



Canada's Tournament Capital

## **City of Kamloops**

**REQUEST FOR PROPOSAL – Dump/Flat Deck Body and Aluminum  
Storage Box**

**Reference No. P7-10**

**Issue Date: 2010 March 12**

**Closing Date: 2010 March 26**

**CITY OF KAMLOOPS  
REQUEST FOR PROPOSAL NO. P7-10  
Dump / Flat Deck Body**

**1.0 SUMMARY OF REQUIREMENT**

Subject to the receipt of an acceptable proposal the City of Kamloops may purchase two new dump/flat decks installed on dual rear wheel cab/chassis trucks. In addition, subject to acceptable changes in prices quoted, two to six additional bodies may be purchased in 2011 to 2014 from vendors selected from this request.

**Note: The chassis will be supplied by the City of Kamloops. Refer to the specification attached.**

1.1 The attached specifications are to be considered minimum requirements. It is the proponent's responsibility to propose alternatives if such alternatives would provide a more suitable unit for the service intended.

1.2 Time Frame

To be eligible, completed proposals must be submitted to:

City of Kamloops  
Public Works Centre  
Attention: Purchasing Division  
955 Concordia Way  
Kamloops BC V2C 6V3

and received by 2:00 p.m. Pacific Standard Time on 2010 March 26.

**2.0 GENERAL INFORMATION AND INSTRUCTIONS TO BIDDERS**

Proposals, rather than tenders, have been requested in order to afford the proponents a more flexible opportunity to employ their expertise and innovation and thereby satisfy the City's needs in a more cost-effective manner. Proposals should be based on these instructions and the attached project requirements.

2.1 Errors, Omissions, Clarifications

All questions and requests for clarification relating to the Request for Proposal process and/or identification of any errors or omissions in the Request for Proposal documents shall be directed to Mr. Joe Dickenson, Buyer, 250- 828-3504, or in writing via fax 250- 828-3390, or via email to [jdickenson@kamloops.ca](mailto:jdickenson@kamloops.ca).

All requests for technical information or to clarify specifications shall be addressed to Mr. Allen Prost, Fleet Coordinator, 250- 828-3529, or in writing via fax 250- 828-3730, or via email to [aprost@kamloops.ca](mailto:aprost@kamloops.ca).

## 2.2 Good Business Clause

Contractors, consultants, and suppliers wishing to do business with the City of Kamloops agree to resolve any differences through the City of Kamloops dispute resolution procedure. Contractors, consultants, and suppliers who choose to use a public forum to air any differences run the risk of being removed from the preferred vendor list and may be prevented from doing future business with the City of Kamloops.

## 2.3 Proposal Submissions

**Two** signed and sealed copies of the schedule of prices, specifications, and **one** copy of other documentation specifically asked for shall be submitted. Each copy shall be complete and unabridged and shall not refer to any of the other copies for additional information, clarification, or details.

**Do not include copies of the City of Kamloops Request for Proposal document with your submission.**

Sealed proposals clearly marked with the proposal number and project title shall be delivered to the reception counter, at the Public Works Centre, Attention: Purchasing Division, 955 Concordia Way, Kamloops, BC, V2C 6V3 until 2:00 p.m. Pacific Standard Time on the closing date.

The City of Kamloops will not be held liable for any costs incurred in the preparation of this proposal.

## 2.4 Proposal Contents

All proposals shall provide all detailed information as requested in the RFP document. Failure to be fully responsive in accordance with the RFP request for all detailed information may result in rejection of a proposal without further consideration by the City of Kamloops.

## 2.5 Late Proposals

Late proposals will not be accepted and will be returned to the proponent.

## 2.6 Signed Proposals

The proposal must be signed by a person authorized to sign on behalf of the contractor binding the contractor to statements made in response to this Request for Proposal.

## 2.7 Proposal Validity

Proposals will be open for acceptance for at least 90 days after closing date.

2.8 Irrevocability of Proposals

By submission of a clear and detailed written notice, the contractor may amend or withdraw its proposal prior to closing date and time. Upon closing time, all proposals become irrevocable. By submission of a proposal, the contractor agrees that should the proposal be successful, the contractor will enter into a contract with the City.

2.9 Freedom of Information and Protection of Privacy Act

The City is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. As a result, while the Act offers some protection for third party business interests, the City cannot guarantee that any information provided to the City can be held in confidence.

2.10 Pricing

All pricing shall be entered on the attached Schedule of Prices and should reflect the unit(s) price **without** any of the options requested.

2.11 Pricing for options

Prices for options should be stated on the specification sheet without taxes. Options are to be installed and fully operational, including the cost of any required changes to the specification as a result of adding the option.

2.12 Specification Changes, Options

If changes to the basic specification are required to accommodate the option, the changes should be specified in the right column or referred to in an attachment.

2.13 Codes, Model Numbers

Do not use codes or model numbers without adequate descriptions.

2.14 Compliance/Non-compliance

Where in compliance with the specification, check the "yes" column. If non-compliant, check the "no" column and describe in the right column.

2.15 Additional Information

Where asked for in the specification, specify additional information requested in the right hand column.

2.16 Dealer Installed/Modified

Identify in the right hand column any item that is "Dealer installed" or "Dealer Modified" to comply with specifications.

## 2.17 Capacities and Ratings

All capacities and ratings specified should be in accordance with applicable SAE standards and accepted engineering standards for structural and hydraulic design where applicable.

## 2.18 Compliance with Government Regulations

All products offered must comply with the requirements of the WorkSafeBC, Canadian Vehicle Safety Standards, American National Standards Institute, or any other federal or provincial regulations where applicable.

# 3.0 **PROPOSAL EVALUATION AND SELECTION PROCESS**

## 3.1 Proposal Opening

All proposals will be opened in public at 2:01 p.m. Pacific Standard Time by the Purchasing Division, 955 Concordia Way, Kamloops, BC, on the same day as the deadline for RFP responses.

## 3.2 Proposal Evaluation

All proposals will be initially evaluated by a staff Evaluation Committee to assess the qualifications and capabilities of bidders to meet the minimum standards specified in the RFP.

Throughout the evaluation process, the City, at its sole discretion, may request additional written clarifications and/or supplemental information from selected bidders as part of the initial evaluation process.

The following factors, not necessarily listed in order of importance, will be considered in evaluating proposals and awarding contracts:

- price;
- delivery;
- suppliers and products previous record of performance and service and ability to render satisfactory service in this instance;
- warranty included and availability of optional warranty;
- response to request for information, consultation, or demonstration;
- conformity or compatibility with similar products already in use in our fleet;
- operating or functional concerns of the users;
- conformance to specifications; and
- serviceability.

## 3.3 Successful Supplier

The successful supplier will be responsible to supply a complete, fully operational unit with the options selected.

3.4 The lowest or any proposal is not necessarily accepted. The City of Kamloops reserves the right to accept any proposal in whole or in part unless otherwise stipulated.

**4.0 CONTRACT AWARD/RIGHT TO TERMINATE**

- 4.1 Notice of award will be posted on the City's Web site, [www.kamloops.ca](http://www.kamloops.ca).
- 4.2 The City of Kamloops reserves the right to terminate this contract at its sole and absolute discretion if not filled within a reasonable time, in accordance with the delivery specified.

**5.0 PAYMENT**

- 5.1 Payment will be made on the following basis:
  - all vehicles or equipment delivered will be inspected by the City of Kamloops Fleet and Mechanical Section for conformation to specifications;
  - payment will be made 30 days after delivery and acceptance upon receipt of an original invoice with a valid City of Kamloops Purchase Order number; and
  - receipt of all required literature and documentation.

**6.0 DOCUMENTATION**

- 6.1 The following literature and documentation must be provided on delivery:
  - one operating manual in each unit supplied as well as two operating manuals for each type of vehicle or equipment supplied; refer to the vehicle/equipment proposal specification under "Options" and provide pricing for maintenance and repair manuals;
  - all documentation required for registration and licensing, including ICBC APV9T transfer/tax form, weigh scale weight certification, or commercial vehicle inspection program form; and
  - vehicles or equipment that does not come with a manufacturers new vehicle information document or certificate of origin must first be registered with ICBC and have a 17 digit BC assigned serial number, if applicable.

**7.0 VENDOR SELECTION**

**7.1 Selection Criteria**

- Responsiveness to proposal call 10 points
- Financial proposal 50 points
- Response to items listed in 3.2 40 points

## 8.0 CLOSING DATE

Proposals clearly marked P7-10, "Dump/Flat Deck Body", will be accepted up to and including 2:00 p.m. local time on 2010 March 26 at the Public Works Centre, Attention: Purchasing Division, 955 Concordia Way, Kamloops, BC, V2C 6V3. Proposals received after the closing time and date will be returned unopened.

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J. Dickenson, CPPB  
Purchasing Coordinator

JMD/

CITY OF KAMLOOPS  
FLEET AND MECHANICAL SECTION

REQUEST FOR PROPOSAL P7-10

for

Dump / Flat Deck Body

Schedule of Prices

**ALL COSTS EXCEPT PROVINCIAL SOCIAL SERVICES TAX, PROVINCIAL ENVIRONMENT TAX,  
AND FEDERAL GST ARE TO BE INCLUDED IN THE UNIT PRICE. PRICE SHOULD BE FOR THE  
BASE UNIT WITH NO OPTIONS.**

UNIT PRICE	\$	_____
PLUS PST	\$	_____
PLUS GST		_____
PLUS PROVINCIAL ENVIRONMENT TAX	\$	_____
TOTAL	\$	_____

Signed and submitted for and on behalf of:

Company name: \_\_\_\_\_

\_\_\_\_\_  
(Street Address or Postal Box Number)

\_\_\_\_\_  
(City, Province, and Postal Code)

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Name and Title: \_\_\_\_\_

VEHICLE/EQUIPMENT PROPOSAL SPECIFICATIONS

REVISED: 2010 February 26

Description:

New dump/flat deck body and aluminum storage box.

Application/Use

The body will be installed on a new regular cab, dual rear wheel drive and 84 in. cab to axle, cab/chassis truck supplied by the City of Kamloops and delivered to the body supplier. The truck will be used by the Carpentry Division as a utility/artisan vehicle for general maintenance and construction projects. It will carry tools, 1-1.5 cubic yards of aggregate type materials or construction material and tow trailers up to 5,000 lbs.

REFERENCE AND SPECIFICATIONS	YES	NO	VARIANCE OR SPECIFY AS INDICATED
<p>1. <b><u>Recommended Chassis</u></b></p> <p>Specify the chassis recommended for this application.</p>			<p>Make</p> <p>Model</p> <p>Year</p> <p>GVWR</p>
<p>2. <b><u>Dump Body/Flat Deck</u></b></p> <p>9 ft. overall length with approximately 12 in. fold down sides, board extensions, front or underbody mount hydraulic cylinder, all required hydraulics, in cab control, rear corner posts, drop in rear gate, mud flaps, LED lights and electric roll tarp.</p> <p>Approximate weight including all hydraulics.</p>			<p>Make</p> <p>Model</p> <p>Weight</p>
<p>3. <b><u>Storage Compartment Mounted Behind Cab</u></b></p> <p>Approximately 24 in. wide, 50 in. height custom built aluminum storage box with two weather sealed, side hinged doors on each side and two full length shelves in the upper compartment.</p> <p>Approximate weight</p>			<p>Weight</p>
<p>4. <b><u>Standard Equipment</u></b></p> <p>Include all <b>standard equipment and specifications</b> listed by the manufacturer.</p>			<p>Attach</p>
<p>5. <b><u>Warranty</u></b></p> <p>Specify warranty time. Attach a copy of manufacturer's warranty stating time or other limitations and components covered.</p>			<p>Attach</p>
<p>6. <b><u>Delivery</u></b></p> <p>The City of Kamloops will be responsible for transportation to and from your Facility for installation. Specify approximate completion time required.</p>			<p>Days from receipt of PO</p>

REFERENCE AND SPECIFICATIONS	YES	NO	VARIANCE OR SPECIFY AS INDICATED
<p>7. <b>Options</b></p> <p>Heavy duty ICC bumper and class IV frame mounted trailer hitch with 2.5 in. pintel mount, 2 in.ball/pintel hook combination, holding pin and clip, and 7 pole electrical plug hooked up to electric brake control supplied with the chassis.</p> <p>Aluminum fold down sides for the dump body in lieu of standard steel.</p>			Price
			Price