



100 Mile House

INVITATION TO TENDER

TENDER NUMBER: 2022-002
NEW - ½ Ton Extended Cab, 4x4, Short Box (6' 6")

Closing Date: March 4th, 2022 @ 2:00 PM Local Time

Street and Mailing Address of Closing Location:

District of 100 Mile House
#1-385 Birch Avenue
P.O. Box 340
100 Mile House, BC
V0K 2E0

Attention: Todd Conway
Director of Community Services

DISTRICT OF 100 MILE HOUSE

Tender Number: 2022-002
Tender Description: 1-NEW ½ Ton Extended Cab 4x4, Short Box (6' 6")
Closing Date: March 4th, 2022 @ 2:00 PM Local Time

For more information contact:

Todd Conway Director of Community Services

Phone No: (250) 395-2123

Fax No: (250) 395-1232

Email: tconway@100milehouse.com

Summary Details:

Sealed tenders clearly marked Tender No. 2022-002, New ½ Ton Extended Cab, 4x4, Short Box (6' 6"), will be received by the District of 100 Mile House up to 2:00 P.M. local time, March 4th, 2022 and will be opened at that time, date and place in accordance with the tender document.

The scope of work:

The District of 100 Mile House invites bids from qualified Dealers for one ½ Ton Extended Cab, 4x4, Short Box (6' 6"), in accordance with the design and specifications contained herein.

Specifications and tendering documents may be viewed at or obtained from the District of 100 Mile House Municipal Office, #1-385 Birch Avenue, 100 Mile House, BC, V0K 2E0, Telephone: (250) 395-2434.

The lowest or any tender will not necessarily be accepted.

Todd Conway
Director of Community Services

DISTRICT OF 100 MILE HOUSE

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PART I: GENERAL INSTRUCTIONS & REQUIREMENTS OF DISTRICT BIDDING PROCESS

A. BID CALL INSTRUCTIONS

Tenders **signed, executed and dated**, will be received at the District of 100 Mile House Municipal Office, located at #1-385 Birch Avenue, P.O. Box 340, 100 Mile House, BC V0K 2E0, before 2:00 P.M. local time on March 4th, 2022. Tenders will be opened in public at that time. Proponents shall be solely responsible for the delivery of their bids in the aforementioned office and time to be considered. The District will accept no responsibility for bid documents delivered to other District facilities and, at the discretion of the Director of Financial Administration, may be rejected.

Submit one original and two duplicate copies of the executed offer on the Bid Forms provided, signed and in a sealed envelope, clearly identified with the bidder's name, project name and District's name on the outside.

1. **Revisions to Tender** Amendments to the submitted tender will be permitted, if received in writing, or by facsimile, prior to bid closing and if endorsed by the same party or parties who signed and sealed the offer. Amendments will be accepted provided that the amendment only is shown and not the total tendered price. Any Revision must be in writing, properly executed, and received by the District at the Closing location before the Closing Time. Facsimile tenders will not be accepted.
2. **Taxes** Proponents shall submit taxes as shown on Part III: Form of Tender.
3. **Currency** All prices shall be submitted in Canadian funds only. No authorization to pay in any foreign currency will be permitted.
4. **Form of Tender** Attached Part III, Form of Tender, must be completed properly in order to be considered.
5. **Bid Ineligibility**
 - 5.1 Bids that are unsigned, improperly signed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations or irregularities of any kind may, at the discretion of the District, be rejected.
 - 5.2 Bid Forms and enclosures, which are improperly prepared, may, at the discretion of the District, be rejected.

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6 Bid Signing – Signing of the Agreement

By submitting a Tender, the Proponent agrees that, if the Tender is selected by the District, the Proponent will execute the Agreement within fourteen (14) days of the date on which the District requests it to do so in writing.

6.1 The Bid Form **must be signed to be considered.** Any tender received by the District that is unsigned will be rejected.

6.2 Sole Proprietorship - Signature of the Sole Proprietor in the presence of a witness who will also sign. Proponents are asked to insert the words "Sole Proprietor" under the signature.

6.3 Partnership - Signature of all partners in the presence of a witness who will also sign. Proponents are asked to insert the word "Partner" under each signature.

6.4 Limited Company - Signature of a duly authorized Signing Officer(s) in their normal signatures. Proponents are asked to insert the capacity on which the Signing Officer acts, under each signature.

