

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**

**REQUEST FOR PROPOSALS**

**FOR TWO (2) FIRE TRUCK WATER TENDER CAB & CHASSIS**

**RDOS-23-FIN-12**

**ISSUE DATE: May 10<sup>th</sup>, 2023**

**CLOSING DATE: June 12<sup>th</sup>, 2023 @ 2:00 PM, Local Time**



**REQUEST FOR PROPOSALS**  
**TWO (2) FIRE TRUCK WATER TENDER CAB & CHASSIS**  
**RDOS-23-FIN-12**

Proposals may be submitted to Regional District of Okanagan Similkameen,  
Reception, 101 Martin Street, Penticton BC V2A 5J9  
up to 2:00pm local time on the closing date.

Proposals may also be sent electronically to the following email address:

[jzaffino@rdos.bc.ca](mailto:jzaffino@rdos.bc.ca)

Please do not use Zip files.

***Questions will not be accepted or answered after June 12<sup>th</sup>, 2023 @ 2:00 PM.***

**\* PROPOSALS WILL NOT BE OPENED IN PUBLIC \***

In order to submit a response to this RFP, the proponent **MUST** be registered as a Plan taker on the BC BID Website:

<https://www.bcbid.gov.bc.ca/page.aspx/en/usr/login?ReturnUrl=%2fpage.aspx%2fen%2fbuy%2fhomepage>

Only by being registered, can a proponent be certain to receive addenda notifications.  
It is the Proponent's (Plan taker's) responsibility to acknowledge all Addenda.

## **1.0 SCOPE OF RFP**

### **1.1 RFP Process**

The Regional District of Okanagan Similkameen is seeking proposals for two (2) identical Cab & Chassis, which conform to the specifications provided on **Pages 12-13**. The RDOS is purchasing these units for the Willowbrook and Anarchist Fire Departments. Both Cab & Chassis will be out-fitted with the same water tender packages, yet to be determined and both Chassis will be drop shipped, by the supplier to a body builder, also yet to be determined, in order to install the water tender packages onto each truck chassis.

This RFP document describes the services sought by the District and sets out the RDOS's RFP process, basic proposal requirements and the evaluation criteria the District intends to use to select a preferred proposal.

Proponents are encouraged to use innovation to provide a proposal that meets the needs of the District and adds additional value to the project.

Details and specifications regarding the Chassis are set out in ***Schedule A*** (page 12) of this RFP.

### **1.2 No Contractual Obligations As a Result of RFP or Proposal**

This is a request for proposals only, and not a call for tenders or request for binding offers. Nothing in this RFP is intended to constitute an offer of any kind by the District and no contractual obligations whatsoever (including "Contract A") shall arise as a result of the submission of a proposal in response to this RFP.

## **2.0 PROPOSAL CONTENT**

### **2.1 Covering Letter**

A covering letter signed by an authorized representative of the proponent, outlining the proposal and stating that the information contained in the proposal accurately describes the cab & chassis to be provided.

### **2.2 After Sales Service**

- Describe mobile service and ability to schedule and provide services within the Regional District of Okanagan Similkameen.
- Describe current OEM parts inventory and how this will that will minimize apparatus downtime.
- Describe how warranty repairs will be coordinated post sale
- Proposals should offer detailed cost savings opportunities, rebate programs, savings obtained through milestone payments or other opportunities that exist but are not discussed in this document. Please quantify and detail the cost savings and other value added services in your submission.

### **2.3 Proponent Team: Not Required**

A list of the individuals forming part of the proponent's team that is to provide the requested Proponent services, including a description of each individual's role and a copy

### **2.4 Scheduling**

The proposal will include a schedule for the delivery of the Cab & Chassis. Both Cab & Chassis will be drop shipped to a truck body builder (TBD) who will be responsible to mount the water tender apparatus (yet to be purchased) to the supplied Cab & Chassis.

