



**Central Coast**  
REGIONAL DISTRICT  
*That we may be good people together*

## **Central Coast Regional District REQUEST FOR PROPOSALS – PICKUP TRUCK**

### **SCOPE OF WORK**

The Central Coast Regional District (CCRD) is requesting proposals for the supply and delivery of one (1) new pickup truck. This Request for Proposals (RFP) outlines the required specifications, submission requirements, and evaluation process. Based on a review of responses to this RFP, the Central Coast Regional District intends to select a Proponent who would then be invited to enter into a contract for provision of the goods described in this RFP.

### **RESOURCES**

**Schedule A** details the vehicle specifications from proponents, options available from the proponent at additional cost, and other information required for evaluation. **Schedule B** is the proposal form. Both documents must be submitted by the Closing Date.

### **INSTRUCTIONS TO PROPONENTS**

Only complete submissions will be accepted. Partial submissions will not be considered. Submissions may be revised by written amendment, delivered to the location set out for delivery of submissions, before the Closing Date.

Should the proponent consider additional services and materials appropriate, it should be recommended in their proposal. The Proponent is to cost these additional items separately.

### **SUBMISSION DIRECTIONS**

Proponents must submit their Proposal electronically in the following way:

- All submissions and enquiries regarding this RFP are to be directed in writing or by email, to the following e-mail address: [nmilne@ccrd.ca](mailto:nmilne@ccrd.ca)
- The subject line of the email must read:  
“Proposal Submission – RFP-CCRD Pickup Truck – [Proponent Name]”
- The Proposal shall include signed documents as required by this RFP submitted by a person authorized to legally bind the Proponent.

Submissions must be made prior to the specified closing date/time.

**COMMUNICATIONS REGARDING THIS RFP**

Enquiries from all Proponents regarding this RFP must be directed to:

**Contact:** Nathan Milne

**Email:** [nmilne@ccrd.ca](mailto:nmilne@ccrd.ca)

**Telephone:** 250-982-0081

Information obtained from any other source regarding this RFP is not official and should not be relied upon.

- a. The Central Coast Regional District will post an electronic copy of a written addendum on the Central Coast Regional District's website and on BC Bid if the Central Coast Regional District determines that an amendment is required to this RFP. Each addendum will be incorporated into and become part of the RFP. No amendment of any kind to the RFP is effective unless it is contained in a written addendum issued by the Central Coast Regional District.
- b. Proponents will be deemed to have carefully examined the RFP, including all attachments, Schedules, the Contract and the Site (as applicable) prior to preparing and submitting a Proposal with respect to any and all facts which may influence the Proposal.
- c. No proposal shall be altered, amended, or withdrawn AFTER the closing date and time of the RFP. Negligence on the part of the Proponent in preparing the Proposal confers no right for withdrawal of the Proposal after it has been opened.
- d. While the Central Coast Regional District has made considerable efforts to ensure an accurate representation of information in each respective RFP, the information contained in the RFP is supplied solely as a guideline for the Proponent and is not necessarily comprehensive or exhaustive. Nothing in a Central Coast Regional District RFP is intended to relieve the Proponent from forming their own opinions and conclusions in respect of the matters addressed in the RFP.
- e. The Proponent may withdraw their Proposal at any time PRIOR TO the Proposal Closing Time by submitting a written withdrawal letter to the Central Coast Regional District's Development Operations Department and the Proposal will be returned.
- f. All Proposals, including attachments and any documentation, submitted to and accepted by the Central Coast Regional District in response to this RFP become the property of the Central Coast Regional District.
- g. Payment for the work will be made within 30 days of satisfactory delivery and receipt of an invoice.

**VEHICLE SPECIFICATIONS**

Proposals must refer to and satisfy all specifications and concerns as noted below. Any additional options on a proposed unit are invited but must be listed as an option with any associated costs. The Central Coast Regional District shall not compensate for any items not identified in a proposal and delivered.

