



THE CORPORATION OF THE
TOWNSHIP OF WHITEWATER REGION

ONE COMPACT UTILITY VEHICLE – ALL WHEEL DRIVE

REQUEST FOR PROPOSAL (RFP)
RFP 2021-12

The Corporation of the Township of Whitewater Region is committed to integrating accessibility considerations into our procurement processes. We ask potential suppliers to tell us about the accessible options they offer. We include accessibility considerations in our evaluation.

The Request for Proposal (RFP) process within the Township of Whitewater Region is established to promote the exchange of new ideas between potential service providers and the Township. RFP's allow for more flexibility in delivering services and products to the Township of Whitewater Region than would the tendering process. RFP's utilize descriptive objectives and technical specifications as a guideline to suppliers rather than a direct agreement of detail. This affords the Township of Whitewater Region's access to technologically advanced products, innovative thinking, and new approaches to solving problems, utilizing the combined knowledge and experience of the Suppliers and Contractors. Suppliers and Contractors benefit through an open forum to exchange ideas, promote new products and demonstrate their capabilities without commonly present restraints.

PART A INFORMATION AND INSTRUCTIONS TO POTENTIAL SUPPLIERS AND SUPPLIERS

1. REQUEST FOR PROPOSAL

The Township of Whitewater Region is looking to purchase an all-wheel drive Sports Utility Vehicle.

This RFP package consists of the following components:

- I. Part A – Information and Instructions to Potential Suppliers and Suppliers
- II. Part B – Specifications
- III. Part C – Request for Proposal Form
- IV. Part D – Township Contacts and Administration
- V. Part E – Request for Proposal Closing
- VI. Part F – Signature Page

Potential suppliers may participate in the procurement process by submitting a RFP in accordance with the instructions herein.

2. ELIGIBILITY AND REQUEST FOR PROPOSAL INFORMATION

Omissions, Discrepancies and Interpretations

Should a potential supplier find omissions from or discrepancies in any of the RFP documents or be in doubt as to the meaning of any part of such documents, the potential supplier is required to contact the Corporation of the Township of Whitewater Region, no later than five (5) days before the closing date. If the Corporation of the Township of Whitewater Region considers that a correction, explanation or interpretation is necessary or desirable, it will issue an addendum to all that have taken out RFP documents.

Delivery of the Vehicle

The successful supplier, if any, will be required to deliver the vehicle to the Corporation of the Township of Whitewater Region Mineview Public Works Garage located at 2271 Mineview Road, Cobden Ontario, K0J 1K0

Permits

The successful supplier shall apply for, obtain and pay for all necessary permits required to deliver the vehicle to the Corporation of the Township of Whitewater Region Municipal Office. Potential suppliers shall include the costs of any such permits in their RFP prices.

Notices, Laws and Rules

The successful supplier shall give all necessary notices and pay all fees required by law and comply with all laws, ordinances, rules and regulations relating to the supply of the vehicle. The successful supplier shall be responsible for the safety of the vehicle and the successful supplier's personnel in accordance with all applicable safety legislation passed by Federal, Provincial and Local authorities governing safety. Potential suppliers shall include all such fees and costs in their RFP prices.

Vehicle must be New

The vehicle to be supplied is required to be new, 2020 or 2021, and delivered complete and fully operational.

3. REQUEST FOR PROPOSAL PROCEDURES

Registration and Communications

It is mandatory that you register as a bidder with the Township. Failure to register will result in non-acceptance of your submission.

Please remit Name of Company, Name of Contact Person, Contact Information to **Sandra Moss, Purchasing Coordinator at smoss@whitewaterregion.ca**

Questions related to this tender or the requirements are to be received by 1:00 p.m. on March 19, 2021.

Where a bidder finds discrepancies or omissions in the RFP requirements or otherwise requires any clarification, the bidder should contact the Township in writing by email as noted above. Where the Township deems that an explanation or interpretation is necessary or desirable, an addendum may be issued.

The Township of Whitewater Region RFP Form is Required

Prices are required to be submitted on the RFP Form included in Part C of this RFP package, together with any further forms or attachments that the potential supplier is instructed elsewhere herein, or in any addendum hereto, to include with his/her RFP.

