

## REQUEST FOR PROPOSAL

PROPOSAL: [ Supply and Delivery of One 2021 AWD Mid-Size SUV ]

DATE: [ June 14, 2021 ]

INITIATOR: [ Kevin Blanchett, Operations Manager ]

### DATE PROPOSAL REQUIRED:

YEAR: [ 2021 ] MONTH: [ June ] DAY: [ 29 ] TIME: [ 2:00 PM Local Time ]

### Submit Proposal in a clearly marked and sealed envelope to the attention of:

Procurement Department:  
Town of Drumheller  
224 Centre Street  
Drumheller, Alberta T0J0Y4

"RFP - [ Supply & Delivery of One 2021 AWD Mid-Size SUV ]"

This Request for Proposal document is comprised of:

- RFP General Instructions
- Schedule A – Evaluation Criteria
- Schedule B – Technical Specifications

If you do not have all of these components the RFP package is incomplete - please contact the Initiator.

### **The Town of Drumheller will NOT accept electronic submissions.**

Your firm is invited to submit a Proposal, pursuant to the general conditions for the scope of work as described. This Proposal shall not be considered authorization to proceed with work herein described. All Procurement processes must comply with Town of Drumheller Purchasing Policy C-09-20.

## **SECTION #1 - SCOPE OF WORK:**

The Town of Drumheller invites Proposals for the Supply and Delivery on One (1) new 2021 White AWD Mid-size SUV. The vehicle is intended for use by Town staff to transport cargo such as materials needed for presentations at conferences and thus the expectation is that the vehicle would have sufficient cargo space, capable of carrying four (4) or more passengers comfortably in all weather conditions. Please refer to Schedule B – Technical Specifications for full details.

- 1 State Vehicle make and model
- 2 All Wheel Drive
- 3 Automatic Transmission
- 4 2.4 to 2.6 Litre/4 Cylinder Engine
- 5 175 to 200 HP (State HP)
- 6 State Fuel economy
- 7 Eight (8) Speed Transmission
- 8 Block Heater
- 9 State Tire size including Spare Tire
- 10 Power Windows, Power locks on Doors
- 11 Cruise Control
- 12 Air Conditioning
- 13 Command Start
- 14 AM/FM radio/blue tooth ready
- 15 Warranty – Bumper to Bumper
- 16 Warranty – Power Train
- 17 List additional Options
- 18 State Cargo Space Area

The supplier is required to complete all necessary sections of this Request for Proposal.

Alternative methodologies or equipment will only be evaluated if submitted by the successful Proposer, no other work alternatives will be reviewed.

**SECTION #2 - PROPOSAL AMOUNT:**

All Proposals must be in Canadian Funds, excluding GST.

Total Cost including delivery \$ \_\_\_\_\_

Proposal submission price in effect for [ ] days from date of acceptance from the Town of Drumheller.

**SECTION #3 - SUBMISSION REQUIREMENTS:**

The Town of Drumheller requires that all submissions shall include the following:

1. All pages of this Request for Proposal;
2. All issued Addendums;
3. Town of Drumheller Business License – to be obtained within three (3) business days upon award.

**SECTION #4 - INELIGIBILITY:**

The Town of Drumheller shall deem a submission to be ineligible under the following situations:

- a) Submissions that are unsigned, incomplete, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations or irregularities of any kind shall be considered ineligible.
- b) Submissions that do not include the items listed in Section #3 Submission Requirements, and;
- c) Submissions that are not received prior to the closing date and time, as determined by the time keeping of the Town of Drumheller computer system.

**SECTION #5 - EVALUATION CRITERIA:**

The lowest, or any evaluated Proposal, may not necessarily be accepted. The Town of Drumheller reserves the right to reject any or all Proposals or to accept the Proposal evaluated to be in the best interest of the Town of Drumheller.

The Town's evaluator shall score each submission on the basis stated in Schedule A: Evaluation Criteria. The Town of Drumheller will have the sole and unfettered discretion to award up to the maximum number of points for each criterion listed in Schedule A: Evaluation Criteria.

