



**Request for Quotations**

**For**

**Supply of Fleet Vehicles**

Request for Quotation No.: **Q210325PW**

Issued: **March 31, 2021**

Submission Deadline: **May 12, 2021 at 14:00:00 hrs local time**

**Posted to:** Alberta Purchasing Connection at [www.purchasingconnection.ca](http://www.purchasingconnection.ca)  
Parkland County website at [www.parklandcounty.com/Bids](http://www.parklandcounty.com/Bids)

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# PART 1 – INTRODUCTION

## 1.1 Invitation

This Request for Quotations (the “RFQ”) issued by Parkland County (the “County”) is an invitation to submit non-binding offers for the Supply of Fleet Vehicles as further described in Part 4, for the Rates established in Appendix B. The respondent selected pursuant to this RFQ process will be informed in writing. Respondents not selected will also be informed in writing.

Parkland County is a rural municipality located immediately west of Edmonton. Covering an area of 242,595 hectares (599,500 acres), it is one of the largest in size and one of the highest populated of all rural municipalities in Alberta. Parkland County has grown to a community of over 30,000 people and has seen generations of families continue to enjoy country living.

For the purposes of this procurement process, the “County Contact” shall be:

**County Contact:** Terry-Lynn Heritage, Supervisor, Procurement Services  
**Email:** [terry-lynn.heritage@parklandcounty.com](mailto:terry-lynn.heritage@parklandcounty.com)

## 1.2 RFQ Timetable

Issue Date of RFQ	<b>March 31, 2021</b>
Deadline for Questions	<b>April 30, 2021 at 16:30 hrs local time</b>
Deadline for Issuing Addenda	<b>May 5, 2021</b>
Submission Deadline	<b>May 12, 2021 at 14:00:00 hrs local time</b>
Rectification Period	<b>Three Business Days from notification of Rectification</b>
Anticipated Date for Award	<b>Week of May 24, 2021</b>

The RFQ timetable is tentative only, and may be changed by Parkland County at any time prior to the Submission Deadline.

## 1.3 No Guarantee of Volume of Work or Exclusivity of Contract

Parkland County makes no guarantee of the value or volume of work to be assigned to the successful respondent. The Agreement with the selected respondent will not be an exclusive contract for the provision of the described Deliverables. Parkland County may contract with others for the same or similar Deliverables to those described in the RFQ or may obtain the same or similar Deliverables internally.

## 1.4 Submission Instructions

Respondents should submit an electronic copy of their submission (in PDF or Word format) as an email attachment to the County Contact at [terry-lynn.heritage@parklandcounty.com](mailto:terry-lynn.heritage@parklandcounty.com). To ensure receipt of their submission, respondents may also send a second email to the County Contact to confirm delivery.

Submissions are to include the RFQ title and number (see RFQ cover) in the email subject line. The body of the email should contain the legal name and return address of the respondent, and identify the Submission Deadline.

A respondent may, at its option, email the County Contact prior to the Submission Deadline with delivery details or anticipated arrival time of its response. In the event a response does not arrive as scheduled, the County may provide those respondents who have given such prior notice one additional Business Day to effect the delivery of their responses. The Submission Date shall be deemed to be adjusted accordingly for the purpose of accepting

those responses. For the purposes of this Section, "Business Day" means any working day between 8:30 a.m. and 4:30 p.m., Monday to Friday inclusive, but excluding statutory and other holidays that the County has elected to be closed for business. Responses received after the Submission Deadline, without prior email notification as detailed above, will be rejected.

### **1.5 Respondents to Review RFQ**

Respondents shall promptly examine all of the documents comprising this RFQ and (a) shall report any errors, omissions or ambiguities and (b) may direct questions or seek additional information in writing by e-mail to the Parkland County Contact on or before the Deadline for Questions. Parkland County is under no obligation to provide additional information but may do so at its sole discretion. It is the responsibility of the respondent to seek clarification from the Parkland County Contact on any matter it considers to be unclear. Parkland County shall not be responsible for any misunderstanding on the part of the respondent concerning this RFQ or its process.

