



LADYSMITH

Infrastructure Services

Request for Tender

No. 2025-IS-02

One (1) Compact 4 Door 4x4 Pickup Truck

For further information
please contact:

Len Thew

Manager of Operations

250.245.6447

lthew@ladysmith.ca

RFP Issue Date: **03/07/2025**

RFP Closing Date: **03/27/2025 2:00 pm,**

RFP Opening: **03/27/2025 2:15 pm,**

Location of Bid Opening: **Ladysmith City Hall**



1. Introduction

The Town of Ladysmith is requesting RFP's for the supply of one (1) pickup truck in accordance with the following specifications.

The pick up will be a compact (smaller than ½ ton) 4 x 4 model with 4 doors and will have a white exterior colour. The dealer will be required to list as part of the RFP all standard specifications that will include the following:

Standard Specifications

- Interior Specifications
- Exterior Specifications
- Safety Specifications
- Mechanical Specifications
- Capacity Specifications
- Dimension Specifications
- Warranty

2. Required Project Deliverables

The dealer will include as part of the RFP, price including all applicable taxes and any rebates both Provincial and Federal, if applicable.

3. Response Content

All respondents should include the following information in their proposal

- Interior Specifications
- Exterior Specifications
- Safety Specifications
- Mechanical Specifications
- Capacity Specifications
- Dimension Specifications
- Warranty
- Expected date of delivery (ASAP not accepted)

As part of the submission review process, proponents may be required to present their proposal and approach to the Town staff. Proposals will be reviewed and evaluated by a committee comprised of Town staff. During the evaluation process any or all of the proponents may be asked for clarification by telephone or email.

4. Enquiries

All enquiries related to this "Request for Proposal" are to be directed to:

Len Thew, Manager of Operations
lthew@ladysmith.ca
250.245.6447

5. RFP Addenda

It is the responsibility of the proponents to check periodically for any addenda that may be issued by the Town of Ladysmith. Addenda will be posted on the Town of Ladysmith website (www.ladysmith.ca/city-hall/bid-opportunities) and on BC Bid.

6. Proposal Submission

Proponents are requested to submit their proposals **no later than 2:00pm on March 27, 2025** to the attention of:

Sue Bouma, Manager of Corporate Services
Town of Ladysmith
410 Esplanade - PO Box 220
Ladysmith, BC V9G 1A2
Email: bid@ladysmith.ca

Proposals must be submitted by email. The Town is not responsible for the timely receipt or adequacy of any electronic transmissions, and late receipt of Proposals via email or facsimile will be cause for rejection of a Proposal.

All submissions must be clearly marked “Request for Proposals No. 2025-IS-02”.

Submissions in response to this RFP will be opened publicly at the Town of Ladysmith City Hall on **March 27, 2025 at 2:15pm.**

7. Proposal Evaluation

The Town will evaluate proposals based upon but not limited to, the following:

- Quality of the proposal
- Fee quote
- Principles of best value (see below)
- Demonstrated proven experience
- Accessibility and responsiveness
- Reference checks

The Town reserves the right to accept or reject any or all proposals either whole or in part at any time, or waive formalities in, or accept a proposal either whole or in part which is deemed most favourable in the interest of the Town. The Town will be under no obligation to proceed further with any submitted proposal and, should it decide to abandon same, it may, at any time, invite further proposals for the supply of the described services or enter

into any discussions or negotiations with any party for the provision of the services. No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the Town.

The lowest or any submission in response to this RFP will not necessarily be accepted. The bids will be considered on their merits and it is not the intention of the Municipality to buy on price alone.

The Town of Ladysmith Purchasing Policy entails the following Principles of “Best Value”:

- Procure the goods and services requirements of all departments in an efficient, timely and cost effective manner while maintaining the necessary controls;
- Engage in an open bidding process wherever practical;
- Ensure maximum value is obtained during the acquisition of goods and services. Where applicable, the total cost of the goods and services purchased should be taken into account. Total cost may include but not be limited to acquisition cost, disposal cost, residual value, training cost, maintenance cost, product performance and environmental impact;
- Take into account wherever practical the commitment to protection of the environment, and energy conservation;
- Ensure the acquisition of goods and services meets the requirements of applicable legislation and trade agreements, including the New West Partnership Trade Agreement, and the Agreement on Internal Trade; and
- Ensure that maximum value is realized when disposing of surplus goods, materials and equipment.
- Up to five (5) percent of the evaluation score will be allocated based on the proposal’s contribution to the following community benefits:
 - *Economy*
 - Demonstrate job creation within the local area, which is defined as the Cowichan Valley Regional District and the Regional District of Nanaimo.
 - Contribute to a stronger local economy (buy local)
 - Increase training and apprenticeship opportunities
 - Provide work experience and employment opportunities for youth aged 15 to 24
 - Ensure that a Living Wage for the local area is paid
 - *Public Spaces*
 - Enhance community recreation, arts and/or culture infrastructure
 - Improve and enhance public spaces
 - Improve access to public spaces for people living with disabilities

- *Environment*
 - Demonstrate that work undertaken exceeds requirements for environmental standards

8. Ownership of Proposals

All Proposals and subsequent information materials shall become the property of the Town of Ladysmith after the closing date and time and will not be returned.

The Proposals will be held in confidence by the Town subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. This Request for Proposals and all associated documentation is the property of the Town of Ladysmith and shall not be copied or distributed without the prior written approval of the Town.

