Request for Offers No. 22-056

One (1) New Small sedan or Compact car

Issue date: July 13, 2022

Closing Date and Time:
Offers should be received prior to:
3:00 pm (15:00 hrs) Pacific Time, July 20, 2022

Questions are to be sent to:
Sheldon Racz
Manager Facilities and Fleet Services,
Regional and Community Utilities
T: (250) 390-6507
Email: sracz@rdn.bc.ca

Submission method:

By Email: With **"22-056 Fleet Pool Vehicle"** as the subject line at this electronic address:

Email: sracz@rdn.bc.ca

Please note: Maximum email file size limit is 15MB, or less.

Offers will not be opened in public

SECTION 1

1.1 Requirement

The Regional District of Nanaimo (RDN) requests Offers from Dealers to supply and deliver One (1) New small sedan or compact car to the Regional District of Nanaimo for use in its fleet pool.

The RDN does not prefer any particular vehicle make and/or model and would like dealers to submit offers for consideration. Any award will be based upon the best value criteria of price,delivery, trade in value, technical specifications, warranty, and fuel economy and not necessarily on the lowest price. In most cases, the vehicle's base specifications should be sufficient. Any preferences are listed herein.

General Specifications (minimum requirements)

a) Small sedan or compact car
b) 4 doors
c) Seating for 4 passengers
d) The RDN has the following engine preference in order of precedence:
   - Al l- Electric
   - Plug-in hybrid electric
   - Hybrid electric
   - Diesel engine with biodiesel capability
   - Propane
   - Diesel Engine
   - Gasoline engine
e) Power adjustable driver seat
f) Heated and power mirrors
g) Air conditioning
h) Safety
   - Blind-spot detection
   - Tire pressure monitoring system
   - Back-up camera
   - Automatic emergency braking
   - Forward collision warning
i) All-weather tires, with Mountain/Snowflake Symbol
j) Automatic Transmission
k) White Color
l) Keyless entry, three (3) sets of keys and/or fobs
m) Floor mats
   - **Front** – All-weather, **Rear** – All-weather floor liner

Optional features:

- GPS/sat navigation
- Wireless phone charging
- Spare tire or donut
- Roadside assistance coverage
- USB and USBC charging ports

Dealers are encouraged to submit more than one vehicle for consideration.

The vehicle will primarily be used as basic street transportation with an estimated use of 15,000 kilometers per year in variable road conditions. The available budget is $60,000 including all fees and PST less the value of the trade-in. The value of GST does not need to be included in the budget figure although will be paid by the RDN at time of purchase.

The RDN has one (1) Gray 2006 Pontiac Wave Hatchback as a Trade In. Please include a trade-in value with your submission(s).

Trade-in Vehicle (photos in appendix A
- 2006 Pontiac Wave
- 4 door
- 120,304 km + as of now, vehicle currently in use

SECTION 2

2.1 What to Submit with each Offer:

a) Price
b) Complete technical specifications
c) Warranty information
d) Delivery information
e) Trade in value
f) Fuel economy ratings

2.2 General Information

a) Pricing is to be in Canadian Dollars, F.O.B. Regional District of Nanaimo, 6300 Hammond Bay Road, Nanaimo, BC V9T 6N2 and is to include freight, pre-delivery inspection (PDI), unloading at destination, import duties, brokerage, royalties, handling, levies, overhead, profit and all other costs included to supply and deliver the Vehicle(s) offered. Unit prices quoted are exclusive of PST and GST which should be shown separately.
b) The RDN of Nanaimo is subject to the *Freedom of Information and Protection of Privacy Act (FOIPPA)* and as such all submissions to this ITT will become the property of the RDN and as such will be held in confidence by the RDN subject to the *FOIPPA* disclosure provisions. T*he successful proponent's name and total dollar amount is public information and may be routinely released*.
c) Offers shall be irrevocable and shall remain open for acceptance by the RDN for a period of thirty (30) calendar days after the Offer closing date.

2.3 Evaluation and Award

Any award will be based upon the best value criteria of price, delivery, trade-in value, technical specifications, warranty, and fuel economy and not necessarily on the lowest price.

The lowest or any offer may not necessarily be accepted.

SECTION 3

3.1 Payment
Payment by the RDN will be made on a net thirty (30) days basis after acceptance of the Vehicle by the RDN.

3.2 Transfer of Title/Ownership

a) Clear title to the Vehicle, free of all charges, liens, and encumbrances, other than those placed by the RDN shall pass to RDN when the Vehicle(s) are received, inspected, and accepted by the

Regional District of Nanaimo, 6300 Hammond Bay Road, Nanaimo, BC V9T 6N2

b) Until such time as title of Vehicle(s) is accepted by the RDN, the Dealer shall be responsible for insurance claims related to the Vehicle(s) and the RDN shall not be considered to have breached any contract if there is a fire, damage or other cause which entitles an insurance company to seize or take possession of the Vehicle(s) or part thereof.

c) The passing of title to the RDN shall not affect any of the Dealer's obligations.

3.3 Commencement of Warranty Period

a) The warranty period shall commence once the RDN accepts clear title of the Vehicle.

b) The warranty should be made out to the Regional District of Nanaimo, 6300 Hammond Bay Road, Nanaimo, BC V9T 6N2.

3.4 Pre-Delivery and Inspection

a) Prior to delivery, the Vehicle(s) shall be completely inspected and serviced by the Dealer and/or the manufacturer's Service Centre. The Dealer is responsible to ensure the Vehicle(s) are thoroughly tested inspected, and that all deviations are corrected prior to delivery. The Vehicle(s) should contain a pre-delivery check sheet showing what operations have been performed on the Vehicle(s) by the selling Dealer. The Vehicle(s) are to be clean, and all stickers are to be removed from glass prior to delivery with the exception of any sticker required by law.

b) The RDN will inspect the Vehicle(s), upon delivery, for workmanship, appearance, proper functioning of all Vehicle(s) and equipment and systems, and conformance to the specifications provided by the Dealer. In the event deficiencies are detected, the Vehicle(s) will be rejected, and it shall be the Dealer's responsibility to pick-up the Vehicle(s), make the necessary corrections and re-deliver the Vehicle(s) for a re-inspection and acceptance.

c) The Dealer shall be responsible for securing any and all inspections required by law, including B.C. Provincial Inspection stickers. Any fee charged for these inspections shall be the sole responsibility of the Dealer.

3.5 Delivery Requirements

a) The Dealer will deliver the Vehicle free and clear of all liens and encumbrances in the manner and to the destination stipulated. In the event of the Dealer's failure to meet this condition, the Dealer will, on written notice from the RDN, forthwith return all monies paid by the RDN on account of the Vehicle and in addition the RDN may by written notice terminate this contract without liability, and in such event, in addition to the above, the Dealer will be liable for any and all expenses or losses incurred by the RDN resulting from such failure.

b) The Vehicle is to be delivered F.O.B. Destination, Freight Prepaid and allowed, to Regional District of Nanaimo, 6300 Hammond Bay Road, Nanaimo, BC V9T 6N2 attention: Sheldon Racz.

c) Deliveries are to be made between the hours of 9:00 a.m. to 4:00 p.m. Monday through Friday, excluding statutory holidays, unless other arrangements have been agreed to in writing from the RDN.

d) The Dealer shall notify Sheldon Racz not less than three (3) working days prior to expected delivery / arrival to permit inspection scheduling. The RDN will not assume any liability for Vehicles delivered to an unauthorized location.

e) The Vehicle shall be inspected by the RDN to determine compliance with the specifications and/or to test its ability to perform its intended use.

3.6 Documentation at Time of Delivery

a) The Dealer shall provide the following documentation upon delivery:

i. Copy of Purchase Order and Original Invoice(s).
ii. All necessary documentation (origin certificate, weight ticket, or new Vehicle information statement, Transfer papers etc.) required for licensing the Vehicle for road use by the issuing Provincial / Federal authorities.

3.7 Deficiencies

a) The RDN shall have a reasonable time to inspect and to accept the Vehicle. The RDN may reject any Vehicle not in accordance with the Vehicle Specification. The RDN shall notify the Dealer of rejection of the Vehicle(s) whereupon the Vehicle will be held subject to the disposition by the Dealer. Any costs or expenses incurred by the RDN as a result of the rejection of the Vehicle are, immediately upon written demand by the RDN, payable by the Dealer, and may be set off against any payments owing by the RDN to the Dealer.

b) The RDN may hold back from payments otherwise due to the Dealer, as determined by the RDN, on account of deficient or defective materials. This holdback may be held, without interest, until replacement Vehicle is received, or such deficiency or defect is remedied.

3.8 Emblems/Logos

a) The Dealer shall not install on the Vehicle any logos, nameplates or stickers denoting the name of the company or Dealer that may be considered as advertising. Failure to comply with this requirement shall result in the Dealer being given the option to remove same, or reimburse the RDN for removal and restoration, if needed.

Appendix A


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