Delivery of Request for Proposal

RFP's must be submitted in sealed envelopes and shall be clearly marked with the Supplier's Company name and address, the RFP Title and the RFP Number, to the Corporation of the Township of Whitewater Region on or before **3:00 PM**,

Local Time on Friday March 26, 2021 (Part E – “b”). The use of the mails and couriers for delivery of this RFP will be at the risk of the potential supplier.

The time clock in the Council Chambers at the Township Office is the official time for the deadline for submission. The Township is not responsible for submissions which arrive late or are not properly marked. Submissions shall be officially opened after closing time.

Standard Terms and Conditions

Participants in this procurement process are advised that in order for the Corporation of the Township of Whitewater Region to properly evaluate the Request for Proposals, all vehicle requirements/specifications included in Part B of this package, must be filled with as much detail as possible. The successful supplier, if any, will be required to supply the vehicle on the terms and conditions therein.

Request for Proposal Prices

RFP prices are to be quoted in Canadian Funds and to include any cartage or unloading charges, preparation, excise taxes based on Freight on Board (F.O.B.) with duty, if any, to be included in the price.

It is understood that in submitting a bid, each bidder agrees that his/her bid may be subject to acceptance up to 60 calendar days after the closing date for the RFP.

RFP prices are to be exclusive of HST. Applicable HST is to be shown separately, as applicable, on the RFP Form.

4. COMPLETION OF REQUEST FOR PROPOSAL FORM

Legibility and Unauthorized Revisions or Additions to Forms

All entries in the RFP Forms shall be made in ink or typewritten. Entries or changes made in pencil shall, unless otherwise be decided by the Corporation of the Township of Whitewater Region, be invalid. RFP's which are incomplete, illegible or obscure, or that contain additions not called for, erasures, alterations or irregularities of any kind, may be rejected.

Vehicle Supplier Proposes to Supply

In Part C, potential suppliers are required to fully describe the vehicle they propose to supply. The Township of Whitewater Region's specifications (Part B) are the minimum requirements.

Warranties

Potential suppliers are required to attach to their RFP, copies of any and all standard warranties.

It is the Corporation of the Township of Whitewater Region's preference that all maintenance and repair work be available at any authorized dealer of the manufacturer of the vehicle. Potential suppliers are required to specify in Part C, Part 2 (Request for Proposal Form) where warranty work will be available.

Regular maintenance, not included in the warranty will be performed by our Licenced Municipal Mechanic who is on site at the Township garage. All regular maintenance will be performed in accordance with the specifications provided for the proposed vehicle (e.g., changing of all fluids, filters and grease).

Copy of Dealer's Vehicle Purchase Agreement

The potential supplier must supply a sample copy of the Dealer's Vehicle Purchase Agreement to ensure all terms and conditions of the agreement meet with the Corporation of the Township of Whitewater Region approval.

Assignment of Agreement

The Agreement contemplated by this RFP is between the Corporation of the Township of Whitewater Region and the successful supplier. Where the potential supplier proposes to assign the agreement to a financing company, manufacturer or anyone else, the potential supplier shall include with their RFP, details of the proposed assignment. Any such assignee shall be bound by the terms and conditions of this RFP.

5. OPENING AND EVALUATIONS

Disqualifications

Under no circumstances will RFP's be considered which:

- I. are received **after 3:00 PM, Local Time on Friday March 26, 2021;**
- II. include RFP qualifications or other conditions not authorized by the Township of Whitewater Region; or
- III. are in the determination of the Township of Whitewater Region, incomplete.

Right to Accept or Reject

The Request for Proposal which includes the lowest submitted cost will not necessarily be accepted. The Township of Whitewater Region has the right to

reject any and all RFP's for any reason whatsoever. The Township of Whitewater Region shall not be responsible for and potential suppliers shall not be entitled to, reimbursement for any liability costs, expenses, loss, economic loss, damages or consequential damages incurred, sustained or suffered, including loss of profit, by any potential supplier/supplier prior or subsequent to, or by reason of the acceptance or the non-acceptance by the Corporation of the Township of Whitewater Region of any RFP or by reason of any delay in the acceptance of a RFP. Request for Proposals are subject to formal acceptance by the Township of Whitewater Region and a formal contract being prepared and signed.

POTENTIAL SUPPLIERS ARE ADVISED THAT ACCEPTANCE OF ANY RFP WILL BE DONE BY RESOLUTION OF THE CORPORATION OF THE TOWNSHIP OF WHITEWATER REGION COUNCIL.

Evaluation Process

- I. The Township of Whitewater Region will, as part of the evaluation of RFP's, compare the vehicle proposed against the specifications. In the event that the Township of Whitewater Region, in its sole discretion, requires additional information to evaluate a RFP, the potential supplier shall provide the Township of Whitewater Region with such additional information. If a potential supplier fails to provide the requested information within the timeline specified by the Township, the Township of Whitewater Region may reject the RFP.
- II. RFP's that contain prices which appear to be so unbalanced as likely to affect adversely the interests of the Township of Whitewater Region, may be rejected.
- III. The Township of Whitewater Region reserves the right to waive formalities at its discretion.
- IV. Proposals will be assessed based on information provided in the bid submission and as well, any additional information provided during subsequent interviews/meetings, as required, to clarify the content of the bid submission. Evaluation will be based on the following criteria, and weighted as noted:

Criteria

- i Price - 30%
- ii Availability - 25%
- iii Compliance to Specification - 25%
- i Conformity to Township Fleet - 10%
- ii Value Added - 10%

- V. The cost component of the RFP will be evaluated on the basis of the offered price (Part “C”, Part 1) plus warranty charges (Part “C”, Part 1), if applicable.

6. ACCEPTANCE

Award of RFP

The lowest or any RFP will not necessarily be accepted. The Township of Whitewater Region may, in its sole discretion:

- I. award a contract to the potential supplier that the Township of Whitewater Region, in its sole discretion, determines is the best qualified and compliant RFP; or
- II. determines that the potential supplier meets the best possible vehicle efficiencies; or
- III. not award any contract at all.

The determination of the best qualified and compliant RFP shall be in the sole discretion of the Township of Whitewater Region which decision shall be final and not challengeable.

Post-RFP Documentation

Notice of Acceptance

Notice of acceptance shall be made by fax or email to the successful supplier at the fax number or email address given by the potential supplier and will be deemed to be received on the date it is faxed or emailed.

PART B SPECIFICATIONS

Vehicle Supplied must include the following features and meet or exceed the following standards:

	THE TOWNSHIP OF WHITEWATER REGION MINIMUM REQUIREMENTS	SUPPLIER PROPOSAL
1	<p><u>Year, Make & Model</u></p> <p>The vehicle shall be 2020/2021 new or demo. Equipment must have 100km or less on odometer on delivery to the Townships Municipal Office.</p> <p>Specify the make and model.</p>	<p>Yes:</p> <p>Make:</p> <p>Model:</p>
2	<p><u>Vehicle Weight</u></p> <p>Minimum 2000 kg (4409 lbs.)</p> <p>A tag shall be supplied showing the GVWR as it is equipped.</p>	<p>Specify:</p> <p>Yes:</p>
3	<p><u>Body</u></p> <p>4 full sized doors with a rear facing top hinged cargo door</p> <p>Seats 5 people</p> <p>Minimum Cargo Area (With Rear Seats Down) 60 Cubic Feet</p>	<p>Yes:</p> <p>Yes:</p> <p>Yes:</p>
4	<p><u>Axles</u></p> <p>All Wheel drive</p>	<p>Yes:</p>
5	<p><u>Brakes</u></p> <p>Four (4) wheel disc power assisted with ABS (Antilock Braking System) shall be supplied.</p>	<p>Yes:</p>
6	<p><u>Chassis & Suspension</u></p>	

	<p>Minimum wheelbase 2500 mm (98.43 inches)</p> <p>Minimum Towing Capacity 1400 pounds</p>	<p>Specify:</p> <p>Yes:</p>
7	<p><u>Wheels & Tires</u></p> <p>Four (4) full size all season tires shall be supplied</p> <p>Four (4) full size all terrain tires, with snowflake stamp, and rims shall be supplied.</p> <p>Four (4) steel or aluminum wheel rims complete with tire pressure monitoring system (TPMS) shall be supplied</p> <p>One (1) Compact/Temporary Spare Tire</p>	<p>Yes:</p> <p>Yes:</p> <p>Yes:</p> <p>Yes:</p>
8	<p><u>Engine</u></p> <p>Minimum 4-Cylinder</p> <p>Minimum 175 horsepower</p> <p>A block heater shall be supplied.</p>	<p>Specify:</p> <p>Specify:</p> <p>Yes:</p>
9	<p><u>Transmission & Transfer Case</u></p> <p>Minimum six (6) speed electronic automatic transmission.</p>	<p>Specify:</p>
10	<p><u>Steering</u></p> <p>Power steering shall be supplied</p>	<p>Yes:</p>
11	<p><u>Cab</u></p> <p>Front bucket seats with 60/40 split fold rear seats</p>	<p>Yes:</p>
12	<p><u>Steering</u></p> <p>Tilt steering wheel shall be supplied.</p>	<p>Yes:</p> <p>Yes:</p>

	<p>Intermittent wiper system shall be supplied.</p> <p>Must come with all-weather (weather tech or comparable) floor mats.</p> <p>Factory Electronic AM/FM radio with Bluetooth technology shall be supplied.</p> <p>Electronic speed control shall be supplied.</p> <p>Molded splash guards front and rear shall be supplied.</p> <p>Power windows and power door locks with keyless entry shall be supplied.</p> <p>Rear view camera shall be supplied.</p> <p>Heater/defroster with air conditioning shall be supplied.</p> <p>Rear defrost is required.</p> <p>Minimum two (2) sets of keys or fobs shall be supplied.</p> <p>Remote vehicle starter system shall be supplied.</p>	<p>Yes:</p> <p>Yes:</p> <p>Yes:</p> <p>Yes:</p> <p>Yes:</p> <p>Yes:</p> <p>Yes:</p> <p>Yes:</p> <p>Yes:</p> <p>Yes:</p>
13	<p><u>Paint</u></p> <p>The body paint shall be Blue or White or an approved equivalent.</p>	<p>Specify:</p>
14	<p><u>Accessories</u></p> <p>Heated seats.</p>	<p>Yes:</p>
15	<p><u>Warranty</u></p> <p>Three (3) year minimum comprehensive factory warranty for all parts and labour shall be supplied.</p> <p>Factory powertrain warranty shall be a minimum of five (5) years or 160,000 km including all parts and labour.</p>	<p>Specify:</p> <p>Specify:</p>

	<p>All warranty work must be able to be completed within a 100km radius of Township of Whitewater Region Municipal Office.</p>	<p>Specify:</p>
<p>16</p>	<p><u>General Specifications</u></p> <p>Vehicles must be supplied with suitable components to comply with these specifications in all aspects.</p> <p>Where minimums are called for, the vehicles must meet or exceed the capacity, size and performance specified.</p> <p>These specifications only list the major details of a unit; therefore, it is the supplier's responsibility to deliver fully equipped vehicles with compatible components, to provide dependable, efficient service.</p> <p>Vehicles must meet the provisions of the Canada Motor Vehicle Safety Act and the regulations made there under, which are in effect on the date of manufacturing of each vehicle.</p> <p>All operating, maintenance, service and parts manuals shall be supplied in hardcopy and electronic format or be accessible online with a unique township log.</p>	

PART C REQUEST FOR PROPOSAL FORM

Describe in detail the vehicle which you propose to supply if awarded the contract. Include in the detail a copy of a promotional breakdown or pamphlet with a picture of the vehicle and any information that may assist the Township of Whitewater Region in determining whether or not the proposed vehicle meets the specifications.

VEHICLE DESCRIPTION: _____

PART 1 – VEHICLE PRICES

Proposed Vehicle Price \$ _____ CDN

Warranty Charges (if applicable) \$ _____ CDN

TOTAL PROPOSED PRICE EQUIPPED AS REQUESTED \$ _____ CDN
(taxes not included)

Applicable Taxes \$ _____ CDN

TOTAL PROPOSED PRICE EQUIPPED AS REQUESTED \$ _____ CDN
(including taxes)

PART 2– OTHER INFORMATION

(1) Location where warranty work, if necessary, will be available; specify

(2) Proposed delivery date (specify) _____

SECTION 2 – DELIVERY REQUIREMENTS

- I. The successful supplier is required to deliver the vehicle to the Corporation of the Township of Whitewater Region Mineview Public Works Garage on/or before the proposed delivery date as specified above. In the event that the successful supplier is able to make the vehicle available prior to the proposed delivery date as specified above, the Township of Whitewater Region may, but is not obliged to, accept delivery prior to that date.
- II. The vehicle shall remain the responsibility of and at the sole risk of the successful supplier until the Corporation of the Township of Whitewater Region accepts delivery.

Delivery Point: The Township of Whitewater Region, Mineview Public Works Garage
2271 Mineview Road, Cobden Ontario, K0J1K0

Owner: The Township of Whitewater Region

Supplier: _____
Supplier's Name (Dealership)

Supplier's Address

City Province Postal Code

Telephone Number Fax Number

Email Address

Authorized Signature
(I have the authority to bind the company)

Printed Name and Position of Signer

I/We, the undersigned, having carefully examined the specifications and made all inquiries necessary or desirable in establishing the vehicle required, hereby offer to supply the vehicle described in this RFP to the Township of Whitewater Region in accordance with the said documents at the cost set forth in the attached Request for Proposal Form.

I/We acknowledge receipt of each of the RFP documents and acknowledge that each forms an integral part of this RFP.

Notification of acceptance of this RFP may be given by fax or email, addressed to me/us at the address contained in this RFP.

In submitting this RFP, I/We hereby certify that I/We have made all such inquiries as may be necessary or useful in understanding the requirements and submitting a valid RFP. I/We shall not claim that the requirements have, or are in any way, are different or changed.

I/We understand that the contract will be terminated in the event that I/We fail to supply the vehicle and/or meet warranty obligations to the satisfaction of the Corporation of the Township of Whitewater Region.

I/We also declare that I/We did not rely on information provided by the Corporation of the Township of Whitewater Region, or its employees, other than written information specifically given in response to any inquiries made.

I/We hereby certify that, at the time of submitting this RFP, I am/we are in full compliance with all laws of Canada and the Province of Ontario.

If this RFP is accepted, I/We undertake and agree to supply the vehicle in full compliance with the specifications of this tender.

DATED at _____ this _____ day of _____, 2021

Signature of Supplier

Telephone Number

Print Name

Fax Number

Supplier's Address

City

Province

Postal Code

Email Address

PART D TOWNSHIP CONTACTS AND ADMINISTRATION

Any questions or any additional information contact:

Sandra Moss, Finance Clerk at smoss@whitewaterregion.ca.

PART E REQUEST FOR PROPOSAL CLOSING

(a) Date of Closing

RFP submissions can be made until **Friday March 26, 2021 at 3:00 PM Local Time**. RFP submissions received after this deadline will be given consideration only if no acceptable submissions are received otherwise.

(b) Package Submission Process

RFP packages shall be submitted in a closed and sealed envelope clearly marked as to contents, to:

Sandra Moss
Finance Clerk
Township of Whitewater Region
44 Main Street, P.O. Box 40
Cobden, Ontario K0J 1K0
(613) 646-2282 - office
(613) 646-2283 – fax
E-mail smoss@whitewaterregion.ca

Please note that the successful proposal may not necessarily be the lowest submitted cost but the one that provides the best solution for the Corporation of the Township of Whitewater Region.

PART F SIGNATURE PAGE

By signing below, I acknowledge that I have read and understand this Request for Proposal 2021 – 12 and I agree to abide by the terms and conditions contained herein.

Total RFP Amount \$_____CDN

Signature of Authorized Official
(I have the authority to bind the company)

Name

Company Name

Address

Date

Note that this RFP form is not transferable and any alteration of the Company name entered hereon will be cause for considering the proposal irregular and subsequent rejection of the RFP.