



Request for Proposal RFP-2017A - FD

BID FOR: **Supply of Auto Extrication Equipment**

BIDS CLOSE: **12:00 noon, Wednesday, August 30, 2017**

***Sundridge Strong Volunteer Fire Department
PO BOX 129
SUNDRIDGE, ONTARIO P0A 1Z0***

Lowest or any tender not necessarily accepted

Please note that faxed or E-mailed tenders are not acceptable

1 Part 1 – Introduction

1.1 Description of Goods, Services and/or Construction Being Procured

Sundridge - Strong Volunteer Fire Department will be accepting Proposals from potential suppliers for the supply of Auto Extrication Equipment. A description of the equipment required is in the Specifications section of this package, Schedule 2.

The Village of Sundridge and Township of Strong jointly own and operate the Sundridge - Strong Volunteer Fire Department. The Village of Sundridge (Sundridge) is the Administrator of the Sundridge – Strong Volunteer Fire Department. Sundridge, on behalf of the Corporation of the Village of Sundridge and the Township of Strong will administer the Request for Proposal for Auto Extrication Equipment for the Sundridge - Strong Volunteer Fire Department.

1.2 Definitions

“Sundridge” means the municipal administration for the Township of Strong and Village of Sundridge on behalf of the Sundridge-Strong Volunteer Fire Department;

“Work” shall include all Goods, Services and/or Construction described in this Request for Proposal and any Goods, Services and/or Construction necessarily incidental to those described as required for the proper delivery or provision Goods, Services and/or Construction.

1.3 Term / Schedule / Delivery

Proponents are required to indicate the estimated lead time from time of purchase to time of delivery. An area has been provided on the Proposal Bid Form, Schedule 5, to provide lead time information.

Time will be of the essence with respect to the provision of the Goods, Services and/or Construction described herein.

All references to amounts in this Request for Proposal shall be in **Canadian dollars** unless another currency is specifically requested herein.

1.4 Prequalification

This bid solicitation is not subject to prequalification. Potential suppliers may participate in the procurement process by submitting a proposal in accordance with the instructions herein.

2 Part 2 – Information for Proponents

2.1 Closing Date and Opening of Proposals

Proposals shall be submitted to the Village of Sundridge Municipal Office, 110 Main Street Sundridge **NO LATER THAN 12:00 noon (Eastern Standard Time) on Wednesday, August 30, 2017.**

Proposals should be submitted in a sealed envelope or package using the completed addressed label sheet provided. The Proposals will be opened at a tender opening meeting at 2:00 p.m. on Wednesday, August 30, 2017, at 110 Main Street Sundridge, which may be attended by the Proponents. Bids will be reviewed by a subcommittee and a recommendation will be presented at the September 2017 Fire Board meeting to recommend for award to the two councils at the October 2017 council meetings. The successful proponent will be notified in writing by E-mail of their successful bid after the council meetings.

2.3 Evaluation of Proposals

Proposals meeting the mandatory requirements will be evaluated and scored by an evaluation team in accordance with the following criteria and weightings:

Mandatory Requirements:

Pass/Fail

Description	Points
Specification	35
Battery compatibility with other tools	30
Warranty	10
Reference	5
Price	20
Total	100

2.4 Communications and Official Point of Contact

The official point of contact for this Bid Solicitation is Grant Love, Fire Chief for the Sundridge-Strong Fire Department, and all communications with Sundridge during the procurement process shall be through the official point of contact. Proponents shall not contact any other persons including Members of Council, employees or consultants retained by the municipalities regarding this Request for Proposal. In accordance with Sundridge's Procurement By-law, a Proponent may be disqualified from bidding on the current and any future Bid Solicitations where the Proponent, its employees or anyone involved in preparing its Proposal engages in any form of communication, discussion or lobbying of any form with Members of Council, employees or consultants retained by the Village to seek to influence the outcome of the procurement process or the award.

All communications with the official point of contact shall be in writing. Verbal communications will not be binding on Sundridge. Proponents shall review the Bid

Solicitation and shall promptly report and request clarification of any discrepancy, deficiency, ambiguity, error, inconsistency or omission contained therein.

To facilitate comprehensive responses, Proponents are encouraged to email their questions or clarification requests as soon as possible and **no later than 12:00 p.m. (Noon) on Thursday, August 24, 2017** to firechief@sundridge.ca or by fax to (705) 384-5787. Nothing herein shall obligate Sundridge to respond to any question or clarification request.

2.5 Addendum and Notice

Sundridge may, at its discretion, amend or supplement the documents for the Bid Solicitation by addendum at any time prior to the closing date for receipt of Proposals. Changes to the Bid Solicitation documents shall be made by addendum only. Such changes made by addendum shall be supplementary to and an integral part of the Bid Solicitation. In the event of any conflict or inconsistency in the wording or any issue of interpretation, addenda, when issued, shall, to the extent of such conflict or inconsistency, take priority over the original wording in the documents and any wording in prior addenda.

Addenda will be posted on Township of Strong and Village of Sundridge web pages. While Sundridge will endeavor to provide notification of the issuance of an addendum to prospective Proponents who have registered with Sundridge, Sundridge assumes no liability for the notification and it is the responsibility of each Proponent to monitor the Municipalities web pages and determine whether any addenda have been issued by Sundridge.

Upon the issuance of any addendum Sundridge shall provide at least five business days between the issuance of the addendum and the closing date for the receipt of Proposals. If a Proponent has already submitted its Proposal and an addendum is subsequently issued the Proponent shall resubmit prior to the closing date for receipt of Proposals the addendum acknowledgment form acknowledging all addenda issued by Sundridge. The addendum acknowledgment form shall be delivered in person to Sundridge or sent either by facsimile at 705-384-5787 or by email to firechief@sundridge.ca. Failure to resubmit the addendum acknowledgment form may result in disqualification of the Proponent. If a Proponent wishes to change its Proposal as a result of the issuance of an addendum then it shall have reference to section 2.19 - "Withdrawal of Proposals".

2.6 Errors and Omissions

Sundridge shall not be held liable for any errors or omissions in any part of this Request for Proposal. While Sundridge has used considerable effort to ensure an accurate representation of information in this Request for Proposal, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by Sundridge, nor is it necessarily comprehensive or exhaustive. Nothing in the Request for Proposal is intended to relieve the Proponents from forming their own opinions and conclusions with respect to the matters addressed herein.

2.7 Quantities

While Sundridge has made every effort to ensure that quantities stated in the Request for Proposal are accurate, Sundridge assumes no liability for any inaccuracy and the Successful Proponent shall be paid based on lump sum as Bid. Stated quantities are approximate and are provided for the purpose of comparing competing Proposals only.

2.8 Clarification of Proposals Following Bid Close

Sundridge reserves the right to request additional information from any Proponent in order to clarify the contents of its Proposal. Requests for clarification shall be in writing with the official point of contact indicated in section 2.4.

For clarity, nothing herein shall require Sundridge to request a clarification from any Proponent and if a clarification is requested nothing shall require Sundridge to request such clarification from all Proponents.

2.9 Irrevocability of Proposals

Subject only to section 2.19, Proposals shall be irrevocable and shall remain in effect and open for acceptance by Sundridge for 90 days after the closing date for receipt of Proposals.

2.10 Validity of Proposals

The process for determining procedural compliance of Proposals will be in accordance with Schedule "1", attached hereto.

2.11 Reserved Rights

Sundridge reserves the right, in its sole discretion, to reject any or all Proposals and to award to a Proponent submitting a Proposal which is not necessarily the lowest.

Without restricting the generality of the statement above, Sundridge shall not be required to award or accept any Proposal and may, in its sole discretion, and at any time, choose to cancel the Request for Proposal. Thereafter, Sundridge may take such steps as it deems fit, in its sole discretion, and may, without limitation and without any liability for so doing, issue one or more revised Request for Proposals for the item or, take no further steps.

Sundridge reserves the right to waive any issues of non-compliance that it deems, in its sole discretion, to be non-material, trivial or insignificant. Where Sundridge exercises its right to waive herein it may accept the Proposal as submitted or may require the Proponent to correct such issue provided that there shall be no change in the Proposal price.

Where Proposals received exceed the Council Approved Budget for the Work, Sundridge reserves the right to negotiate with the Proponent providing the Best Value where, in Sundridge's sole discretion, the changes required to achieve an acceptable Proposal are of a minor nature and will not change the general nature of the Work. No Proponent shall have any rights against Sundridge arising from such discussions or negotiations.

2.12 Disqualification of Proponents

Sundridge, in its sole discretion, may exclude a Proponent from eligibility to submit Proposals or a submitted Proposal may be summarily rejected and returned to a Proponent where one of the following circumstances has occurred:

- a) The Proponent is or has been involved in Litigation with the Village of Sundridge or Township of Strong, its elected officials, officers or employees;
- b) The Proponent has failed to pay an amount owed to the Village of Sundridge or the Township of Strong when due and owing;
- c) There is documented evidence of poor performance, non-performance or default by the Proponent in respect to any Contract;
- d) The Proponent has withdrawn its Proposal on a previous Bid Solicitation after Proposals have been opened by Sundridge;
- e) The Proponent is in breach of section 2.4 (the official point of contact).
- f) The Proponent or its personnel has demonstrated abusive behaviour or threatening conduct towards the Village of Sundridge or Township of Strong employees, their agents or representatives;
- g) The Proponent has been convicted of a criminal or quasi-criminal offence including but not limited to fraud or theft; or,
- h) The Proponent has been convicted of an offence pursuant to the Occupational Health and Safety Act, as amended, where the circumstances of that conviction demonstrate a disregard on the part of the Proponent for the health and safety of its workers or the general public.

For the purposes of this section 2.12, Proponent shall be deemed to include any related entity and any partner, principal, director or officer of such Proponent as well as any other legal entity with one or more of the same partner(s), principal(s), director(s) or officer(s).

2.13 Award

If Sundridge chooses to award the Bid Solicitation, the award shall be to the Proponent having submitted the Proposal which provides the Best Value for Sundridge as determined by the scoring of the Proposals in accordance with the evaluation criteria contained in section 2.3. Sundridge reserves the right, in its sole discretion, to award the Request for Proposal in whole or in part to one or more Proponents. The Award of this Request for Proposal is conditional upon the allocation of sufficient funds by the Councils for the Village of Sundridge and Township of Strong.

2.14 Bid Deposit

Each Proponent shall submit with their Proposal a Bid Deposit in the form of a bank draft, certified cheque, irrevocable letter of credit or money order in the amount of \$1,000.00 which will serve as a Bid Deposit.

Should the Proponent withdraw its Proposal before 90 days have elapsed from the closing date of the Request for Proposal, fail to execute a Contract within 30 calendar days of receipt or fail to comply with any submission or other requirements within 30 calendar days of receipt of notification of the award, Sundridge shall be at liberty to retain the Bid Deposit for the use of the Sundridge, and to accept any other Proposal or issue a new Request for Proposal or carry out the Work in any other way as Sundridge may deem appropriate, in its sole discretion. The Proponent further agrees to pay to Sundridge the difference between its Proposal and any greater sum which Sundridge may incur or for which it may become liable as a result of such failure including the cost of advertisement for a new Request for Proposal and to fully indemnify and save harmless the Village of Sundridge and Township of Strong, its elected and unelected officials, officers, employees and agents from all loss, liability, costs, charges or expense whatsoever which it, they or any of them may suffer or incur by reason of any such default or failure.

Bid Deposits will be returned to Proponents upon award of the Request for Proposal except for that of the successful Proponent and the next highest scoring Proponent who will have their Bid Deposits returned upon execution of the Contract by Sundridge.

A Bid Deposit from any previous Contract is not an acceptable alternative for the Bid Deposit requested.

2.15 Amounts All Inclusive

Unless otherwise stated herein, the price or prices submitted by the Proponent shall be in full compensation for all items including but not limited to labour, equipment, materials, mobilization, demobilization, tipping fees, income taxes, overhead and profit and permit costs excepting only applicable taxes which shall be identified separately in the Proposal. Any items omitted there from which are clearly necessary for the completion of the Work shall be considered part of the Work and included in the price submitted, notwithstanding that it may not be directly specified in the Bid Solicitation.

2.16 Taxes, Duties and Freight

Harmonized Sales Tax ("H.S.T.") applies to all goods and services purchased by Sundridge, unless such goods or services are specifically exempted. H.S.T. is calculated at the applicable rate and is payable by Sundridge at the time payment is made for the purchase. Proponents will be required to register for purposes of the tax, collect the tax on their taxable supplies to Sundridge and remit to governmental authorities as required by legislation. Proponents will be required to provide Sundridge with their H.S.T. registration number. The H.S.T. will be identified separately on the Bid form. The total Contract price shall be inclusive of all government sales taxes, including H.S.T., custom duties and excise taxes applicable with respect to the Contract, and shall be paid by the Proponent unless otherwise

provided by statute.

All invoices and progress billings issued to Sundridge must contain adequate information and supporting documentation as specified by legislation and regulations for the purpose of input tax credits and/or rebates in respect of the H.S.T. payable or paid by Sundridge. The successful Proponent, if and when required, will provide any necessary documentation that Sundridge would require to support H.S.T. recovery claims.

Prices for any Goods shall be F.O.B. destination shown and shall include all fees, tariffs, charges, surcharges and/or expenses associated with the delivery of any kind.

2.17 Materials/Equipment

Unless otherwise stated by Sundridge, Goods of any type offered to Sundridge hereunder shall be new and unused, of good quality and free from defects in workmanship, material and design. Receipt by Sundridge of any Goods shall not waive any of the Proponent's obligations herein and any defective Goods shall be returned and replaced at the Proponent's sole risk and expense.

Unless otherwise stated, Goods supplied shall comply with all applicable specifications and industry standards, whether or not such specifications or standards are referenced in this Bid Solicitation (for example CSA, ESA, UL, etc...).

2.18 Costs Incurred By Proponents

All expenses involved with the preparation and submission of Proposals to Sundridge, or any Work performed in connection therewith shall be the responsibility of the Proponent. No payment will be made for any Proposal received or for any other effort required or made by the Proponent prior to commencement of Work as defined by the Request for Proposal.

2.19 Withdrawal of Proposals

A Proponent may request that his or her submitted Proposal be withdrawn, up until the expiry of the time for submission of Proposals for a particular Request for Proposal. A Proponent wishing to withdraw from the Request for Proposal must execute notice in writing indicating withdrawal from the process, signed by a principal of the Proponent. The Agent shall then return the withdrawn Proposal unopened to the Proponent. The withdrawal letter shall then be signed and dated by the Agent and kept with the other Proposals until the opening of Proposals. The withdrawal of a Proposal in accordance with this section shall not disqualify a Proponent from submitting another Proposal for the same Request for Proposal.

2.20 Limit on Liability

The Proponents agree that, if Sundridge is found to be liable for any act or omission in respect of, without limitation, the administration of the procurement process or award by it of this Request for Proposal, the total liability and aggregate amount of damages

recoverable against Sundridge for any matter or relating to or arising from any act or omission by Sundridge, whether based upon an action or claim in contract, warranty, equity, negligence or otherwise, shall be limited to the Proponent's cost of preparing its Proposal.

2.21 Application of Municipal Freedom of Information & Protection of Privacy Act

By submitting a Proposal, the Proponent agrees that any and all information contained in its Proposal will be treated in accordance with the relevant provisions of the Municipal Freedom of Information and Protection of Privacy Act. Sundridge will disclose the name of all Proponents and the total price proposed in relation to the successful Proponent and by submitting a Proposal the Proponents hereby consent to such disclosure.

2.22 Conflict of Interest

Proponents shall immediately disclose to the official point of contact any potential or real conflict of interest whether direct or indirect in nature as it may relate to Sundridge, its elected officials, officers, employees and/or the present Request for Proposal. Where, in Sundridge's opinion, a significant conflict of interest is found to exist and cannot be sufficiently mitigated, Sundridge reserves the right to disqualify the Proponent from participating in the Request for Proposal.

3 Part 3 – Submission Requirements

3.1 Submission Requirements

In addition and subject to the requirements of Schedule "1" attached hereto which should be carefully reviewed by Proponents, Proponents shall comply with the following submission requirements:

- a) The Proponent shall submit five (5) copies of its Proposal using the proposal bid forms attached to this Bid Solicitation which shall contain a signature of the person submitting the Proposal or the person duly authorized by a corporate entity to submit a Proposal on its behalf. At least one copy of the Proposal should be marked as the "original".
- b) Proponents are to ensure that the Addendum Acknowledgement Form has been completed, if any addenda have been issued. Failure to complete this section when addenda have been issued may render your Proposal as non-compliant.
- c) The Proponent shall complete and submit the Customer Reference Form (Schedule 3), Service Form (Schedule 4) as well as copies of various certifications as outlined in the specifications.
- d) The Proponent must submit a bid deposit, as part of the Proposal Submission, as indicated in Section 2.14.

4 Part 4 – Terms and Conditions

4.1 Contract

Following the award of the Bid Solicitation, Sundridge shall notify the successful Proponent(s) that its Proposal has been accepted. Where applicable, the contract will be delivered to the successful Proponent(s) in person or by mail.

The successful Proponent will be issued a Purchase Order upon award and shall provide the Goods, Services or Construction in accordance with the terms and conditions of this Request for Proposal for the amount(s) proposed.

The successful Proponent(s) shall have 30 calendar days from receipt of the document to execute and return same to Sundridge. Failure to execute and return the contract within the specified time may result in legal action, the disqualification of the Proponent from future Bid Solicitations, the forfeiture of any Bid Deposit, the award by Sundridge to another Proponent and/or the issuance of a new Bid Solicitation.

4.2 Payment Terms

Unless otherwise specified, the terms of payment for all invoices relating to this Request for Proposal are net 30 days and the successful Proponent shall only invoice Sundridge for Goods, Services and/or Construction provided in accordance with the Request for Proposal or as may be mutually agreed in writing between the parties. Invoices shall include the Contract number for the Request for Proposal and any purchase order number, where applicable. Failure to reference the Contract number and/or Purchase Order number, where applicable, may result in the delay or non-payment of invoices.

Where Sundridge is of the opinion, in its sole discretion, that there are issues of quality, defects, non-conformance or non-performance, Sundridge, in addition to other legal rights it may have, reserves the right to withhold payment in an amount appropriate given the nature of the issues until such issues have been rectified to Sundridge's satisfaction.

4.3 Permits, Licenses and Approvals

Unless otherwise stated, the successful Proponent shall be responsible for applying for, obtaining and maintaining, at its own cost all necessary permits, licenses, consents and approvals relating to the provision of the Work in accordance with the Contract and shall not do or cause to be done anything in violation of any such permits, licenses, consents and approvals. If the attention of the successful Proponent is called to any such violation on the part of the successful Proponent, or of any person employed or engaged by the successful Proponent, the successful Proponent shall immediately, at its sole expense, cease such action and correct the violation. Further, upon completion of the Work, the Proponent must furnish final certificates of approval by the inspecting authority, where applicable and required.

4.4 Exclusivity Clause

Sundridge makes no guarantee of the value or volume of the Goods, Services and/or Construction to be purchased from the successful Proponent. The Request for Proposal will not result in an exclusive Contract for the provision of the described Goods, Services and/or Construction. Sundridge may contract with others for the same or similar Goods, Services and/or Construction to those described in this Request for Proposal or may obtain same or similar Goods, Services and/or Construction internally.

4.5 Cancellation/Suspension/Termination

Sundridge, in its sole discretion and at any time during the term of the Contract hereunder, reserves the right, upon notice in writing to the successful Proponent, to immediately cancel or delete any portion of the Work that is the subject of this Request for Proposal and the Proponent agrees to such cancellation or deletion without any claim whatsoever because of such cancellation or deletion.

Sundridge, in its sole discretion and at any time during the term of the Contract hereunder, reserves the right, upon thirty (30) days notice in writing to the successful Proponent, to suspend or terminate the Contract entered into hereunder and the Proponent agrees to such suspension or termination without any claim whatsoever because of such suspension or termination.

Sundridge may immediately terminate the Contract by notice in writing without any liability for doing so where, Sundridge, in its sole discretion, determines that the successful Proponent has failed to supply the Goods, Services and/or Construction that are the subject of this Request for Proposal, has supplied Goods, Services and/or Construction that are not in strict compliance with the requirements of this Request for Proposal or has failed to comply with any terms or conditions of the Contract between the parties.

4.6 Performance Guarantee

The Bid Deposit provided by the successful Proponent pursuant to section 2.14 shall be retained by Sundridge for the duration of the Contract pursuant to this Request for Proposal to guarantee the performance and quality of the Work.

Upon the breach by the successful Proponent of any of the terms or conditions of the Contract, Sundridge may, at any time, authorize the use of all or part of the performance guarantee on account of amounts owing to Sundridge or damages or losses suffered or incurred by Sundridge. The use of the performance guarantee shall not in any way limit Sundridge's ability to collect additional amounts owing from the successful Proponent.

4.7 Workplace Safety and Insurance Board

Prior to commencement of any Work herein, the successful Proponent shall provide to Sundridge a Certificate of Clearance from the Workplace Safety and Insurance Board.

The successful Proponent shall maintain its good standing and shall provide to Sundridge current Certificates of Clearance throughout the duration of the Contract.

4.8 Indemnification

The successful Proponent shall indemnify and save harmless Sundridge, its elected and unelected officials, officers, employees and agents (the "Indemnified Parties") from and against all costs (including, without limitation, legal fees, disbursements and administrative costs), claims, actions, losses, injuries, expenses, damages, fines, judgments or recoveries suffered by or made, brought or recovered against the Indemnified Parties, or any of them, resulting from any act or omission, willful misconduct or errors of the successful Proponent, its directors, officers, employees, agents, assigns or anyone for whom at law the successful Proponent is responsible in connection with the Work provided, purported to be provided or required to be provided hereunder unless the injury, loss or damage is caused solely by the negligence of the Indemnified Parties while acting within the scope of their respective employment, roles or duties.

4.9 Ownership of Deliverables

Unless otherwise stated and to the extent permitted by law any deliverables required of the successful Proponent hereunder shall be the exclusive property of Sundridge. Sundridge shall own all rights of copyright and such deliverables shall not be used, copied or modified by anyone without the prior written permission of Sundridge.

4.10 Confidentiality

The successful Proponent agrees that all personal information that it acquires knowledge of as a result of the Work will be used, retained, protected, disclosed and disposed of in accordance with all applicable municipal, provincial and federal laws and regulations governing the collection, use, retention, disclosure and disposal of such information, including but not limited to the Municipal Freedom of Information and Protection of Privacy Act. The successful Proponent shall not at any time before, during or after completion of the Work, use or disclose any personal or confidential information communicated to it or acquired by it in the course of carrying out the Work for any purpose other than the completion of the Work herein, in accordance with applicable law or as specifically agreed in writing by Sundridge.

4.11 Applicable Law

The successful Proponent shall comply and ensure compliance with all applicable laws, regulations, rules and by-laws of the federal, provincial and municipal governments.

This Request for Proposal and any Contract entered into between the parties hereunder shall be governed and construed in accordance with the laws of the province of Ontario.

4.12 Assignment

The successful Proponent shall not assign, transfer, convey or otherwise dispose of its Contract or its right, title or interest therein, or its power to execute such Contract to any other person, firm or corporation without the prior written consent of Sundridge which consent may be withheld or granted subject to conditions, in Sundridge's sole discretion.

4.13 Occupational Health and Safety

The successful Proponent acknowledges that it has read, understood and shall at all times comply and ensure compliance by its workers and any subcontractors with all applicable federal, provincial or municipal legislation relating to occupational health and safety, all applicable regulations there under and any and all applicable industry standards and guidelines pertaining to the Work. Without limiting the generality of the foregoing, the successful Proponent shall be responsible for taking every precaution reasonable in the circumstances for the protection of all workers associated with the Work, whether employed by the successful Proponent, or a third party.

The successful Proponent shall ensure that it has implemented and maintains a comprehensive safety program in relation to the Work including but not limited to having written policies and procedures relating to health and safety aspects of the Work, training on all applicable health and safety requirements, standards and guidelines and monitoring and enforcement of its safety program.

5 Part 5 – Schedules

Schedule 1	Compliance of Proposal
Schedule 2	Specifications
Schedule 3	Reference Form
Schedule 4	Service Form
Schedule 5	Proposal Bid Form
Schedule 6	Addendum Acknowledgement Form
	Address Label Sheet

Schedule 1 Compliance of Proposal

Unless indicated otherwise by the Agent in writing, where time is provided pursuant to this Schedule, such time shall commence upon written notification being sent by the Agent.

	Irregularity	Response
1	Late Bid.	Automatic rejection. Bid not to be accepted at the counter. If accepted (for example: received by mail) such Bid shall not be opened or read publicly and shall be returned to the Bidder.
2	Unsealed Submission Package	Automatic rejection.
Bid Deposit and Performance Guarantee (Where Required)		
3	No Bid Deposit, performance guarantee or agreement to bond or insufficient Bid Deposit, Performance Guarantee or agreement to bond.	Automatic rejection.
Bid Documents and Execution		
4	All required sections of Bid documents not completed.	Automatic rejection unless, in the opinion of the Agent and in consultation with Sundridge's Solicitor, the incomplete nature is trivial or insignificant in which case 4 business days shall be provided to complete the required sections.
5	All required Bid documents not submitted	Automatic rejection unless, in the opinion of the Agent and in consultation with Sundridge's Solicitor, the bid document not provided contains information which is trivial or insignificant in which case 4 business days shall be provided to submit the document(s).
6	Qualified Bids (Bids qualified or restricted by an attached statement).	Automatic rejection
7	Bids received on documents other than those provided or specified by Sundridge.	Automatic rejection unless, in the opinion of the Agent and in consultation with Sundridge's Solicitor, the intention of the Bidder is clear and the Bid documents do not materially deviate from those provided by Sundridge.
8	Bids Containing Clerical Errors, which are trivial or insignificant.	Four (4) business days to correct and initial errors. The determination of what constitutes trivial or insignificant errors shall be made in the opinion of the Agent and in consultation with Sundridge's Solicitor
9	Bids completed and/or signed in erasable medium.	Automatic rejection.

**Schedule 1
Compliance of Proposal**

10	Failure to include a signature of the person authorized to bind the Bidder in the space provided in the Bid documents.	Automatic rejection. Where the Bidder has provided a signature that does not appear to be an original signature (for example: a photocopy) the Bidder shall be provided with 4 business days to provide an original signature.
11	Uninitialed changes to the Tender documents, other than unit prices, which are trivial or insignificant;	Four (4) business days to initial changes. The determination of what constitutes trivial or insignificant uninitialed changes shall be made in the opinion of the Agent and in consultation with Sundridge's Solicitor
12	Unit prices in the Schedule of Prices have been changed but not initialed and the Contract totals are consistent with the price as changed;	Four (4) business days to initial change in unit price.
13	Unit prices in the Schedule of Prices which have been changed but not initialed and the Contract totals are inconsistent with the price as changed;	Automatic rejection.
14	Unit price extension which is not consistent with the unit price.	The Agent will update the extended price based on the stated unit price. (No change shall be made to the stated unit price.) The Bidder shall be provided 4 business days to initial the changes as made by the Agent.
15	Other mathematical errors which are not consistent with unit prices or where an error has been made transferring an amount from one part of the submission to another	The Agent shall correct the error(s) or update with the amount shown before transfer, and shall update the ensuing totals accordingly. The Bidder shall have 4 business days to initial corrections as made by the Agent
16	Bids, in which all necessary Addenda have not been acknowledged.	Automatic rejection unless in the opinion of the Agent and in consultation with Sundridge's Solicitor, the addendum (addenda) does not significantly impact the bid, in which case the Bidder will be provided 4 business days to formally acknowledge the addendum (addenda) with no change or amendment permitted to the financial Bid

Schedule 2 SPECIFICATIONS

The Sundridge Strong Volunteer Fire Department (Sundridge) is seeking proposals to furnish all necessary labour, equipment and material for auto extrication equipment.

Mandatory Vendor Requirements:

Sundridge will utilize this advertised specification to compare all submitted bid proposals. To facilitate ease of comparison, all bid proposal specifications shall be submitted in the same sequence as the advertised specification, without exception. Any bidder who fails to submit a set of bid proposal specifications, or who photo copies and submits these specifications as their own construction details, will be considered non-responsive. This shall render such proposal ineligible for award.

Item #	Description	Yes	No	DEVIATION (Attach extra sheet if necessary)
1.1	One (1) Battery Operated Spreaders			
1.2	One (1) Battery Operated Cutters			
1.3	One (1) Battery Operated Ram			
1.4	One (1) spare set of (2) tips for Spreader			
1.5	One (1) spare set of (2) blades for cutter			
1.6	One (1) set mounting brackets for Spreader			
1.7	One (1) set mounting brackets for Cutter			
1.8	One (1) mounting bracket for Ram			
1.9	One (1) integrated LED lights for Spreader			
1.10	One (1) integrated LED lights for Cutter			
1.11	One (1) integrated LED light for Ram			
2.1	Units must have an established performance record in an application as described.			
2.2	All ratings on the units to conform with recognized current standards such as ISO, SAE, N.F.P.A. or other, please state.			
2.3	Tool batteries must be compatible with the battery manufacture hand held tools, such as rotary impact driver reciprocating saw, rotary hammer and circular saw battery operated rescue tools			
2.4	State tools compatible with batteries referred to above			
2.5	Cutter blades shall be fitted with replaceable blade inserts capable of allowing cuts in UHSS and boron. Blade inserts shall be on site replaceable with minimal tooling.			
3.1	The chosen vender shall provide, at no additional cost to the agency, a comprehensive introductory training session on the tools			

References (Refer to Schedule 3)

To demonstrate the quality of the product and service, each bidder shall provide a list of at least three

(3) fire departments/municipalities in the Province of Ontario that have bought a second time from the representing dealer.

Service and Warranty Support (Refer to Schedules 4)

TO ENSURE FULL SERVICE AFTER DELIVERY, THE SELLING BIDDER/DEALERSHIP MUST BE CAPABLE OF PROVIDING SERVICE WHEN REQUIRED.

The bidder/dealership shall show that the company is in position to render prompt service and to furnish replacement parts.

Each bidder/dealership must be able to display that they are actively in the auto extrication equipment business by operating a factory authorized service center and parts repository capable of satisfying the warranty service requirements and parts requirements of the equipment being purchased.

The bidder/dealership must provide a full service facility within 300 km of the Village of Sundridge and must provide 24/7 mobile service to the Sundridge-Strong Volunteer Fire Department. The bidder dealership must state the location of this authorized service center. This service center must have a staff of factory-trained technicians, well versed in all aspects of service for all major components of the equipment.

Bidders who rely on third party resources to provide warranty repairs or who require the Purchaser to complete repairs and invoice back to the manufacturer shall not be considered compliant with the SERVICE and WARRANTY REQUIREMENTS. Bids of this nature shall be disqualified.

Service and Warranty Support (Manufacturer):

To provide an additional layer of service support, the successful manufacturer must maintain factory facilities and parts inventory suitable for maintenance of the proposed equipment. The manufacturer shall stock sufficient inventory dedicated to service and replacement parts to ensure quick response and minimize down time. Furthermore, the manufacturer shall house the inventory in a dedicated facility, with a dedicated shipping area that ensures service parts are given priority. The manufacturer must also maintain a 24 hour/7 day a week, toll free emergency hot line.

The manufacturer shall employ a staff of adequate size specifically dedicated to providing customer support and parts for the fielded equipment it has produced.

The manufacturer must be capable of providing both in-house and on-site service for the equipment.

Bidders shall fully describe the service capabilities and provide proof of the qualifications of the staff who will be maintaining the equipment.

Exceptions

Exceptions shall be allowed if they are equal to or superior to that specified and provided they are listed and fully explained on a separate page. All deviations, no matter how slight, shall be clearly explained on a separate sheet, in the bid sequence, citing the page and paragraph number(s) of the specifications, how the proposal deviation is different, how the deviation meets or exceeds the specifications and why it is necessary, and entitled "EXCEPTIONS TO SPECIFICATIONS". The buyer reserves the right to require a bidder to provide proof in each case that a substituted item is equal to that specified. The buyer shall be the sole judge in determination of acceptable substitutes.

Proposals that are found to have deviations without listing them or bids taking TOTAL exceptions to these advertised specifications will be rejected. (No exceptions)

A bid, not including all exceptions, is a material breach and shall result in immediate rejection.

Instructions

Bidders shall provide a full set of detailed specifications to describe the methods, materials and other pertinent information used in the manufacture of the proposed equipment, to aid the Sundridge Strong Fire Department in making an informed decision. Failure to provide a full set of detailed specifications shall render the bid non-responsive and, therefore, may be disqualified.

If a product brand name is specified and is commercially available to all bidders, an exception to such items is not acceptable and such bid may be rejected.

ISO Certification

The manufacturer shall also be certified to operate a Quality Management System under the requirements of ISO 9001. These standards sponsored by the International Organization for Standardization (ISO) specify the quality systems that shall be established by the manufacturer for design, manufacture, installation and service. A copy of the certificate of compliance shall be included with the bid.

Inspection Certification

Documentation indicating that the equipment meets the current NFPA standard shall be provided.

Delivery

Items will be delivered FOB to 10486 Hwy 124 Sundridge, ON.

Manuals and Service Information

The manufacturer shall supply at time of delivery, complete operation and maintenance manuals covering the complete equipment as delivered.

Intent of Specifications

It shall be the intent of these specifications to cover the furnishing and delivery of a complete fire apparatus. These detailed specifications cover the requirements as to the type of construction, finish, equipment and tests to which the fire apparatus shall conform. Minor details of construction and materials, which are not otherwise specified, are left to the discretion of the contractor.

Schedule 3 REFERENCE FORM

Provide a minimum of three (3) fire departments/municipalities in the Province that have purchased a second time from the representing dealer. Sundridge reserves the right to contact the references noted below. Sundridge also reserves the right to consider their own experience with any service provider that has had a previous or current contract with Sundridge.

1) Name of Client _____
Organization: Address: _____
Contact Name: _____ Title: _____
Telephone Number: _____ Fax Number: _____
Email Address: _____
Brief description of the scope of the services provided: _____

Approximate Value of Contract: _____

2) Name of Client _____
Organization: Address: _____
Contact Name: _____ Title: _____
Telephone Number: _____ Fax Number: _____
Email Address: _____
Brief description of the scope of the services provided: _____

Approximate Value of Contract: _____

3) Name of Client _____
Organization: Address: _____
Contact Name: _____ Title: _____
Telephone Number: _____ Fax Number: _____
Email Address: _____
Brief description of the scope of the services provided: _____

Approximate Value of Contract: _____

Company Name: _____

Signature: _____

"I have the authority to bind the Company/Corporation/Partnership".

**Schedule 4
SERVICE FORM**

24/7 Mobile Service: **YES** **NO**

Service Centre within 300km: **YES** **NO**

If YES:

Please indicate the location for servicing: _____

Who will be performing the servicing: _____

How many years in business: _____ years

Employees/Experience: _____

Parts and Service Availability:

(Normal lead time for parts and/or service at Sundridge Strong Volunteer Fire Department)

History with the Sundridge Strong Volunteer Fire Department:

(Past history performance of dealer in regards to services provided to the Sundridge Strong Fire Department, Village of Sundridge or Township of Strong)

Company Name: _____

Signature: _____

"I have the authority to bind the Company/Corporation/Partnership."

**Schedule 5
PROPOSAL BID FORM**

Description	Unit Price	Quantity	Price
Battery Operated Spreaders		One (1)	
Battery Operated Cutters		One (1)	
Battery Operated Ram		One (1)	
Spare set of (2) tips for Spreader		One (1)	
Spare set of (2) blades for cutter		One (1)	
Set mounting brackets for Spreader		One (1) set	
Set mounting brackets for Cutter		One (1) set	
Set mounting bracket for Ram		One (1) set	
		Sub Total	
HST #	Plus 13% HST		

Grand Total _____

All pricing to be provided in CDN funds and F.O.B. Delivered to our destination: 10486 HWY 124, Sundridge ON P0A 1Z0

Lead Time: Indicate lead time from time of purchase to time of delivery: _____ weeks

Anticipated Delivery date (specify): _____

Optional Prompt Payment Discount: A Prompt Payment Discount of _____% is offered for payment within _____ working days, following receipt and acceptance of the goods and services, whichever date is later, in the sole opinion of Sundridge.

Indicate Warranty: _____ months (Provide details regarding warranty.)

Optional Extended Warranty: Extended Warranty \$ _____

Duration of Extended Warranty _____

Annual Maintenance Check: If requested and required by the Sundridge-Strong Volunteer Fire Department, what is the cost for an annual maintenance check done on site by factory trained personnel.

\$ _____.

Service Rates: If requested and required by Sundridge, additional service, outside of Warranty agreements, by factory trained personnel, shall be provided to the Sundridge-Strong Volunteer Fire Department.

Additional Service Rates \$ _____/hour

I have read, acknowledge and understand all terms, conditions and requirements contained in this Proposal:

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____ **FAX #:** _____ **E-MAIL:** _____

NAME AND POSITION OF PERSON SIGNING: _____
(Please Print)

SIGNATURE: _____ **DATE:** _____
"I have the authority to bind the Corporation/Company/Partnership"

Please ensure that an original signature is provided with the original Proposal document. A photocopy of the signature will not be accepted on the document marked as the Original. Failure to provide original signatures on the document marked original may result in the rejection of your Proposal.

LOWEST OR ANY PROPOSAL NOT NECESSARILY ACCEPTED

**Schedule 5 (Cont'd)
PROPOSAL BID FORM**

OPTIONAL EQUIPMENT PRICING

1.	\$
2.	\$
3.	\$
4.	\$

**Schedule 6
ADDENDUM ACKNOWLEDGMENT FORM**

Addendum Acknowledgment Section: See Item 16 of Schedule '1' attached. Failure to complete this form when addenda have been issued may render your Proposal as non-compliant. Please ensure you complete this form if addenda have been issued.

If awarded the contract, the Proponent agrees to complete the work in accordance with the Proposal's Instruction to Proponents and Scope of Work and the following Addenda:

Addendum 1 _____ 2017

Addendum 2 _____ 2017

Date: _____

Company Name: _____

Signature: _____

"I have the authority to bind the
Company/Corporation/Partnership."

LOWEST OR ANY PROPOSAL NOT NECESSARILY ACCEPTED

ATTACH THIS LABEL SHEET TO THE FRONT OF YOUR PROPOSAL ENVELOPE/PACKAGE SUBMISSION

**PROPOSAL
TO BE RETURNED TO:**

**SUNDRIDGE-STRONG VOLUNTEER FIRE DEPARTMENT
C/O VILLAGE OF SUNDRIDGE
110 MAIN STREET
PO BOX 129
SUNDRIDGE, ON P0A 1Z0**

RFP 2017A-FD

REQUEST FOR PROPOSAL FOR THE PURCHASE OF

Auto Extrication Equipment

Proponent's Name: _____

Address: _____

For Sundridge Use Only
Date and Time Received:

NOTE: This address label/sheet must be affixed to the front of your sealed Proposal envelope or package submission. Sundridge will not be held responsible for envelopes or packages that are not labeled.