



PUBLIC WORKS DEPARTMENT

REQUEST FOR QUOTATIONS

2023 /2024 FULL SIZE THREE ROW SUV 4X4

JANUARY 2024

File 2023-084

Quotations shall be submitted by completing this document and placing it in a sealed, opaque envelope, clearly marked on the outside, "**One (1) 2023 / 2024 Full Size Three Row SUV 4X4**"; **Purchasing Officer; 3rd Floor City Hall, 199 Queen Street, Charlottetown PE, C1A 4B7**", or by email at tenders@charlottetown.ca and must be received by the Purchasing Officer before **2:00:00 pm local time on Wednesday, February 7th, 2024**. It is the responsibility of the bidder to deliver the sealed bid to the **3rd floor of City Hall** before the time indicated. Late submissions will not be accepted and will be returned to the Bidder unopened.

Any addenda will be posted on the City of Charlottetown website www.charlottetown.ca/tenders. Bidders are responsible for checking the website for submission/quote/tender notices, documents, and addenda. The City is not responsible for ensuring bidders have obtained addenda.

Both an electronic copy (email) and a paper copy (mailed or delivered personally), but not fax, shall be accepted as the sole method of submission. Although if providing a paper copy, an electronic copy (PDF or Microsoft WORD) of the submission would be appreciated by email. It is the bidder's responsibility to ensure that their submission is received prior to the deadline noted above. **There will be a public opening of quotations received immediately after closing.** The selection of vendor resulting from this Request for Quotation (RFQ), shall be done, upon approval by City Council, as soon as practical after bid evaluations have been completed. Results of this RFQ will be posted on the City's awards webpage at www.charlottetown.ca/tenders.

This RFQ creates no obligation on the part of the City of Charlottetown to award the contract or to reimburse bidders for RFQ preparation expenses. The City of Charlottetown reserves the right to accept or reject any and all quotes, in whole or in part, received as a result of this request, and to negotiate in any manner necessary to best serve the interest of the City. The decision as to which submission best satisfies the needs of the City rests solely with the City and any decision is not open to appeal. Submissions will not be evaluated if the bidder's current or past corporate or other interests may, in the City's opinion, give rise to a conflict in connection with this project. The City specifically reserves the right to reject all quotes if none is considered to be satisfactory and, in that event, at its option, to call for additional quotes. No term or condition shall be implied, based upon any industry or trade practice or custom, any practice or policy of the City or otherwise, which is inconsistent or conflicts with the provisions contained in these conditions.

At the election of the City, whether or not a bid or bidder otherwise satisfies the requirements of the RFQ, the City may reject summarily any bid received from a corporation or other person which has been anyway involved in litigation, arbitration or alternative dispute resolution with the City within the five (5) year period immediately preceding the date on which the request for quotations was published.

The City's evaluation may include information provided by the bidder's references and may also consider the bidder's past performance on previous contracts with the City or other institutions.

The City may prohibit a bidder from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, and such inappropriate conduct shall include but not be limited to the following: (a) the submission of quotations containing misrepresentations or any other inaccurate, misleading or incomplete information; (b) the refusal of the bidder to honour its pricing or other commitments made in its submission; or (c) any other conduct, situation or circumstance, as solely determined by the City.

A bidder who has already submitted a bid may submit a further bid at any time up to the official closing time. The last submission received shall supersede and invalidate all submissions previously submitted by that bidder for this RFQ. Any bidder may withdraw or qualify his/her submission at any time up to the official closing time by re-submitting a new bid to the City. The time and date of receipt will be marked thereon and the new submission will be placed in the tender box. The new submission shall be marked on the sealed envelope by the Bidder as “Resubmission #” along with the name of the RFQ and to the attention of the Purchasing Officer, as noted above in the RFQ. Bids may be withdrawn at any time prior to opening upon written request from the bidder. Negligence on the part of the bidder in preparing his/her bid shall not constitute a right to withdraw a bid subsequent to the bid opening.

Any potential conflict of interest must be disclosed to the City in writing. Any conflict of interest identified will be considered and evaluated by the City. The City has the sole discretion to take the steps they deem necessary to resolve the conflict. If, during the term of the Contract, a conflict or risk of conflict of interest arises, the Contractor will notify the City immediately in writing of that conflict or risk and take any steps that the City reasonably requires to resolve the conflict or deal with the risk.

The City reserves the right to cancel any RFQ at any time without recourse by the contractor. The City has the right to not award this work for any reason including choosing to complete the work with the Owners' own forces.

All questions in respect of this RFQ must be addressed, in writing, by email to tenders@charlottetown.ca. Questions must be received no less than three (3) business days before the closing date of this Request for Quotations.

Sustainability & Supplier Code of Conduct:

The City of Charlottetown is committed to leveraging its procurement to improve the sustainability of its operations and strengthen Charlottetown’s environmental, social, and economic prosperity. The City will implement sustainable procurement practices to advance positive sustainable impacts and reduce negative impacts while ensuring fiscal responsibility and respecting trade agreements.

The City expects Proponents and their supplier(s) to have responsible business practices, operations and processes that support protecting the environment and are socially responsible. The Supplier Code of Conduct (Appendix A) sets the minimum expected ethical and human rights standards for vendors and their suppliers. The City’s intent is to work with Proponents to promote, grow and implement sustainable business practices.

The City reserves the right to request suppliers provide documentation to support sustainability claims and declarations.

Regarding this RFP, the City of Charlottetown seeks more detailed information about the Proponent’s sustainability practices and features of the— 2023 / 2024 Full Size Three Row SUV 4X4, specifically in the areas of Green House Gas reduction practices.

Introduction:

This RFQ is for the purchase of **ONE (1) – 2023 / 2024 FULL SIZE THREE ROW SUV 4X4**

Please state delivery date: _____

Bid Evaluation:

Award will be based upon compliance to the specifications in the RFQ and the lowest bid price submitted on each individual vehicle or alternatively on any combination thereof. The City reserves the right to decide which manufacturer offers the best value to the City in terms of key specification areas, and lowest price. The specified documents shall be properly completed and must be submitted by the deadline in order to qualify as a valid bid. The City is not bound to accept the lowest or any bid received.

Delivery:

The Bidder's attention is drawn to the delivery deadline date as noted above. Any delays beyond this time will be considered a lack of performance by the Vendor and a failure to provide the tendered equipment. A penalty of \$100.00 per calendar day per unit may be assessed against the Vendor until delivery is completed. Please note that no vendor will be penalized for late delivery as a result of circumstances beyond their control. Documentation must be provided as proof of reason for late delivery. The validity of the reason for late delivery will be determined by the City.

In the event the City agrees to an extension of the delivery date, no penalty will be assessed.

Product Acceptance:

The vehicle must be properly pre-delivery serviced to ensure the vehicle is ready for use with particular attention to lubes, fluids, filters, belts, all fasteners, lighting, electrical components, sensors and adjustable items. Dealer is responsible for hook up and testing of units prior to putting into service.

Staff Training:

The Supplier is to provide a competent representative to train City of Charlottetown Staff if the City of Charlottetown requests this from the Supplier. Familiarization will include the machine's operating features and its design so as to enable proper operation, maintenance and servicing.

Warranty:

All warranty work, including shipping, parts delivery charges, all shipments and travel, will be at the expense of the supplier.

The undersigned understands and agrees to the following provisions of this RFQ:**AGREEMENT**

1. This form must be used for tabulation purposes. Specification sheets form part of submission and must not be removed.
2. All submissions must be accompanied by manufacturer's literature describing, in detail, the equipment bid upon.
3. All prices quoted are to be in Canadian funds, including any Canadian customs Duties and Excise Taxes, and are to include all delivery charges (FOB **12 MacAleer Drive**). It is the responsibility of the bidder to determine from the appropriate authorities what taxes, rates and charges are applicable to this RFQ. All taxes levied on tires and disposal thereof must be included in the net unit price.
4. Quotes submitted for the vehicles listed above shall include pre-delivery service and delivery to 12 MacAleer Drive; HST (15%) must be included in the total submission price.
5. The City of Charlottetown reserves the right to inspect any vehicle supplied as a result of this RFQ, either during or after manufacture and delivery, and shall be the sole judge as to whether equipment supplied meets specifications.
6. The City of Charlottetown reserves the right to accept or reject any or all submissions, to waive any technicality in a submission and to accept any part of a submission as deemed to be in the best interest of the City.
7. The specifications in this RFQ are the minimum acceptable. When specific manufacturer and model numbers are used, it is to establish a design, type construction, quality, functional capability, and/or performance level desired. When substitutions are bid, they must be identified by manufacturer, stock number, and other descriptive information to establish equivalency. The City shall be the sole judge of equivalency. Failure to comply with the attached specification could result in the RFQ being rejected.
8. Vendors are advised that the City has now moved to electronic payments on goods and services provided to the City. Payment of invoices will be made by way of Electronic Funds Transfer (EFT). The successful bidder will be required to provide the necessary banking information for registration on the City system.
9. Payment terms will be considered as net thirty (30) days from date of receipt of invoice.
10. This bid is valid for acceptance for a period of sixty (60) days from date of closing of the RFQ.

DATED: _____**VENDOR:** _____**(Signature)**_____
(Print name)

Vehicle Specifications:

These forms are to be completed in detail and returned with bid. A “YES” or “NO” response in the Yes/No/Details column must be stated for each item and where requested an actual value. A “YES” response shall indicate that the proposed vehicle either meets or exceeds the required specification. Any response with “NO” or a blank may result in the bid being rejected, unless the specifications requested can be provided with an equivalent or better option. A blank response will be deemed as meaning “NO”. A “DETAILS” response in addition to a “YES” or “NO” shall indicate that additional information is provided with respect to the particular specification. The “SCORE” column is for the exclusive use of the evaluation committee and is to be left blank.

ONE (1) NEW 2023 / 2024 FULL SIZE THREE ROW SUV 4X4

	Specific	Description	Yes/No/Details	Score
	Make / Model	State Make and Model: Year: _____ Make: _____ Model: _____		
	Engine	3.5 L Ecoboost V6 State Engine: _____		
	Steering	Power Steering with tilt steering wheel		
	Brakes	4-wheel anti-lock disc brakes		
	Transmission	10 Speed Automatic transmission		
		4x4		
	Steel Wheels	17” (8 total – All Season and Winter Use)		
	Tires	8 total. 265/70/R17, black wall (4 Winter Studded) both sets on Rims		
		Tire Pressure Monitoring system (installed on all tires)		
	Exhaust	Single Exhaust		
	Gate	Lift Gate with Lift Glass		
	Privacy Glass	Second Row, Third Row and Lift Gate Glass		
	Roof-Rack	Side Rails		
	Wipers	Front and Rear Intermittent		
	Flooring Covering	Vinyl with winter Floor mats included.		
	Tow Package	Class IV HD trailer towing package c/w trailer harness, trailer hitch, trailer sway control and electric brake controller		
	Grab Handles	Front Row, Second Row Pillar and Headliner mounted.		
	Lighting	Rear Cargo Light, 2 nd and 3 rd row dome lights and front row map lighting.		
	Storage	Glove Box and Underfloor Storage		
	USB Ports	Charge ports in first and second row seating		
	Battery	Heavy Duty Cold Crank Battery		
	Radio	AM/FM Radio with Blue Tooth Connection		

	Mirrors	Power, heated, manual folding exterior mirrors		
	Locks	Power		
	Mirrors	Power		
	Fuel Efficiency	Specify liters/100 km – GAS ONLY – no exceptions. _____		
	Rear Window	Defroster and washer		
	Air conditioning	A/C with dual-zone automatic temperature control		
	Cruise Control	Equipped with cruise control		
	Parking Sensors	Rear parking sensors		
	Trailer Sway Control	To be included		
	Color	White – No exceptions		
	Warranty	Please State: Corrosion: _____ Standard: _____ Power Train: _____ Roadside Assistance: _____		
	Manuals	One (1) set of service/repair manuals. Electronic or printed manuals are acceptable. Dealer to provide one set either electronic or book format		
	FOB	Price is to be FOB 12 MacAleer Drive., Charlottetown, PEI		
	Compliance	Must conform to Federal and Provincial regulations		
	Back up Alarm	Installed by dealership and included in cost		
	Keys	Three 3 sets of keys supplied		
	Running Boards	Equipped with 2 running boards – Black in Colour.		
	Undercoating	SUV to be undercoated and treated with approved Rust Check/Krown or equivalent with certificate.		

SCORING

Specifications Scoring: Score column shall be solely utilized by the City of Charlottetown during evaluation process of the individual submission. Each individual specification shall receive a numerical value (score) as per the following justification:

Meets specification (Yes) – 3 Points

Exception taken, meets intent – 2 Points

Exception taken, meets intent marginally – 1 Point

Does not meet specification (No) – 0 Point

Note: should an exception be taken then please explain that exception on a separate page to be provided by the vendor.

Financial Scoring: Points shall be awarded on the following basis (before taxes).

30 points for the Lowest Evaluated Fee

28 points for all Proposed Fees \leq 110% of the Lowest Evaluated Fee

26 points for all Proposed Fees \leq 115% of the Lowest Evaluated Fee

24 points for all Proposed Fees \leq 120% of the Lowest Evaluated Fee

22 points for all Proposed Fees \leq 125% of the Lowest Evaluated Fee

20 points for all Proposed Fees \leq 130% of the Lowest Evaluated Fee

18 points for all Proposed Fees \leq 135% of the Lowest Evaluated Fee

16 points for all Proposed Fees \leq 140% of the Lowest Evaluated Fee

14 points for all Proposed Fees \leq 145% of the Lowest Evaluated Fee

12 points for all Proposed Fees \leq 150% of the Lowest Evaluated Fee

10 points for all Proposed Fees \leq 160% of the Lowest Evaluated Fee

8 points for all Proposed Fees \leq 170% of the Lowest Evaluated Fee

VENDOR'S INFORMATION FORM:

Vendor's Name: _____

Address: _____

City: _____ Province: _____ PC: _____

Telephone No.: _____ Fax No.: _____

E-mail address: _____

Website: _____

Contact Person: _____

Title: _____ Telephone No.: _____

NAME (Please print)_____
TITLE (Please print)_____
AUTHORIZED SIGNATURE_____
DATE**Affix Corporate Seal**
(If Applicable)

QUOTE FORM

The City of Charlottetown is not bound to accept the lowest or any quote received. The full Bid Package must be returned, and any additional information may be attached.

ITEM DESCRIPTION	QUANTITY	COST
One (1) NEW 2023 / 2024 Full Size SUV with Three Row Seating 4x4	1	\$ _____
HST (15%)		\$ _____
Total Submission Price		\$ _____

MAKE & MODEL: _____ YEAR: _____

COLOUR: _____

WARRANTY - Manufacturer's standard warranty.

SPECIFY: _____

MONTHS

BID COMPANY NAME: _____

CONTACT NAME (PRINT): _____

TELEPHONE/CELL PHONE: _____

EMAIL: _____

DELIVERY DATE: _____

SIGNATURE _____ **Date:** _____