



LADYSMITH

Infrastructure Services

Request for Tender

No. 2025-IS-03

One (1) Half Ton 4 Door 4x4 Pickup Truck

For further information
please contact:

Len Thew

Manager of Operations

250.245.6447

lthew@ladysmith.ca

Tender Issue Date: **03/13/2025**

Tender Closing Date: **04/03/2025 2:00 pm,**

Tender Opening: **04/03/2025 2:15 pm,**

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



1. Introduction

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

The pickup will be a 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 tender 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 tender, 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 tender

- 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 tender and approach to the Town staff. Tenders 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 Tender” are to be directed to:

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

5. Tender 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. Tender Submission

Proponents are requested to submit their tenders **no later than 2:00pm on April 3, 2025** to the attention of:

Sue Bouma, Manager of Corporate Services
Town of Ladysmith
Email: bid@ladysmith.ca

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

All submissions must be clearly marked “Request for Tenders No. 2025-IS-03”.

Submissions in response to this RFT will be opened publicly at the Town of Ladysmith City Hall on **April 3, 2025** at 2:15pm.

7. Tender Evaluation

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

- Quality of the tender
- 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 tenders either whole or in part at any time, or waive formalities in, or accept a tender 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 tender and, should it decide to abandon same, it may, at any time, invite further tenders 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 tender 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 tender’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 Tenders

All Tenders 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 Tenders 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 Tenders 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 Tender (RFT)

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

Specifications for One (1) Half Ton 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	✓		
	Half Ton Truck	✓		
3. CARGO BOX	Required:			
	Fleet Side			
4. COOLING	Required:			
	Block Heater	✓		
	Anti-freeze to -40c	✓		
5. TRANSMISSION	Required:			
	Automatic	✓		
	Auxiliary Trans Oil Cooler (Factory Installed Preferred)	✓		
	Is auxiliary trans oil coller factory installed (Yes or No)	✓		

	If not factory installed provide specifications	✓		
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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 Gauges 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.	✓				Deep Lug for off road
	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)

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

Telephone:

Facsimile: