



February 9, 2018

Mountain View County invites Request for Proposals (R.F.P.s) for the supply of the following equipment, as per the attached specifications:

Request for Proposal No. 7-2018

One (1) Fifth Wheel Tanker Distributor

Note that the specifications have requested that only information for *one (1) Fifth Wheel Tanker Distributor* be submitted. County Council reserves the right to purchase as per the R.F.P.

Please complete and return the enclosed specification listing with a covering letter of pricing for the R.F.P. R.F.P.'s submitted without completion of the specification listings will NOT be considered.

Any inquiries regarding the equipment specifications or the equipment to be traded may be made by calling the County Office at 403-335-8020, extension 270. Inquiries should be directed to Garry Hall, Fleet Foreman.

R.F.P.s will be received at the Mountain View County Administration Office until **4:00 p.m. on February 28, 2018**. Please mark the outside of the envelope to: **Attention of the Fleet Foreman c/o Alison Howard** and **the number of the R.F.P.** County Council will consider R.F.P.'s at their convenience. ***Please note that R.F.P.s received by email or fax will not be accepted.***

Mountain View County reserves the right to negotiate with individual companies providing R.F.P.'s on existing equipment that they may be holding in inventory. Mountain View County also reserves the right to negotiate any alternative stated with the R.F.P. All bid options will be addressed with the R.F.P.

THE LOWEST AND/OR ANY R.F.P. NEED NOT NECESSARILY BE ACCEPTED.

Yours truly,

Ryan Morrison – CET, CLGM
Assistant Director of Operations

/ajh
Encl



Mountain View
C O U N T Y

REQUEST FOR PROPOSAL

No. 7-2018 – Fifth Wheel Tanker Distributer

Mountain View County - Didsbury, Alberta

1. Introduction

Mountain View County is seeking proposals for the supply of equipment as per the attached specifications.

This Request for Proposal provides the specifications and requirements for prospective applicants to complete a proposal including cost. Proposals must be submitted no later than **4:00 p.m. on February 28, 2018.**

2. Site Location

Mountain View County was established January 1, 1961 as a county operating within the Province of Alberta. Agriculture is the backbone of the County's landscape and culture. With over 1,800 farms and ranches, located on 3,800 square KMs of rich fertile soil and lush grazing land, agriculture is our proud heritage and vital link to the future.

Population: 12,359 (2011 census)

Postal address: PO Bag 100, Didsbury, Alberta, T0M 0W0

The Mountain View County Administrative Office is located at: 1408 - TWP Road 320, Didsbury, Alberta

Email address: www.mountainviewcounty.com

3. Detailed Scope of Services

The scope of services as outlined in this RFP is preliminary. The final scope of services is conditional on negotiating with the selected firm(s) and modified as needed, depending on operational efficiencies and conditions. The anticipated scope of the project includes the following:

(Please see the attached specification sheet.)

4. Freedom of Information and Protection of Privacy Act (FOIPP)

- a) Compliance with FOIPP:
 - (i) The Equipment Supplier will enter into an agreement regarding the access to Mountain View County records in compliance with FOIPP if required.

5. Schedule and Resources

- a) The Equipment Supplier shall complete all work under this proposal within ninety (90) days of this Request for Proposal being awarded.

6. Submittal Requirements

- a) All interested and qualified Equipment Suppliers are invited to submit a proposal for consideration. Submission of a proposal indicates that the Equipment Supplier has read and understands this entire Request for Proposal (RFP), including all attachments and all concerns regarding this RFP.
- b) Proposals must be submitted in the format described. Proposals are to be prepared in such a way as to provide a straightforward concise description of capabilities to satisfy the requirements of this RFP. Expensive bindings, colored displays, and promotional materials are not necessary. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content. Proposals must be complete in all aspects. A proposal may not be considered if it is conditional or incomplete. All proposals and materials submitted will become property of Mountain View County.

