



District of Elkford

REQUEST FOR PROPOSAL

FOR

One Fire Department Water Tender Unit

Request for Proposal No: 2017-02

Issue Date: October 10 2017

PURPOSE:

To purchase one Fire Department Single Axle Water Tender Unit

SUBMISSION INFORMATION:

Closing Date: November 20, 2017
Time: 2:00 pm Mountain Standard Time
Location: District of Elkford, Municipal Office
PO Box 340, 816 Michel Road
Elkford BC, V0B 1H0
Fax: 250.865.4001
Email: finance@elkford.ca
Attention: Tanis Haugo
Copies: One
Faxed or emailed submissions accepted

CONTACT PERSON:

Name: Corey Kortmeyer
Email: ckortmeyer@elkford.ca
Phone: 250.865.4020
Position: Director, Fire Rescue and Emergency Service
Address: PO Box 340, Elkford BC, V0B 1H0

Please complete and return the acknowledgement form

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B. PROJECT BACKGROUND AND REQUIREMENTS

1. Project Overview

1.1 Background

The District of Elkford is looking for a single axle water tender for the Fire Department.

1.2 Current Organizational Status / Situation / Structure

Responses to this RFP will be reviewed and evaluated by the Director, Deputy Director of Fire Rescue, Superintendent of Public Works, and a Public Works Mechanic. Recommendation of the proposals will be presented to Council for final decision and approval.

1.3 Purpose of the Proposal

This RFP is designed to find an appropriate unit for the District's requirement to deal with the transportation of water for emergency needs.

2. Project Requirements

2.1 Project Plan

To provide a proposal for a water tender unit as described in the attached specification sheets, pricing, warranty, etc. and delivery schedule to the District in 2018 for water delivery.

2.2 Project Details

- Provide a proposal for a minimum – 1,500 imperial gallon water tender, to a maximum legally allowed on a single rear axle. The unit must maintain legal axle weights, while fully loaded. The unit **MAY** have a pump capacity (250 - 500 GPM) to have an inlet and outlet for water; the pump is not mandatory but a preferred item. A proponent may submit a water tender RFP with and without a pump.
- All proponents suggested apparatus will meet or exceed the NFPA or applicable pump certifications.
- All technical questions in regards to the specification are to be directed to the Director of Fire Rescue and Emergency Services: ckortmeyer@elkford.ca or 250.865.4020.
- All proposals will be hand delivered, mailed, faxed, or emailed as per submission info.
- All proposals will be submitted by November 20, 2017 at 2:00 pm local time (MST).

2.3 Time Frame and Milestones

Event / Activities	Anticipated Date / Timeframes
RFP issue	October 10, 2017
RFP closing	November 20, 2017
Request for council decision (tentative)	November 27, 2017
Award RFP to successful proponent	December 2017

3. Evaluation Criteria

3.1 Mandatory Criteria

Proposals **must** include the following information:

- Scope of the project and client expectations / objectives – demonstrate understanding of the project, and the District’s requirement;
- Indicate timelines, milestones, products and services to be delivered, and the methodology for the project;
- Project management, including problem identification and resolution;
- Resource management - inputs / resources to be provided by both client and contractor;
- Performance measurement, quality assurance and testing criteria;
- Reporting procedures including communication strategy / process;
- Demonstrate knowledge and understanding of NFPA and ULC standards pertaining to water tender delivery and pumps and pumping;
- Itemize the components and methodology required for the project
 - Attached specification requirements; **“B and C”**.
- Provide information on the company / business, including pertinent experience of key personnel;
- Provide at least three examples of similar projects;
- Provide at least three relevant references;
- Pricing to include unit FOB Elkford

3.2 Scored Selection Criteria (Solution, Qualifications, and (optional) - Price)

Scored Evaluation Criteria

a) Suitability of the Proposed Solution	Total 40%, 40 Pts Maximum Score
• Demonstrates understanding of project requirements	5
• Extent to which solution(s) meets goals	5
• Project plan including methodology, operational and support capabilities, implementation plan and delivery schedule	5
• Product design overview including business and functional capabilities	15
• The amount of time for delivery of unit to Elkford	10
b) Proponent Qualifications	Total 20%, 20 Pts Maximum Score
• Proponent's experience on similar projects and related business capabilities of the proponent and any proposed subcontractors	5
• Technical capability, capacity, skills and qualifications of the proponent and any proposed subcontractor	5
• References based on past performance - similar projects	10
c) Price and Costing Rationale (short-list only)	Total 40%, 40 Pts Maximum Score
• Price - Score = (lowest priced proposal divided by the price on this proposal) x total marks available for price	40

4. Proposal Format and Response

The following format should be followed when preparing the proposal response.