Respondents and their representatives may not contact individuals employed or engaged by any member of Parkland County, other than the Parkland County Contact, concerning matters regarding this RFQ. Only information received by the Parkland County Contact will be considered in the RFQ process. All such communications must be in writing. Any respondent that does not follow these instructions may be disqualified.

### **1.6 All New Information to Respondents by Way of Addenda**

This RFQ may be amended only by an addendum in accordance with this section. If Parkland County, for any reason, determines that it is necessary to provide additional information relating to this RFQ, such information will be communicated to all respondents by addenda. Each addendum shall form an integral part of this RFQ. Such addenda may contain important information, including significant changes to this RFQ. Respondents are responsible for obtaining all addenda issued by Parkland County.

### **1.7 Amendment of Responses**

Respondents may amend their responses prior to the submission deadline by submitting the amendment in an email prominently marked with the RFQ title and number in the email subject line. The body of the email should contain the full legal name and return email address of the respondent. Any amendment should clearly indicate which part of the response the amendment is intended to amend or replace.

### **1.8 Withdrawing Submissions**

At any time throughout the RFQ process, a respondent may withdraw a submission. To effect a withdrawal, a notice of withdrawal must be emailed to the County Contact and must be signed by an authorized representative. The County is under no obligation to return withdrawn submissions.

### **1.9 Debriefing**

Respondents may request a debriefing after receipt of a notification of award. All requests must be made in writing to Parkland County Contact and must be made within 30 days of notification of award.

### **1.10 Litigation**

Pursuant to Parkland County Policy C-AD35 – Impending Legal Action, suppliers who have initiated legal proceedings against Parkland County are ineligible to submit a proposal in response to this RFQ. For further information, please contact the Parkland County Contact.

[End of Part 1]

## **PART 2 – EVALUATION OF QUOTATIONS**

### **2.1 Stages of Evaluation**

The evaluation of quotations will be conducted in the following stages:

- Stage I will consist of a review to determine which submissions satisfy all of the mandatory requirements. Quotations failing to satisfy the mandatory requirements as of the Submission Deadline will be provided an opportunity to rectify any deficiencies. Quotations failing to satisfy the mandatory requirements within the Rectification Period will be excluded from further consideration. The Rectification Period will begin to run from the date and time that Parkland County issues its rectification notice to the respondent.
- Stage II will consist of a scoring on the basis of the Rated Criteria as set out in Part 4.
- Stage III may consist of an interview with the highest scoring respondent(s) from Stage II.

Subject to the Terms of Reference and Governing Law, the top-ranked respondent as established under the evaluation will be selected to enter into a contract for the provision of the Deliverables. The selected respondent will be expected to enter into a contract within the timeframe specified in the selection notice. Failure to do so may, among other things, result in the disqualification of the respondent and the selection of another respondent, or the cancellation of the RFQ.

### **2.2 Mandatory Requirements**

#### **2.2.1 Mandatory Forms**

Each quotation must include:

- Appendix B – Quotation Form completed and signed by an authorized representative of the respondent
- Appendix C – Supplier Questionnaire Form completed in accordance with the instructions
- Schedule I – Rate Bid Form (attached as a separate electronic document) completed in accordance with the instructions
- Schedule II – Equipment Specifications (attached as a separate electronic document) completed in accordance with the instructions

#### **2.2.2 Other Mandatory Requirements**

For operational purposes, the respondent's sales and warranty-approved service location must be within a 100 kilometre radius to Parkland County's County Services Building located at 2700 – 48 Street, Stony Plain, AB.

### **2.3 Rated Criteria**

In addition to submitting the Quotation Form, noted above and if applicable, respondents should respond to the non-price factors described in Part 4 with reference to the applicable rated criteria categories as set out in Section 4.3 of Part 4 – RFQ Particulars.

## **2.4 Tie Score**

In the event of a tie score, the selected respondent will be the respondent with the most competitive price or highest score excluding price.

