



PROPOSAL

Item #L-41/21

Snow Removal Equipment for Airport Operations

Note: Bid Submissions will only be accepted via the City's online platform. Refer to Instructions to Bidders #5, Submission of Proposals, for further information.

Funding for this project has been approved by Western Economic Diversification Canada

Snow Removal Equipment for Airport Operations

TABLE OF CONTENTS

Part A. – Instructions to Bidders

1. Definitions	1
2. Enquiries	1
3. Pricing	1
4. Receipt of Proposals	1
5. Submission of Proposals	1-2
6. Addenda	2
7. Alternate Bids	2
8. Withdrawal of Proposals	3
9. Rejection of Proposals	3
10. 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	5
F. Funding Requirements	5

Appendix 1 - Specifications

Bid Form

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. 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., Brandon Municipal Airport, 405 Agnew Drive, Brandon, Manitoba. It is the Bidder's sole responsibility to determine whether or not taxes are applicable.

4. RECEIPT OF PROPOSALS

The Proposal must be received by the method indicated below before 5:00:00 p.m. local Brandon time, **Wednesday, October 20, 2021** 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.

5. 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 the following methods:

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.

Mail, Courier, Hand Delivered, Facsimile or E-mail Submissions Are Not Accepted.

6. 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.

7. 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.

8. 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

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.

9. 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.

10. 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 Snow Removal Equipment for Airport Operations

A) Application

- A.1** This unit will be used for snow removal at the Brandon Municipal Airport.
- A.2** This item must meet all Canadian Federal, Provincial, Municipal Safety Regulations and Standards.
- A.3** 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.4** Submit a full brochure and specification sheet on the unit being sold.
- A.5** 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
35	Cost	Total Bid Price
30	Delivery Date	Date unit will be delivered
25	Adherence to Specifications	Best meeting specifications as per Appendix 1
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.
100	Total Points	

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;
- 2) Appendix 1;
- 3) Specification or build/order sheet outlining preferred and mandatory specifications;
- 4) Full brochure or website link.

F) Funding Requirements

This project is funded by Western Economic Diversification Canada and as such requires the successful Bidder to:

1. All information provided by the City to Canada will be treated in accordance with the *Access to Information Act* and the *Privacy Act*. These laws govern, protect and limit the collection, use and disclosure of personal, financial, and technical information by federal government departments and agencies. Information, documents or records provided, or to be provided, to Canada pursuant to this Agreement shall not be prohibited from disclosure by the federal government under section 13 or section 20 of the federal *Access to Information Act*, unless the information document or record is identified and marked by the City as a document or record of a nature described by those provisions, and it truly qualifies as such. Notwithstanding the above, Canada reserves the right to make information relating to this Agreement available to the public, including providing limited information on a public website as part of a list of all project funded by Canada. The successful Bidder hereby represents that they have authority to consent and consents to the information being made available to the public.
2. The successful Bidder shall, if requested by the Canada, permit any authorized representative of the Minister, or auditors engaged by the Auditor General of Canada, reasonable access to its premises to do the following:
 - a. Inspect and assess the progress of the Project; and
 - b. Examine the successful Bidder's books, accounts and any other records related to the Project and the Contribution, and to make copies thereof.
3. The successful Bidder shall indemnify and save harmless Canada and the Canada's representatives, successors, assigns, servants and agents against and from all actions, suits, damages, losses, charges, expenses, claims and demands whatsoever (including necessary legal costs) which may hereafter be brought or made against the Canada of which Canada may sustain, pay or incur as the result of or in connection with or arising out of any action of the successful Bidder.

APPENDIX 1

**SPECIFICATIONS
ITEM #L-41/21**

Snow Removal Equipment for Airport Operations

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)
	VEHICLE/EQUIPMENT TYPE			
1.	New unit preferred. Demo/used units with a maximum of 100 hours that can meet delivery date will be considered.			XXXXXXXXXXXXXXXXXX
2.	One (1) modular MTE cab forward mid-engine power unit. A modular MTE conventional cab power unit will not be accepted.			XXXXXXXXXXXXXXXXXX
	FRONT AXLE			
3.	Single reduction with driver-controlled traction differential			
4.	23,000 lbs. capacity State capacity: _____ lbs.			
5.	7.17:1 Ratio			
	REAR AXLE			
6.	Single reduction with driver-controlled traction differential			
7.	23,000 lbs. capacity State capacity: _____ lbs			
8.	7.17:1 Ratio			
	AIR BRAKES, PARKING AND EMERGENCY			
9.	Type: Spring, mounted on rear axle State type: _____			
10.	Secondary Emergency System: modulated split type.			

	DESCRIPTION	Meets (Yes)	Spec (No)	Deviations (if any)
11.	Cable drain lanyards on all tanks.			
BRAKES AND SERVICE				
12.	Type: Dual system, air operated mechanical State type: _____			
13.	Front: 16.5 x 6 in Q-Plus (419 x 152 mm) S-cam rotary			
14.	Rear: 16.5 x 7in Q-Plus (419 x 178 mm) S-cam rotary			
15.	Compressor: 18.7 cfm			
ACCESSORIES				
16.	Air ride driver's seat			
17.	Additional training seat			
18.	40,000 BTU heater/defroster			
19.	12 volt power outlet			
20.	Cup holders			
21.	Lighting interior dome light or light bar State type: _____			
22.	Electric windshield wipers mounted above windshield			
23.	Side window defrosters			
24.	Tilt/telescoping steering wheel			
25.	Windshield washer, 5L			
26.	Noise level at full RPM 80 decibels or less in cab			
27.	Electric remote control, heated west coast type mirrors			
28.	Back up alarm			
29.	Air horn			
30.	Fifth wheel hitch plate to accommodate SMI 324 tow behind airport sweeper			XXXXXXXXXXXXXXXXXX

	DESCRIPTION	Meets (Yes)	Spec (No)	Deviations (if any)
	INSTRUMENTATION			
31.	Gauges: speedometer, tachometer, hour meter, voltmeter, air system pressure (dual system), engine oil pressure, engine temperature, fuel level, transmission oil temperature			
32.	Electronic information warning centre panel: low air, water temperature, stop engine, air filter restriction, hydraulic oil temperature, voltage, engine oil pressure, parking brake applied indicator light, check engine, hydraulic filter restriction, check transmission, transmission fault code digital display			
33.	Switches: strobe beacon, work lights, plow lights, front and rear axle lock and indicator, 4 wheel drive engage and indicator, emergency shut down.			
	FUEL SYSTEM			
34.	280 litre capacity fuel tank(s) State capacity: _____ litres			
35.	Heated fuel/water separator			
36.	Left hand mount tank			
	DRIVE ENGINE			
37.	Cummins State type: _____			
38.	Displacement: 11.9 litres State displacement: _____ litres			
39.	Horsepower: 473 State horsepower: _____			
40.	Peak Torque: 1,350 lb ft State torque: _____			
41.	Governed rpm: 2,100 State rpm: _____			
	ELECTRICAL SYSTEM			
42.	Alternator: 135 amps State amperage: _____			
43.	Lighting: 24 volts			

	DESCRIPTION	Meets (Yes)	Spec (No)	Deviations (if any)
44.	Starting: 24 volts			
45.	Battery: (4) 12 volt, 950 CCA each (3800 CCA total) State total CCA: _____			
	FRAME			
46.	Single formed channel			
47.	Tensile strength: 110,000 lbs State strength: _____ lbs			
48.	RBM: 2,442,000 in-lb per rail State RBM: _____			
49.	Construction: grade 8 flanged bolts and flanged locknuts			
	LIGHTING			
50.	Cab-mounted headlights with turn signals			
51.	Clearance and marker lights to comply with federal regulations			
52.	Frame/Fender-mounted headlights and turn signals			
53.	Roof-mounted strobe light			
54.	Dual stop, tail, turn signal lights (LED) at rear			
	STEERING SYSTEM			
55.	Hydraulic power gear			
	SUSPENSION			
56.	Front Rating: 23,000 lbs (10,432 kg) State rating: _____ lbs			
57.	Rear Rating: 23,000 lbs (10,432 kg) State rating: _____ lbs			
	TIRES			
58.	All Steel Radials - 20 ply State type: _____			
	TRANSMISSION			
59.	Automatic Transmission			

	DESCRIPTION	Meets (Yes)	Spec (No)	Deviations (if any)
60.	Integrated drop box (transfer case)			
61.	Forward travel speed from 10 km/h - 80 km/h			XXXXXXXXXXXXXXXXXX
62.	Ratios Reverse 5.350:1			
VEHICLE RATINGS AT AXLE HUBS				
63.	Front: 23,000 lbs. (10,886 kg) Rear: 23,000 lbs. (10,886 kg) Total: 46,000 lbs. (21,772 kg) State ratings: <ul style="list-style-type: none"> • Front: _____ • Rear: _____ • Total: _____ 			
WHEELBASE				
64.	150 in (3,810 mm) State size: _____			
WHEELS				
65.	Steel Disc			
66.	20 x 10 in (508 X 254 mm) State size: _____			
PLOW BLADE				
67.	18 foot, high speed, bi-directional plow blade complete with Ulti-Mate Hitch or equivalent State type: _____			XXXXXXXXXXXXXXXXXX
SAFETY ITEMS				
68.	The following safety equipment to be supplied and mounted in cab: <ul style="list-style-type: none"> • 5 lb. ABC fire extinguisher • Class 1 first aid kit 			

	DESCRIPTION	Meets (Yes)	Spec (No)	Deviations (if any)
	WARRANTY			
69.	<p>Factory Warranty - indicate details on coverage for all standard warranty items included with purchase price.</p> <ul style="list-style-type: none"> • Engine: _____ • Transmission: _____ • Cab/Body: _____ • Differentials: _____ • Hydraulics: _____ • Blade: _____ • Other: _____ <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>			
70.	<p>Option: Extended Warranty.</p> <p>Price (taxes included)</p> <ul style="list-style-type: none"> • 60 months/1,500 hours: \$ _____ • 72 months/1,800 hours: \$ _____ • 84 months/2,100 hours: \$ _____ <p>Include details of coverage for each:</p> <ul style="list-style-type: none"> • Engine: _____ • Transmission: _____ • Aftertreatment: _____ • Differentials: _____ • Blade: _____ • Cab/Body: _____ • Hydraulics: _____ • Other: _____ <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>			
71.	<p>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.</p>			
72.	<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"> • 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 the total costs associated with renting a replacement unit for that period. 			

	DESCRIPTION	Meets (Yes)	Spec (No)	Deviations (if any)
	TRAINING			
73.	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. State type: _____			
74.	Training on operation and maintenance for operators and mechanics. 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. Specify the training provided: Operators: _____ _____ Mechanics: _____ _____			
	DELIVERY			
75.	Preferred delivery date is March 31, 2022. Indicate delivery date on the Bid Form.			
76.	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.			
77.	The City will perform an acceptance inspection when the unit is received on site. If the unit does NOT 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			XXXXXXXXXXXXXXXX
78.	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.			

	DESCRIPTION	Meets (Yes)	Spec (No)	Deviations (if any)
	REFERENCES			
79.	Contact information for two (2) references whom you've provided the same or similar equipment to: 1. Company: _____ Contact Name: _____ Contact #: _____ Email: _____ 2. Company: _____ Contact Name: _____ Contact #: _____ Email: _____			

**CITY OF BRANDON
 BID FORM**

PROPOSAL: Item: #L-41/21

SUBJECT: Snow Removal Equipment for Airport Operations

CLOSING DAY: 5:00:00 pm local Brandon time, Wednesday, October 20, 2021

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., Brandon Municipal Airport, 405 Agnew Drive, Brandon, Manitoba, Canada is:

Year/Make/Model: _____

New Demo Used Hours: _____

Website link for brochure and detailed specifications: _____

Snow Removal Equipment for Airport Operations

Base Price \$ _____
 Plus (5%) G.S.T. \$ _____
 Plus (7%) MB R.S.T. \$ _____
TOTAL BID PRICE \$ _____

Option:

Item	5 Years 1,500 hours	6 Years 1,800 hours	7 Years 2,100 hours
Extended Warranty – Specification 70*			

*Taxes included

Will the unit be delivered before March 31, 2022: YES or NO (circle one)

If no, indicate when: _____

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

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.