



**Request for Quotation**

**for**

**Two (2) City of Enderby General Duty Public Works Trucks**

Issue date: March 25, 2025

Closing date and time: April 4, 2025 at 4:30pm PST

## Request for Quotation: Two (2) City of Enderby Public Works Trucks, 2025

### OVERVIEW

The City of Enderby is issuing a Request for Quotations from qualified vendors to provide two (2) new 2024 or 2025 model year pickup trucks, such as a Ford F-150, Dodge Ram 1500, or Chevy Silverado 1500 or equivalent. The vehicle will be used for general duty purposes by the City of Enderby Public Works Department.

Preferred delivery is by June 30, 2025. However, later dates will be considered.

All inquiries must be made in writing to [info@cityofenderby.com](mailto:info@cityofenderby.com).

### QUOTE REQUIREMENTS

Bidders must ensure the quote is completed in full, including:

- Quote Form
- Minimum Specifications Checklist
- Other Included Specifications in Base Model, Service Location, And Optional Items
- Warranty Information

Partial or incomplete submissions will not be considered. Quotes must be guaranteed for a minimum of thirty (30) days.

All quotes must be submitted to [info@cityofenderby.com](mailto:info@cityofenderby.com).

### KEY DATES

The timetable and key dates for the Quote are as follows:

Issue Date of Quote	March 25, 2025
Deadline for Inquiries	April 1, 2025
Deadline for Issuing Addenda	April 2, 2025
Submission Deadline	April 4, 2025 at 4:30pm
Expected Notice of Award	April 9, 2025 (subject to early budget approval)

### INSTRUCTIONS TO BIDDERS

1. Each quote should be dated, show the full legal name and business address of the bidder, and be signed by a representative authorized to bind the bidder.
2. Quotes may be revised prior to the Submission Deadline. A revised quote must be submitted in a full and complete form and clearly indicate the quote that the bidder wishes to amend or replace.
3. Any bidder may withdraw its quote at any time prior to the Submission Deadline by emailing notice to that effect.
4. A bidder may submit separate quotes for a 2024 and/or a 2025 model.
5. The preferred Bidder will be notified of acceptance of its quote in writing.
6. Quotes will be reviewed by an evaluation team, which will consist of select City administrative and departmental staff.

Request for Quotation: Two (2) City of Enderby Public Works Trucks, 2025

- The City will verify all quotes against the mandatory criteria. Quotes that do not meet all mandatory criteria will be rejected without further consideration. Quotes that do meet the mandatory criteria will be assessed and scored using the Evaluation Criteria. Qualifying quotes must achieve at least 70% on each evaluation criterion.
- Scoring criteria shall be as follows:

MANDATORY CRITERIA	
Required Forms are Complete	Pass/Fail
Meets Minimum Specifications	Pass/Fail
EVALUATION CRITERIA	
Vendor Experience	15
Quality of Specifications	15
Warranty	5
Proximity of Service Location	5
Price (weighted score, excluding GST)	60

- Proposals will not be opened in public and will not be opened immediately after closing.
- Award is subject to budget approval by Council.

TERMS AND CONDITIONS

The following terms and conditions apply to this RFQ:

- Verbal discussion, instructions or explanations between the City staff members, agents, employees, or representatives and a bidder shall not become a part of or otherwise modify the RFQ unless expressly confirmed in writing as an RFQ addendum.
- Responses to inquiries may be posted to the City's website for the general knowledge of all bidders, at the City's sole discretion.
- The City may accept or reject any or all quotes for any reason, and may negotiate with a potentially successful bidder.
- The City may reissue, amend, cancel, or extend this RFQ at its sole discretion.
- As part of its evaluation process, the City may request further information from a Proponent.
- Under no circumstances shall this RFQ be understood as a commitment for work, a contract, or a tender. The City is not responsible for costs incurred by the Proponent in preparing a quote.
- The City does not, by issuing this RFQ, incur any duty of care or contractual obligation to any interested party.
- Bidders are strictly prohibited from engaging in any form of lobbying in relation to the RFQ or with a view to influencing the outcome of this process.
- Bidders agree to advise the City immediately of any real, perceived, or potential conflict of interest with an employee or official of the City.
- The City is subject to the provisions of the Freedom of Information and Protection of Privacy Act and all information submitted to the City become records in its care and custody for the purposes of the Act. All quotes become the property of the City and will not be returned. All bidders and the City acknowledge that all quotes are supplied in confidence and may reveal technical business information of a third party. Only the aggregate of the weighted score and the

## Request for Quotation: Two (2) City of Enderby Public Works Trucks, 2025

total cost of the base model for each evaluated quote will be made publicly available as a bid summary.

11. The City will debrief a bidder on the detailed score for their quote upon request.
12. All bidders and any other persons who, through this process, gain access to confidential or sensitive information of the City are required to keep all such information confidential. This requirement will persist after the RFQ process has concluded. Such information must not be disclosed without written authorization from the City.
13. If the Bidder finds discrepancies in or omissions from the Quote Specifications or has any doubt as to the meaning or intent of any part of this Request for Quotations, the Bidder will at once inform the City.

Request for Quotation: Two (2) City of Enderby Public Works Trucks, 2025

QUOTE FORM

Base Cost \_\_\_\_\_

P.D.I. and Delivery \_\_\_\_\_

PST \_\_\_\_\_

GST/HST \_\_\_\_\_

Environmental Levies \_\_\_\_\_

Additional Costs (specify) \_\_\_\_\_

\_\_\_\_\_

Less Municipal Discount \_\_\_\_\_

Total Vehicle Cost \_\_\_\_\_

Make, Model, and Year \_\_\_\_\_

Odometer Reading \_\_\_\_\_

Delivery Date \_\_\_\_\_

Bidder Corporate Name \_\_\_\_\_

Bidder Civic Address \_\_\_\_\_

Bidder Contact Name and Title \_\_\_\_\_

Bidder Contact Telephone \_\_\_\_\_

Bidder Contact Email \_\_\_\_\_

Signature of Bidder Representative \_\_\_\_\_

Name of Bidder Representative \_\_\_\_\_

Title of Bidder Representative \_\_\_\_\_

Date \_\_\_\_\_

*The Bidder Representative must have the authority to bind the Bidder.*

*Quote must be guaranteed for thirty (30) days.*

Request for Quotation: Two (2) City of Enderby Public Works Trucks, 2025

MINIMUM SPECIFICATIONS CHECKLIST

Description	Check
Ford F-150, Dodge Ram 1500, Chevy Silverado 1500 or equivalent	
Crew cab with standard bed or equivalent	
Gas engine	
Four-wheel drive	
Automatic transmission	
Bench seats	
Cloth seat covers	
All weather floor mats	
Power windows	
Power door locks	
Air conditioning	
Tilt steering column	
Trailer hitch and wiring	
Block heater	
115v power outlet	
Upfitter/Auxiliary switches	
M+S Tires with Snowflake	
White paint	

Request for Quotation: Two (2) City of Enderby Public Works Trucks, 2025

OTHER INCLUDED SPECIFICATIONS IN BASE MODEL, SERVICE LOCATION, AND OPTIONAL ITEMS

Specify Engine Size (list options and prices, if available)	
Specify Towing Capacity (list options and prices, if available)	
Remote start included (yes/no/optional with add'l cost)	
Fog lamps included (yes/no/optional with add'l cost)	
Backup camera included (yes/no/optional with add'l cost)	
What is the nearest service location for the vehicles?	
Other Optional Items (describe and price)	

WARRANTY INFORMATION

Write below or attach