- c) Hand-carried proposals may be delivered to the Mountain View County Administrative Office located at 1408 - TWP Road 320, Didsbury, Alberta, Monday through Friday excluding holidays observed by Mountain View County. Equipment Suppliers are responsible for informing any commercial delivery service, if used, of all delivery requirements, and for ensuring that the address information appears on the outer wrapper or envelope used by such service.
- d) Proposal Presentation
- (i) All proposals must be submitted on 8 ½" x 11" paper, neatly typed, with no less than ½" top, bottom, left, and right margins and single spaced. Typeface must be no more than 12 characters per inch. Each page, including exhibits and attachments, must be clearly and consecutively numbered at the bottom of each page.
 - (ii) One (1) original and (1) copy, total of (2), of the complete proposal must be received by the deadline. The original and all the copies must be in a sealed envelope or container stating on the outside: **Equipment Suppliers Name, Address, Telephone Number, Proposal Due Date, and the text "RFP No. 7-2018 REQUEST FOR TANKER DISTRIBUTOR"**.
 - (iii) Specification Sheet **must** be filled out and submitted with proposal.
- e) Proposal Content
- (i) Cover Page. Submit RFP coversheet on letterhead stationary, signed by a duly authorized officer, employee, or agent of the organization/firm submitting the proposals that must include the following information:
 1. A statement that the proposal is submitted in response to the Request for Proposal for ½ Ton Pickup Truck.
 2. A statement indicating which individuals, by name, title, address and phone number, are authorized to enter into a contract, and negotiate the terms thereof, with Mountain View County on behalf of the organization/firm.
 3. A statement certifying that the undersigned, under penalty of perjury, is an agent authorized to submit proposals on behalf of the organization/firm.
 - (ii) State whether the Equipment Supplier can provide all of the services listed in the Scope of Services. As best as possible, describe the approach and experience that the Equipment Supplier will use to carry out the Scope of Services. If the equipment cannot be supplied within the specified ninety (90) days, as per the specifications, Mountain View County reserves the right to cancel the order.
 - (iii) Statement of Qualification. Include the following in this section of the proposal:
 1. General description of your firm, including size and length of time in business.
 2. A summary of your firm's background and specific proven experience on similar projects.
 3. Location of offices providing services to Mountain View County.
 - (iv) Indicate that you have no outstanding or pending complaints as determined by the Better Business Bureau and are in good standing with a professional association such as the Canadian Association of Management Equipment Suppliers, if applicable.
 - (v) Statement of Good Faith. Include the following in this section of the proposal:
 1. A statement that the offer made in this proposal is firm and binding for thirty (30) days from the date the proposal is opened and recorded.
 2. A statement that all aspects of this proposal, including cost, have been determined independently, without consultation with any other prospective Equipment Supplier or competitor for the purpose of restricting the competition.
 3. A statement that all declarations in the proposal and attachments are true and that this shall constitute a warranty, the falsity of which shall entitle Mountain View County to pursue any remedy by law.
 4. A statement that the Equipment Supplier agrees that all aspects of the RFP and the proposal submitted shall be binding if the proposal is selected and a contract awarded.
 5. A statement that the Equipment Supplier, if selected, will comply with all applicable contract requirements, rules, laws and regulations.

6. A statement that the Equipment Supplier agrees to respond to any reasonable inquiry made by Mountain View County for the purpose of clarifying any of the information contained in the Equipment Supplier's proposal. The submission of a proposal constitutes permission by the Equipment Supplier for Mountain View County to verify all information contained therein. If Mountain View County deems it necessary, additional information may be requested from the Equipment Supplier. Failure to comply with any such request may disqualify an Equipment Supplier from further consideration. Such additional information may include evidence of financial ability to perform.
 7. A statement that the Equipment Supplier does not have any commitment or potential commitments which may impact the Equipment Supplier's assets, lines of credit, guarantor letters or ability to perform the contract.
 8. A statement that the consulting firm presently has no interest and shall not have any interest, direct or in indirect, which would conflict in any manner with the performance of the service contemplated by the agreement with Mountain View County. No person having such interest shall be employed or associated with the Equipment Supplier during the term of this agreement.
- (vi) Statement of Schedule and Costs
The proposal will state a fixed price for the project including all expenses and costs of the Equipment Supplier's work under the RFP.

