

Part 1 – Information to Tenderer

The Municipality of the County of Kings (Municipality) invites tenders for the supply and licensing of a ½ ton hybrid service truck from licensed vehicle dealerships.

Part 2 – Tender Submission

2.1 Tender Closing and Delivery

- i. Tenders will be received up to 2:00 p.m., local time, Thursday, May 26, 2022.
- ii. Due to the ongoing COVID-19 restrictions, tender submissions must be submitted prior to the **Submission Deadline** by email as a single pdf document to procurement@countyofkings.ca. **This shall be the only accepted method of tender submission.** The contract name and number must be included in the email subject line. The completed tender form must be accompanied by scanned copies of all required documentation indicated in the tender. The Municipality will require the original tender documents of the selected bidder to be delivered at a later date.
- iii. Tender pricing will be disclosed via teleconference at 3:00pm Atlantic Time, May 26, 2022:
 - Toll-free dial-in number (Canada/US): 1 855-453-6962
 - Conference ID: 6620664
- iv. Late tenders shall be returned unopened.
- v. All tenders shall be and remain valid for acceptance for 60 days from the time of Tender Closing, unless withdrawn prior to the designated closing time.

2.2 Clarification and Addenda

- i. All questions concerning this Tender shall be directed to the following: **Abdelkhalek Omar (Omar), Ph.D., P. Eng.; Manager of Engineering Services (902-690-6192)**. Any attempt by the Proponent or any of its employees, agents, contractors, or representatives to contact members of Municipal Council or Municipal staff not identified in this clause may lead to disqualification.
- ii. Notify Engineer not less than 4 working days before Tender Closing of omissions, errors or ambiguities found in Contract Documents. If Engineer considers that correction, explanation or interpretation is necessary; a written addendum will be posted on the Municipality's procurement website — <http://www.county.kings.ns.ca/business/tenders.aspx> — no later than 48 hours before Tender Closing. **The Municipality will not maintain a plan takers' list; prospective bidders shall be responsible to review the website for any addenda that have been issued.**
- iii. All addenda will form part of the Contract Documents.
- iv. Any changes to this tender shall be stated in writing by Addenda. Verbal statements made by Municipal staff or their representatives shall not be binding.
- v. Confirm in Tender Form that all addenda have been received.

2.3 Tender Form

- i. Part 1 – Information to Tenderers through Part 5 – Specifications inclusive form part of the Tender.
- ii. Tenderers shall complete Part 4 – Tender Form provided in ink or by typewriter.
- iii. Tenderers shall fill in all blanks and have corrections initialled by person signing Tender.

2.4 Tender price

- i. Price shall be in Canadian dollars and include labour, freight, duty and all applicable taxes, rates and charges in force at the time of award for the vehicle outlined in the

tender documents. Prices quoted shall be for delivery of the vehicle to 181 Coldbrook Village Park Drive, Coldbrook, NS.

- ii. The successful Tenderer will be issued a Purchase Order following the Municipality's decision to accept the tender offer per the conditions set in the Tender Documents. The purchase order will define the terms and conditions of payment by the Municipality.

2.5 Notices

- i. By submitting a Tender, the bidder agrees to public disclosure of its contents subject to the provisions of the Municipal Government Act relating to Freedom of Information and Protection of Privacy. Anything submitted in the Bid the bidder considers "personal information" or "confidential information" of a proprietary nature, should be marked confidential, and will be subject to appropriate consideration under the Municipal Government Act, as noted above.

2.6 Amendment or Withdrawal of Tender

- i. Tenders may only be amended or withdrawn by using the same method as tender submission prior to the time of Tender Closing.
- ii. Amendment of individual unit prices is the only acceptable price amendment. Amendments shall not disclose either original or revised total price.
- iii. Head amendment or withdrawal as follows:
“(Amendment)/(Withdrawal) of Tender for EPW ½ Ton Hybrid Service Truck #1, Contract No. 22-07.” Sign as required for Tender, and email to procurement@countyofkings.ca prior to time of Tender Closing. All submissions must be received prior to Tender Closing.

Part 3 – Tender Evaluation and Acceptance

3.1 Evaluation of Tenders

- i. Selection of the successful bidder shall be based on the following point system:

Category	Points
1. Model Year	10
2. Warranty	15
3. Fuel Consumption	30
4. Purchase Price	45

- 1. **Model Year** will be scored 10 out of 10 for 2022 model year service vehicles, 5 out of 10 for 2021 model year service vehicles, and 0 out of 10 for 2020 (or older) model year service vehicles.

- 2. **Warranty** will be scored according to the following criteria:

Comprehensive Warranty:

- 6 points for 5 year/99,000km or better
- 3 points for 3 year/59,000km
- 0 points for anything less

Power Train Warranty:

- 6 points for 5 year/99,000km or better
- 3 points for 3 year/99,000km

- 0 points for anything less

Corrosion:

- 1.5 points for 5 year or better
- 0 points for anything less

Major emissions:

- 1.5 points for 5 year/79,000km or better
- 0 points for anything less

3. Fuel Consumption:

Fuel Consumption Score = TFE/MFE x FEW

Where: TFE = Tenderer's Fuel Economy (in Mi/imp.gal)

MFE = Maximum Fuel Economy of all tenderers (in Mi/imp.gal)

FEW = Fuel Economy Weighting (30 points)

4. Purchase Price:

Price Score = LTP/TP x PW

Where: LTP = Lowest Tender Price of all tenderers

TP = Tenderer's Price

PW = Price Weighting (45 points)

- ii. Municipal Staff will evaluate and score all tenders received as per the criteria set in 3.1 (i). The bidder who meets the minimum requirements as set in the Tender Documents and receives the highest score will be recommended to the Chief Administrative Officer for award.