Ensure you return the RFP Acknowledgement Form stating your intentions to respond (or not to respond) with a proposal.

a) Title Page

Show the RFP name, contract or file number, submission closing date, proponents name, address, telephone number, facsimile number, email address, and the name of the proponent's contact person.

b) Letter of Introduction

One page, introducing the firm and the proposal, signed by the person(s) authorized to sign on behalf of, and bind the firm to, statements made in the proposal.

c) Methodology / Solution / Scope / Project Plan

Indicate your understanding of the key requirements of the project and the methodology you will use in undertaking the project. Be sure to include all of the mandatory criteria contained in the RFP - **Failure to do so will result in the proposal receiving no further consideration.**

d) Proponent Profile / Project Team Qualifications / Skills / Experience

Indicate the proponent's / project team's qualifications and capabilities for the project, including past projects having similar requirements to the one being proposed. Summarize the qualifications of the key staff and how these staff will be organized and supervised on the project. If subcontractors are being used, include the same information for each of them.

e) Price Proposal (total project cost and specific breakdown)

Price should be a lump sum for the design, construction, delivery and installation of the structure, including all labour, materials and expenses, but excluding taxes. The price proposal shall be made in accordance with the requirements of the RFP.

f) Proposal Length / Format

Proposal clarity, including brevity and format, will be evaluated and awarded points accordingly. Your format should match that of the RFP for ease of reading and finding the relevant and important information.

g) Attachments

Attach any additional information such as company brochures, a list of previous projects undertaken by the firm, personnel resumes, etc.

A. RFP INSTRUCTIONS

5. General

5.1 Terminology

- “must”, “mandatory” or “required” means a specific criterion / criteria or requirement is / are essential to be met for the proposal to receive and continue to receive consideration. These criteria will be rated with a “yes”, having met the mandatory requirement or “no”, not having met the mandatory requirement. Any mandatory criterion receiving a “no” response by the evaluation team will result in the proposal being rejected.
- “should” or “desirable” means a requirement having a specific or significant degree of importance to meeting the RFP objectives. These criteria will be evaluated using a point scoring system.
- “proponent” means an individual or company that submits or intends to submit a proposal response to a Request for Proposal.

6. RFP Process and Evaluation Procedures

6.1 Project Communications

The District of Elkford **MUST** receive the proposals by the closing date and time. Any proposals received after that date and time will be returned unopened.

6.2 RFP Acknowledgement Form

Proponents are asked to fill out and return this form as soon as possible to the address listed on the “RFP Acknowledgement Form”. Acknowledging all manufacturers may have differences in production, we will accept proposed alternatives. **Any proposed alternatives must meet or exceed suggested specifications below.** Any changes, new information and answers to proponent’s questions will be sent only to those proponents who return this form.

Proponents are requested to forward project and RFP clarifications and requests for technical information in writing (i.e. email or fax) to the District of Elkford at finance@elkford.ca or 250-865-4001. All proponents will be given a copy of the respective questions and responses when answered (anonymity will be respected).

6.3 Mandatory Criteria

Mandatory selection criteria deemed to be essential to the success of this project are listed in Section 3.1. The proposals must provide this information as part of the proposal.

6.4 Short-list and Presentations / Interviews (optional)

The District of Elkford may require the lead proponent to participate in a conference call or interview to present or discuss their proposal. Reasonable notice will be given with more details on the presentation or interview process.

