



PROPOSAL

Item #L-13/16

New or Demo End Dump Trailer

A Viewing of the existing unit will be held on Tuesday, November 15, 2016. Refer to Instructions to Bidders #3, Viewing, for further details.

**New or Demo End Dump Trailer
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Bid Form

Additional information available for download on the City of Brandon website <https://purchasing.brandon.ca>

1. Pictures of Existing Unit

PART A - INSTRUCTIONS TO BIDDERS

1. DEFINITIONS

Where in the Proposal Documents where the singular or masculine are used, the same shall be construed as meaning the plural or the feminine or the neuter as the context may reasonably require, and where the following terms are used, the intent and meaning shall be, unless the context otherwise requires, as follows:

“Bidder” means an individual, firm, partnership, association or corporation, or any combination thereof, submitting a Proposal for the Work, and includes heirs, administrators, executors, or legal representative of a Bidder.

“City” means the City of Brandon of the Province of Manitoba as incorporated under the Brandon Charter Act, Chapter 71, Statutes of Manitoba 1989-1990, and any subsequent amendments thereto, and as represented by the Council.

“Bid Submission” means the portion of the Documents that must be completed or provided by the Bidder by the time and date set out herein for the receipt of Bids, to constitute a compliant Proposal and includes the Bid Form and any additional documents that may be requested herein.

“Proposal Documents” means the Invitation to Bid, these Instructions to Bidders, the Bid Form, Specifications, and all Addenda.

2. ENQUIRIES

Administrative enquiries and requests for clarification of the Proposal process shall be made to Lindsay Loree, either by Fax at 204-726-8546 or Email purchasing@brandon.ca and must be received not less than seven (7) days prior to the date for closing of Proposals.

3. VIEWING

The existing unit will be available for viewing at the Civic Services Complex (900 Richmond Avenue East) on Tuesday, November 15, 2016 from 2:30 p.m. to 3:15 p.m. This viewing is not mandatory but will be the only opportunity to view/inspect the unit. Sign in will be required at the reception desk of the Civic Services Complex.

4. PRICING

Prices shall be in Canadian Funds and shall be the total cost to the City of Brandon, including all applicable Federal and Provincial Taxes, duties, license costs, fees, insurance, worker's compensation, vacation pay and all other charges, costs and assessments with all items being F.O.B. 900 Richmond Avenue East, Brandon, Manitoba. It is the Bidder's sole responsibility to determine whether or not taxes are applicable. Pricing is to be firm for sixty (60) days after the closing date.

5. RECEIPT OF PROPOSALS

The Proposal shall be mailed or delivered in a sealed envelope clearly and legibly identified on the outside as: **ITEM #L-13/16 CONFIDENTIAL – New or Demo End Dump Trailer** and must be received by either method specified below before 5:00:00 p.m., local Brandon time, **Monday, November 21, 2016** to be accepted.

6. SUBMISSION OF PROPOSALS

The Bidder shall submit his Proposal on original or unaltered copies of the Bid Form provided herein. Any information provided by the City on any form must not be altered by the Bidder unless instructed so by written Addenda. The Bidder shall initial and date each and every correction, change, erasure on the Form shall be clearly signed by the Bidder, and shall clearly show the address of the Bidder, the Bidder's telephone number, and the date on which the Bid Form was signed by the Bidder.

Bids submitted by a partnership shall be signed and sealed in the name of the partnership by the authorized signing and sealing officers of the company. The name of the company and the names of the company along with titles of the signing officers shall be clearly printed in the spaces provided on the Bid Form.

The Proposal shall be delivered to the City by ONE of the following methods:

a) **By MAIL/COURIER DELIVERY**

Addressed to the City of Brandon as follows:
Lindsay Loree, SCMP
Procurement Manager
City of Brandon – Finance Department
410 - 9th St., Brandon, Manitoba R7A 6A2

b) **By HAND DELIVERY**

Lindsay Loree, SCMP
Procurement Manager
Finance Department (Main level) City Hall, 410 - 9th Street
Brandon, Manitoba

c) **FAX DELIVERED**

Fax submissions are not accepted.