By submitting a Proposal, you acknowledge and agree to waive any right to contest through legal proceedings. The decision to award points in respect to the criteria noted below will be at the sole discretion of the Town of Drumheller.

**By submitting a Proposal, you acknowledge that you have reviewed the Ineligibility Criteria contained herein and you confirm that your Proposal meets all requirements of *the Town*.**

**SECTION #6 – REFERENCES:**

Reference #1

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Reference #2

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Reference #3

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**SECTION #7 - INTENT:**

The undersigned contractor hereby provides a Proposal to supply the services as described herein in its entirety for the cost as described in Section 2.

**COMPANY:** \_\_\_\_\_

Print name of authorized personnel: \_\_\_\_\_

Signature: \_\_\_\_\_ Corporate Seal: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

**TOWN OF DRUMHELLER:**

Print name of authorized personnel: | \_\_\_\_\_ |

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

DATE: YEAR [2021] MONTH [ ] DAY [ ]

Upon completion of signatures above, this document will represent a contract agreement between the contractor and the Town of Drumheller.

## SCHEDULE A - EVALUATION CRITERIA

### Section A.1 - Evaluation Criteria Breakdown:

EVALUATION BASED ON:	100%
Cost	50%
References	10%
Warranty	10%
Qualifications	15%
Specification	15%

### Section A.2 - Evaluation Criteria Definitions:

#### **Cost:**

Total points awarded for the Warranty section - 50%

Full scoring for cost shall be given to the lowest Total Project Cost value submission. A score of zero (0) shall be given to the highest Total Project Cost value submission. All other submissions shall be awarded a pro-rated value between these two amounts.

#### **References:**

The scoring for references shall be based on number of references and quality of references. Scoring shall be assigned as follows:

- 0 references - 0% of score;
- 1 reference - 15% of the score;
- 2 references - 20% of the score, and;
- 3 or more references - 50% of the score.

The remaining 50% of the score shall be based on the quality of the reference as determined by the evaluator(s).

**Warranty:**

Total points awarded for the Warranty section - 10%

**1. Warranty Coverage Period**

- One-year warranty = 20% of score
- Two-year warranty = 40% of score

**2. Warranty Maintenance work**

- The contractor requires the Town to take the equipment for repair = 20% of score
- The contractor will come to our shop and complete the repairs = 40% of score

**3. Warranty Time line**

- Less than 3 days = 20% of score
- More than 3 Days = 10% of score.

**Safety:**

Submissions including Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR) issued by Alberta Government shall receive the 50% of the score. Submissions that do not include either a COR or SECOR will be deemed ineligible as per Section #5 - Ineligibility. The evaluator shall award the remaining 50% of the score for this category based on review of the supplied list of applicable Safe Work Procedures, and Table of Contents of the Corporate Safety Manual.

**Qualifications:**

The Town of Drumheller will evaluate submissions on the basis of proof to provide the work to expected industry standard levels of performance. The Town evaluator(s) shall review all submissions for qualification on the basis of:

1. Past work performance with the Town;
2. Proof of task and scope of work appropriate worker qualifications (tradespersons tickets, proof of certification from manufacturer, etc.), and;
3. Proof of work procedures and quality control and assurance programs.

**Specifications:**

The Town of Drumheller shall evaluate the submission to confirm that the Proposal represents a clear understanding of the performance and technical requirements.



## SCHEDULE B - TECHNICAL SPECIFICATIONS

Specification	Yes	No	Deviation
Vehicle make, model			
Mid-sized SUV			
All Wheel Drive			
Max. Cargo <u>VOLUME</u> (State Size)			
Automatic Transmission			
Engine – 2.4 to 2.6 Liter/4 Cylinder			
175 to 200 HP Rating (State HP)			
Fuel Economy (Manufactures Specifications)			
8 Speed Transmission (State # of speeds)			
Cruise Control			
Air Conditioning			
Block heater			
Tire size including spare tire			
Power windows, doors, cruise control, AC			
Command Start			
AM/FM radio/blue tooth ready			
Warranty – Bumper to Bumper			
Warranty – Power Train			
List additional Options			