warranty Options (excluding PST and GST):


\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

Note: Schedule A must be signed by a person authorized to legally bind the Proponent to statements made in response to this RFP.

The Proponent hereby acknowledges that:

1. it understands and agrees with the RFP process as described in this RFP; and
2. the information included in this Proposal is correct and it has thoroughly reviewed and has complied with the documents making up this Proposal, and any addenda as posted.

Schedule B: Shuttle Bus Specification List

Proponents must complete this form and include with the Proposal. Please ensure all information is in ink and legible.

Proponents are to confirm that the shuttle bus offered has the specifications preferred by the District or if different state what the matching specification is for the shuttle bus offered. Do this for every line item.

Descriptive materials may also be enclosed with your proposal.

Reference	Minimum Specifications	Yes	No	Deviations/Details
Wheelbase	State Length			State:
GVWR	GVWR			State:
	Front (GAWR)			State:
	Rear (GAWR)			State:
	Net Weight			State:
	Pay Load			State:
	GCWR			State:
	Trailer Towing Capacity			State:
Engine	Engine			State:
	HP			State:
	Fuel economy			State:
	Block heater			
	Air conditioning			
	Cruise control			
Transmission and Driver	Minimum 6 speed automatic			
	Rear axle gear ratio			State:
Driver and Passenger Area	AM/FM Stereo with Bluetooth connectivity			
	2 USB ports			
	Minimum 6 speakers			
	Manual tilting and telescoping steering wheel			
	Driver's side front power window			
	Power door locks			
	2V DC power			
	Back up camera			
	Driver's rubber floor mats			
	Manual folding, power, heated mirrors			
	Driver's seat + seating for at least 14 passengers + space and equipment for loading and securing 3 occupied wheelchairs			
	Driver's adjustable leather bucket seat with armrest			
	Passenger reclining vinyl bucket seats with armrest			
Tires and Rims	Full set of tires with *Mountain Snow Flake Symbol* mounted on rims, balanced and installed			
	Full set of tires with All Season M+S mounted on rims and balanced			

