



Town of Edson
Fire Department
4835 6 Ave
Edson, AB T7E 1T7

INVITATION TO TENDER (ITT)

For:

PS-2024-001 – Fire Department 2024 1 Ton Pickup Truck

ITT Closing Time:

11:00:59 AM (MST) on Friday, March 8, 2024



INVATATION TO TENDER

This Document outlines the requirements for the product, the Tender, and evaluation criteria.

1.0 Intent

- a) The Town of Edson is looking for bids from dealerships and contractors to supply a new 2024 1 Ton Pickup Truck for use in Fire Department Response.
- b) For this Invitation to Tender (ITT), the Town of Edson is interested, and will be looking for, qualified equipment dealerships capable of supplying equipment that meets the minimum criteria and the necessary support required for continued serviceability.
- c) One bidder will be selected based on price, schedule of delivery, warranty, and customer support.

2.0 Background

- a) Council has approved the replacement of aging equipment with the purchase of a new item. The equipment will be used for emergency response activities and support to the Edson Fire Department. The dealership will be chosen at the closure of this ITT and will provide the equipment prior to June 2024.

3.0 Instruction to Bidders

- a) Emails clearly marked in the SUBJECT line:
"ITT – Town of Edson – Fire Department 2024 1 Ton Pickup Truck"
- b) ITT's will be received through email only at bmilton@edson.ca up to 11:00:59 AM (MST) on Friday, March 8, 2024.
- c) All additional limitations, factors or alterations that affect the conditions of the ITT shall be clearly stated in the submission.
- d) Inquiries, questions, updates, and further information requests can be made as follows:

Email inquiries only; register with form below.

Mandatory step:

Please submit a completed copy of the "Receipt Confirmation Form" shown below to bmilton@edson.ca. This will allow you to receive answers on any questions, inquiries, updates, and/or further information associated with this ITT until 12:00:59 PM (MST), February 21, 2024.

The submission deadline for inquiries, questions, updates, and further information will be 12:00:59 PM (MST) on Wednesday, February 21, 2024. Inquiries received after this deadline will not receive a response.



INVATATION TO TENDER

Receipt Confirmation Form:

ITT – Town of Edson – Fire Department 2024 1 Ton Pickup Truck

Company Information	
Company name:	
Contact person:	
Title:	
Email:	

NOTE: All responses to questions, inquiries, updates, and further information will be shared only with those proponents who complete and return the above form.

4.0 Product Description

2024 1 Ton 4 Door, Crew Cab, 4x4, Regular Box Pickup Truck. Potential providers are encouraged to complete the enclosed quotation package detailing the terms and conditions which would govern a prospective purchase agreement, including pricing, service standards, and vehicle information.

5.0 Specifications

1. Color – Black or Bright Red
2. Engine – Minimum V8 Gasoline or Diesel
3. Truck Box - 6.5 FT Box Minimum
4. Transmission – Automatic
5. Drivetrain – 4x4
6. Crew Cab (Four (4) Full Doors)
7. Block Heater
8. Auto Locking Hubs
9. Electronic Transfer Case
10. Limited Slip Differential (Positraction)
11. Towing Package (Full)

Exterior

1. Chrome Bumpers
2. Deep Tint Glass on all Windows behind Front Doors
3. Running Boards/Tubular Step
4. Fog/Driving Lights
5. Chrome/Aluminum Rims with Mud/Snow Tires
6. Front Tow Hooks
7. Front/Rear Mud Flaps
8. Fog lights



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Interior

1. Air/Cruise/Tilt
2. Power Locks/Windows/Mirrors
3. AM/FM/CD/Bluetooth Stereo Receiver
4. Outside Temperature and Compass Display
5. Minimum 115 Volt aux. outlet
6. Front Bucket Seats with Center Storage/Cup Holder/Arm Rest
7. Remote Starter
8. Two (2) Remote Start FOBs Minimum
9. Two (2) Keyless Entry Remote FOBs
10. Hands-Free Calling
11. Back Up Camera
12. Uplifter Switches

6.0 Evaluation Criteria & Mandatory Requirements

Evaluation Criteria	Percentage of the total
Customer Support Service	10%
Equipment Specifications	20%
Delivery Period from Order Date	15%
Warranty Provided	5%
Cost – Equipment, Setup and Delivery, Total Cost	50%

Contractor Mandatory Requirements
<ul style="list-style-type: none"> • Certified service department with certified/qualified technicians.

Evaluation Process

- a) Tenders will be evaluated by an evaluation team using the evaluation criteria and weightings specified in section 6.0 above.
- b) The Evaluation Team will be comprised of representatives of the Edson Fire Department.
- c) Proponents are deemed to understand and agree that the Tenders submitted by them will be used by the evaluation team in determining, according to the evaluation team's sole and best judgment and discretion, the Proponent who is best qualified to provide the required product and services which offers the best value to the Town of Edson.
- d) The Town of Edson will assign scores at the sole discretion of the Evaluation Team assigned to the project.



INVATATION TO TENDER

Rating		Explanation
5	Excellent	Exceeds requirements / adds value
4	Above Average	Exceeds minimum requirements
3	Average	Meets minimum requirements
2	Below Average	Falls short of expectations / lacking innovation
1	Poor	Fails to meet minimum requirements
0	Non-Responsive	Did not attempt to address requirements

7.0 Other Available ITT Information

- .1 Appendix A – General Conditions 3 Pages
- .2 Appendix B – Bid Form 3 Pages

END OF SECTION

Appendix A - General Conditions



GENERAL CONDITIONS

This Document outlines instructions for bidding and requirements for working with the Town of Edson.

1.0 Definitions

- a) "The Town of Edson" and "The Town" are synonymous for the purposes of this ITT. They mean duly authorized representative on behalf of the Town of Edson.
- b) "Bidder", "Contractor", "Dealership" and "Proponent" means the person or firm responding to this ITT.
- c) "Bid" means the submission received from a bidder in response to this ITT.
- d) "Invitation to Tender" or "ITT" means this entire document, and any addenda thereto issued before the ITT closing time.
- e) "Mandatory" means an essential requirement.
- f) "Compatibility" means correct and safe operation within the specifications of all equipment involved. Any modifications to existing configurations must be kept to a minimal amount and standard in nature. These modifications must be clearly stated and acceptable to the Town.

2.0 Minimum and Mandatory Qualification Requirements

- a) The Tender must comply with the required properties and specifications shown in Section No. 5.0 (Specifications).
- b) The Tender must provide proof of a certified service center with qualified technicians.

3.0 Bid Withdrawal and Acceptance

- a) A bid may be withdrawn or edited at any time prior to the closing time and date.
- b) A withdrawn bid may be resubmitted provided the resubmitted Tender is received by the stated ITT closing time.
- c) A bid may not be withdrawn after the ITT closing time and shall remain open to acceptance by The Town until:
 - i. The successful bidder has entered into a contract with the Department for performance of the services, or
 - ii. 60 days after the ITT closing time whichever occurs first.
- d) The 60-day acceptance period shall commence on the date of ITT closing and shall terminate at 12:00:59 AM (MST) on the 60th calendar day thereafter.
- e) The 60-day acceptance period may be extended at the Town of Edson's request to one or more bidder and subject to the bidder's written consent to the extension.
- f) No action by the Town of Edson, other than a letter advising of the Town of Edson's



GENERAL CONDITIONS

- g) acceptance of a Bid and the Town's intent to enter into a contract with the bidders for the services, constitutes acceptance of a bid or forms a contract.
- h) There will *not* be a "public opening" of the Tenders.

