

REQUEST FOR QUOTATION 2020-01

One (1) Half-ton Crew Cab 4X4 Pickup Truck

- Closing date and time:** If possible, please respond before **2:00 pm** Pacific Time on **February 20, 2020**. The Village will commence evaluation of responses after that time and reserves the right at its sole discretion to accept or reject any responses received after that time.
- Submit bid to:** Village of Haines Junction, P.O. Box 5339, Haines Junction YT Y0B 1L0
email address: admin@hainesjunction.ca. The onus is on the bidder to make sure the Village receives the bid. Bidders are welcome to request an email confirming receipt.
- Contact for questions:** Collin Kallio, Lead-hand, leadhand@hainesjunction.ca
Any questions should be submitted in writing. Enquiries and responses will be recorded and will be distributed to all bidders at the Village's discretion.
- Requirement:** Supply of either a 2019 or 2020 (1) half-ton crew cab 4x4 pickup truck.
- How to respond:** Please respond by completing this quotation page and the following pages 2 – 3, plus Appendix A. Prices quoted are to be exclusive of GST. Quotes are to be FOB destination including all delivery charges. Bids should be submitted on this form and may be sent in hard copy, faxed, or emailed. If submitting by email, please submit one single document in Word or pdf format. Do not submit multiple attachments. Terms and conditions are on pages 6-8.
- Delivery location:** Public Works Yard - Village of Haines Junction
Haines Junction, YT, Y0B 1L0
- Addenda:** Should a correction be necessary, or should additional information become available during the Request for Quotation process, it may be distributed in the form of an addendum. The Village of Haines Junction assumes no responsibility for notifying individual bidders of the existence of addenda. It is the sole responsibility of the bidder to ensure it has obtained, prior to the closing, any addenda issued by the Village of Haines Junction.
- Issue date:** January 27, 2020

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Pricing: Firm all-inclusive price to supply and deliver equipment as described below, including all transportation, brokerage, customs, duty, inspection, levies, fees, taxes, and any other costs except GST is:

DESCRIPTION		QUANTITY & UNIT OF ISSUE	ALL-INCLUSIVE PRICE, EXCL. GST
1	New half-ton crew cab 4x4 pickup truck as per specifications in Appendix A	1 each	\$
2	Environmental levy for tires	1 each	\$
3	Environmental levy for battery	1 each	\$
4	Environmental levy for air conditioning	1 each	\$
5	Any other levies, fees, surcharges, or taxes except for GST (please identify below): _____ _____ _____ _____	1 of each	\$ \$ \$ \$
GRAND TOTAL, EXCL. GST			\$

<u>OPTIONAL ITEMS</u>		QUANTITY & UNIT OF ISSUE	ALL-INCLUSIVE PRICE, EXCL. GST
DESCRIPTION			
1	Fog lights – give specifications below:	1 each	\$
2	Upgrade to V8 engine	1 each	\$

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SPECIFICATIONS	
Please fill in and return Appendix A as well.	_____ Yes, Appendix A is attached with my bid.

LEAD TIMES	
Please confirm that if you are identified as the preferred bidder, you are committed to holding the vehicle unsold for 60 days	
Is the vehicle coming from the factory or is it on your lot?	
Guaranteed delivery time from receipt of purchase order	_____ days

WARRANTY
Provide details respecting the warranty provided with the vehicles including term and extension options.
Identify the location(s) from which warranty service is provided.

The undersigned agrees to be bound by the terms and conditions of this Request for Quotation and to supply the goods or services listed at the prices quoted. If a Purchase Order is issued by the Village of Haines Junction to the undersigned, the undersigned will be bound by and will comply with the terms and conditions contained in the Request for Quotation and the Purchase Order which will constitute the full and complete agreement between the parties.

BIDDER INFORMATION		
Name & title of individual		
Legal name of company		
Company address		
Phone and fax numbers	Phone _____	fax _____
Email address		
Addenda acknowledged		
WCB No.		GST No.

Signature

Date

Appendix A: Vehicle Specifications

Specifications for one (1) NEW 2019 or 2020 half-ton Crew Cab 4x4 pickup truck

Vehicle may not be previously used, owned, or leased.

Category	Description	Bidder Compliance Y/N	Deviations
Government Acts and Regulation compliance	The quoted vehicle must comply with government regulations and requirements – Federal government Motor Vehicle Safety Act, Yukon Motor Vehicle Act and Yukon Workers Compensation Act		
Seating Capacity	Cloth covered, front 40/20/40 front driver and passenger headrest. Custom fitted cloth seat covers front and back seats GVWR under 4536kg		
Engine	6 Cylinder Gas		
Electrical	Alternator high output Battery heavy duty maintenance free 12V 800 C.C.		
Transmission	Automatic 4 wheel drive		
Transfer Case	2 speed automatic engagement with skid plate		
Wheels and Tires	10 Ply light truck all terrain wheels / tires full size with aluminium rims Mud flaps all 4 wheels Jack and Wheel Wrench Full size spare		
Brakes	4 wheel ABS Electric OEM trailer brake controller		
Airbags	Driver and front passenger		
Mirrors	Left and right exterior mirrors with interior controls Towing – OEM Heated		

Cold Weather Package	40-60 Watt battery warmer 40 – 70 Watt oil pan heater Standard engine block heater Antifreeze protection to – 45 C		
Frame/Box	8' flat deck with headache rack Bidder to provide specifications Running Boards (factory installed)		
Towing Package	Frame mount under body tow package to maximum towing capacity of vehicle 2"receiver and 2" ball		
Colour	White		
Fuel Economy	Litres per 100 Kilometre City Highway	_____ litres. _____ litres	
Keys	3 (three) functional sets for doors and ignition Factory installed command start function Havis Idle Right 2		
Warranty	Three (3) year 60,000 km bumper to bumper		
Headache Rack	Include rear facing lights LED Beacons amber and blue colours		
Convenience Package	Air conditions Blue tooth hands-free entertainment system Tilt steering Cruise control Rear window defroster Factory installed backup camera Power locks and power windows		

Request for Quotation Terms and Conditions

1. This Request for Quotation should not be interpreted as an agreement to purchase goods or services. The Village of Haines Junction's (the "Village's") intent is to select the bid(s) representing, in its sole discretion, best value to the Village, taking into account, in no particular order, the specifics of the goods or services proposed, the schedule, the experience of the bidder, the bidder's references, the Village's experience with the bidder, the direct costs, the indirect costs and the non-monetary impact upon the Village as well as any other criteria the Village in its sole discretion may deem relevant. It will not be bound to accept the lowest or any bid and reserves the right in its sole and absolute discretion to reject, in whole or in part, any bid, or to cancel the Request for Quotation in its entirety. The Village will not be obligated in any manner to any bidder submitting a quotation whatsoever until the bid has been accepted by the Village, in which case the Purchase Order Terms and Conditions, the terms of this Request for Quotation and the terms of the quotation shall constitute the contract between the Village and the successful bidder.
2. It is the responsibility of the bidder to ensure that the quotation arrives prior to the date and time and at the place indicated. The Village reserves the right at its sole discretion to accept or reject any responses received after this time. From time to time the Village's spam filters block legitimate email. The Village cannot accept responsibility for delivery/receipt of email so please follow up if you do not receive a response.
3. Quotations shall be based on the specifications. Equivalent alternatives to products specified may be considered if full descriptive data on proposed alternatives is submitted with the Quotation. The Village of Haines Junction reserves the right to determine, at its sole discretion, whether the alternatives are equal to products specified.
4. Quotations should be in Canadian funds.
5. Unless otherwise agreed, payment will become due 30 days from the receipt of the invoice or the satisfactory delivery of the goods or services, whichever is later.
6. The Village and its employees and agents shall not be held liable or accountable for any error or omission in any part of this Request for Quotation or response to bidder questions. While the Village and/or its employees and agents have made efforts to ensure an accurate representation of information in this Request for Quotation, the information contained in or provided with the Request for Quotation, is supplied solely as a guideline for bidders. The information is not guaranteed or warranted to be accurate by the Village and/or its employees or agents, nor is it necessarily comprehensive or exhaustive. Bidders should not rely exclusively on any information provided in or with this Request for Quotation and should independently verify all such information. Nothing in this Request for Quotation is intended to relieve bidders from the responsibility of conducting their own investigations and research and forming their own opinions and conclusions with respect to the matters addressed in this Request for Quotation. Proponents will be solely responsible to ensure their quotation meets all requirements of the Request for Quotation, to advise the Village immediately of any apparent discrepancies or errors in the Request for Quotation, and to request clarification if in doubt concerning the meaning or intent of anything in the Request for Quotation.
7. Any questions should be submitted in writing to the contact identified herein. Enquiries and responses will be recorded and may be distributed to all bidders at the Village's discretion. Information obtained from any other source is not official and should not be relied upon. Should a correction be necessary, or should additional information become available during the Request for Quotation process, it may be distributed in the form of an addendum. The Village of Haines Junction assumes no responsibility for notifying individual bidders of the existence of addenda. It is the sole responsibility of the bidder to ensure it has obtained, prior to the closing, any addenda issued by the Village of Haines Junction.
8. If a bidder discovers that it has made an error in its quotation, the bidder may forward a correction notice to the Village, but it must be received prior to the closing date and time for the Request for Quotation. Unless otherwise specified, quotations will be open for acceptance for 60 days after the closing date.
9. Quotations that contain qualifying conditions or otherwise fail to conform to the Request for Quotation terms may be rejected. The Village retains the right to waive irregularities in the quotation if it deems such irregularities to be of a minor or technical nature. The Village retains the sole right to determine which quotation, if any, best meets its needs. The Village reserves the right to issue multiple Purchase Orders, i.e., to more than one bidder, should it deem this to be in the best interest of the Village of Haines Junction.
10. When quotations have been received and an award made, the successful supplier will be held to its quotation as of the closing of the Request for Quotation irrespective of subsequent representation that mistakes have been made in the quotation originally submitted.
11. Notwithstanding the previous paragraphs, if it appears an error has been made in a quotation, the Village may, in its sole discretion, before awarding an order, communicate with the potential supplier to ascertain if it will supply at the quoted price or withdraw the quotation. If the potential supplier is permitted to withdraw its quotation, the potential supplier will not be considered on this Request for Quotation.
12. The Village reserves the right to award this order in part or in full, on the basis of quotations received.

13. In the event of a discrepancy between the unit price and the crew price, the unit price shall govern.
14. Bidders should use the unit of measure shown in the Request for Quotation. Where conversions are required, these should be done by the bidder prior to submitting quotation.
15. In addition to the services stated in the bid form, the Village may also choose to award non-exclusive contracts to one or more bidders to supply goods or services on an "as and when requested" basis during a specified term. Non-exclusive means the contracted bidder would not have the exclusive right to provide the goods or services to the Village of Haines Junction and there would be no guarantee with respect to the volume of goods or services potentially purchased. The Village reserves the right to award to multiple bidders, establish a priority call-out list, assign portions of its requirements to other qualified firms either through a competition or select process, or conduct the work in-house.
16. Bidders should refer to the Request for Quotation number in all correspondence.
17. Bidders must comply with applicable laws. This Request for Quotation will be governed exclusively by and construed and enforced in accordance with the laws of the Yukon. The courts of the Yukon will have exclusive jurisdiction in the event of any dispute concerning this Request for Quotation or any matters arising out of this Request for Quotation.
18. Bidders' expenses:
 - a. It is a fundamental condition of this Request for Quotation and the receipt and consideration of quotations by the Village that the Village, and its respective employees, consultants and agents, will not and shall not under any circumstances including without limitation whether pursuant to contract, tort, statutory duty, law, equity, any actual or implied duty of fairness, or otherwise, be responsible or liable for any costs, expenses, claims, losses, damages or liabilities (collectively and individually all of the foregoing referred to as "Claims") incurred or suffered by any bidder as a result of or related to any one or more of: the Request for Quotation; the preparation, negotiation, acceptance or rejection of any conforming or non-conforming quotation; the rejection of any bidder; or the cancellation, suspension or termination of the Request for Quotation process. By submitting a quotation each bidder shall be conclusively deemed to waive and release the Village and its employees, contractors, consultant and agents, from and against any and all such Claims.
 - b. By submitting a quotation the bidder agrees that it shall not claim damages for any matter arising out of this Request for Quotation process or in preparing and submitting a quotation. The bidder further agrees to and hereby waives any claim for damages for loss of profit if the bidder is not selected by the Village.
 - c. In consideration of the Village considering a bidder's quotation, the bidder waives any right it may have to question or challenge the evaluation of its quotation or any other quotation and releases the Village from any Claims arising from the evaluation process or the failure of the Village to select that bidder's quotation.
19. Freedom of Information:
 - a. All documents, including bids, submitted to the Village of Haines Junction become the property of the Village of Haines Junction subject to the provisions of the Yukon Access to Information and Protection of Privacy Act.
 - b. Contracts valued at \$25,000 and over require approval of Haines Junction Council prior to award. The total bid amount of all bids and the reason for selecting the successful bidder will be routinely released at a Regular Meeting of the Haines Junction Council.
 - c. Certain other bid information may be released in accordance with the provisions of the Yukon Access to Information and Protection of Privacy Act. Should the bidder believe that portions of its bid should be held as confidential, these should be clearly identified. However, even information identified as confidential may be released in accordance with the Yukon Access to Information and Protection of Privacy Act or a court order. The Village of Haines Junction reserves the right to release to the public the total bid price of any submission, regardless of whether it was identified as confidential. By submitting a bid or quotation you consent to the release of the total bid price in order to provide transparency in relation to municipal expenditures of this type.
20. All inquiries related to this Request for Quotation are to be directed to the Village as noted on the Request for Quotation. Information obtained from any other source should not be relied upon. Inquiries and responses may be distributed to all bidders at the Village's option.
21. Bidders should supply prices for all items listed as "Optional". Haines Junction in its sole and unfettered discretion shall determine whether goods described as "Optional" will form part of the goods to be completed in the Contract.

Purchase Order Terms and Conditions

1. Address all correspondence pertaining to this Purchase Order to the buyer specified on the Purchase Order.
2. Upon receipt of the Purchase Order, ensure that all pertinent details are correct. If not, please contact the buyer immediately to discuss.
3. Unless it specifies otherwise, the price shown on the Purchase Order includes all taxes, delivery charges, installation costs and other fees. No additional charges will be invoiced unless specifically discussed with the Village.
4. The Purchase Order number shall appear on all invoices associated with the Purchase Order. Failure to do so may result in a delay in payment.
5. Invoices are to be forwarded to the Village of Haines Junction, Finance Department, Accounts Payable, P.O. Box 5339, Haines Junction YT Y0B 1L0
6. The Village reserves the right to cancel all or any of the items associated with this Purchase Order if deliveries are not made by the delivery dates specified.
7. The Vendor warrants that the goods supplied under this Purchase Order are fit for the particular purpose or use for which they were purchased, and will perform in accordance with specifications, and the Vendor also warrants the goods, material and equipment against any defects in material, workmanship or design. This warranty is valid for a minimum of one year from the date of delivery.
8. All goods, materials and equipment are subject to inspection and approval upon delivery.
9. Unless otherwise specified, goods shall be FOB the location stated on the Purchase Order.
10. This Purchase Order may not be assigned or sub-contracted either in whole or in part without the prior consent on writing of the Village of Haines Junction.
11. Whenever the Purchase Order calls for any service to be performed in Haines Junction, the Vendor must provide proof of Haines Junction Business License, minimum \$5 million public liability and property damage insurance coverage with the Village as a co-named insured. When a vehicle is used to deliver the service, proof of minimum \$5 million vehicle public liability & property damage insurance coverage is required.
12. This Purchase Order shall be governed by the laws of the Yukon.
13. All negatives and artwork become the property of the Village, but may be retained by the printer, at the discretion of the job's originator, for possible future use at no charge for handling or storage.
14. The Vendor agrees that the Village exclusively owns all intellectual property rights, including copyright, in any materials produced pursuant to this Order. Upon the Village's request, the Vendor must deliver documents to the Village's satisfaction, waiving in the Village's favour any moral rights and confirming the vesting of copyright in the Village.
15. Any electrical equipment supplied to the Village, or used in delivery of service to the Village, is required to be compliant with the BC Safety Standards Act and applicable regulations, including the Electrical Safety Regulation.
16. The Vendor by the acceptance of this Purchase Order accepts all the terms and conditions thereof.