



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

REQUEST FOR PROPOSALS

for a

USED PASSENGER BUS

RDOS-24-FIN-06

April 8th, 2024

ONE (1) USED PASSENGER BUS

The Regional District of Okanagan Similkameen is seeking proposals for one (1) low mileage passenger bus, to be owned and operated by the Desert Sun Counselling and Resource Centre and which conforms with the specifications provided on **Pages 12-13**.

This RFP document describes the services sought by the district and sets out the RDOS's RFP process, basic proposal requirements and the evaluation criteria the District intends to use to select a preferred proposal.

Proposals may be submitted by email and/or hardcopy until the Closing Time specified. It is the Proponent's sole responsibility to ensure its Proposal is received at the specified address or email by the Closing Time. If submitting by hardcopy please enclose three (3) hard copies and an electronic copy on a memory stick.

The Proposals and their envelopes should be clearly marked with the name and address of the Proponent, the RFP program title, and be addressed to the following:

Jim Zaffino
CAO
Regional District of Okanagan-Similkameen
101 Martin Street
Penticton, B.C. V2A 5J9
or
Email: jzaffino@rdos.bc.ca

Proposals must be received on or before the **Closing Time** of:

TIME: **2:00 PM PT (Pacific Time)**
DATE: **Friday, April 26, 2024**

Proposals will not be opened publicly. The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent's computer and the Regional District's mail system.

Proponents wishing to make changes to their Proposals after submission but prior to the Closing Time may do so by submitting the revisions by email or hard copy to the address above.

It also is the Proponent's sole responsibility to ensure their revisions were received, at the e-mail or address set out above, prior to the Closing Time.

Proposals received after the Closing Time will not be considered or evaluated.

Please do not use Zip files.

Questions will not be accepted or answered after April 16th, 2024 @ 2:00 PM.

In order to submit a response to this RFP, the Respondent **MUST** be registered as a Plan taker on the BC BID Website:

<https://www.bcbid.gov.bc.ca/page.aspx/en/usr/login?ReturnUrl=%2fpage.aspx%2fen%2fbuy%2fhomepage>

Only by being registered, can a Respondent be certain to receive addenda notifications. It is the Respondent's (Plan taker's) responsibility to acknowledge all Addenda.

1.0 SCOPE OF RFP

1.1 RFP Process

The Regional District of Okanagan Similkameen is seeking proposals for one (1) low mileage passenger bus, to be owned and operated by the Desert Sun Counselling and Resource Centre and which conforms with the specifications provided on **Pages 12-13**.

This RFP document describes the services sought by the District and sets out the RDOS's RFP process, basic proposal requirements and the evaluation criteria the District intends to use to select a preferred proposal.

Respondents are encouraged to use innovation to provide a proposal that meets the needs of the District and adds additional value to the project.

Details and specifications regarding the Chassis are set out in **Schedule A** (page 12) of this RFP.

1.2 No Contractual Obligations As a Result of RFP or Proposal

This is a request for proposals only, and not a call for tenders or request for binding offers. Nothing in this RFP is intended to constitute an offer of any kind by the District and no contractual obligations whatsoever (including "Contract A") shall arise as a result of the submission of a proposal in response to this RFP.

2.0 PROPOSAL CONTENT

2.1 Covering Letter

A covering letter signed by an authorized representative of the Respondent, outlining the proposal and stating that the information contained in the proposal accurately describes the passenger bus to be provided.

2.2 After Sales Service

- Describe mobile service and ability to schedule and provide services within the Regional District of Okanagan Similkameen.
- Describe current OEM parts inventory and/or delivery lead-time for OEM parts.
- Describe how warranty repairs, if any, will be coordinated post sale.
- Please quantify and detail any possible cost savings opportunities and/or other value-added prospects in your submission.

2.3 Respondent Team: Not Required

A list of the individuals forming part of the Respondent’s team that is to provide the requested Respondent services, including a description of each individual’s role and a copy of each team member’s resume acting in a supervisory role.

2.4 Scheduling

The proposal will include a schedule for the delivery of the bus.

2.5 Fees & Disbursements

The proposal will set out all fees and costs to be charged to the District in order to purchase the bus, and shall break out such amounts for each component, as applicable. Please refer to Price Table 2.

3.0 RFP PROCESS

3.1 Questions Regarding this RFP:

Any question a Respondent has related to this RFP process must be submitted to the RDOS in writing. Questions regarding this RFP must not be submitted to the RDOS via any other method. Answers to questions received will be provided either directly to the Respondent or via an addendum to all Respondents, through the BC Bid System. Information obtained from any source other than the RDOS through the BC Bid System is unofficial and must not be relied upon as part of this RFP.

All questions regarding this RFP must be submitted prior to the ‘Deadline for Questions’ detailed under Section 3.2 of this RFP. Questions received after the Deadline for Questions will be addressed if time permits.

The Respondent is solely responsible for seeking any clarification required regarding this RFP, and the RDOS shall not be held responsible for any misunderstanding by the Respondent.

3.2 Timetable:

This RFP process will run to the following timetable. This timetable may be amended at the RDOS’s discretion through the issuance of addenda to this RFP.

Table 1

Event:	Date:
Issue Date of this RFP	April 8, 2024
Deadline for Questions	April 16, 2024 @ 2:00 PM
Last Day for Issue of Addenda	April 19, 2024
RFP Closing Date and Time:	April 26, 2024 @ 2:00 PM
Purchase Order Issued (estimated)	April 29, 2024

Proposals may be submitted by hand to Regional District of Okanagan Similkameen, Reception, 101 Martin Street, Penticton BC V2A 5J9 up to 2:00pm local time on the closing date.

Proposals may also be sent electronically to the following email address:

jzaffino@rdos.bc.ca

Please Note: Respondents are cautioned that the timing of their proposal submission is based on when the Proposal is received by the District. Proposals submissions can be delayed due to file size, transmission speed and other factors. For this reason, it is recommended that the Respondent(s) allow sufficient time to deliver or email their Proposal, including all attachments and other submission details.

The RDOS assumes no responsibility for the receipt of Proposals where the instructions detailed above have not been complied with.

1. Definitions Used in this RFP:

	The following are definitions used in this RFP document. Whenever one of the following terms is used with a capitalized first letter, the term shall have the meaning as set out below.
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- 1.1. "Addenda" or "Addendum" means additional information or amendments to this RFP, issued by the RDOS in accordance with Table 1, Section 3.2 Timetable.
- 1.2. "Manufacturer" in respect of a particular material or component of the Equipment means the manufacturer of that material or Equipment (or component thereof).
- 1.3. "Passenger bus" means the Passenger bus which the RDOS seeks to be provided by the Supplier, as outlined in schedule A.
- 1.4. "Proposal" means a Proposal submitted by a Respondent in response to this RFP.
- 1.5. "Purchase Order" means a written Purchase Order for the purchase of the Equipment and Services that may result from this RFP, executed between the RDOS and the successful Respondent.
- 1.6. "RDOS" means the Regional District of Okanagan Similkameen.
- 1.7. "Respondent" means a person or entity that submits a Proposal to this RFP.
- 1.8. "RFP" means this Request For Proposals (Two Fire truck Water Tenders Passenger bus), including all forms.
- 1.9. "RFP Closing Date and Time" means the date and time that Proposals to this RFP must be received in accordance with Section 3.2. The time will be determined by the RDOS web clock.
- 1.10. "Section" means the numbered section of the referenced part of this RFP.
- 1.11. "Services" means the ancillary services which the RDOS seeks to be provided by the Supplier, as outlined in schedule A.
- 1.12. "Sub-Contractor" means a person, partnership, firm or corporation that the Respondent proposes to contract with to deliver part of the Equipment or Services, in a subordinate relationship to the Respondent.
- 1.13. "Supplier" means the successful Respondent to this RFP who enters a Contract with the RDOS.

2. Amendment of a Proposal by Respondent:

A Respondent may amend a Proposal at any time up until the RFP Closing Date and Time. Amendments may be submitted in the same way as the original Proposal, as detailed in Section 3.2 of this RFP.

3. Withdrawal of a Proposal by Respondent:

A Respondent may withdraw a Proposal that is already submitted at any time throughout the RFP process, including after the Closing Date and Time. To withdraw a Proposal before the Closing Date and Time, the Respondent must contact the RDOS in writing in the same manner as the original submission. To withdraw a Proposal after the Closing Date and Time, the Respondent shall submit a request in writing to:

Attn: Jim Zaffino
Chief Administrative Officer
Regional District of Okanagan-Similkameen 101 Martin Street
Penticton, B.C. V2A 5J9 AND/

OR jzaffino@rdos.bc.ca

Addenda Issued by RDOS:

This RFP may only be amended by way of an Addendum issued in accordance with this Section. At any time up until the Closing Date and Time, the RDOS may issue an Addendum to amend, clarify, or answer questions to this RFP. Each Addendum will be issued through the BC Bid portal. Each Addendum will form an integral part of this RFP. Respondents are solely responsible for checking for Addenda up until the Closing Date and Time. If the RDOS deems it necessary to issue an Addendum after the Last Day for Issue of Addenda, as detailed in Section 3.2, then the RDOS may extend the RFP Closing Date and Time to provide Respondents with more time to complete their Proposal.

Respondents are required to acknowledge all addenda issued by the RDOS, using the Addenda Acknowledgement form, on page 14 to be included with the Respondent's submission.

4. Evaluation of Proposals & Award of Contract:

The RDOS will conduct the evaluation of Proposals and selection of a successful Respondent in accordance with the process detailed in this Section. Evaluation of Proposals will be by an evaluation committee which may include RDOS employees and/or Consultants. The RDOS's intent is to enter a Contract with the Respondent who has met all mandatory criteria and who has the highest overall ranking based, on this evaluation process.

4.1. Mandatory Criteria:

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration in the evaluation process.

Mandatory Criteria:
The Proposal must be received by the RFP Closing Date and Time, in accordance with the requirements of Section 3.2
Specifications form. pages 12-13
Addenda Acknowledgement form. page 14
Conflict of interest form. page 15
Respondent Information form. page
Price Page form (Table 1) page 17

4.2. Scored Criteria:

Proposals that meet all the Mandatory Criteria will be further assessed against the following scored criteria.

EVALUATION SCORE SHEET –

PROJECT:		POOR	MARGINAL	FAIR	GOOD	OUTSTANDING	TOTAL OF 100
RESPONDENT:							
CRITERIA	WEIGHT	0.4	0.5	0.7	0.9	1	MAX PTS 100
Price	50						
Conformity with the Specifications provided	30						
After Sales service/support	10						
Delivery lead-time	5						
Value added	5						
EVALUATION TOTAL:							

4.3. Scoring Method:

The following method will be used to score the criteria:

- Price: Price will be scored relative to other Respondents using the following formula:
 - $Lowest\ Price \div Respondent's\ Price \times Weighting = Score$
 Other Criteria: All other criteria (except Price) will be scored by the evaluation committee, which will then be multiplied by the Weighting factor to provide a total weighted score out of 100 which includes price.

4.4. Clarifications & Remedy Period:

Notwithstanding the requirements for mandatory criteria and scored criteria detailed above, the RDOS will allow the following remedies and clarifications at its sole discretion:

- Remedy for missing submission requirements: If the RDOS finds that a Proposal fails to meet all the submission requirements required of this RFP, then the RDOS may provide written notification to a Respondent which identifies the requirements not met and provides the Respondent with 48 hours to remedy and supply the requirements. The 48 hours shall

commence upon notification by the RDOS to the Respondent. This option to remedy missing requirements shall not apply to Proposals not received by the RFP Closing Date and Time.

- Clarification of Proposals: During evaluation of the scored criteria, the RDOS may at its sole option, request further details or clarification from the Respondent and/or third parties, on aspects of a Proposal by way of a written request for clarification. The written request shall clearly state the required clarification and time limit to supply the information requested. Following receipt of the clarification information, the RDOS may use this information to reassess and/or re-score the Proposal according to the scored criteria.

4.5. Ranking of Respondents:

Following completion of the evaluation against the scored criteria, the weighted scores for each Proposal will be added together, and Proposals will be ranked according to their total weighted scores. The Respondent with the highest-ranked Proposal will be invited to conclude a Contract with the RDOS. If two or more Proposals have an equal total weighted score, then the Respondent with the Lowest Total Price will be invited to enter into a Contract with the RDOS.

4.6. Conclusion and Execution of a Contract

Neither the RDOS nor any Respondent will be legally bound to provide or purchase the Equipment or Services until the execution of a written Contract or issuance of a Purchase Order. Following an invitation to a Respondent, by the RDOS, to conclude a Contract, it is expected that the RDOS and that Respondent would enter discussions which may include, among other things:

- Clarification or amendment to the specifications, plus any resulting price adjustments, based on items submitted in the Proposal.
- Amendments to the terms and conditions, based on items submitted in the Proposal.

The RDOS would seek to execute a Contract within 10 days of issuing an invitation to the Respondent to conclude a Contract. If the RDOS and Respondent do not, for any reason, execute a Contract within this time period, the RDOS may discontinue the process with that Respondent and invite the Respondent with the next-highest-ranked Proposal to conclude a Contract. The RDOS may then continue this process until a Contract is executed, or there are no further Respondents, or the RDOS otherwise elects to cancel the RFP process entirely. For clarity, the RDOS may discontinue discussions with a Respondent if at any time the RDOS is of the view that it will not be able to conclude a Contract with that Respondent.

5. Other Terms & Conditions of this RFP Process:

The following terms and conditions shall also apply to this RFP:

5.1. Proposals in English and French:

All Proposals are to be in English or French only.

5.2. Only One Entity as Respondent:

The RDOS will accept Proposals where more than one organization or individual is proposed to deliver the Equipment, so long as the Proposal identifies only one entity that will be the lead entity and will be the Respondent with the sole responsibility to perform the Contract if executed. Any other entity involved in delivering the Service should be listed as a Sub-Contractor. The Respondent may include the Sub-Contractor and its resources as part of the Proposal and the RDOS will accept this, as presented in the Proposal, to perform the evaluation. All Sub-Contractors to be used in the Service must be clearly identified in the Proposal.

5.3. Proposals to Contain All Content in Prescribed Forms:

All information that Respondents wish to be evaluated must be contained within the submitted Proposal. Proposals should not reference external content in other documents or websites. The RDOS may not consider any information which is not submitted within the Proposal or within the pre-prescribed forms set out in this RFP.

5.4. References and Experience:

In evaluating a Respondent's experience, as per the scored criteria, the RDOS may consider information provided by the Respondent's clients on the projects submitted in the Proposal and may also consider the RDOS's own experience with the Respondent.

5.5. RFP Scope of Work is an Estimate Only:

While the RDOS has made every effort to ensure the accuracy of the Equipment requirements and/or Services described in this RFP, the RDOS makes no guarantees as to the accuracy of the information provided. Any quantities or measurements provided are estimates only and are provided to describe the general nature and scale of the Equipment and Services. Respondents must obtain all information they deem necessary, including verification of quantities or measurements to complete a Proposal.

5.6. Respondent's Expenses:

Respondents are solely responsible for their own expenses in participating in this RFP process, including costs in preparing a Proposal and for subsequent finalizations of an agreement with the RDOS, if required. The RDOS will not be liable to any Respondent for any claims, whether for costs, expenses, damages or losses incurred by the Respondent in preparing its Proposal, loss of anticipated profit in connection with any final Contract, or any matter whatsoever.

5.7. Retention of Proposals and FOIPPA:

Proposals submitted to the RDOS will not be returned and will be retained by the RDOS and shall become the property of the RDOS upon submission. Respondents should note that the RDOS may choose to make public any part of this Proposal, any Proposal and any executed contract including the Contractors name and total contract price and further that, regardless of whether and the extent to which the RDOS elects to make anything available to the public, the RDOS would be required to disclose all or part of a Proposal or the executed contract pursuant to a request for disclosure under the Freedom of Information and Privacy Act (FOIPPA). Respondents should be aware of and review the RDOS's obligations under FOIPPA and the RDOS's limited ability to refuse to disclose third party information pursuant to Section 21 of FOIPPA.

5.8. Notification and Feedback to Unsuccessful Respondents:

Notification of awards shall be made via the BC Bid portal. Unsuccessful Respondents may then request a feedback email or telephone call with an RDOS representative to obtain feedback on how their Proposal fared in the evaluation. Such requests for feedback must be made within 30 days of notification of the RFP results. Details of feedback provided will be at the RDOS's sole discretion to protect the confidentiality of other Respondents and the RDOS's commercial interest.

5.9. Conflict of Interest:

All Respondents must disclose an actual or potential conflict of interest, by completing the Conflict-of-Interest form, included on page 15, that is requested of Respondents when submitting a Proposal. The RDOS may, at its sole discretion, disqualify any Respondent from this RFP process, if it determines that the Respondent's conduct, situation, relationship (including relationships of the Respondent's employees and RDOS employees) create or could be perceived to create a conflict of interest.

The RDOS may rescind or terminate a Contract entered if it subsequently determines that the Respondent failed to declare an actual or potential conflict of interest during this RFP process.

5.10. Confidentiality:

All information provided to Respondents by the RDOS as part of this RFP process is the sole property of the RDOS and must not be disclosed further without the written permission of the RDOS.

5.11. No Contract A and No Claims:

This RFP process is not intended to create binding offers and no contractual obligations whatsoever (including what is commonly referred to as 'Contract A') shall arise between the RDOS and any Respondent upon the submission of a Proposal in response to this RFP. For extra clarity, both the Respondent and the RDOS are free to cancel their participation in this RFP process at any time up until the execution of a written Contract or issuance of a Purchase Order by the District for the Passenger bus.

Without limiting the above paragraph, no Respondent shall have any claim whatsoever against the RDOS for any damage or other loss resulting from a Respondent's participation in this RFP, including where the RDOS does not comply with any aspect of this RFP and including any claim for loss of profits or Proposal preparation costs should the RDOS not execute a Contract with the Respondent for any reason whatsoever.

5.12. Right to Cancel RFP:

Although the RDOS fully intends to conclude a Contract as a result of this RFP, the RDOS may at its sole discretion, cancel or amend this RFP process at any time without any liability to any Respondent.

5.13. Governing Law and Trade Agreements:

This RFP is governed by the laws of the Province of British Columbia and any other agreements which exist between the Province of British Columbia and other jurisdictions.

Send General & Technical Enquiries to:

Marieze Tarr

Email: ed@desertsun.ca

SCHEDULE A

SPECIFICATIONS

Minimum Required	Conforms Yes/No	State or State Alternative
Colour. State		
Make/Model. State		
Year. Prefer 2022 or newer. State		
Low Mileage. State		
20 Passenger Capacity Prefer folding Seats		
Prefer Wheelchair lift system		
Gas Engine. State H.P. & Engine		
Automatic Transmission. State		
Prefer 4-wheel anti-lock Disc brakes. State		
USB & 12v charging points for Mobile Electronic Devices.		
Power Windows		
Power / Heated Mirrors		
Air Conditioning		
Hazard beepers such as back up and E-brake warning buzzer and light.		
Master electrical shut off switch – easily accessible by Driver.		
Rear exhaust/ muffler State		
Front bumper. State		
Fuel tank State		

(1) Used Passenger Bus
Request for Proposal
April 8, 2024

Minimum Required	Conforms Yes/No	State or State Alternative
Delivery Lead-time, if any.		
State Warranty, if any.		

Addendum Form (Must be included with Respondent's submission)

ADDENDA

We confirm that we have received and carefully reviewed all of the Request for Proposal Documents, including the Specifications and the following Addenda, if any:

Initials _____

Please initial the Addenda form

Conflict of Interest Form (Must be included with Respondent's submission)

What is a conflict of interest?

A conflict of interest is when you have a certain personal interest that may interfere with the interests you must have as someone connected to another person or entity, such as an employer or client. A conflict of interest can cause one party to question what another party's intentions are.

It can also call to question your ability to remain unbiased in your thoughts, ideas and decisions.

Conflict of Interest. The supplier represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the supply of goods and/or performance of services required hereunder. SUPPLIER further represents that no persons having any such interest shall be employed to perform those services.

Company Name: _____

Name and Title _____

Signature: _____

RDOS evaluation committee members shall also sign a conflict-of-interest statement (CIGS), below. If a member of the evaluation committee has acknowledged a conflict of interest with a particular supplier or any supplier associated with this RFP, they shall be recused from the evaluation process.

Conflict of Interest. The RDOS evaluator represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the evaluation and awarding of the goods and/or services required hereunder.

Name and Title of evaluator: _____

Signature: _____

RESPONDENT INFORMATION

REQUEST FOR PROPOSAL: **One (1) Used Passenger bus**

CLOSING DATE: **April 26th, 2024 @ 2:00 PM Local Time** _____

The undersigned Respondent has carefully examined the Conditions, Specifications, and Drawings (if applicable) for the bus requested and will construct or provide the Passenger bus as specified.

This proposal is open for consideration for 60 days.

COMPANY NAME: _____

ADDRESS: _____ City: _____

POSTAL CODE: _____ DATE: _____

PHONE NO. _____ FAX NO. _____

EMAIL: _____

SIGNATURE OF RESPONDENT: _____

PRINT NAME: _____

TABLE 2 (Please include with submission)

ITEM	PRICE	EXTENDED PRICE
PASSENGER BUS		
Options, if any.		
Levies, if any		
SUB TOTAL		
Taxes Extra		

[https://portal.rdos.bc.ca/projects/LegalMatters/Procurement/FINANCE/2024/RFP 1 Used Passenger Bus/20240408 RFP 1 Used Passenger Bus.docx](https://portal.rdos.bc.ca/projects/LegalMatters/Procurement/FINANCE/2024/RFP%201%20Used%20Passenger%20Bus/20240408%20RFP%201%20Used%20Passenger%20Bus.docx)