4.0 Reservations

- a) The Town reserves the right to accept or reject any and all bids and to waive irregularities and informalities at its discretion.
- b) The Town reserves the right to accept a Tender other than that with the lowest price without stating reasons.
- c) By submitting a Tender, the proponent waives any right to contest, in any proceedings or action, the right of the Town to accept or reject any Tender in its sole and unfettered discretion.
- d) Without limiting the generality of the foregoing, the Town may consider any other factor besides price and capability to perform the work in its sole and unfettered decision. The Town reserves the right to cancel this purchase.

5.0 Addenda

- a) The Town may issue addenda modifying or supplementing the ITT.
- b) Each Bidder shall ascertain before bid submission that it has received all addenda issued by the Town and shall acknowledge the receipt of any addenda within their Bid Form.
- c) The bidder is solely responsible to
 - Make any required adjustments to their bid; and
 - Acknowledge the addenda, and
 - Ensure the re-submitted bid is received no later than the stated bid closing time.

6.0 Irregularities

- a) A Tender submission that is informal, incomplete, qualified, non-compliant with the requirements of the ITT, or otherwise irregular in any way, may be declared non-compliant and rejected.
- b) The Town may accept or waive a minor inconsequential irregularity.
- c) The determination of what is, or is not, a minor and inconsequential irregularity, and the determination of whether or not to accept or waive an irregularity, is at the Town's sole and final discretion.

7.0 Tender Expenses

- a) The Town is not responsible for any costs incurred by Proponents in preparing, submitting, or presenting their Tenders.
- b) All Tenders become the property of the Town upon submission and will not be returned.



GENERAL CONDITIONS

8.0 Code of Conduct

- a) This purchase shall be done in accordance with the laws of the Province of Alberta, and any Federal and/or local regulation and by-laws governing the type of purchase.

9.0 Payment and Completion

- a) All products and supplies must be received to the satisfaction of the Town prior to final payment.

10.0 Agreement

- a) The Agreement between the owner and the Contractor will be the Stipulated Price Contract.

END OF SECTION

Appendix B- Bid Form



Bid Form

PROJECT: PS-2024-001 – Fire Department 2024 1 Ton Pickup Truck

Bidder:

(Legal Name)

(Street Address)

(City, Province, Postal Code)

(Contact Name)

(Title)

(Phone Number)

(Email Address)

PART 1 Bid Price, Warranties & Delivery Date

- 1.1 Having examined the ITT, and addenda numbered _____ to _____ issued by the Town of Edson (Bidder to fill in blanks for addenda issued), if any.

- 1.2 Confirming that our Bid Price excludes Goods and Services Tax.

- 1.3 I/We hereby offer to enter into a Contract to provide the product required by the ITT documents, and to furnish all materials and labour necessary for the proper completion of the Work for the Bid Price indicated below in lawful money of Canada.



Bid Form

1.4 Lump Sum Bid Price.

_____ Dollars
BID PRICE (Bid Price in Words, excluding GST)

\$ _____
BID PRICE (Bid Price in Figures, excluding GST)

Above amount excludes GST.

1.5 Delivery date of 2024 1 Ton Pickup Truck: _____

1.6 Warranties:

Please state / provide any warranties included in this bid price: _____

_____.

1.7 Submitted the _____ day of _____ 20_____.

PART 2 Declarations

2.1 I/We agree to deliver all products associated with this ITT to the satisfaction of the Town of Edson by the date indicated in the ITT – Bid Form Part 1 – Section 1.5 above).

2.2 I/We hold that this bid shall be held irrevocable and is open to acceptance by the Town of Edson until sixty (60) days after the bid closing date.

2.3 I/We agree that all bid form supplements called for by the Bid Documents form an integral part of this bid.



Bid Form

PART 3 Signatures

SIGNED AND SUBMITTED for and on the behalf of:

Signature of Bidder's Authorized Representative

Name of Bidder's Authorized Representative

Title or Status of Person signing above

Witness' Signature

Name and Title of Witness

END OF SECTION