6.5 Joint Venture - Each party of the Joint Venture shall execute the bid under their respective seals in a manner appropriate to such party as described above, similar to the requirements of a Partnership.

B. CONTRACT/BID DOCUMENTS

1. Availability

Bid documents are made available only for the purpose of obtaining offers for this project. Their use does not confer a license or grant other purposes.

2. Examination

Upon finding discrepancies or omissions in the Bid Documents, immediately notify Todd Conway at e-mail: tconway@100milehouse.com

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3. Inquiries

- 3.1 Proponents are advised that if clarification on the tender contract issues and/or specifications is required for this tender, bidders are asked to communicate their request(s) in writing to the individual shown below. This approach will assist District staff to be aware of proponent's requests, and to facilitate timely responses.
- 3.2 Questions relating to tender submissions or contractual requirements must be directed to:

Todd Conway
Phone: (250) 395-2123, or Fax (250) 395-1232
Email: tconway@100milehouse.com

4. Addenda

Addenda may be issued during the bidding period. All addenda become part of the Contract Documents.

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D. OFFER ACCEPTANCE/REJECTION

1. Acceptance of Tender Offer

- 1.1 After acceptance by the District, the Director of Financial Administration will issue the successful Proponent a written award of notice
- 1.2 The District of 100 mile House shall not be obligated in any manner to any bidder whatsoever until a written agreement has been duly executed relating to an approved tender.

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H. PATENT INFRINGEMENT

Proponents may be required to demonstrate to the District that the material(s) or processes included in their bid do not infringe any Patent, and that if, for any reason, a claim is subsequently made by anyone suggestion that a Patent has been infringed and that the District may be liable, such bidder will indemnify the District in every respect regarding the claim.

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K. DISQUALIFICATION

If a Tender contains a defect or fails in some way to comply with the specific requirements of the Conditions of Tender, which in the sole discretion of the District is **not material**, the District may waive the defect and accept the tender.

The determination of whether or not to remove any Tender submission from the evaluation process will be made in the absolute discretion of the District. The provisions of the condition regarding Limitation of Damages will also apply to any decision under this section.

L. WITHDRAWAL OF TENDER

All Tenders are irrevocable at the Closing Time, remain irrevocable for a period of sixty (60) days following the Closing Time, and may not be altered or withdrawn during that period for any cause without the written permission of the District.

M. RIGHT NOT TO AWARD

The lowest or any Tender will not necessarily be accepted. The District reserves the right to reject any or all Tenders.

If the District elects to reject all tenders, the District will not be liable to any proponent for any claims, whether for costs, damages incurred by any proponent in preparing the Tender, loss of anticipated profit in connection with the Contract, or any other matter whatsoever.

N. LIMITATION OF DAMAGES

The Proponent, by submitting a Tender, agrees that it will not claim damages in excess of the reasonable costs incurred by the Proponent in preparing its tender for matters relating to award or in respect of the tendering process, and the Proponent, by submitting a tender, waives any claim for loss of profits if no award is made to the Proponent.

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PART II: SPECIFICATIONS

A. GENERAL

Chassis: ½ Ton Extended Cab, 4x4 – 6'6" Short Box (6' 6")

Colour: White

Motor: 6 Cylinder

Transmission: Automatic

Engine Block Heater

Tow Package

Air Conditioning

Spray in box liner

Winter tires/M&S

Rubber floor mats

Alternative specifications may be provided which will be evaluated to determine the suitability of the alternatives. The District reserves the right to reject any and all alternatives.

B. DELIVERY DATE

FOB 100 MILE HOUSE ON OR BEFORE April 1st, 2022

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PART III: FORM OF TENDER

BIDDERS MUST COMPLETE AND SIGN THIS FORM

Print Name of Firm/Company _____

To supply all materials and equipment necessary for 1-NEW ½ Ton Extended Cab 4x4, Short Box (6' 6")

Total Cost \$ _____

GST 5% \$ _____

BC PST 7% \$ _____

TOTAL TENDERED PRICE \$ _____

Bidders are reminded to complete the pricing section shown above completely in order to be considered.

Name of Firm Bidding: _____

Authorized Signature: _____ **Print Name:** _____

State Capacity (see Bid Signing): _____

Address: _____

City: _____

Phone #: _____ **Fax #:** _____

E-Mail Address: _____