6.5 Evaluation and Selection

Each proposal will be evaluated against the mandatory criteria. Proposals meeting all of the mandatory criteria will then be assessed and scored against selection criteria that have been allocated a specific number of maximum points. References of the highest scoring proposal or short-listed proposals will then be assessed. The leading or short-listed proposal(s) will then have its / their presentation on its / their proposed solution evaluated and scored (optional). Subject to successful negotiation and signing of a contract, the proponent with the overall “best value” (highest score or best price-per-point for example) proposal will be awarded the contract.

6.6 Estimated Timetable

The following timetable outlines the anticipated schedule for specific RFP activities:

Event	Anticipated Date
RFP issued	October 10, 2017
Proponents to submit questions	Until November 12, 2017
Closing date for proposal submission	November 20, 2017
Award RFP to successful proponent	December 2017

7. Proposal Conditions

7.1 Signed Proposals

The proposal must be signed by the person(s) authorized on behalf of the proponent or Company and binds the proponent to the statements made in the RFP response.

7.2 Irrevocability of Proposals

At the appointed closing time, all proposals become irrevocable. By submission of a proposal, the proponent agrees that should its proposal be selected, the proponent will enter into a contract with the District of Elkford.

7.3 Changes to the Proposal Wording and Content

The proponent will not change the wording or content of its proposal after closing and no words will be added to the proposal, including changing the intent or content of the presentation of the proposal, unless requested, or agreed to, by the District of Elkford.

7.4 Proponent Expenses

Proponents are solely responsible for their own expenses in preparing the proposal, presentations of their proposal, and travel costs incurred presenting and negotiating their proposal.

7.5 Proposal Pricing

Proposal prices must be firm for a minimum of 90 days after closing.

7.6 Acceptance of Proposals

The District of Elkford is not bound to accept the lowest priced or any of the submitted proposals.

7.7 Alternative Solutions

If alternative solutions or options are proposed, proponents are (or may be) requested to submit the alternative or option as a separate proposal.

7.8 Negotiations

The District reserves the right to negotiate a contract with the lead proponent. If a written contract cannot be negotiated within thirty (30) days of notification to the lead proponent, the District of Elkford may, at its discretion at any time thereafter, terminate negotiations with that proponent and either negotiate a contract with the next qualified proponent, or cancel the RFP process and not enter into a contract with anyone.

7.9 No Claim for Compensation

Except as expressly and specifically permitted in these instructions to proponents, no proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim against the District.

8. Additional Terms and Conditions

8.1 Subcontracting

Subcontracting may / may not be allowed as a condition of the anticipated contract. When allowed, proposed subcontractors must be listed with attached resumes. Joint proposal submission must indicate which proponent has overall responsibility of the project.

8.2 Liability for Errors

The information contained in this RFP is supplied solely as a guideline for proponents. The information is not guaranteed or warranted to be accurate by the District of Elkford, nor is it necessarily comprehensive.

8.3 Agreement with Terms

The proponent, through the submission of a proposal, agrees to all terms and conditions of this RFP.

8.4 Modification of Terms

The District of Elkford reserves the right to modify the terms of the RFP at any time at its sole discretion. Proponents will be advised of any changes or modifications in writing from the District of Elkford.

8.5 Confidentiality of Information

Information pertaining to the District of Elkford obtained by the proponent as a result of participation in this project / contract is confidential and must not be disclosed without written permission from the District of Elkford.

9. Specific Contract Clauses

9.1 WorkSafe BC

The successful contractor and any subcontractor must be registered and in good standing with Worksafe BC. Workers Compensation coverage must be maintained for the duration of the contract.

9.2 Laws of the Jurisdiction

Any contract resulting from this RFP will be governed by and will be interpreted in accordance with the laws of the Province of British Columbia.

9.3 Indemnity (and Hold Harmless)

The Contractor shall use due care in the performance of the obligations under an Agreement with the District to ensure that no person is injured, no property is damaged or lost and no rights are infringed. Without limiting any other rights or remedies of the District of Elkford against the Contractor or any other person, the Contractor shall be solely responsible for:

- a) any injury to persons (including death), damage or loss to property or infringement of rights caused by, or related to, the performance of this Agreement or the breach of any term or condition of this Agreement by the Contractor, or the officers, employees or agents of the Contractor; and
- b) any omission or wrongful or negligent act of the Contractor, or of the officers, employees or agents of the Contractor;

and shall save (or hold) harmless and indemnify the District of Elkford, its officers, employees and agents from and against all claims, liabilities and demands with respect to clauses (a) and (b), together with all costs, expenses and fees associated therewith.