[End of Part 2]

## PART 3 – TERMS OF REFERENCE AND GOVERNING LAW

In responding to this RFQ, and to be eligible for consideration, each respondent must submit a completed and signed Quotation Form that, among other things, acknowledges its acceptance of the RFQ Terms of Reference and Governing Law as contained hereunder:

- (a) this RFQ process is not intended to create a formal legally binding bidding process and shall not give rise to the legal rights or duties applied to a formal Contract A binding bidding process or any other legal obligations arising out of any tendering process contract or collateral contract, and instead shall be governed by the common law applicable to direct commercial negotiations;
- (b) neither party shall have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, the failure to award a contract or the failure to honour a quotation;
- (c) the respondent will bear its own costs associated with, or incurred in, the preparation and presentation of its quotation, including, if applicable, costs incurred for interviews or demonstrations;
- (d) no legal obligation regarding the procurement of any good or service shall be created between the respondent and Parkland County until Parkland County accepts the respondent's offer in writing;
- (e) when evaluating quotations, Parkland County may request further information from the respondents or third parties in order to verify, clarify or supplement the information provided in the respondent's submission, and Parkland County may revisit and re-evaluate the respondent's submission or ranking on the basis of any such information;
- (f) Parkland County may consider the respondent's past performance on previous contracts or any other relevant information taken into account by Parkland County when determining the acceptability of a respondent;
- (g) Parkland County may disqualify a respondent for any conduct, situation or circumstance that constitutes a Conflict of Interest, as solely determined by Parkland County. "Conflict of Interest" shall have the meaning ascribed to it in the Quotation Form (Appendix B);
- (h) the respondent consents to Parkland County's collection of the information as contemplated under this RFQ for the uses contemplated under this RFQ;
- (i) Parkland County will not return the submission or any accompanying documentation submitted by a respondent;
- (j) Parkland County may elect not to consider a respondent whose quotation contains misrepresentations or any other inaccurate, misleading or incomplete information;
- (k) Parkland County may prohibit a respondent from participating in a procurement process based on poor past performance or based on inappropriate conduct and such inappropriate conduct shall include but not be limited to (i) the submission of quotations containing misrepresentations or any other inaccurate, misleading or

incomplete information, (ii) the refusal of the respondent to honour its pricing or other commitments made in its quotation, or (iii) any other conduct, situation or circumstance, as solely determined by Parkland County, that constitutes a Conflict of Interest; and

- (l) Parkland County may cancel this RFQ process at any time.

The parties also acknowledge that these terms (a) are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision); (b) are non-exhaustive (and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations); and (c) are to be governed by, and interpreted and construed in accordance with, the laws of the province of Alberta and the federal laws of Canada applicable therein.

[End of Part 3]

## PART 4 – RFQ PARTICULARS

### 4.1 Deliverables

Parkland County is seeking submissions from suppliers for the provision of new fleet vehicles in accordance with the specifications identified in Schedule II – Equipment Specifications (attached as a separate electronic document) to this RFQ. Parkland County is seeking to purchase the following 15 vehicles:

Qty	Description	Schedule II Equipment Specifications
4	½ Ton Crew Cab 4WD Truck	Spreadsheet Tab “Specification A”
2	¾ Ton Regular Cab 4WD Truck	Spreadsheet Tab “Specification B”
2	1 Ton Crew Cab 4WD Truck	Spreadsheet Tab “Specification C”
1	1.5 Ton Crew Cab 4WD Cab and Chassis	Spreadsheet Tab “Specification D”
2	1.5 Ton Regular Cab 4WD Cab and Chassis	Spreadsheet Tab “Specification E”
2	1.5 Ton Crew Cab 4WD Cab and Chassis	Spreadsheet Tab “Specification F”
1	1.5 Ton Crew Cab 4WD Cab and Chassis	Spreadsheet Tab “Specification G”
1	¾ Ton Crew Cab 4WD Truck	Spreadsheet Tab “Specification H”

All units shall be new and should have a vehicle identification number that reflects a 2020 or 2021 model year. All units are to be provided from existing inventory only.

Suppliers may submit a quote for one or all of the vehicles identified, and Parkland County reserves the right to award to a single Supplier or to split the award between multiple Suppliers. Parkland County reserves the right to adjust quantities, if necessary.

The provision of the Deliverables will be governed by the terms and conditions set out in Appendix A.

### 4.2 Material Disclosures

#### 4.2.1 Insurance Coverage

The Supplier is required to carry insurance policies in accordance with the minimum requirements and limits set out in Appendix A. Proof of insurance should be provided with the respondent’s submission.

#### 4.2.2 Worker’s Compensation Board

The Supplier is required to provide proof of compliance with all the requirement of the Worker’s Compensation Act of Alberta. A WCB Clearance Letter should be provided with the respondent’s submission as evidence of such compliance.

#### 4.2.3 Specifications

The vehicle specifications detailed in Schedule II – Equipment Specifications illustrates the type and quality of the vehicles required. Respondents are to provide pricing based on the specifications identified in this Schedule. Supplier(s) will be expected to provide vehicles that meet the same or similar specifications upon award of this opportunity and adhere to the timelines listed below.

#### **4.2.4 Delivery of Vehicles**

Supplier(s) will be required to provide vehicles from existing inventory to meet delivery timelines of 5-6 weeks upon receipt of order from Parkland County.

The new vehicles shall be delivered FOB to Parkland County's County Services Building located at 2700 – 48 Street, Stony Plain, Alberta. Hours for delivery are Monday – Friday from 8:30 am to 11:30 am and 1:00 pm to 4:00 pm. Twenty-Four hours notice of delivery shall be given by contacting the Acquisitions & Contract Coordinator. Delivery of the vehicles to the FOB point shall be followed by a new vehicle orientation to be scheduled upon the County's request. Each vehicle shall be delivered with two sets of keys.

#### **4.2.5 Mandatory Service Location**

For operational purposes, the Supplier's warranty-approved service location must be within a 100 kilometre radius to Parkland County's County Services Building located at 2700 – 48 Street, Stony Plain, Alberta.

#### **4.2.6 Vehicle Repair and Warranty Service**

Parkland County intends to perform all routine maintenance. The Supplier will provide parts and/or arrange for warranty service within 48 hours from notification of equipment failure.

#### **4.2.7 Dedicated Account Representative**

The Supplier shall assign a dedicated account representative who is the single point of contact, and can respond to inquiries as required. The Supplier will also provide written notification to the County of any changes to the assigned representative.

#### **4.2.8 Inspection**

All materials, equipment and supplies provided are to be new, free of defects, fit for the intended use, and are subject to Parkland County's inspection and acceptance.

#### **4.2.9 Payment**

Payment will be made to the Supplier within 30 days following receipt of a detailed invoice for deliverables received and accepted by the County. Invoices shall include the Vehicle Identification Number for each delivered vehicle. Goods and Services Tax shall be identified separately on all invoices.

### 4.3 Rated Criteria

Stage II will consist of an evaluation of the quotation to determine the high score based on the following criteria:

Rated Criteria Category	Point Scale	Weighting	Total Points Available
Corporate Profile, Demonstrated Experience and References	0 to 5	X 2	10
Ability to Supply Vehicle(s) that Meet Same or Similar Specifications	0 to 5	X 6	30
Post Delivery Support and Service	0 to 5	X 3	15
Delivery	0 to 5	X 3	15
Pricing	n/a	n/a	30
<b>Total Points</b>			<b>100</b>

Scoring shall be awarded on a scale of 0 to 5 as outlined below. Partial scores or scores not defined below will not be used. Points will be assigned for each applicable criteria based on the information provided in the submission response. Points could be modified, depending upon reference checks, and other independent information subsequently received and confirmed.

