



## **PROPOSAL**

### **Item #L-16**

# **Supply & Delivery of Combat Helmets**

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.

## Supply & Delivery of Combat Helmets

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## **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.

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

“Contractor” means supplier, vendor, consultant or service provider who provides goods, services or construction to the City of Brandon.

“Contractor Personnel” means all individuals provided by the Contractor to perform services under the contract including employees, representatives, and consultants of the Contractor or subcontractor and any other individual for whom the Contractor is responsible for by law.

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

“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](mailto:purchasing@brandon.ca) and must be received not less than five (5) business 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 Police Service, 1020 Victoria Avenue, 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, **Thursday, April 11, 2024** 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](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.

## **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 Supply & Delivery of Combat Helmets**

#### **A) Application**

- A.1** The City of Brandon is interested in purchasing new combat helmets for members of Brandon Police Services.
- A.2** The City does not guarantee any minimum or maximum quantities; the City will pay for actual quantities only.
- A.3** The intent is to purchase state-of-the-art equipment with optimum protection and with a high degree of wear-ability.
- A.4** Pricing must remain firm for the 2024 calendar year.
- A.5** Purchases for 2025, 2026, 2027 and 2028 are dependent on City Council's approval of the Financial Plan.
- A.6** The duration of the contract will be for two (2) years from the date of award where upon it can be renewed for up to three (3) – one (1) year terms thereafter, subject to satisfactory receipt of product and support services, on similar conditions at the written request of the City and written acceptance of the successful Bidder. Indicate the percentage increase/decrease for Year 2 (2025) and Optional Years 3 (2026), 4 (2027) and 5 (2028) on the Bid Form.
- A.7** This item must meet all Canadian Federal, Provincial, Municipal Safety Regulations and Standards.
- A.8** 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.9** Submit a full brochure and specification sheet on the unit being sold.
- A.10** 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 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
N/A	Mandatory Requirements	<b>Pass / Fail</b> - Only submissions meeting mandatory requirements will be considered.
50	Cost	Total Bid Price and any other associated fees.
30	Adherence to Specifications	Best meeting specifications as per Appendix 1
10	Delivery Time	Delivery date in calendar days from receipt of Purchase Order.
10	Experience	Examples of sales of this equipment with comparable specifications.
<b>100</b>	<b>Total Points</b>	

The City reserves the right to contact or interview any or all Bidders to clarify their Bid Submission.

**Evaluation Phase II:**

Point Value	Criteria	Description
50	Product Demonstration/Inspection	Ability of the equipment to perform as required including but not limited to, ease of use, ease of maintenance, fit and function
<b>50</b>	<b>Total Points</b>	

As part of the evaluation process, shortlisted Bidders may be required to:

1. Either provide the City with the product bid on or gear that has similar capabilities to the proposed solution for demonstration/inspection. Any deviations between the proposed items and the sample must be provided to the City of Brandon, in writing, in advance of the demonstration. The sample will be required for a three (3) week trial period.
2. Provide proof of NIJ Standards by allowing the City to undertake extensive testing of the product bid on or current video documentation of performance testing confirming performance standards.

The sample is to be provided in a timely fashion. If a Bidder cannot arrange the sample within a reasonable time, as determined by the City, the City reserves the right to proceed with the evaluation process and rate the Bidder based on the information provided in their Proposal and forego the demonstration.

All costs associated with providing samples are the responsibility of the Bidder. The sample will be returned upon completion of the trial period.

**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, a separate Bid Form is required for each Bid Submission.

- a. Bid Form.

**APPENDIX 1**

**SPECIFICATIONS  
ITEM #L-16**

**Supply & Delivery of Combat Helmets**

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>COMBAT HELMETS</b>			
1.	Meet or exceed level IIIA NIJ standards			XXXXXXXXXX
2.	High cut helmet			XXXXXXXXXX
3.	Front night vision mount			
4.	Side rails			XXXXXXXXXX
5.	Preferred color: Black			
6.	3M Peletor Comtac III Advance Combat Helmet Communication rail adaptor kit, if current rail is not compatible.			
7.	Estimated Quantity: 13			
8.	Quick adjust inner head mount			
9.	Helmet light (rail or NVG shroud mounted)			
10.	Five (5) year minimum warranty			XXXXXXXXXX
	<b>MISCELLANEOUS</b>			
11.	Successful Bidder to provide manufacturer's warranty information			



**Warranty Information:**

**Experience** – *Provide two (2) examples of previous sales of same or similar (preferred) or other Police Equipment to organizations of a similar size within the last five (5) years.*

**Example #1**

**Example #2**