3.2 Rejection of Tenders

- i. The Municipality reserves the right to suspend or cancel this tender at any time for any reason without penalty.
- ii. The Municipality reserves the right to reject any and all bids or accept any bid or part thereof and may award all or a portion of the work to one or more contractors.
- iii. The Municipality reserves the right to waive any formalities or informalities, or to reject any or all tenders based on the Tenderer's lack of proven experience, performance on similar projects, or the suitability of proceeding with the execution of the work.
- iv. In the event that a number of suppliers submits bids in substantially the same amount, the Municipality may, at its discretion, call upon those Tenderers to submit further bids.
- v. No term or condition shall be implied, based upon any industry or trade practice or custom, any practice or policy of the Municipality or otherwise, which are inconsistent with the provisions contained herein.

3.3 Municipality of Kings Preference

- i. The Municipality of the County of Kings recognizes the importance of buying locally and using local suppliers as much as possible. This factor will always be taken into account when evaluating effectiveness and efficiency. For details on the Municipality of Kings Preference, refer to Section 16 of the Municipality's Procurement Policy, which is located on the Municipality's website:

<http://www.countyofkings.ca/business/tenders.aspx>

Part 4 – Tender Form

1. SALUTATION:

- .1 To: Municipality of the County of Kings (the “Municipality”)
181 Coldbrook Village Park Drive
Coldbrook, Nova Scotia B4R 1B9
- .2 For: EPW ½ Ton Hybrid Service Truck #2
Contract No. 22-07
- .3 From: _____ (the “Tenderer”)

2. TENDERER DECLARES:

- .1 That this tender was made without collusion or fraud.
- .2 That the proposed work was carefully examined.
- .3 That the Tenderer is familiar with local conditions, including labour conditions.
- .4 That Part 1 – Information to Tenderers through Part 5 – Specifications inclusive and Addenda No. ___ to ___ inclusive were carefully examined.
- .5 That all the above were taken into consideration in preparation of this Tender.
- .6 That award of this contract is based on the total evaluation score of the criteria set in 3.1 (i) of the Tender, and not lowest price only.

3. TENDERER AGREES:

- .1 To furnish and deliver the equipment as described and specified herein for the price stated in Subsection 4 hereunder, Schedule of Quantities.
- .2 That the estimated Contract Price shall be the sum of the products of the tendered unit prices times the estimated quantities in Subsection 4 hereunder.
- .3 The tenderer shall submit a detailed breakdown of lump sum tender prices within 24 hours, if requested.
- .4 That this Tender is valid for acceptance for 60 days from the time of Tender Closing.
- .5 That measurement and payment for items listed in Subsection 4 hereunder shall be in accordance with corresponding items in Part 5 – Specifications.
- .6 Part 1 – Information to Tenderers through Part 5 – Specifications inclusive form part of the Tender.

4. SCHEDULE OF QUANTITIES

ITEM No	ITEM DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
1	EPW ½ Ton Hybrid Service Truck	Each	1		
Add HST (15%)					
Total Price					
Tenderer's HST Registration Number					

5. SUPPLEMENTARY TENDER INFORMATION FOR EPW ½ TON HYBRID SERVICE TRUCK #1

Make	
Model	
Model Year	
Colour	
Specify Warranty (Manufacturer's standard warranty offered to General Public)	Comprehensive
	Power Train
	Corrosion
	Major Emissions
Mileage: Mi/imp.gal (city/hwy/combined)	
Tenderer's HST Registration Number	

7. SIGNATURE*:

DATED THIS ___ DAY OF _____, 20 ____.

Name of Firm Tendering

Witness

Signature of Signing Officer

Name and Title (Printed)

Witness

Signature of Signing Officer

Name and Title (Printed)

Company Address

Telephone No.

Fax No.

***NOTE:** Tenders submitted by or on behalf of any Corporation must be signed in the name of such Corporation by a duly authorized officer or agent.

Part 5 – Specifications

1. EPW ½ Ton Hybrid Service Truck

Unit of measure: Each

Method of measurement: Physical count

This item includes the supply and licensing of one (1) “base” model ½ ton hybrid electric service truck meeting the following minimum specifications:

- Regular cab – 4 Door, Running Boards
- 8ft box
- 4WD
- Back-up camera
- Cruise Control
- BF Goodrich Mud and Snow All Terrain Tires or approved equivalent
- Automatic Transmission
- Air Conditioning
- Power mirror controls, Power Windows, Power Seats
- AM/FM radio with hands free cell phone capability
- 6 cylinder or 8 cylinder gas engine, Hybrid Electric
- Vinyl floors
- Safety side steps
- Window vent visors
- Trailer hitch (Class 3 minimum)
- Electric brake controller
- Pre-wired for trailer lights and brakes (7 pin)
- Exterior colour – White
- Must have a new (30 days old or less), valid motor vehicle inspection upon delivery

All tenders must be accompanied by the Manufacturer’s literature describing, in detail, the equipment bid upon.