5	Fully exceeds expectations, Respondent clearly understands the requirement, excellent probability of success
4	Somewhat exceeds expectations; high probability of success
3	Fully meets expectations; Respondent has good understanding of requirement, negligible weakness or deficiencies good probability of success
2	Partially meets expectations; minor weakness or deficiencies, fair probability of success
1	Does not meet expectations or demonstrate understanding of the requirements, major weakness or deficiencies, low probability of success
0	Lack of response or complete misunderstanding of the requirements, no probability of success

**Respondents should ensure their submission includes the following information to facilitate the evaluation process so that their submission receives full consideration:**

#### 4.3.1 Corporate Profile, Demonstrated Experience and References

This criterion will be evaluated as follows:

- (a) Company contact information and a brief company history as requested in Appendix C, Supplier Questionnaire Form.
- (b) Number of years the respondent has been providing similar goods and services relevant to the Deliverables
- (c) References from clients who have obtained similar Deliverables in the past five (5) years to those covered under this RFQ
- (d) WCB Clearance Letter and Insurance Certificate included in submission

- (e) Supplier Questionnaire Form completed in accordance with the instructions set out in the Form attached as Appendix C

#### **4.3.2 Ability to Supply Vehicle(s) that Meet Same or Similar Specifications**

This criterion will be evaluated as follows:

- (a) Respondent's ability to meet the same or similar vehicle specifications. The County reserves the right to consider variations from its specifications with due regard to their importance.
- (b) Specification line items from Schedule II – Equipment Specifications, which cannot be met, will be deducted points based on the impact to the suitability of the proposed equipment. Incomplete submissions will result in a lower score. The following information should be included:
  - i. Schedule II – Equipment Specifications completed
  - ii. Ability to supply vehicles that meet the same or similar specifications noted
  - iii. Innovative or value added features of the proposed vehicles, if applicable

#### **4.3.3 Post Delivery Support and Service**

This criterion will be evaluated as follows:

- (a) Respondent's ability to meet the following warranty and service level requirements:
  - i. Manufacturer warranty information for the proposed vehicles as identified in Schedule I
  - ii. Evidence that the respondent's sales and service location is within 100km of Parkland County's County Services Building
  - iii. Process for managing service requests and correcting deficiencies
  - iv. Details of support and service offered following delivery of the vehicle(s) outlined in the Supplier Questionnaire Form
  - v. Details of additional service enhancements or benefits

#### **4.3.4 Delivery**

This criterion will be evaluated as follows:

- (a) Respondents are to confirm delivery is included to the County Services Building
- (b) Ability to supply vehicles from existing inventory to meet timelines described in Section 4.2.4 above
- (c) Respondents are to provide a timeframe for delivery of the vehicles in accordance with Section 4.2.4 above

#### **4.3.5 Evaluation of Pricing**

Respondents shall complete Schedule I – Rate Bid Form attached to this RFQ as a separate electronic document.

Pricing will be scored based on a relative pricing formula using the rates set out in the Pricing sheet.

Each Respondent will receive a percentage of the total possible points allocated to price for the particular category it has bid on by dividing that Respondent's price for that category into the lowest bid price in that category. For example, if a Respondent bids \$120.00 for a particular category and that is the lowest bid price in that category, that Respondent receives 100% of the possible points for that category ( $120/120 \times 100 = 100\%$ ). A Respondent who bids \$150.00 receives 80% of the possible points for that category ( $120/150 \times 100 = 80\%$ ) and a Respondent who bids \$240.00 receives 50% of the possible points for that category ( $120/240 \times 100 = 50\%$ ).

$$\frac{\text{Lowest rate}}{\text{Second-lowest rate}} \times \text{Total available points} = \text{Score for proposal with second-lowest rate}$$

$$\frac{\text{Lowest rate}}{\text{Third-lowest rate}} \times \text{Total available points} = \text{Score for proposal with third-lowest rate}$$

And so on, for each submission.

[End of Part 4]

## APPENDIX A - FORM OF AGREEMENT

### 1. Scope

These Terms and Conditions form a part of this RFQ of Parkland County, or any group associated with Parkland County, which is stated to be subject to Parkland County Terms and Conditions. Accordingly such Terms and Conditions shall form a part of each Contract, whether a formal written agreement or purchase order, created by the acceptance of a submission relating to such RFQ.

### 2. Time

Time is of the Essence.

### 3. Assignment

This contract shall be binding upon the parties' respective successors obligations hereunder, upon written notice to the other party, to any of its subsidiaries and/or affiliated companies, without the consent of the other party. Furthermore, no goods and services to be provided by the Supplier hereunder shall be subcontracted to or provided on behalf of the Supplier by any third party, except upon prior written permission by the County. The County shall have the sole right to assign the contract.

### 4. Compliance with Laws

The Supplier shall be responsible for complying with all Federal, Provincial (Alberta), and Municipal laws, rules, regulations and guidelines that apply.

### 5. Financial

The County reserves the right to investigate Suppliers financial position.

### 6. Supplier Performance / Default

Suppliers aware of potential or pending supply difficulties must notify the County immediately of such difficulties before lack of supply of contracted products endangers the County's ability to supply products to user areas.

In the event of non-performance, the County reserves the right to acquire the items from alternative sources, and the Supplier shall be responsible for any costs beyond what has already been paid to the Supplier, required to complete the Work satisfactorily and will pay the amount thereof to the County on demand.

If the Supplier defaults or fails to perform in accordance with the Terms and Conditions of the offering or otherwise does not comply with any resulting contract as it affects the Supplier's obligations, the County will advise the Supplier in writing. If the default or deficiencies in performance are not resolved to the County's satisfaction within ten (10) days the County may, at its sole discretion, terminate any remaining portion of the contract with the Supplier upon five (5) days written notice delivered to the Supplier, free of any claim of the Supplier of every nature and kind.

### 7. Force Majeure

Neither party shall be responsible for any delay or failure to perform its obligations under this Agreement where such delay or failure is due to fire, flood, explosion, war, embargo, government action, Act of Public Authority, Act of God, or to any other cause beyond its control, except labour disruption.

In the Event of a Force Majeure, the party who is delayed or fails to perform shall give prompt notice to the other party and shall take all reasonable steps to eliminate the cause.

Should the Force Majeure event last for longer than thirty (30) days, the County may terminate the Agreement by notice to the Supplier without further liability, expense or cost of any kind.

#### **8. Goods and Services Tax**

The County is subject to the Goods and Services Tax. All Goods and Services Tax shall be identified as a separate line item.

#### **9. Worker's Compensation Board Statement**

The Supplier shall at all times comply with all the requirements of the Worker's Compensation Act of Alberta, amendments thereto, or any successor legislation; and shall upon notice by the County, provide evidence satisfactory to the County of said compliance with the Act within two (2) business days of request by the County.

#### **10. Indemnification**

The Supplier shall indemnify and hold the County harmless with respect to all withholding and all other taxes or amounts of any kind relating to employment of any of the persons providing services to the County with respect to this Agreement.

The Supplier shall indemnify and save harmless the County, its elected representatives and employees and agents from all claims, costs, losses, expenses, actions, and suits caused by or arising out of direct or indirect performance of this Agreement or by reason of any matter or thing being done, permitted or omitted to be done, by the Supplier, its subcontractors, agents or employees and whether occasioned by negligence. The County shall not be liable or responsible in any way for any personal injury or property damage of any nature whatsoever that may be suffered or sustained by the Supplier, or by any employee, agent or servant of the Supplier in the performance of this Agreement. Such indemnification shall survive this Contract.

#### **11. Insurance**

The Supplier, with whom the County wishes to enter into an agreement, shall, at the Supplier's own expense, provide the County, with the following applicable insurance coverage, with an insurer licensed in Alberta, prior to the commencement of the Contract:

- a) Comprehensive general liability for an amount of not less than Five Million Dollars (\$5,000,000.00) inclusive per occurrence.
- b) Standard automobile insurance for all vehicles owned, licensed, or leased by the Supplier for an amount of not less than Five Million Dollars (\$5,000,000.00) inclusive per occurrence.
- c) Non-Owned vehicle insurance, for all applicable vehicles, coverage in an amount of not less than Two Million Dollars (\$2,000,000.00) inclusive per occurrence.

Certificate(s) of Insurance, naming Parkland County as an additional insured, shall be supplied to the County evidencing that the above insurance is in force, and endorsed to provide the County with thirty (30) days written notice prior to any cancellation or material change to the policies.

#### **12. Jurisdiction**

The parties agree that the laws of the Alberta shall govern the Contract and the Courts of Alberta shall have sole and exclusive jurisdiction over any dispute or lawsuit between the parties.

### **13. Independent Contractor**

The Supplier is an independent contractor in the performance of this Contract. No employer/employee relationship will be created between the County and the Supplier, or between the County and the Supplier's employees, subcontractors or agents. No rights, privileges, benefits or compensation, other than those, which are expressly set out in the Contract, will apply to the Supplier.

### **14. No Additional Payment**

No increase in the price of the goods or services or any additional payment will be authorized by the County or made to the Supplier as a result of any change to the Contract unless such increase or additional payment has been authorized in advance and in writing by the County's authorized representative.

### **15. Termination**

The Contract may be terminated, in whole or in part, without further obligation, liability or expense of any kind under the following conditions:

- a) should the Supplier be adjudged bankrupt, or become insolvent, the County may, without prejudice to any other right or remedy the Supplier may have, terminate the Agreement by giving the Supplier or their receiver or their trustee in bankruptcy, written notice;
- b) at any time upon notice for a major breach of the terms of this Agreement by the Supplier;
- c) at any time following the failure of the Supplier to remedy, repair, or correct any deficiency or defect upon receiving notice from the County;
- d) upon ten (10) days written notice to the Supplier from the County during the term of this Agreement, whereupon the County shall pay to the Supplier any fees and expenses due to the effective date of cancellation but not thereafter;
- e) The Supplier must confirm the delivery date. Orders may be cancelled if not delivered on time. Final inspection and acceptance/rejection will be made at delivery destination. The Supplier will, at no extra cost to The County, make good any shortages and replace any items with concealed defects or damage not readily apparent or detected at the time of delivery. The Supplier will advise The County immediately of any shortage or delay in shipment.

The County's rights of termination shall be in addition to any other rights or remedies it may have in law, in equity, or under this Contract.

### **16. Occupational Health and Safety (OH&S)**

The Supplier shall adhere to all applicable OH&S and site safety standards. The Supplier shall ensure all applicable OH&S Legislation, County Safety Policies, and industry standards are readily available to all of the Supplier's Personnel and that all of the Supplier's Personnel are aware of comply with the OH&S Legislation, County Safety Policies and industry standards.

### **17. Environmental Protection**

The Supplier's activities shall be conducted in compliance with all standards and all applicable statutes, regulations, bylaws, rules, declarations, directives and orders concerned with environmental assessment and protection as they may be amended, revised, consolidated or substituted from time to time.

### **18. Entire Agreement**

This Contract constitutes the entire agreement between the parties and shall be binding upon all successors and permitted assigns of the parties.

## APPENDIX B – QUOTATION FORM

### 1. Respondent Information

Please fill out the following form, and name one person to be the contact for this RFQ response and for any clarifications or amendments that might be necessary.	
<b>Full Legal Name of Respondent:</b>	
<b>Any Other Relevant Name under Which the Respondent Carries on Business:</b>	
<b>Street Address:</b>	
<b>City, Province/State:</b>	
<b>Postal Code:</b>	
<b>Phone Number:</b>	
<b>Fax Number:</b>	
<b>Company Website (If Any):</b>	
<b>RFQ Contact Person and Title:</b>	
<b>RFQ Contact Phone:</b>	
<b>RFQ Contact Facsimile:</b>	
<b>RFQ Contact E-mail:</b>	

### 2. Acknowledgement of Terms of Reference and Governing Law

The respondent acknowledges that this RFQ process will be governed by the specific Terms of Reference and Governing Law set out in this RFQ, and that, among other things, the Terms of Reference and Governing Law confirm that this procurement process does not constitute a formal legally binding bidding process, and that there will be no legal relationship or obligations created until Parkland County accepts the respondent's offer in writing.