9.4 Insurance

Any contract arising out of this Request for Proposal may require that the Contractor, without limiting its obligations or liabilities, and at its own expense, provide and maintain throughout the term of the contract specific types of insurance with insurers licensed in the particular province where the contract is to be performed. The Contractor may be required to provide the District of Elkford with a Certificate of Insurance.

- **Comprehensive (Commercial) General Liability** - \$2,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the contract. The District of Elkford is added as an additional insured.
- **Professional Liability (errors and omissions)** - in an amount of \$2,000,000 insuring the Contractor's liability resulting from errors and omissions in the performance of professional services during and after the contract.
- **Automobile Liability** - on all vehicles owned, operated or licensed in the name of the Contractor in an amount of not less than \$2,000,000.

9.5 Intellectual Property Rights

The District of Elkford will be the owner of the intellectual property rights, including patent, assignment of copyright, waiver of moral rights, trademark and industrial design in any product, business process, and software or training program developed specifically through this contract. Licensing and marketing rights of the developed product, if appropriate, will be negotiated separately.

Attachment "A" RFP Acknowledgement Form
Request for Proposals No. 2017-02



District of Elkford
816 Michel Road P.O.Box 340 Elkford, B.C. V0B 1H0
P. 250.865.4000 • F. 250.865.4001 • info@elkford.ca • www.elkford.ca

Please complete this form and return IMMEDIATELY (fax preferred) to:

Contracting Agency Contact: The District of Elkford
Address: PO Box 340, 816 Michel Rd, Elkford BC, V0B 1H0
Phone: 250.865.4000
Fax: 250.865.4001
Email: finance@elkford.ca

In order to receive any additional information regarding this RFP, please complete this form and return by fax / email (as applicable) to the RFP contact person.

COMPANY NAME: _____
ADDRESS: _____

CONTACT PERSON: _____
TITLE: _____
PHONE NUMBER: _____
FAX NUMBER: _____
EMAIL ADDRESS: _____

Check appropriate response in A and B below:

- A. We will be submitting a proposal.
 We will not be submitting a proposal.
- B. I authorize the District of Elkford to send further correspondence relevant to this RFP that is deemed to be of an urgent nature by the following method:
 FAX: _____
 Email: _____
 Courier collect: courier name and acct no. _____
 Mail: _____

DATE: _____

SIGNATURE: _____ TITLE _____

Attachment “B” Specifications

1. Minimum – 1,500 imperial gallon tank to a maximum legally allowed on a single rear axle (including, equipment, personnel, water and all vehicle fluids, etc.).
2. The water tender should have a portable water tank to hold the entire water contents from the tender
3. The rear dump for the tanks contents should be able to be discharged from the rear, left or right of the apparatus
4. The water tender shall be painted and decaled to match Elkford’s existing fleet
5. The water tender must have traction chains for winter conditions
6. The water tender must be designed for 70% off road and 30% on road operations
7. The portable tank should be easily removed, or lowered mechanically (preferred)
8. The water tender shall meet or exceed all applicable NFPA and CSA/ULC standards for a mobile water supply
9. The water tender shall have at a minimum, 10 cu. ft. for equipment storage
10. The request for proposals include a pump and no pump version (if applicable to the manufacturer)
11. If the proponent submits a proposal with a pump, the proposal shall include 20 feet of hard suction, and room for; 15 feet of supply hose, and 6 cu. ft. of 2 - ½ inch or larger hose storage.
12. Any other optional items shall be included in the “**Attachment “C” BID SHEET**” - **Optional**



Attachment “C” BID SHEET

Water Tender	\$
TOTAL (including applicable taxes, excluding GST)	\$
GST	\$

OPTIONAL – Pump: _____	\$
OPTIONAL – Mechanical Lift Portable Tank: _____	\$
OTHER OPTIONAL - _____	\$
TOTAL (including applicable taxes, excluding GST)	\$
GST	\$