TOWN OF LADYSMITH

Request for Proposal (RFP)

The Town is requesting RFP's for the supply of the following equipment in accordance with the Proposal Specifications:

Specifications for One (1) Compact 4 Door 4 x 4 Pickup Truck

It is the intent of these specifications to clearly describe the furnishings and delivery to the Purchaser, a complete vehicle equipped as specified. The Primary objective of these specifications is to obtain the most acceptable unit for service for the Town of Ladysmith Infrastructure Services Department.

The installation of components must be completed to the highest industry standards. The completed unit must conform to all the Federal and Provincial Motor Vehicle Safety Standards.

Each bidder must specify if work will be completed in-house or contracted out. If contracted out. The name of the Contractor's business name and address must be provided with references.

MAKE:
YEAR & MODEL
NAME OF FIRM TENDERING:

REFERENCE	MINIMUM SPECIFICATIONS	YES	NO	DEALER MUST CLARIFY VARIANCES
1. YEAR	Required:			
2. MODEL	Required:			
	4 Door 4 x 4			
	Compact Truck <1/2 ton			
3. CARGO BOX	Required:			
	Fleet Side			
4. COOLING	Required:			
	Block Heater			
	Anti-freeze to -40c			
5. TRANSMISSION	Required:			
	Auxiliary Trans Oil Cooler (Factory Installed Preferred)			
	Is auxiliary trans oil coller factory installed (Yes or No)			
	If not factory installed provide specifications			

REFERENCE	MINIMUM SPECIFICATIONS	YES	NO	DEALER VARIANCES	MUST	CLARIFY
6. FRONT AXLE/ SUSPENSION	Required:					
	Independent Suspension					
	Lubed-for-Life Ball Joints					
	H.D. Gas Shocks					
7. REAR AXLE/ SUSPENSION	Required:					
	H.D. Gas Shocks					
	H.D. Rear Multi-leaf Springs					
	H.D.Stabilizer Bar					
	Limited Slip					
8. BUMPERS	Required:					
	Front Plastic, Painted or a combination					
	Rear Painted Step Bumper					
9. TRAILER TOWING PACKAGE	Required:					
	Frame mounted class IV tow hitch					
	7-wire Trailer Wiring Trailer Brake Controller					
10. POWER BRAKES	Required:					
	Four Wheel Disk with ABS					
11. POWER STEERING	Required:					
	Electronic Power Assist Steering					
12.LIGHTING	Required:					
	Halogen Headlamps LED					
	Daytime Running Lights					
	High Mount Stop Lamp					
	Cargo Box Light					
	Under Hood Light					
	* To Meet All Federal & Provincial Standards					
	Fold Down center Armrest					
	Air Conditioning					
	Black Vinyl Floor Covering					
	Additional Removable black all weather heavy duty, rugged type, rubber floor mats					
	Cloth Headliner					

REFERENCE	MINIMUM SPECIFICATIONS	YES	NO	DEALER VARIANCES	MUST	CLARIFY
	Full Guages and/or Warning Lights – Specify					
	Electronic Message Centre Shall Provide: Odometer, trip odometer, engine hour meter					
	Multispeed, Intermittent Wipers & w/washers					
	Inside Day/Night Mirror					
	Dome Lights					
	Auxiliary power outlet					
	All Windows Factory Tinted					
	Airbags: Specify: Drivers Front Impact Passenger Front Impact					
	AM/FM Stereo					
14. FUEL TANK	Required:					
	State volume in litres					
15. TIRES / WHEELS	Required:					
	Toyo M55 8 or 10 Ply Min.					
	Full Size Spare Tire (can be stock)					
	Wrench & Jack					
16. PAINT	Required:					
	Factory White Clear Coat					
17. MISCELLANEOUS	Required:					
	One (1) Service Manual					
	Front & Rear Wheel Mud Flaps					
	Supply and install aluminum headache rack / w emergency strobe light mounting on centre of headache rack					
	Supply and install LED strobe light – low profile on centre of rack wired to fuse box, (operational without Key) /w rocker on/off switch mounted on dash Contact Manager of Operations to choose switch location for Rotating Beacon					
	Box, bulk head and tail gate sprayed with Lining					
	Supply three (3) sets of keys					
18. DELIVERY	FOB Town of Ladysmith Public Works Yard					
	State numbers of days till delivery after P.O. provided.					

FORM OF TENDER

Date:

We the undersigned have received and carefully reviewed all of the Tender Documents, including the Addenda listed below, have full knowledge of the requirements of the Tender and certify that we have complied with the Instructions to Tenderers.

Provided that this Tender is accepted within 60 calendar days from the Closing Date and Time, the undersigned offers and agrees to provide all labor and material to perform and complete the Work as specified in and in strict compliance with the Tender Documents, at the prices quoted in the Tender Documents, within the time specified, and in accordance with the terms and conditions set forth in the Tender Documents.

The undersigned undertakes to achieve substantial completion of the Work that is the subject of the Tender within ____ calendar days from award of the contract under this Tender.

The Tenderer is an Individual Partnership Corporation (check where applicable)

Incorporated under the laws of

Names and Address of Individual, Partnership, or Corporation

Signature and Title of person authorized to sign Tender:

Tendering: _____

(Print or type name under signature)

.....
.....
.....
.....

Telephone:

Facsimile: