



REQUEST FOR PROPOSAL

No. 7-2019 – 2-Ton Truck with 4x4 Heavy Duty Chassis with Crew Cab

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 April 26, 2019**.

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: 13,074 (2016 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. 7-2019 Request for 2-Ton Truck with 4x4 Heavy Duty Chassis with Crew Cab"**.
 - (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 Power Angle Tilt Dozer
 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, April 26, 2019**. 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@mvcountry.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	March 28, 2019
Deadline for Submission of Questions	April 12, 2019
Addendum to be Posted	April 15, 2019
Deadline for Proposal Submissions	April 18, 2019 – 4:00 p.m.
Tentative Date for Awarding Contract	May 6, 2019 – 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 with in 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