The CCRD will consider proposals for the supply (2022 model year or newer) 1/2 Ton, 4-wheel drive Pickup Truck, and delivery to the Central Coast Regional District office (626 Cliff St, Bella Coola, BC V0T 1C0) meeting the following specifications:

**Powertrain:**

- Engine – HEV Gasoline Hybrid

- Transmission - Automatic
- Four-wheel drive

**General Specifications:**

- Minimum seating for 5
- Towing capacity – min 10,000 lbs.
- Payload capacity – min 1,800 lbs.
- Seats – cloth or vinyl; with headrests - split bench
- 4 doors (any size), size to be indicated in the proposal
- Box – minimum 6.5 feet, size to be indicated in the proposal
- Air Conditioning
- Floor Covering – vinyl preferred, or carpet with molded rubber mats.
- Paint – white, clear coat
- Radio – AM/FM stereo with Bluetooth minimum
- Tires - (2 sets, including spare) – aggressive M/T summer set & aggressive 3PMSF winter set. Size: min 17”, max 20”
- Mirrors – heated

**Other Equipment:**

- LED Roof Beacon, wired to an auxiliary switch
- Trailer towing package c/w wiring, receiver, brake controller, Class III hitch
- Multi-directional work lights(s), wired to auxiliary switch
- Box liner – spray on or insert
- Cab protection/headache rack

**Warranty:**

## 1. Base Warranty

- Warranty work to be done at qualified facility convenient for the CCRD
- Extended Warranty – optional, list separately, include details

Except where stated otherwise herein, the Specifications describe what is considered necessary to meet the performance requirements of CCRD and Proponents should bid in accordance with such Specifications, or if the Proponent cannot meet the Specifications, the Proponent may offer an alternative which it believes to be the equivalent

**Proposal Prices:**

Proposal Prices must be in Canadian funds, taxes and delivery and other associated charges included as line items and tallied in the Total Price.

Proposals will not be opened publicly and shall be open for acceptance for at least 90 days after the closing date.

**Proponent's Expenses:**

- a. Proponents are solely responsible for their own expenses in preparing a Proposal. If the CCRD elects to reject all proposals, CCRD will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

- b. Further to the preceding paragraph, the Proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect to the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal and the Proponent, by submitting a proposal, waives any claim for loss of profits if no agreement is made with the Proponent

**Evaluation:**

Proposals in compliance with all provisions of this RFP will be evaluated using the following criteria:

Criteria	Weight
Price	25%
Specifications	35%
Delivery Time	25%
Value Added	15%
<b>Total</b>	<b>100%</b>

**GENERAL CONDITIONS & REQUIREMENTS OF THIS RFP**

- a. The Central Coast Regional District is not bound to select a preferred Proponent or accept any Proposal and reserves the right in its sole discretion to postpone or cancel this RFP at any time for any reason whatsoever in accordance with the Central Coast Regional District's judgement of its best interest and to proceed with the Services in some other manner separate from this RFP process.
- b. This RFP does not commit the Central Coast Regional District, in any way, to select the preferred Proponent, or to proceed to negotiations for a contract, or to award any contract.
- c. The Central Coast Regional District reserves the right to:
- i) Accept a Proposal which is not the lowest priced;
  - ii) Reject any and all Proposals, including without limitation the lowest priced Proposal, even if the lowest priced Proposal conforms in all aspects with the RFP;
  - iii) Reject any Proposal at any time prior to execution of an Agreement;
  - iv) Assess the ability of the Proponent to perform the contract and may reject any Proposal where, in the Central Coast Regional District's sole estimation, the personnel and/or resources of the Proponent are insufficient;
  - v) Amend or revise the RFP by Addenda up to the specified closing date and time;
  - vi) Reduce the Scope of Services required within the RFP and negotiate the price to reflect such change after award of an Agreement; and
  - vii) Award an Agreement to the Proponent other than the one with the most points, if, in its sole determination, another Proposal is determined to be the Best Value to the Central Coast Regional District, taking into consideration the price and evaluation criteria of the RFP.
- d. Under no circumstances shall the Central Coast Regional District be obligated to award an Agreement solely on the basis of proposed price.
- e. The Central Coast Regional District may accept or waive a minor and inconsequential irregularity, or where applicable to do so, the Central Coast Regional District may, as a condition of acceptance of the Proposal, request a

- Proponent to correct a minor or inconsequential irregularity with no change in the Proposal.
- f. The determination of what is or is not a minor or inconsequential irregularity, the determination of whether to accept, waive, or require correction of an irregularity and the final determination of the validity, will be the sole discretion of the Central Coast Regional District.
  - g. By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contract of any kind, if formed under, or arises from this RFP, exists prior to the signing of a formal written Contract.
  - h. Proponents shall disclose in their Proposals any actual or potential Conflict of Interest and existing business relationships it may have with the Central Coast Regional District, its elected officials, appointed officials or employees.
  - i. Proponents and their agents will not contact any member of the Central Coast Regional District Board or District Staff with respect to this RFP, other than the District Representative named in this document or authorized by the Operations Department, at any time.
  - j. The Central Coast Regional District will retain all Proposals and they will not be returned to the Proponent except for any unopened Financial Proposals. All submissions will be held in confidence by the Central Coast Regional District. The Central Coast Regional District is bound by the Freedom of Information and Protection of Privacy Act (British Columbia) and all documents submitted to the Central Coast Regional District will be subject to provisions of this legislation.
  - k. All of the information contained within the RFP, including supplementary information provided electronically, is for the exclusive use of the Consultant team for the RFP preparation purposes only and is not to be made publicly available in any manner. The Consultant team shall not discuss this project with any member of the public at any time, for any reason whatsoever, without the prior written approval of the Central Coast Regional District.
  - l. A service agreement will be required between the Central Coast Regional District and the successful proponent. By submitting a Proposal, a Proponent accepts that a contract may be concluded upon notification by the Central Coast Regional District with the Proponent. The Central Coast Regional District reserves the right to negotiate. If the parties, after having bargained in good faith, are unable to conclude a contract, the Central Coast Regional District and the Proponent will be released without penalty or further obligations other than any surviving obligations regarding confidentiality and the Central Coast Regional District may, at its discretion, contact the Proponent of the next best rated Proposal and attempt to conclude a contract with it, and so on until a contract is concluded.
  - m. This RFP and associated agreement shall be governed by the laws of the Province of British Columbia.
  - n. Time is of the essence for the Contract, if awarded.
  - o. The Contractor to the Contract (if awarded) will be designated and assumes the responsibility as the Prime Contractor per WorkSafe BC OH&S Regulations, Section 20.2 Notice of Project and 20.3 Coordination of Multiple-Employer Workplaces, Subsections (1) and (2). The Proponent should also understand the general duties of the Owner as defined in the Workers' Compensation Act, Section 119 General

Duties of Owner. The Proponent should have the necessary qualification and be willing to accept the responsibilities as Prime Contractor for this Contract.

- p. The successful Proponent shall:
- i. Hold a valid WorkSafeBC registration number for the duration of the project.
  - ii. Produce a copy of a Worksafe BC registration number on or before commencement of the project.
  - iii. Comply with Occupational Health and Safety Regulations.
  - iv. In the event of a multiple employer workplace (i.e. Field work requiring survey, geotechnical investigation, traffic control etc.) be the designated prime contractor, and fulfil the prime contractor's responsibilities as defined in:
    1. WorkSafeBC Occupational Health and Safety Regulation, Notice of Project, Section 20.2, and Coordination of Multiple Employer Workplaces, Section 20.3; Workers Compensation Act (RSBC 1996), Coordination at multiple- employer workplaces, Section 118, Subsections (1) & (2); General Requirements; Section 3.10 Worksafe BC.

### **INSURANCE OBLIGATIONS OF PROPONENTS**

Except as may be otherwise expressly approved by the Central Coast Regional District in writing, the Proponent will, without limiting its obligations or liabilities herein and at its own expense, provide and maintain the following insurances with insurers licensed in British Columbia and in forms and amounts acceptable to the Central Coast Regional District:

- a. Comprehensive Liability Insurance with not less than \$2,000,000 coverage per occurrence, together with a Standard Non-Owned Automobile Liability. The Central Coast Regional District must be named as an additional insured on this policy and the policy shall contain a cross-liability clause.
- b. Transportation / Shipping Insurance or Automotive Liability Insurance as required to facilitate the delivery the goods identified.
- c. The successful consultant must also provide the Central Coast Regional District with a certificate issued by the insurer(s) as evidence of the coverage required on or before commencement of the project.
- d. Each policy of insurance required under this agreement shall be maintained during the continuance of this agreement and shall not be capable of cancellation unless 30 days' notice is first given to the Central Coast Regional District.
- e. The successful consultant must ensure that every sub-consultant provides and maintains insurance substantially in accordance with the requirements of this agreement. The successful consultant shall be as fully responsible to the Central Coast Regional District for acts and omissions of sub-consultants and of persons employed directly or indirectly by them as for acts and omissions of persons directly employed by the consultant.

The foregoing insurance shall be primary and not require the sharing of any loss by any insurer of the Central Coast Regional District. The successful Proponent shall provide the Central Coast Regional District with evidence of all required insurance prior to the commencement of the Services. When requested by the Central Coast Regional District, the Proponent shall provide certified copies of required policies.

The successful Proponent agrees to indemnify, defend, and hold harmless the Central Coast Regional District, its officers, employees, and agents from and against any and all claims, demands, actions, losses, liabilities, costs, or expenses (including legal fees)

arising out of or in connection with the performance, delivery, or failure to perform the obligations under the contract, except to the extent caused by the negligence or willful misconduct of the Central Coast Regional District.

**DEADLINE FOR SUBMISSIONS**

The closing date for proposals will be 3:00 p.m. PST, December 19<sup>th</sup>, 2024. All proposals must be clearly marked with the name and address of the proponent and the 'Request for Proposal' title. Proponents are responsible for ensuring that digital and courier delivery occurs within the deadline. Late proposals will not be accepted and will be returned to the proponent unopened.

**SCHEDULE A****PROPOSAL SPECIFICATION FORM:**

<b>Specifications</b>	<b>Required</b>	<b>Desired</b>	<b>Proposed</b>
Make			
Model			
Engine	HEV Gasoline Hybrid		
Transmission	Automatic		
Powertrain	4x4		
Seating	Min 5	Front bench	
Doors	4		
Box	Min 6'5"		
AC	X		
Floors		Vinyl	
Engine block heater		X	
Paint		White	
Radio	AM/FM	Bluetooth	
Tires/wheels	2 sets summer/winter w full size spares	Aggressive tread. Min 17", max 20"	
Mirrors		Heated side	
Work lights	Multi directional LED work lights(s), wired to auxiliary switch		
Work Lights	LED Roof Beacon, wired to auxiliary switch		
Towing	c/w wiring, receiver, brake controller, Class III hitch		
Box Liner	Spray on	Insert	
Cab Protection	Headache rack		
Warranty			
Delivery Date			
Delivery Cost			
Price (all in)	Include breakdown		



**SCHEDULE B****PROPOSAL FORM****Project:**

CCRD Pick-up Truck 2024-OPS-01

Date submitted: \_\_\_\_\_

**Submitted by:**

Name of submitter: \_\_\_\_\_

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

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

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

Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_

**Name of Bidder:**

\_\_\_\_\_

**Contract Price:**

Having examined all matters referred to in the mandatory requirements of the Vehicle Specification List prepared by the Central Coast Regional District, we, the undersigned, hereby offer to enter into a Contract to supply and deliver a pickup truck in accordance with the requirements of this RFP for the lump sum price, inclusive of delivery to the Central Coast Regional District Office (excluding taxes) of:

**Lump Sum Price (excluding taxes):** \_\_\_\_\_

Rates are in Canadian funds which include the supply and delivery of all the products, all labour and materials, supervision, services, construction machinery and equipment, overhead and profit, and represent the entire cost to the Owner for the completion of the Work. All applicable Federal and Provincial taxes and duties excluding Goods and Services Tax (GST) are included in the Rate.

We agree that if the Central Coast Regional District orders us in writing to perform extra work which is not reasonably inferable from the specifications as being part of the Work, we will perform the same and shall be paid therefore in accordance with the terms of the General Conditions applicable to Changes and Extra Work. We agree that the Central Coast Regional District may delete from the Contract a portion, or portions of the Work provided such deletion is not for the purpose of allowing someone else to perform the deleted portion during the Contract Time.

**Proposed Delivery Schedule:**

State date of delivery if awarded contract:

\_\_\_\_\_

**Notification:**

If notified in writing by the Central Coast Regional District of acceptance of this Proposal within the specified acceptance period after the Proposal closing date, we shall enter into and execute a General Services Agreement for the Work.

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**Guarantees & Warranty:**

State all guarantees and warranties being offered:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subcontractors:**

If you will be using subcontractors for the Work, please provide their business name, contact name, phone number, and aspect of the Work they will perform:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Authorization:**

A person authorized to sign on behalf of the Proponent; to agree to all statements made in response to this Request for Proposal should complete and sign this section.

The enclosed Offer is submitted in response to the above-referenced Request for Proposal, with the acknowledgment and receipt of any and all issued addenda.

Through submission of this Offer, we agree to all the terms and conditions set out in the RFP and agree that any inconsistent provisions in our Submission will be as if not written and do not exist.

We have carefully read and examined the Request for Proposal, and we agree to hold the stated pricing for the period indicated in the Proposal Form.

We agree to hold this offer open for acceptance by the Central Coast Regional District for 90 days.

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

**Printed (Full) Name:** \_\_\_\_\_

**Legal Name of Proponent:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Contact Phone Number(s):** \_\_\_\_\_