7. ADDENDA

The City shall have the right to amend the Proposal Documents prior to the date set for receipt of Bids. Revisions or clarifications will be issued in the form of Addenda forwarded to all registered recipients of the Documents. Verbal and other interpretations or clarifications will be binding only when confirmed by written Addenda. Bidders shall acknowledge receipt of all Addenda to the Proposal Documents in the space provided on the Proposal Form. Failure to acknowledge all Addenda may cause the Proposal to be rejected.

8. ALTERNATE BIDS

Alternate Bid Submissions are accepted. A separate Bid Form & Appendix 1 offering an alternate may be attached to the Bid Submission, but a Bid Submission in the proper form must be offered complete and in no way be made conditional upon the terms contained in the separate Bid Form & Appendix 1. A note "See Alternate Attached" may be added to the Bid Submission.

9. WITHDRAWAL OF PROPOSALS

A Bidder shall be permitted to withdraw his Proposal, without penalty, if such request is received in writing by the Procurement Manager, prior to the time specified herein for receipt of Bids:

The City of Brandon
410 - 9th Street
Brandon, MB R7A 6A2

Ph: 204-729-2252
FX: 204-726-8546
E: purchasing@brandon.ca

The City shall retain the Proposal until after the time specified herein for the receipt of Proposals. The submission will be opened to verify that the name and signature of the person requesting the Proposal be withdrawn is the same as the name and signature of the person who submitted the Proposal. If the information is the same, the Procurement Manager will declare the bid withdrawn.

10. REJECTION OF PROPOSALS

The City reserves the right to reject any or all Proposals, the City in its sole discretion may reject as non-compliant any Proposal which contains omissions, erasures; is ambiguous or unclear as to meaning or intent; is incomplete, illegible, conditional or contains a qualifier; contains any non-requested alterations or additions to the information provided by the City; is obviously unbalanced; or fails to comply sufficiently with the Instructions to Bidders. The City may, in its sole discretion, waive any and all defects, informalities, and accept any Proposal, as compliant, which it considers is in the best interest of the City of Brandon. The lowest or any Proposal will not necessarily be accepted.

11. AWARD AND EXECUTION OF PROPOSALS

The City reserves the right to cancel this Proposal at any time. The Award of the Proposal, if it is to be awarded, shall be made within sixty (60) calendar days of the date on which the Bids were opened, unless an extension of the said sixty (60) days is mutually agreed upon in writing between one or more Bidders and the City. Should no award be made within the said sixty (60) days or within any mutually agreeable extension thereof, then all Bidders shall be relieved of any obligation to enter into a Contract.

The award of the Proposal will not be binding until the successful Bidder has received written notification of the award of the Proposal from the Procurement Manager of the City of Brandon. No other act of the City shall constitute an award of the Proposal. The award of the Proposal shall fall under the governing laws of the Province of Manitoba.

The lowest or any Proposal will not necessarily be accepted.

**The City of Brandon
For
New or Demo End Dump Trailer**

A) Application

- A.1** This unit is used for various applications related to municipal sewer and road work. Unit to be replaced is unit TL-12, one (1) 2001 Midland XL2000 24' trailer.
- A.2** The units must operate within temperature ranges from -50C to +40C in all types of weather conditions.
- A.3** This unit must meet all Canadian Federal, Provincial, Municipal Safety Regulations and Standards.
- A.4** Any item[s] not specifically requested but known to the vendor as being necessary for the safe, efficient use of the equipment proposed shall be clearly noted on the Bid Form. Otherwise it will be assumed these item[s] will be supplied at the proposed price.
- A.5** Please submit a full brochure and specification sheet on the units being sold.
- A.6** Appendix 1 indicates the minimum specifications and must be filled in and submitted with the Bid Form.

B) Local License Requirements

Any persons conducting business within the City of Brandon from a Brandon residential address must have a valid Business License. This includes agents from companies that are not based in Brandon but where the agent is conducting his/her business from a Brandon address. Non-compliance will result in rejection of a Bid.

All successful Bidders of construction or service work for the City of Brandon, whether Brandon-based or otherwise, must obtain a City of Brandon License. This is not applicable to suppliers from outside of the City who supply the City of Brandon with goods for the sole use of the City.

Any inquiries on the above should be directed to Municipal Licensing at 204-729-2230.

C) Schedule

The City of Brandon intends to evaluate the Proposals and provide recommendations to Procurement Services within four (4) weeks of Proposal closing.

D) Selection Process/Criteria

The Proposals will first be reviewed for completeness and inclusion of the components specified in the Proposal documents. Proposals will be excluded from further analyses which are clearly non-responsive to the stated requirements.

The City has established the following evaluation criteria for this procurement. These criteria will allow the City to analyze Proposals received on an equal basis and provide the Proposers with the basis on which the City will evaluate all Proposals.

- 1) 50% - Cost
- 2) 25% - Adherence to Specifications as per Appendix 1
- 3) 15% - Delivery date (in calendar days)
- 4) 10% - Performance/Past experience with the City of Brandon. If bidder(s) have no previous dealings with the City of Brandon, then references may be used in determining performance.

The City reserves the right to contact or interview any or all bidders to clarify their submission.

The City reserves the right to ask any or all bidders to supply references for whom they have supplied the same (or similar) piece of equipment to.

E) Submittal Requirements

Reply to this request with two (2) copies of your Proposal. Limit your submittal to 8 ½" x11" pages double sided. Failure to include the following information will render your bid submission non-compliant.

Please include the following:

- 1) Bid Form;
- 2) Appendix 1;
- 3) Full brochure and detailed specification sheet;
- 4) Manufacturer's preventative maintenance information including intervals; and
- 5) Warranty details.

APPENDIX 1

**SPECIFICATIONS
ITEM #L-13/16**

New or Demo End Dump Trailer

The following specifications are the minimum specifications acceptable by the City of Brandon. Actual specifications may exceed these specifications. If they do, please note in the deviation column. Should your proposed piece of equipment have additional features that are not in the specifications, please list them at the end of these specifications so as the submission can be fairly evaluated.

Note: Appendix 1 must be filled in and included with your Bid Form in order to be compliant. You need to mark something in the YES or NO column of the “meets spec” thereby indicating if you do or do not meet that specification. If nothing is marked, then we will treat it as a NO meaning that you do not meet the specifications. If you check NO, then please indicate in the deviation column what the deviation is.

**** NO DEVIATIONS** - When the “Deviations if any” column is marked with XXXXXXXXXXXX this means that no deviation will be accepted for the specification.

	DESCRIPTION	Meets (Yes)	Spec (No)	Deviations (if any)
	CHASSIS			
1.	Unit to be current model year or demo (used)			
2.	Manitoba Vehicle Trailer Safety Certified with certification decal affixed to frame.			XXXXXXXXXX
	TRAILER			
3.	Must be a heavy duty tandem axle design			XXXXXXXXXX
4.	Trailer to be of gooseneck design			XXXXXXXXXX
5.	Trailer must be able to carry a payload designed for the stated box size State capacity: _____			
6.	Trailer frame and cross members to be designed to carry large heavy loads. State: <ul style="list-style-type: none"> • Gauge of metal: _____ • Cross member distance between each beam: _____ 			
7.	Maximum Gross Vehicle Weight Rating State total weight: _____ GVWR			
8.	Trailer to have crank down type dolly legs			
	DUMP BOX			
9.	Maximum box length of 25 ft. (7.62m) State length: _____			

	DESCRIPTION	Meets (Yes)	Spec (No)	Deviations (if any)
10.	Box front to be constructed of a minimum 10-gauge steel with a sloped front State: <ul style="list-style-type: none"> Gauge: _____ Type of metal: _____ 			
11.	Box sides to be constructed of a minimum 10-gauge steel walls with horizontally formed ribs for added strength. Inside to be lined with 10-gauge steel State: <ul style="list-style-type: none"> Gauge: _____ Type of metal: _____ 			
12.	Box floor to be constructed of heavy gauge steel in order to carry the load. Floor should also be wear and impact resistant State: <ul style="list-style-type: none"> Gauge: _____ Type of metal: _____ 			
13.	Tailgate to be constructed of a minimum 10-gauge steel walls with horizontally formed ribs for added strength. Open and closing mechanism to be of air latch design State: <ul style="list-style-type: none"> Gauge: _____ Type of metal: _____ 			
14.	Tipping sills to be of height and strength to accommodate the loads of the box. Must also straddle the trailer frame.			
15.	Side board extensions to be a minimum 2 in. thickness and run the length of the dump box. Boards to be held in manufactured steel pockets on both sides. Length of the board to be determined from the design of the pockets State: <ul style="list-style-type: none"> Board thickness: _____ Board length: _____ Number of pockets per side: _____ 			
16.	Installed ladder on driver's side of box State position: _____			
17.	Overall box tarp cover. Electrically controlled roll up tarp with mounting hardware including tarp arms with spring assist. Controlled within the cab			

	DESCRIPTION	Meets (Yes)	Spec (No)	Deviations (if any)
	DIMENSIONS			
18.	Overall length and width to be within federal and provincial legislation. State: <ul style="list-style-type: none"> Overall length: _____ Overall width: _____ 			
19.	Box side height State height: _____			
20.	Tailgate height State height: _____			
	SUSPENSION, AXLE AND FRAME			
21.	Two (2) hub style axles or equivalent design to handle the trailer load capacity State: <ul style="list-style-type: none"> Axle capacity: _____ (each) Type: _____ 			
22.	Heavy duty air suspension capable of handling loads designed for the trailer			
	WHEELS AND TIRES			
23.	Wheels and tires to be optimized to allow for maximum load distribution, in conjunction with axles and suspension State: <ul style="list-style-type: none"> Make: _____ Size: _____ Load Range: _____ 			
24.	Wheels to be of high grade steel design State type: _____			
25.	Wheels shall have front and rear anti-sail mud flaps			
	BRAKES			
26.	Air brake package			
27.	Automatic slack adjusters			
28.	Type 30 brake chambers, two (2) per axle			
	EXTERIOR LIGHTING AND ELECTRICAL			
29.	All lighting on the trailer to be of LED design			XXXXXXXXXX
30.	Lights to be rubber mounted			
31.	Trailer to have reflective tape on all sides as per provincial legislation			XXXXXXXXXX

	DESCRIPTION	Meets (Yes)	Spec (No)	Deviations (if any)
32.	All wiring to be enclosed to protect them from damage and the elements			
HOIST				
33.	Hoist to be externally mounted			
34.	Hoist to be a 5 stage design with chrome or stainless steel cylinder shaft State: <ul style="list-style-type: none"> • Stage: _____ • Shaft type: _____ 			
35.	Hydraulic cylinder to have a working capacity between 35 to 40 tons State capacity: _____			
36.	Heavy duty silicone hoses with stainless steel constant torque hose clamps			
FINISH				
37.	Paint finish to meet all standards for heavy equipment			
38.	Both trailer frame and dump box to be painted with high gloss paint. State: <ul style="list-style-type: none"> • Frame color: _____ • Dump box color: _____ 			
PREVENTATIVE MAINTENANCE				
39.	Successful Bidder to provide comprehensive preventive maintenance recommendations and maintenance schedules for all major components			
40.	Service manual(s), operator manuals, parts Manual, electrical schematics manuals and/or CD(s) (preferred) shall be supplied with the unit State type: _____			XXXXXXXXXX
41.	Successful Bidder must supply build sheet stating the manufacturer's parts numbers			XXXXXXXXXX
42.	Training on operation and maintenance for operators and mechanics. Please specify the training provided Operators: _____ Mechanics: _____ All costs associated with this service are to be included in the total cost of the unit or are payable by the successful Bidder			

	DESCRIPTION	Meets (Yes)	Spec (No)	Deviations (if any)
	WARRANTY			
43.	Bidder to supply information on standard warranty included with purchase price			XXXXXXXXXX
44.	<p>Factory Warranty - indicate term for all standard warranty items.</p> <p>Frame & Chassis: _____</p> <p>Dump Box: _____</p> <p>Hydraulics: _____</p> <p>Other _____</p> <p>A separate sheet containing terms and conditions must be included as part of your bid submission</p>			
45.	All warranty work to be performed in the Brandon, MB area at no travel cost to the City. If the repairs require for the unit to be moved, the successful Bidder is responsible for paying all costs associated with this whether it is the successful Bidder's employees or the City's employees who transport the unit			XXXXXXXXXX
46.	<p>If unit is to be out of service for more than four (4) days (96hrs) due to warranty work:</p> <ul style="list-style-type: none"> The successful Bidder is responsible to provide a replacement unit that meets the specifications as outlined, or alternatively approved by the Manager of Fleet Services or; The successful Bidder will be required to reimburse the City of Brandon the total costs associated with renting a replacement unit for that period 			
	DELIVERY			
47.	The successful Bidder shall perform a pre-delivery service, full test of the functions of the unit and correct all deficiencies prior to delivery. The successful Bidder shall describe the pre-delivery servicing and testing they will do to the unit			XXXXXXXXXX
48.	The City will perform an acceptance inspection when the unit is received on site. If the unit does <u>NOT</u> meet the City of Brandon specifications, the unit will be refused. If the unit meets the specifications, the City of Brandon will holdback 10% of the payment until the "work in progress" inspections are performed			XXXXXXXXXX
49.	The City of Brandon reserves the right to evaluate multifunction season equipment up to one (1) year. During this time all concerns will be documented and addressed between the successful Bidder and the City of Brandon			XXXXXXXXXX

	DESCRIPTION	Meets (Yes)	Spec (No)	Deviations (if any)
	REFERENCES			
50.	<p>Contact information for two (2) references whom you've provided the same or similar equipment to:</p> <p>1. Company: _____ Contact Name: _____ Contact #: _____</p> <p>2. Company: _____ Contact Name: _____ Contact #: _____</p>			
	EXISTING UNIT			
51.	<p>Existing unit: TL-12 – 2001 Midland XL2000 24' Trailer</p> <p>Serial #: 2MFB2R6C82R001750</p> <p>Pictures of this unit are available for download on the City of Brandon website https://purchasing.brandon.ca</p> <p>A viewing of the existing unit will be held Tuesday, November 15, 2016 from 2:30 p.m. – 3:15 p.m. at the Civic Services Complex (900 Richmond Avenue East). Sign in required at the reception desk.</p> <p>Note: The unit will not be released until the new unit is received by the City of Brandon and in operation</p>			

**CITY OF BRANDON
BID FORM #1 – Purchase of New Unit ONLY**

PROPOSAL: Item #L-13/16

SUBJECT: New or Demo End Dump Trailer

CLOSING DAY: 5:00:00 pm local Brandon time, Monday, November 21, 2016

I _____, representing _____
(name) (company name)

of _____, _____, _____, _____
(mailing address) (city) (province) (postal code)

() _____, () _____, _____
(phone number) (FAX number) (G.S.T. Registration Number)

Email Address: _____

I am authorized to bind the corporation and do hereby submit this price on the above noted item.

The total amount of my bid price in Canadian funds including all duties, fees, tire tax, insurance, etc., F.O.B., 900 Richmond Avenue East, Brandon, Manitoba, is:

Year, Make & Model: _____

New Demonstration

New or Demo End Dump Trailer

Base Price	\$ _____
Plus (5%) G.S.T.	\$ _____
Plus (8%) MB R.S.T.	\$ _____
Total Bid Price	\$ _____

Note: Please review Section E Submittal Requirements to ensure all documentation is submitted

We hereby acknowledge receipt of the following Addenda to the Proposal Documents:

Addenda No _____	Date Received _____
Addenda No _____	Date Received _____
Addenda No _____	Date Received _____

Delivery date in number of **calendar** days from receipt of purchase order - _____ days*

*a penalty will be applied if vendor does not deliver as outlined above. As late deliveries can impact work schedules, the vendor will be required to provide the City of Brandon one of the following (all costs associated with delivery are borne by the vendor);

- A replacement unit that meets the specifications as outlined, or alternatively approved by the Manager of Fleet Services or;
- Reimburse the City of Brandon, the total costs associated with renting a replacement vehicle, to a maximum of \$100.00 per day/unit.

(signature) (date) (witnessed by)**

I am authorized to bind the Corporation

Print Name of Witness

**This document must be witnessed to be compliant.

CITY OF BRANDON
BID FORM #2 – Purchase of New Unit WITH Trade of Existing Unit

PROPOSAL: Item #L-13/16

SUBJECT: New or Demo End Dump Trailer

CLOSING DAY: 5:00:00 pm local Brandon time, Monday, November 21, 2016

I _____, representing _____
(name) (company name)

of _____, _____, _____, _____
(mailing address) (city) (province) (postal code)

() _____, () _____, _____
(phone number) (FAX number) (G.S.T. Registration Number)

Email Address: _____

I am authorized to bind the corporation and do hereby submit this price on the above noted item.

The total amount of my bid price in Canadian funds including all duties, fees, tire tax, insurance etc., F.O.B., 900 Richmond Avenue East, Brandon, Manitoba, is:

Year, Make & Model: _____

New Demonstration

New or Demo End Dump Trailer

Base Price	\$ _____
Less Trade In of TL-12	\$ _____
Plus (5%) G.S.T.	\$ _____
Plus (8%) MB R.S.T.	\$ _____
Total Bid Price	\$ _____

Note: Please review Section E Submittal Requirements to ensure all documentation is submitted

We hereby acknowledge receipt of the following Addenda to the Proposal Documents:

Addenda No _____	Date Received _____
Addenda No _____	Date Received _____
Addenda No _____	Date Received _____

Delivery date in number of **calendar** days from receipt of purchase order - _____ days*

*a penalty will be applied if vendor does not deliver as outlined above. As late deliveries can impact work schedules, the vendor will be required to provide the City of Brandon one of the following;

- A replacement unit that meets the specifications as outlined, or alternatively approved by the Manager, Fleet Services or;
- Reimburse the City of Brandon, the total costs associated with renting a replacement vehicle, to a maximum of \$100.00 per day/unit.

(signature) (date) (witnessed by)**

I am authorized to bind the Corporation

Print Name of Witness

**This document must be witnessed to be compliant.

**CITY OF BRANDON
BID FORM # 3 – Sale of Existing Unit ONLY**

PROPOSAL: Item #L-13/16

SUBJECT: New or Demo End Dump Trailer

CLOSING DAY: 5:00:00 pm local Brandon time, Monday, November 21, 2016

I _____, representing _____
(name) (company name)

of _____, _____, _____,
(mailing address) (city) (province) (postal code)

() _____, () _____,
(phone number) (FAX number) (G.S.T. Registration Number)

Email Address: _____

I am authorized to bind the corporation and do hereby submit this price on the above noted item.

The total amount of my bid price in Canadian funds payable to the City of Brandon is:

**Purchase of TL-12: One (1) 2001 Midland XL2000 24' Trailer
Serial Number 2MFB2R6C82R001750**

Base Price	\$ _____
Plus (5%) G.S.T.	\$ _____
Plus (8%) MB R.S.T.	\$ _____
Total Bid Price	\$ _____

If you are exempt from paying MB RST please state RST #: _____

Note: This unit will not be released until the new unit is received by the City of Brandon and is in operation.

Note: Please review Section E Submittal Requirements to ensure all documentation is submitted

We hereby acknowledge receipt of the following Addenda to the Proposal Documents:

Addenda No _____	Date Received _____
Addenda No _____	Date Received _____
Addenda No _____	Date Received _____

(signature) (date) (witnessed by)**

I am authorized to bind the Corporation

Print Name of Witness

**This document must be witnessed to be compliant.