



## **PROPOSAL**

**Item #L-12/20**

### **One (1) 3.0 Yard Wheel Loader**

A viewing of the existing unit will be held on Tuesday, November 17, 2020. Refer to Instructions to Bidders #3 – Viewing for further details.

**One (1) 3.0 Yard Wheel Loader**

**TABLE OF CONTENTS**

**Part A. – Instructions to Bidders**

1. Definitions	1
2. Enquiries	1
3. Viewing	
4. Pricing	1
5. Receipt of Proposals	1
6. Submission of Proposals	1-2
7. Addenda	3
8. Alternate Bids	3
9. Withdrawal of Proposals	3
10. Rejection of Proposals	3
11. Award and Execution of Proposals	3

**Part B. – Supplemental Conditions**

A. Application	4
B. Local License Requirements	4
C. Schedule	4
D. Selection Process Criteria	4
E. Submittal Requirements	4

**Appendix 1 - Specifications**

**Appendix 2 - Life Cycle Cost Evaluation**

**Appendix 3 - Guaranteed Buy Back**

**Bid Form #1 – Purchase of New Unit Only**

**Bid Form #2 – Purchase of New Unit With Trade of Existing Unit**

**Bid Form #3 – Purchase of Existing Unit Only**

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

1. Pictures of Existing Unit (6)

## **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 any person submitting a Bid Submission for work, which includes but is not limited to vendor, supplier, firm, contractor, architect, consultant, proponent, or tenderer.

“City” means the Municipal Corporation of the City of Brandon.

“Bid Submission” means an offer from a Bidder in response to a Bid Solicitation.

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

### **2. ENQUIRIES**

Administrative inquiries and requests for clarification of the Bid process shall be made to the Procurement Manager in writing to **purchasing@brandon.ca** and must be received not less than seven (7) days prior to the date for closing of Bids.

### **3. SITE VISIT**

The existing unit will be available for viewing on Tuesday, November 17, 2020 from 2:00 p.m. to 3:00 p.m. at the Civic Services Complex, 900 Richmond Avenue East. This viewing is not mandatory but will be the only opportunity to view/inspect the unit. The unit will be available for viewing outdoors on the south side of the Civic Services Complex. There will be no City representation in attendance during the viewing. Attendees are expected to physically distance if there are multiple attendees present.

### **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, workers compensation, vacation pay and all other charges, costs and assessments with all items being F.O.B., Civic Services Complex, 900 Richmond Avenue East, Brandon, Manitoba. It is the Bidder's sole responsibility to determine whether or not taxes are applicable.

### **5. RECEIPT OF PROPOSALS**

The Proposal must be received by one of the methods indicated below before 5:00:00 p.m. local Brandon time, **Wednesday, November 25, 2020** to be accepted as a bona fide Bid Submission.

Bid Submissions must be received by the City before the stipulated closing time. Late Bid Submissions will not 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 to do so by written Addenda. The Bidder shall initial and date each correction, change, and/or erasure on the Bid Form. The Bid Form shall be clearly signed by the Bidder and shall clearly indicate 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 Bid Submission shall be submitted to the City by ONE of the following methods:

**a. Via Mail, Courier or Hand Delivery**

Two (2) copies of the Bid Submission shall be submitted in a sealed envelope and addressed to the City of Brandon as follows:

City of Brandon  
Finance Department (Main Floor), City Hall  
410-9<sup>th</sup> Street  
Brandon, MB R7A 6A2  
Attention: Ms. Lindsay Loree, SCMP – Procurement Manager

**“CONFIDENTIAL: ITEM #L-12/20 – One (1) 3.0 Yard Wheel Loader”**

**Note:** In response to the COVID-19 pandemic, the City has implemented safety protocols for all individuals attending City Hall. Bidders are advised, in the case of delivery by hand or courier, the Bidder or courier personnel must comply with protocols currently in place at City Hall, which may include but are not limited to mandatory hand washing/sanitizing and following physical distancing standards. Bidders are advised adherence to the building protocols may result in a Bid Submission delivery delay. Failure to comply with the City’s protocols may result in a Bid Submission not being accepted prior to the Bid Submission deadline. The City shall not be held responsible for any delivery delay caused by adherence to COVID-19 building protocols.

**b. Via Online Bidding Platform (E-submission)**

One (1) copy of an electronic Bid Submission in .PDF format shall be submitted via the "Submit Online Bid" link for the associated Bid Opportunity on the City of Brandon Purchasing & Tenders website: <https://purchasing.brandon.ca>.

The City utilizes an online bidding platform where electronic Bid Submissions may be submitted until the closing time indicated herein for receipt of Proposals.

The procedure for submitting electronic Bid Submissions can be viewed on the City’s Purchasing & Tenders website or by clicking [here](#). Failure to follow the procedure as indicated may result in a Bid Submission not being received. Any failure or delay in the transmission or storage of an electronic Bid Submission is the sole responsibility of the Bidder and not of the City.

The City will ONLY accept electronic Bid Submissions uploaded to the City’s online bidding platform. Electronic Bid Submissions sent via e-mail will **not** be accepted. If a Bidder encounters issues uploading an electronic Bid Submission, contact the City’s Procurement Services Department at 204-729-2251.

A Bid Submission will only be considered to have been submitted once it has been received by the City in the online bidding platform. The time the Bid Submission is received shall be determined by the City’s server time, which is linked to National Institute of Standards & Technology time. Bidders are advised the time the electronic Bid Submission is received is based on when the Bid Submission is received by the City’s server.

A confirmation webpage will display advising the Bid Submission was submitted successfully and a confirmation email will be sent. Bidders should not consider their Bid Submission to have been submitted if the confirmation webpage does not display and a confirmation email is not received.

Bid Submissions received via the online bidding platform are held securely and are inaccessible by Procurement Services staff until after the stipulated closing date and time.

**Facsimile or E-mail 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 Bid 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 and 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 and 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: 204-729-2251  
FX: 204-726-8546  
E: [purchasing@brandon.ca](mailto: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.

**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 Proposals 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 Bid will not necessarily be accepted.

## **PART B. – SUPPLEMENTAL CONDITIONS**

### **The City of Brandon For One (1) 3.0 Yard Wheel Loader**

#### **A) Application**

- A.1** This unit will be used for various applications of road repair and maintenance by the Sewer and Water department within the City of Brandon. In the winter, the unit will be used to perform duties associated with municipal excavations and snow removal. The unit to be replaced is unit #L-13A, a 2012 Volvo L60G loader.
- A.2** The City wishes to upsize the current loader to accommodate a full size two-stage snow blower attachment.
- A.3** The unit must operate within temperature ranges from -50°C to +40°C in all types of weather conditions.
- A.4** This unit must meet all Canadian Federal, Provincial, Municipal Safety Regulations and Standards.
- A.5** Any item(s) not specifically requested but known to the Bidder 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 this item will be supplied at the proposed price.
- A.6** Submit a full brochure and specification sheet on the unit being sold.
- A.7** 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 Proposals 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 reserves the right to contact or interview any or all Bidders to clarify their Bid Submission.

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 Bidders with the basis on which the City will evaluate all Proposals.

Point Value	Criteria	Description
40	Adherence to Specifications	Best meeting specifications as per Appendix 1
30	Cost	Lowest cost of ownership as per Appendix 2.
20	Delivery Time	Delivery date in calendar days from receipt of Purchase Order.
10	Experience	Performance/Past Experience with the City of Brandon. If Bidder(s) have no previous dealings with the City then references may be used in determining performance.
<b>100</b>	<b>Total Points</b>	

**E) Submittal Requirements**

Limit the submittal to 8½"x11" pages. Failure to include the following information will render the Bid Submission non-compliant.

**Please include the following:**

If submitting multiple Bids, all of the items listed below are required for each Bid Submission.

- 1) Bid Form;
  - a. Bid Form 1, 2, and/or 3 (any applicable)
  - b. Appendix 1
- 2) Product Information
  - a. Full brochure and detailed specification sheet
  - b. Build/Order sheet outlining all mandatory and preferred specifications bid on
  - c. Fuel economy information
- 3) Warranty and Preventative Maintenance Information
  - a. Warranty details
  - b. Manufacturer's preventative maintenance information based on;
    - i. 5 years / 6,000 hours
    - ii. 6 years / 7,200 hours
    - iii. 7 years / 8,500 hours
- 4) Training - include an outline of the training including, but not limited to, hours, curriculum and trainer.
  - a. Training for both operators and technicians on operation of all equipment
  - b. Training for technicians on maintenance items not covered by the proposed preventative maintenance package (i.e. proper greasing, adjustments, commonly replaced components)
- 5) Guaranteed Buy Back Information (if applicable) - if offering a buy back, the Bid Submission must include provisions outlining process for the buy back. If not included, it will be interpreted the provisions in Appendix 3 Guaranteed Buy Back will prevail.

**APPENDIX 1**

**SPECIFICATIONS  
ITEM #L-12/20**

**One (1) 3.0 Yard Wheel Loader**

The following specifications are the minimum specifications acceptable by the City. Actual specifications may exceed these specifications. If they do, note in the “Deviations (If Any)” column. Should the proposed unit have additional features that are not in the specifications, list them at the end of these specifications so the submission can be fairly evaluated.

**Note: Appendix 1 must be filled in and included with the 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, the City will treat it as a NO meaning that you do not meet the specifications. If you check NO, indicate in the “Deviations (If Any)” 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)
	<b>VEHICLE/EQUIPMENT TYPE</b>			
1.	One (1) new minimum size 3.0 Yard Wheel Loader with full factory warranty. State size: _____			XXXXXXXXXX
	<b>POWERTRAIN (ENGINE/TRANSMISSION)</b>			
2.	Diesel engine sufficient in size to power the unit under typical work load within the City with a minimum of 178 net HP and minimum Tier IV final emission standard. State: <ul style="list-style-type: none"> <li>• Engine: _____</li> <li>• Horse power: _____</li> <li>• Torque: _____</li> <li>• Emission tier level: _____</li> <li>• Fuel economy as per manufacturer’s published specifications: _____ LPH</li> </ul> (Must provide copy of reference material.)			XXXXXXXXXX

	DESCRIPTION	Meets (Yes)	Spec (No)	Deviations (if any)
3.	<p>Full power shift transmission with preferred minimum three (3) forward and two (2) reverse gears with a variable shift control that allows the transmission to upshift at lower RPMs or electronically controlled hydrostatic type transmission meeting the speed requirements.</p> <p>State:</p> <ul style="list-style-type: none"> <li>• Transmission type: _____</li> <li>• Number of forward gears: _____</li> <li>• Number of reverse gears: _____</li> </ul> <p>State minimum top speeds:</p> <ul style="list-style-type: none"> <li>• Forward (30 km/h): _____</li> <li>• Reverse (20 km/h): _____</li> </ul>			
4.	Separate transmission cooler.			
5.	Two stage dry type air cleaner.			
6.	Muffler equipped under the hood.			
7.	Engine coolant heater.			
8.	Pressurized coolant system with antifreeze good to -50°C.			
9.	Engine cooling fans with reverse clean out, hinged doors for easy access to radiator.			
10.	<p>Fuel tank with capacity to operate for a 12-hour shift.</p> <p>State capacity: _____</p>			
11.	Oil sampling valves.			
<b>CHASSIS</b>				
12.	<p>Operating weight to be between 32,000 lb. and 41,000 lb.</p> <p>State operating weight: _____</p>			
13.	Off road package with skid plates.			
<b>AXLE &amp; FRAME</b>				
14.	<p>Limited slip differentials or hydraulic lock on front, conventional on rear.</p> <p>State type:</p> <ul style="list-style-type: none"> <li>• Front: _____</li> <li>• Rear: _____</li> </ul>			

	DESCRIPTION	Meets (Yes)	Spec (No)	Deviations (if any)
	<b>WHEELS &amp; TIRES</b>			
15.	Wheels and tires optimized to allow for maximum load distribution in conjunction with axles and suspension. State size and type (radial): <ul style="list-style-type: none"> <li>• Size: _____</li> <li>• Type: _____</li> </ul>			
16.	Tires require a road type tread pattern.			XXXXXXXXXX
	<b>STANDARD EQUIPMENT</b>			
17.	Tilt steering.			
18.	HVAC unit with non roof mounted A/C condenser and ceiling vents. Includes a high output heater able to defrost all windows.			
19.	Defrost fans mounted in cab.			
20.	Rear view mirror (interior).			
21.	Full monitor warning system for all major components.			
22.	Unit to be equipped with interior and instrument panel lighting.			
23.	Must be fire suppression ready with access holes for a fire extinguisher.			XXXXXXXXXX
	<b>INSTRUMENTS &amp; CONTROLS</b>			
24.	AM/FM radio including antenna and speakers. Option of Bluetooth/hands-free phone usage. State type: _____			
25.	Instrumentation monitoring: <ul style="list-style-type: none"> <li>• Coolant temperature</li> <li>• Fuel level</li> <li>• DEF fluid level</li> <li>• Hydraulic oil temperature</li> <li>• Speedometer/tachometer</li> <li>• Transmission/torque convertor temperature</li> <li>• Engine malfunction alert</li> <li>• Brake oil pressure</li> <li>• Electrical voltage malfunction</li> <li>• Brake system monitor</li> <li>• Hour meter</li> </ul>			
26.	Windshield wipers and washer for front and rear.			
27.	Foot throttle.			

	DESCRIPTION	Meets (Yes)	Spec (No)	Deviations (if any)
	<b>ELECTRICAL</b>			
28.	Batteries to be a H.D. maintenance free type with a minimum of 625 cold cranking amp capacity. State: <ul style="list-style-type: none"> <li>• Number of batteries: _____</li> <li>• Voltage of battery: _____</li> <li>• CCA rating of each: _____</li> </ul>			
29.	24 volt electrical system.			
30.	There shall be a drop down convertor capable of handling a minimum of three (3) 12 volt circuits, one (1) for a two-way radio and two (2) for auxiliary power point outlets.			XXXXXXXXXX
31.	Minimum 60 amp alternator preferred. State amperage: _____			
32.	Electrical system to have multi-fuse circuits.			
33.	Rear back up colour camera and monitor.			
34.	Back up lights and alarm. Alarm to be a minimum of 97 dB. State: _____ dB			
35.	Unit to be equipped with a ground level lockable master disconnect switch located in an area that is easily accessible to the operator.			XXXXXXXXXX
36.	Unit shall have a horn, which can be heard over the regular operating sounds of the unit.			XXXXXXXXXX
37.	12-volt power point port for use with two-way radio.			
	<b>BRAKES</b>			
38.	4-wheel braking (air or hydraulic) system with secondary system capable of bringing the machine to a stop if the primary system fails or loses the ability to hold the machine on a slope if required. State system: <ul style="list-style-type: none"> <li>• Primary: _____</li> <li>• Secondary: _____</li> </ul>			
39.	Parking brake shall be equipped with a light or buzzer when applied.			XXXXXXXXXX
40.	Dual pedal braking system, right pedal for normal braking, left pedal to brake and neutralize transmission.			

	DESCRIPTION	Meets (Yes)	Spec (No)	Deviations (if any)
	<b>EXTERIOR LIGHTING</b>			
41.	Roof mounted dual color yellow and blue LED light bar with branch guard. Color variance selectable on one (1) switch by operator in cab. Must provide 360-degree visibility.			XXXXXXXXXX
42.	Two (2) LED driving lights.			XXXXXXXXXX
43.	Two (2) LED working lights on front and two (2) on rear.			XXXXXXXXXX
44.	Turn signals and 4-way warning lights.			XXXXXXXXXX
45.	Unit to be equipped with amber LED safety lighting consisting of corner wigwags controlled from inside cab.			XXXXXXXXXX
	<b>HYDRAULIC SYSTEM</b>			
46.	Option: Quick attach system, to be compatible with two-stage loader mounted snow blower. Use ISO 23727 standard connection. Indicate pricing on the Bid Form.			
47.	Locking device capable of disabling hydraulic control levers located in cab.			
48.	Adjustable auto bucket positioner. Tilt lever and lift circuit to allow the operator to electronically set detent positions from the cab.			
49.	Hydraulic pump output for the bucket/work tool system shall be a minimum of 140 L/min. State output: _____ L/min			XXXXXXXXXX
50.	Minimum break out force of 27,000 lb. State break out force: _____			
51.	Auto ride control.			
52.	Minimum static tipping load of 22,000 lb. full turn and 26,000 lb. straight. State tipping load: <ul style="list-style-type: none"> <li>• Full Turn: _____</li> <li>• Straight: _____</li> </ul>			
53.	Hydraulic oil cooler.			
	<b>FORWARD VISIBILITY</b>			
54.	Unit shall have 100% visibility from all sides.			XXXXXXXXXX
	<b>CAB &amp; BODY (EXTERIOR AND INTERIOR)</b>			
55.	Cab must be sound-suppressed. Sound levels inside the cab with doors closed should not exceed 75 dB when tested in accordance to ISO 6394.			XXXXXXXXXX

	DESCRIPTION	Meets (Yes)	Spec (No)	Deviations (if any)
56.	Interior must have four-post rollover protective structure (ROPS/ FOPS).			XXXXXXXXXX
57.	Cab shall be pressurized and have a filtered air circulation system.			XXXXXXXXXX
58.	Operator's seat to have armrests, be of "AIR" suspension cloth type that are adjustable for operator's height and leg reach.			
59.	Heated seat.			
60.	Unit must have retractable seat belt.			XXXXXXXXXX
61.	Full engine side covers with swing out doors or power lifting hood. State type: _____			
62.	Drawbar hitch with pin.			
63.	The interior design and functionality of the operators cab to be ergonomically correct.			
64.	Vehicle to be equipped with steel step bars.			
65.	Heavy duty vinyl flooring.			
66.	Front sun visor.			
67.	All windows to be safety glass and fully tinted.			
68.	Must have steps and safety hand holds for entering cab and/or to climb on to machine.			XXXXXXXXXX
69.	Externally mounted side mirrors (1 per side) with an additional convex mirror.			
	<b>BUCKET</b>			
70.	Unit to be equipped with a general purpose bucket between 3.0 yd and 4.0 yd. State: _____yd			
71.	Bucket to have bolt on reversible cutting edges.			
72.	Minimum dumping height of 10.6 ft. State:_____			

	DESCRIPTION	Meets (Yes)	Spec (No)	Deviations (if any)
	<b>SAFETY ITEMS</b>			
73.	<p>The following safety equipment to be supplied and mounted in cab:</p> <ul style="list-style-type: none"> <li>• 5 lb. ABC fire extinguisher</li> <li>• Class 1 first aid kit</li> <li>• Safety triangle kit</li> </ul>			XXXXXXXXXX
	<b>PREVENTATIVE MAINTENANCE</b>			
74.	<p>Option: Total Maintenance per unit.</p> <p>The Bidder shall supply pricing on a maintenance package with no deductible.</p> <p>Price (taxes included)</p> <ul style="list-style-type: none"> <li>• 60 months/6,000 hours: \$ _____</li> <li>• 72 months/7,200 hours: \$ _____</li> <li>• 84 months/8,500 hours: \$ _____</li> </ul> <p>Minimum package contents are as follows:</p> <p>Include details for each on a separate sheet.</p> <ul style="list-style-type: none"> <li>• Engine oil/filter change</li> <li>• Engine air filter service</li> <li>• Transmission</li> <li>• Differential services</li> <li>• Cooling system service</li> <li>• Hydraulic system services</li> <li>• Wheel/axle services</li> <li>• Diesel particulate filter (DPF) services</li> <li>• Additional services offered (state type)</li> </ul> <p>This package shall contain similar terms and conditions as standard warranty. The City will determine whether to exercise this option when the RFP is awarded.</p>			
75.	<p>Successful Bidder to provide comprehensive preventive maintenance recommendations and maintenance schedules for all major components.</p>			XXXXXXXXXX
76.	<p>Service manual(s), operator manuals, parts manual, electrical schematics and emission manuals and/or CD(s) (preferred) shall be supplied with each unit. Online version will also be accepted but need access for the life cycle of the vehicle.</p> <p>State type: _____</p>			XXXXXXXXXX
77.	<p>Training on operation and maintenance for operators and mechanics.</p> <p>Specify the training provided in the Bid Submission.</p> <p>All costs associated with this service are to be included in the Total Bid Price of the unit or are payable by the successful Bidder.</p>			

	DESCRIPTION	Meets (Yes)	Spec (No)	Deviations (if any)
78.	Oil sampling requirements – to be supplied by the Bidder and included in Total Bid Price at no cost to the City.			
	<b>WARRANTY</b>			
79.	<p>Factory Warranty - indicate details on coverage for all standard warranty items included with purchase price.</p> <p>Engine: _____</p> <p>Transmission: _____</p> <p>Differentials: _____</p> <p>Cab/Body: _____</p> <p>Bucket: _____</p> <p>Hydraulics: _____</p> <p>Other: _____</p> <p>A separate sheet containing terms and conditions, specify calendar days and hour usage for the warranty period must be included as part of the Bid Submission.</p>			XXXXXXXXXX
80.	<p>Option: Extended Warranty.</p> <p>Price (taxes included)</p> <ul style="list-style-type: none"> <li>• 60 months/6,000 hours: \$ _____</li> <li>• 72 months/7,200 hours: \$ _____</li> <li>• 84 months/8,500 hours: \$ _____</li> </ul> <p>Include details of coverage for each:</p> <p>Engine: _____</p> <p>Transmission: _____</p> <p>Differentials: _____</p> <p>Cab/Body: _____</p> <p>Bucket: _____</p> <p>Hydraulics : _____</p> <p>Other: _____</p> <p>A separate sheet containing terms and conditions, specify calendar days and hour usage for the warranty period must be included as part of the Bid Submission.</p>			
81.	All warranty work to be performed in the Brandon, MB area at no travel cost to the City. If the repairs require 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

	DESCRIPTION	Meets (Yes)	Spec (No)	Deviations (if any)
82.	<p>If unit is to be out of service for more than two (2) days (48 hours) due to warranty work:</p> <ul style="list-style-type: none"> <li>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</li> <li>The successful Bidder will be required to reimburse the City the total costs associated with renting a replacement unit for that period.</li> </ul>			XXXXXXXXXX
<b>BUY BACK</b>				
83.	<p>The City prefers a multiyear buy back. List Guaranteed Buy Back prices: 60 months or 6,000 hours \$ _____ 72 months or 7,200 hours \$ _____ 84 months or 8,500 hours \$ _____</p> <p>Note: The term for the buyback will begin on the day that the units go into operation for the City. Details of the buy back shall be submitted on a separate form. This will be used in the evaluation.</p>			
<b>DELIVERY</b>				
84.	<p>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.</p>			XXXXXXXXXX
85.	<p>The City will perform an acceptance inspection when the unit is received on site. If the unit does <u>NOT</u> meet the City's specifications, the unit will be refused. If the unit meets the specifications, the City will holdback 10% of the payment until the "work in progress" inspections are performed.</p>			XXXXXXXXXX
86.	<p>The City reserves the right to evaluate multifunction season equipment up to one (1) year. During this time, all concerns will be documented and addressed between successful Bidder and the City.</p>			XXXXXXXXXX

	DESCRIPTION	Meets (Yes)	Spec (No)	Deviations (if any)
	<b>REFERENCES</b>			
87.	<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>			
	<b>EXISTING UNIT</b>			
88.	<p>Existing unit:            L-13A – 2012 Volvo L60            Serial Number: 3006037            Approximate Hours: 9,105</p> <p>Pictures of this unit are available for download on the City of Brandon website <a href="https://purchasing.brandon.ca">https://purchasing.brandon.ca</a></p> <p><b>Note: The unit will not be released until the new unit is received and in operation.</b></p>			

**APPENDIX 2**

Life cycle cost will be the “Total Bid Price” plus the estimated Fuel cost, plus the Preventative Maintenance Cost, minus the Guaranteed Buy Back.

Life cycle cost analysis to be completed for 7 years by the City of Brandon.

<b>LIFE CYCLE COST EVALUATION</b>	
<b>T</b>	Total Bid Price*
<b>+</b>	Plus Estimated Fuel Cost** (7 Year)
<b>+</b>	Plus Estimated Maintenance Cost*** (7 Year)
<b>-</b>	Minus Buy Back**** (7 Year)
<b>=</b>	Equals 7 Year Life Cycle Cost

\*Total Bid Price will include all costs of equipment purchase. This cost includes the cost of equipment warranty.

\*\*Estimated Fuel Cost as per the fuel economy listed, under Specification 2, by the Bidder, for seven (7) years.

\*\*\*Estimated Maintenance Costs as identified by the manufacturer’s recommendation scheduled servicing, under specification 74, over a seven (7) year period.

\*\*\*\* The Buy Back value will be as stated on the Bid Form for the unit for seven (7) years

### **APPENDIX 3**

#### **Buy Back**

As a means of cost containment, the City has under taken a guaranteed buy back program.

The guaranteed buy back is a means of determining future value of vehicles/equipment being offered.

The City reserves the right not to exercise any buy back.

If the City chooses to exercise a buy back, the following procedure will be followed:

1. The City will notify the successful Bidder of its intent to exercise the buy back.
2. Both parties will inspect the vehicle/equipment.
3. Based on these inspections, minor repairs may be made; a follow up inspection may be carried out by either the City or the successful Bidder.
4. After all inspections and repairs (if required) are complete, the successful Bidder will meet with the City and based on the terms and conditions of the buy back agreement, a mutually agreeable fair value will be set for the vehicle/equipment.
5. If a mutual and fair value cannot be agreed upon then the City reserves the right not to accept the buy back offer.
6. Once a value is agreed upon, the successful Bidder will then submit an offer of purchase for the vehicle/equipment with that value.
7. Once the payment is received, the City will release the vehicle/equipment to the successful Bidder along with all appropriate paperwork confirming the sale and release of the vehicle/equipment.

If a guaranteed buy back is offered, include the terms and conditions in the Bid Submission.



Delivery date in number of calendar days from receipt of purchase order: \_\_\_\_\_ days\*\*\*

\*\*\*A penalty will be applied if successful Bidder does not deliver as outlined above. As late deliveries can impact work schedules, the successful Bidder will be required to provide the City of Brandon one (1) of the following (all costs associated with delivery are borne by the successful Bidder):

- A replacement unit that meets the specifications as outlined, or alternatively approved by the Director of Transportation Services; or
- Reimburse the City of Brandon the total costs associated with renting a replacement vehicle to a maximum of \$350.00 per day.

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

Addendum No. _____	Date Received _____
Addendum No. _____	Date Received _____
Addendum 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.

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

PROPOSAL: Item: #L-12/20

SUBJECT: One (1) 3.0 Yard Wheel Loader

CLOSING DAY: 5:00:00 pm local Brandon time, Wednesday, November 25, 2020

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 as my price on the above-noted item.

The total amount of my bid price, in Canadian Funds, including all duties and applicable fees, F.O.B., Civic Services Complex, 900 Richmond Avenue East, Brandon, Manitoba, Canada is:

**Year, Make & Model:** \_\_\_\_\_

**One (1) 3.0 Yard Wheel Loader**

Base Price	\$ _____
Less Trade In of L-13A	\$ _____
Subtotal	\$ _____
Plus (5%) G.S.T.	\$ _____
Plus (7%) MB R.S.T.	\$ _____
<b>TOTAL BID PRICE</b>	<b>\$ _____</b>

Item	5 Years 6,000 hours	6 Years 7,200 hours	7 Years 8,500 hours
Guaranteed Buy Back – Specification 83*			

\*Applicable taxes will apply at that time

**Options:**

Quick attach system, Specification 46: \$ \_\_\_\_\_ (includes taxes)

Item	5 Years 6,000 hours	6 Years 7,200 hours	7 Years 8,500 hours
Total Maintenance - Specification 74**			
Extended Warranty - Specification 80**			

\*\*Taxes included

Note: Review Section E Submittal Requirements to ensure all documentation is submitted.

\_\_\_\_\_  
 (Bidder to Initial)