7. Proposal Submission Deadline

- a) All proposals must be received at the address above no later than **4:00pm, February 28, 2018**. Facsimile transmitted proposals will not be accepted. Postmarks will not be accepted in lieu of actual receipt. Late or incomplete proposals will not be considered. No exceptions will be made.
- b) All correspondence and the proposal are to be submitted to:
Mountain View County
Attention: Fleet Foreman
C/O of Alison Howard
1408 – TWP 320
Didsbury, Alberta T0M 0W0

Phone: (403) 335-8020 ext. 270
E-mail: ghall@mvcounty.com
- c) Once this RFP has been issued, Equipment Suppliers are specifically directed not to contact members of Mountain View County Council, employees or Equipment Suppliers for meetings, conferences or technical discussions related to this RFP. All answers to questions and queries made in regards to this RFP will be made by issue of addenda or amendments to all interested parties. Failure to adhere to this policy may result in disqualification of your proposal. All facts and opinions stated within this RFP and all supporting documents and data based upon information available from a variety of sources. No representation or warranty is made with respect thereto.

8. Selection Process and Schedule

- a) All proposals will be subject to a standard review process by Mountain View County. A primary consideration shall be the effectiveness of the Equipment Supplier to deliver the services as described in this RFP. Equipment Suppliers identified as "finalists" may be asked to submit samples of previous work. Evaluation of the "finalists" proposals may include quality of requested work samples, results of references, and interviews. The Assistant Director of Operations will make the final decision(s) as to which proposal(s) will be considered for approval.
- b) Initial Review. All proposals will be initially evaluated to determine if they meet all of the requirements as stated in this RFP. Failure to meet all of these requirements may result in a proposal being rejected as non-responsive. No proposal shall be rejected, however, if it contains a minor irregularity, defect or variation of the irregularity, defect or variation is considered by Mountain View County to be immaterial

or inconsequential. In such cases, the Equipment Supplier will be notified of the deficiency in the proposal and given the opportunity to correct the irregularity, defect or variation, or Mountain View County may elect to waive the deficiency and accept the proposal.

- c) Final Selection. Final Selection will be based on determining which proposals will best meet the needs of Mountain View County as described in this RFP.

9. Contract Award

- (a) Mountain View County may require the potential Equipment Supplier(s) selected to participate in negotiations, and to submit price, technical, or other revisions of their proposal as may result from negotiations. Mountain View County reserves the right to make one total award, one award for each subject area, or combination of awards, whichever is in the best interest of Mountain View County. It is Mountain View County's sole discretion to extend an agreement with the Equipment Supplier to include additional services or to ascertain additional services through a separate RFP.

- (b) **Proposal Timelines Summary**

Release RFP	February 9, 2018
Deadline for Proposal Submissions	February 28, 2018 – 4:00 p.m.
Tentative Date for Awarding Contract	March 9, 2018 – 4:00 p.m.

10. Other Information

- (a) Acceptance or Rejection of Proposals. This RFP does not commit Mountain View County to award a contract. Mountain View County reserves the right, in its sole discretion, to accept or reject any proposals; to waive minor informalities of proposals; or to cancel, revise or extend solicitation. Proposals shall remain open, valid and subject to acceptance anytime within thirty (30) days after the proposal opening and up to the end of the agreement period. Mountain View County realizes that conditions other than a price are important and will award contract(s) based on the proposal that best meets the needs of Mountain View County.
- (b) Modifications to the RFP. Mountain View County reserves the right to issue addenda or amendments, or change the timelines to this RFP.
- (c) Incurred Costs. This RFP does not commit the County to any costs incurred in the preparation of a proposal in response to this request and Equipment Supplier(s) agree that all costs incurred in developing their proposals are the Equipment Supplier's responsibility.
- (d) Final Authority. The final authority to award a contract(s) rests solely with Mountain View County's representative.
- (e) Disputes Relating to Proposal Process and Award. In the event a dispute arises concerning the proposal process prior to the award of the contract, the party wishing resolution of the disputes shall request in writing to the Chief Administrative Officer for Mountain View County, within ten (10) days of notification of non-selection. Grounds for an appeal are that Mountain View County failed to follow the selection procedures and adhere to requirements specified in the RFP or any addenda or amendments; there has been a violation of Provincial or Federal Law. Appeals will not be accepted on any other grounds. Mountain View County will consider only those specific issues addressed in the written appeal. The Chief Administrative Officer for Mountain View County or designee shall consider the request and respond in writing within ten (10) days of receipt. The decision of the Chief Administrative Officer for Mountain View County shall be final with respect to matter of fact. All disputes must be submitted to:

Chief Administrative Officer
 Jeff Holmes
 Mountain View County
 Postal Bag 100 Didsbury, Alberta
 TOM OWO

	YES/NO	Alternative or Substitution
2.0 D.O.T. Requirements:		
-Two (2) LED Beacons (Cab Controlled - Front and Rear)		
-Storage Box - Holds Solvent With Drain		
-Parts Books and Service Manuals		
3.0 Trailer Includes:		
-Tandem Axle (2) 22,500		
-Suspension - Transpro 88		
-Parking Legs - 2 Speed		
-Fenders - Aluminum Front/Rear With Flaps		
-Upper Fifth Wheel Plate Adjusts		
-Brakes - Air		
-Tires (8) 11R22.5 - Radial		
4.0 DELIVERY DATE:		
F.O.B. Didsbury		
State delivery date in quantitative number of weeks/days:		

	YES/NO	Alternative or Substitution
8.0 PRICE:		
Price shall be quoted F.O.B. Didsbury.		
The price must include plumbing and wiring to the trailer to make it a usable unit.		
CASH PRICE:		
Per unit, no trade, F.O.B. Didsbury:		
Other Taxes/Charges (specify):		
TOTAL:		
9.0 CANADA MOTOR VEHICLE SAFETY ACT:		
Vehicles shall meet the provisions of the act and the regulations		
made thereunder, which are in effect on the date of the		
manufacture of each vehicle.		
NATIONAL SAFETY MARK :		
Vehicles shall have this affixed to the vehicle.		

Conditions of R.F.P. for Vehicle/Equipment Acquisition (If Applicable)

GENERAL

It is the intent of the specifications to describe basic vehicles and/or equipment, hereafter referred to as unit(s), required for Mountain View County application. Any errors or omissions in the specification shall not relieve the bidder from responsibility of furnishing complete, safe operational unit(s), ready to go into service. The unit(s) shall be the manufacturer's current model, proven in use by contractors and municipalities. The unit(s) must comply with all related manufacturing, operational, and safety standards established by municipal, provincial and federal governing bodies. Any discrepancy between the specifications attached hereto and the above should be brought to the attention of Mountain View County in the response. It is the submitter's responsibility to clarify interpretation of any clauses before the close of the R.F.P. by contacting the appropriate personnel listed on the Request for Proposal.

DOCUMENTATION

One complete set of each of the specification documents, properly completed by the bidder, must be returned, attached to the Request for Quotation. For each item in each of the specifications, the "Yes", "No" and/or "Alternative" column of the specification must be completed. Check the "Yes" column only if the equipment or service provided will fully comply with that specification item. If the "No" column is checked, provide details of what is being offered in the "Alternative" column. Where the specification asks for information, the answer must appear in the "Alternative" column. Provision of supporting technical, descriptive information, and/or detailed drawings as indicated in the specification, are necessary to validate bid. Additional more detailed documentation, including maintenance and parts manuals may be requested of those bidders in close contention for R.F.P. evaluation, to be taken into account in the final recommendation.

R.F.P. EVALUATION

R.F.P. evaluation will be focused on the most cost-effective acquisition for Mountain View County. The considerations used in evaluating the proposals will include, but are not limited to, compliance with the specification, demonstrated satisfactory performance of the intended task, initial cost, delivery time, availability of parts and service, operating costs, warranty coverage and vendor performance records. Mountain View County reserves the right to consider variations from the specifications with due regard to their importance. For evaluation purposes, Mountain View County will consider the cost of retrofitting items which the vendor has not offered, but which are essential to meet the minimum specification. Prices will be the County's estimated cost.

DELIVERY

Time is of the essence in the proposed contract. The County may refuse to consider any R.F.P. which does not specify the date or provide a method, by which the date can be calculated, for delivery of the unit(s). The County may take action to recover losses or damages sustained as a result of delayed or non-delivery and will be entitled to secure the unit(s) from any other source and refuse delivery from the original supplier.

PERFORMANCE AND DEMONSTRATION

Established product performance and reliability under the intended working conditions in the County application is a prime factor which will be given heavy emphasis in the evaluation of bids. It is the responsibility of the bidder to provide Mountain View County, upon request, a multi-day demonstration/trial period with a unit representative of that offered, within one week of the R.F.P. closing date. Demo unit performance/evaluation selection criteria will include but are not limited to:

- | | | |
|-----------------------------|---------------------------|--|
| a) Productivity | d) Operator acceptance | f) Safety |
| b) Task performance ability | e) Ease of serviceability | g) Compatibility with existing fleet units/operator skills |
| c) Fuel economy | | |

The bidder shall satisfy the purchasing official that he maintains a service centre within 100 miles of the working location of the unit offered. This facility must be staffed with qualified servicemen and have provisions for storing a representative supply of parts for the unit offered, as well as provisions for securing parts from the manufacturer within a reasonable length of time.

LIFE COST

Anticipated life cycle cost for unit(s) to be acquired will be estimated and taken into account in the evaluation of bids. Low bid based on initial purchase cost will not necessarily be accepted if it can be demonstrated that other bids will be lower on an accumulated life cost basis. Productivity and fuel consumption will be significant factors in the evaluation of bids. Established County experience with operation, maintenance and repair of equipment of the same manufacturer, or same configuration and build, will be taken into account when evaluating the R.F.P.

Units offered under this R.F.P. shall be new standard production models of the latest design in current production.

Materials shall be of good commercial quality for the intended service, and shall be produced by use of current manufacturing processes. Material shall be treated to resist rust, corrosion and wear as needed.

The design of the mechanical members shall be such that the stress imposed through normal shock loads at maximum engine torque shall not cause rupture or permanent deformation or undue wear on any member.

Bidders must submit with their bid the latest printed specifications and advertising literature on the units they propose to furnish.

Bidder shall supply one (1) parts book, one (1) service and repair manual and one (1) operator's manual with each unit (paper).

Bidder shall be prepared to give a complete demonstration of the merits of the machines offered as directed by the purchaser. The machines so demonstrated shall be complete as offered by the bidder for this bid.

The bidder shall list on a separate sheet of paper any variation from, or exceptions to, the conditions and specifications of this bid. This sheet shall be labeled "Exception(s) to Bid Conditions and Specification", and shall be attached to the bid.

The price or prices quoted shall include all transportation charges fully prepaid to Didsbury.

Purchaser desires delivery to be completed within 90 days of award. Bidder certifies notification of delivery will be completed 30 days from date of award.

Awards will be made based on the best value offered. Clauses requiring specific guarantees to cover parts, delivery, total repairs, resale value and buy-back may be included. The quality of the articles to be supplied, their conformity with the specifications, their suitability to requirements, delivery terms and guarantee clauses shall be taken into consideration.

The purchaser reserves the right to reject any or all bids, to waive any informality in bids, to accept in whole or part such bid, or bids, as may be deemed in the best interest of the purchaser.

IMPORTANT: If applicable, machine engine fuel consumption per mile/km/hour is very important to Mountain View County. The R.F.P. must state consumption per km/hour at rated rpms to provide rated horsepower:

Rating: _____

Total _____ litres/gallons per km/hour at _____ rpms producing _____ horsepower to _____ lbs rim pull torque under normal operation.

Mountain View County will monitor fuel consumption and calculate machine efficiency for a minimum of six (6) months or one (1) thousand hours, whichever ever comes first, as accurately as possible. If fuel consumption is other than stated during normal conditions, this R.F.P. can become void at the supplier's expense.

Bio-diesel and ethanol are becoming the fuel of the future. Please state degree of compatibility of proposed units in the range of B5 to B20 (diesel blend)

_____.