## **2.5 Fees & Disbursements**

The proposal will set out all fees and costs to be charged to the District in order to purchase both Fire truck chassis, and shall break out such amounts for each component, as applicable. Please refer to Price Table 1.

## **3.0 RFP PROCESS**

### **3.1 Questions Regarding this RFP:**

Any question a Proponent has related to this RFP process must be submitted to the RDOS in writing. Questions regarding this RFP must not be submitted to the RDOS via any other method. Answers to questions received will be provided either directly to the Proponent or via an addendum to all Proponents, through the BC Bid System. Information obtained from any source other than the RDOS through the BC Bid System is unofficial and must not be relied upon as part of this RFP.

All questions regarding this RFP must be submitted prior to the 'Deadline for Questions' detailed under Section 3.2 of this RFP. Questions received after the Deadline for Questions will be addressed if time permits.

The Proponent is solely responsible for seeking any clarification required regarding this RFP, and the RDOS shall not be held responsible for any misunderstanding by the Proponent.

### **3.2 Timetable:**

This RFP process will run to the following timetable. This timetable may be amended at the RDOS's discretion through the issuance of addenda to this RFP.

<b>Event:</b>	<b>Date:</b>
Issue Date of this RFP	May 10 <sup>th</sup> , 2023
Deadline for Questions	June 5 <sup>th</sup> , 2023 @ 2:00 PM local Time.
Last Day for Issue of Addenda	June 6 <sup>th</sup> , 2023
RFP Closing Date and Time:	June 12 <sup>th</sup> , 2023at 2:00 PM Local Time
Purchase Order Issued (estimated)	June 2023

Proposals may be submitted by hand to Regional District of Okanagan Similkameen, Reception, 101 Martin Street, Penticton BC V2A 5J9 up to 2:00pm local time on the closing date.


Proposals may also be sent electronically to the following email address:

[jzaffino@rdos.bc.ca](mailto:jzaffino@rdos.bc.ca)

**Please Note:** Proponents are cautioned that the timing of their proposal submission is based on when the Proposal is received by the District. Proposals submissions can be delayed due to file size, transmission speed and other factors. For this reason, it is recommended that the Proponent(s) allow sufficient time to deliver or email their Proposal, including all attachments and other submission details.

The RDOS assumes no responsibility for the receipt of Proposals where the instructions detailed above have not been complied with.

## **1. Definitions Used in this RFP:**

	The following are definitions used in this RFP document. Whenever one of the following terms is used with a capitalized first letter, the term shall have the meaning as set out below.
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- 1.1. “Addenda” or “Addendum” means additional information or amendments to this RFP, issued by the RDOS in accordance with Section 3.2 Timetable.
- 1.2. . “RDOS” means the Regional District of Okanagan Similkameen.
- 1.3. “Purchase Order” means a written Purchase Order for the provision of the Equipment and Services that may result from this RFP, executed between the RDOS and the successful Proponent.
- 1.4. “Supplier” means the successful Proponent to this RFP who enters into a Contract with the RDOS.
- 1.5. “RFP Closing Date and Time” means the date and time that Proposals to this RFP must be received by in accordance with Section 3.2. The time will be determined by the RDOS web clock.
- 1.6. “Proposal” means a Proposal submitted by a Proponent in response to this RFP.
- 1.7. “Proponent” means a person or entity that submits a Proposal to this RFP.
- 1.8. “RFP” means this Request For Proposals (Two Fire truck Water Tenders Cab & Chassis), including all forms.
- 1.9. “Section” means the numbered section of the referenced part of this RFP.
- 1.10. “Cab & Chassis” means the Cab & Chassis which the RDOS seeks to be provided by the Supplier, as outlined in schedule A.
- 1.11. “Services” means the ancillary services which the RDOS seeks to be provided by the Supplier, as outlined in schedule A.
- 1.12. “Sub-Contractor” means a person, partnership, firm or corporation that the Proponent proposes to contract with to deliver part of the Equipment or Services, in a subordinate relationship to the Proponent.
- 1.13. “Manufacturer” in respect of a particular material or component of the Equipment means the manufacturer of that material or Equipment (or component thereof).

## **2. Amendment of a Proposal by Proponent:**

A Proponent may amend a Proposal at any time up until the RFP Closing Date and Time. Amendments may be submitted in the same way as the original Proposal, as detailed in Section 3.2 of this RFP.

## **3. Withdrawal of a Proposal by Proponent:**

A Proponent may withdraw a Proposal that is already submitted at any time throughout the RFP process, including after the Closing Date and Time. To withdraw a Proposal before the Closing Date and Time, the Proponent must contact the RDOS in writing in the same manner as the original submission. To withdraw a Proposal after the Closing Date and Time, the Proponent shall submit a request in writing to:

**Attn: Jim Zaffino  
Manager of Finance Department  
Regional District of Okanagan-Similkameen  
101 Martin Street, Penticton, B.C. V2A 5J9**

**AND/OR [jzaffino@rdos.bc.ca](mailto:jzaffino@rdos.bc.ca)**

### **Addenda Issued by RDOS:**

This RFP may only be amended by way of an Addendum issued in accordance with this Section. At any time up until the Closing Date and Time, the RDOS may issue an Addendum in order to amend, clarify, or answer questions to this RFP. Each Addendum will be issued through the BC Bid portal. Each Addendum will form an integral part of this RFP. Proponents are solely responsible for checking for Addenda up until the Closing Date and Time. If the RDOS deems it necessary to issue an Addendum after the Last Day for Issue of Addenda, as detailed in Section 3.2, then the RDOS may extend the RFP Closing Date and Time in order to provide Proponents with more time to complete their Proposal.

Proponents are required to acknowledge any and all addenda issued by the RDOS, using the Addenda Acknowledgement form, on page 14 to be included with the Proponent's submission.

## **4. Evaluation of Proposals & Award of Contract:**

The RDOS will conduct the evaluation of Proposals and selection of a successful Proponent in accordance with the process detailed in this Section. Evaluation of Proposals will be by an evaluation committee which may include RDOS employees and/or Consultants. The RDOS's intent is to enter into a Contract with the Proponent who has met all mandatory criteria and who has the highest overall ranking based, on this evaluation process.

### **4.1. Mandatory Criteria:**

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration in the evaluation process.

**Mandatory Criteria:**

The Proposal must be received by the RFP Closing Date and Time, in accordance with the requirements of Section 3.2  
Addenda Acknowledgement form page 14  
Conflict of interest form page 15

**4.2. Scored Criteria:**

Proposals that meet all of the Mandatory Criteria will be further assessed against the following scored criteria.

**EVALUATION SCORE SHEET –**

PROJECT:		POOR	MARGINAL	FAIR	GOOD	OUTSTANDING	TOTAL OF 100
PROPONENT:							
CRITERIA	WEIGHT	0.4	0.5	0.7	0.9	1	MAX PTS 100
Price	35						
Conformity with the Specifications provided	30						
After Sales service/support & references	15						
Chassis delivery lead-time	15						
Value added	5						
EVALUATION TOTAL:							

**4.3. Scoring Method:**

The following method will be used to score the criteria:

- Price: Price will be scored relative to other Proponents using the following formula:
  - $\text{Lowest Price} \div \text{Proponent's Price} \times \text{Weighting} = \text{Score}$

Other Criteria: All other criteria (except Price) will be scored by the evaluation committee, which will then be multiplied by the Weighting factor to provide a total weighted score out of 100 which includes price

#### **4.4. Clarifications & Remedy Period:**

Notwithstanding the requirements for mandatory criteria and scored criteria detailed above, the RDOS will allow the following remedies and clarifications at its sole discretion:

- Remedy for missing submission requirements: If the RDOS finds that a Proposal fails to meet all of the submission requirements required of this RFP, then the RDOS may provide written notification to a Proponent which identifies the requirements not met and provides the Proponent with 48 hours to remedy and supply the requirements. The 48 hours shall commence upon notification by the RDOS to the Proponent. This option to remedy missing requirements shall not apply to Proposals not received by the RFP Closing Date and Time.
- Clarification of Proposals: During evaluation of the scored criteria, the RDOS may at its sole option, request further details or clarification from the Proponent and/or third parties, on aspects of a Proposal by way of a written request for clarification. The written request shall clearly state the required clarification and time limit to supply the information requested. Following receipt of the clarification information, the RDOS may use this information to reassess and/or re-score the Proposal according to the scored criteria.

#### **4.5. Ranking of Proponents:**

Following completion of the evaluation against the scored criteria, the weighted scores for each Proposal will be added together, and Proposals will be ranked according to their total weighted scores. The Proponent with the highest-ranked Proposal will be invited to conclude a Contract with the RDOS. In the event that two or more Proposals have an equal total weighted-score, then the Proponent with the Lowest Total Price will be invited to enter into a Contract with the RDOS.

#### **4.6. Conclusion and Execution of a Contract**

Neither the RDOS nor any Proponent will be legally bound to provide or purchase the Equipment or Services until the execution of a written Contract or issuance of a Purchase Order. Following an invitation to a Proponent, by the RDOS, to conclude a Contract, it is expected that the RDOS and that Proponent would enter into discussions which may include, among other things:

- Clarification or amendment to the specifications, plus any resulting price adjustments, based on items submitted in the Proposal.
- Amendments to the terms and conditions, based on items submitted in the Proposal.

The RDOS would seek to execute a Contract within 10 days of issuing an invitation to the Proponent to conclude a Contract. If the RDOS and Proponent do not, for any reason, execute a Contract within this time-period, the RDOS may discontinue the process with that Proponent and invite the Proponent with the next-highest-ranked Proposal to conclude a Contract. The RDOS may then continue this process until a Contract is executed, or there are no further Proponents, or the RDOS otherwise elects



to cancel the RFP process entirely. For clarity, the RDOS may discontinue discussions with a Proponent if at any time the RDOS is of the view that it will not be able to conclude a Contract with that Proponent.

## **5. Other Terms & Conditions of this RFP Process:**

The following terms and conditions shall also apply to this RFP:

### **5.1. Proposals in English:**

All Proposals are to be in the English language only.

### **5.2. Only One Entity as Proponent:**

The RDOS will accept Proposals where more than one organization or individual is proposed to deliver the Equipment, so long as the Proposal identifies only one entity that will be the lead entity and will be the Proponent with the sole responsibility to perform the Contract if executed. Any other entity involved in delivering the Service should be listed as a Sub-Contractor. The Proponent may include the Sub-Contractor and its resources as part of the Proposal and the RDOS will accept this, as presented in the Proposal, in order to perform the evaluation. All Sub-Contractors to be used in the Service must be clearly identified in the Proposal.

### **5.3. Proposals to Contain All Content in Prescribed Forms:**

All information that Proponents wish to be evaluated must be contained within the submitted Proposal. Proposals should not reference external content in other documents or websites. The RDOS may not consider any information which is not submitted within the Proposal or within the pre-prescribed forms set-out in this RFP.

### **5.4. References and Experience:**

In evaluating a Proponent's experience, as per the scored criteria, the RDOS may consider information provided by the Proponent's clients on the projects submitted in the Proposal, and may also consider the RDOS's own experience with the Proponent.

### **5.5. RFP Scope of Work is an Estimate Only:**

While the RDOS has made every effort to ensure the accuracy of the Equipment requirements and/or Services described in this RFP, the RDOS makes no guarantees as to the accuracy of the information provided. Any quantities or measurements provided are estimates only and are provided to describe the general nature and scale of the Equipment and Services. Proponents must obtain all information they deem necessary, including verification of quantities or measurements in order to complete a Proposal.

### **5.6. Proponent's Expenses:**

Proponents are solely responsible for their own expenses in participating in this RFP process, including costs in preparing a Proposal and for subsequent finalizations of an agreement with the RDOS, if required. The RDOS will not be liable to any Proponent for any claims, whether for costs, expenses, damages or losses incurred by the Proponent in preparing its Proposal, loss of anticipated profit in connection with any final Contract, or any matter whatsoever.

### **5.7. Retention of Proposals and FOIPPA:**

Proposals submitted to the RDOS will not be returned and will be retained by the RDOS and shall become the property of the RDOS upon submission. Proponents should note that the RDOS may choose to make public any part of this Proposal, any Proposal and any executed contract including the Contractors name and total contract price and further that, regardless

of whether and the extent to which the RDOS elects to make anything available to the public, the RDOS would be required to disclose all or part of a Proposal or the executed contract pursuant to a request for disclosure under the Freedom of Information and Privacy Act (FOIPPA). Proponents should be aware of and review the RDOS's obligations under FOIPPA and the RDOS's limited ability to refuse to disclose third party information pursuant to Section 21 of FOIPPA.

**5.8. Notification and Feedback to Unsuccessful Proponents:**

Notification of awards shall be made via the BC Bid portal. Unsuccessful Proponents may then request a feedback email or telephone call with an RDOS representative in order to obtain feedback on how their Proposal fared in the evaluation. Such requests for feedback must be made within 30 days of notification of the RFP results. Details of feedback provided will be at the RDOS's sole discretion in order to protect the confidentiality of other Proponents and the RDOS's commercial interest.

**5.9. Conflict of Interest:**

All Proponents must disclose an actual or potential conflict of interest, by completing the Conflict of Interest form, included on page 15 that are requested of Proponents when submitting a Proposal. The RDOS may, at its sole discretion, disqualify any Proponent from this RFP process, if it determines that the Proponent's conduct, situation, relationship (including relationships of the Proponent's employees and RDOS employees) create or could be perceived to create a conflict of interest.

The RDOS may rescind or terminate a Contract entered into if it subsequently determines that the Proponent failed to declare an actual or potential conflict of interest during this RFP process.

**5.10. Confidentiality:**

All information provided to Proponents by the RDOS as part of this RFP process is the sole property of the RDOS and must not be disclosed further without the written permission of the RDOS.

**5.11. No Contract A and No Claims:**

This RFP process is not intended to create binding offers and no contractual obligations whatsoever (including what is commonly referred to as 'Contract A') shall arise between the RDOS and any Proponent upon the submission of a Proposal in response to this RFP. For extra clarity, both the Proponent and the RDOS are free to cancel their participation in this RFP process at any time up until the execution of a written Contract or issuance of a Purchase Order by the District for the Cab & Chassis.

Without limiting the above paragraph, no Proponent shall have any claim whatsoever against the RDOS for any damage or other loss resulting from a Proponent's participation in this RFP, including where the RDOS does not comply with any aspect of this RFP and including any claim for loss of profits or Proposal preparation costs should the RDOS not execute a Contract with the Proponent for any reason whatsoever.

**5.12. Right to Cancel RFP:**

Although the RDOS fully intends to conclude a Contract as a result of this RFP, the RDOS may at its sole discretion, cancel or amend this RFP process at any time without any liability to any Proponent.

**5.13. Governing Law and Trade Agreements:**

This RFP is governed by the laws of the Province of British Columbia and any other agreements which exist between the Province of British Columbia and other jurisdictions.

**Send General & Technical Enquiries to:**

[jzaffino@rdos.bc.ca](mailto:jzaffino@rdos.bc.ca)

## SCHEDULE A

### SPECIFICATIONS

Minimum Required	Conforms Yes/No	State or State Alternative
Day Cab - Red Colour		
Class 7 or equivalent		
Prefer 350 HP Diesel		
Prefer Allison 4000 series transmission		
Single rear axle.		
Front axle load expected 8,164 KG's		
Rear axle load expected 10,432 KG's		
Wheel base 234" / 72" Overhang		
Air Brakes		
Engine Brake - Hi / Lo driver selectable		
Engine fan control - Driver selectable		
Maintenance Air Supply connections located for ease of disconnection and awareness by apparatus driver.		
USB & 12v charging points for Mobile Electronic Devices.		
Power Windows		
Power / Heated Mirrors		
Air Conditioning		
Air-ride Driver Seat		
Single Passenger Seat - Air-Ride		

<b>Minimum Required</b>	<b>Conforms Yes/No</b>	<b>State or State Alternative</b>
Dual air horns with floor mounted switch, driver and passenger side		
Tilt / Telescoping steering wheel		
Tire valve extenders for dual wheels.		
Aluminum wheels		
Hazard beepers such as back up and E-brake warning buzzer and light.		
Master electrical shut off switch – easily accessible by Driver.		
2 - Tow hooks, closed loop – front of Chassis.		
2 - Rear tow hooks.		
Vertical exhaust stack / muffler mounted under cab		
Chrome front bumper.		
Fuel tank 80 gal or greater – must be built with Corrosive resistant materials.		
Easy access jump start connection system		
Chassis to be dropped shipped to Body Builder (TBD) (British Columbia)		
Delivery Lead-time		
State Warranty		

**Addendum Form** (Must be included with Proponent’s submission)

**ADDENDA**

We confirm that we have received and carefully reviewed all of the Request for Proposal Documents, including the Specifications and the following Addenda, if any:

Initials\_\_\_\_\_

Please initial the Addenda form

**Conflict of Interest Form (Must be included with Proponent’s submission)**

**What is a conflict of interest?**

A conflict of interest is when you have a certain personal interest that may interfere with the interests you must have as someone connected to another person or entity, such an employer or client. A conflict of interest can cause one party to question what another party's intentions are.

It can also call to question your ability to remain unbiased in your thoughts, ideas and decisions.

**Conflict of Interest.** The supplier represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the supply of goods and/or performance of services required hereunder. SUPPLIER further represents that no persons having any such interest shall be employed to perform those services.

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

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

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

RDOS evaluation committee members shall also sign a conflict of interest statement (CIGS), below. If a member of the evaluation committee has acknowledged a conflict of interest with a particular supplier or any supplier associated with this RFP, they shall be recused from the evaluation process.

**Conflict of Interest.** The RDOS evaluator represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the evaluation and awarding of the goods and/or services required hereunder.

Name and Title of evaluator: \_\_\_\_\_

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

**PROPONENT INFORMATION**

REQUEST FOR PROPOSAL: Two (2) Cab & Chassis

CLOSING DATE: June 12<sup>th</sup>, 2023 @ 2:00 PM Local Time

The undersigned Proponent has carefully examined the Conditions, Specifications, and Drawings (if applicable) for the chassis requested and will construct or provide the Cab & Chassis as specified.

This proposal is open for consideration for 60 days.

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ City: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ DATE: \_\_\_\_\_

PHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

EMAIL: \_\_\_\_\_

SIGNATURE OF PROPONENT: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_



**TABLE 1 (Please include with submission)**

	PRICE	QTY	EXTENDED PRICE
<b>CAB &amp; CHASSIS</b>		2	
<b>Options</b>		2	
<b>Levies</b>		2	
<b>SUB TOTAL</b>		2	
<b>Taxes Extra</b>			

[https://d.docs.live.net/08d1445609ed8d79/Documents/RFP\\_NEW\\_FIRE\\_ENGINES\\_\(Doug\).docx](https://d.docs.live.net/08d1445609ed8d79/Documents/RFP_NEW_FIRE_ENGINES_(Doug).docx)