### 3. Ability to Provide Deliverables

The respondent has carefully examined this RFQ and has a clear and comprehensive knowledge of the Deliverables required. The respondent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFQ for the pricing set out below and has provided a list of any subcontractors to be used to complete the proposed contract.

### 4. Non-binding Price Estimates

Respondents should provide pricing for the Deliverables described hereunder:

#### **See attached Schedule I – Rate Bid Form**

The respondent confirms that the pricing information provided is accurate. The respondent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its quotation or its eligibility for future work.

The respondent acknowledges that the pricing is provided in Canadian dollars and includes all applicable duties and taxes except for Goods and Services Tax (GST), which should be itemized separately, all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery to Parkland County, all costs of installation and set-up, including any pre-delivery inspection charges and all other overhead, including any fees or other charges required by law.

## 5. Addenda

The respondent is deemed to have read and accepted all addenda issued by Parkland County prior to the Deadline for Issuing Addenda. The onus remains on respondents to make any necessary amendments to their quotations based on the addenda. The respondent is requested to confirm that it has received all addenda by listing the addenda numbers or, if no addenda were issued, by writing the word "None" on the following line: \_\_\_\_\_ . Respondents who fail to complete this section will be deemed to have received all posted addenda.

## 6. Conflict of Interest

Prior to completing this portion of the Quotation Form, respondents should refer to the following definition of Conflict of Interest:

**"Conflict of Interest"** includes, but is not limited to, any situation or circumstance where

- (a) in relation to the bidding process, the respondent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, information in the preparation of its quotation that is confidential and not available to other respondents, (ii) communicating with any person with a view to influencing preferred treatment in the RFQ process, or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFQ process and render that process non-competitive and unfair; or
- (b) in relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the respondent's other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

If the box below is left blank, the respondent will be deemed to declare that (a) there was no Conflict of Interest in preparing its quotation; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFQ.

Otherwise, if the statement below applies, check the box.

- The respondent declares that there is an actual or potential Conflict of Interest relating to the preparation of its quotation, and/or the respondent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFQ.

If the respondent declares an actual or potential Conflict of Interest by marking the box above, the respondent must set out below details of the actual or potential Conflict of Interest, and must explain why the respondent believes that the Conflict of Interest should not result in disqualification from the RFQ process:

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The following individuals, as employees, advisers, or in any other capacity (a) participated in the preparation of our quotation; **AND** (b) were employees of Parkland County and have ceased that employment within 12 months prior to the submission deadline:

<b>Name of Individual:</b>
<b>Job Classification:</b>
<b>Department:</b>
<b>Last Date of Employment with Parkland County:</b>
<b>Name of Last Supervisor with Parkland County:</b>
<b>Brief Description of Individual's Job Functions:</b>
<b>Brief Description of Nature of Individual's Participation in the Preparation of the Submission:</b>

**(Repeat above for each identified individual)**

The respondent agrees that, upon request, the respondent shall provide Parkland County with additional information from each individual identified above in the form prescribed by Parkland County.

**7. Confidential Information of Respondent**

A respondent should identify any information in its quotation or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by Parkland County. The confidentiality of such information will be maintained by Parkland County, except as otherwise required by law or by order of a court or tribunal. Respondents are advised that their quotations will, as necessary, be disclosed on a confidential basis, to Parkland County's advisers retained for the purpose of evaluating or participating in the evaluation of their quotations. If a respondent has any questions about the collection and use of personal information pursuant to this RFQ, questions are to be submitted to Parkland County Contact.

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Respondent Representative

\_\_\_\_\_  
Name of Witness

\_\_\_\_\_  
Respondent Representative Name and Title

Date: \_\_\_\_\_  
I have authority to bind the respondent

## APPENDIX C – SUPPLIER QUESTIONNAIRE FORM

### 1. Legal Name

Provide the registered name of the respondent

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### 2. Company Location

Provide the sales and service locations for the company

Sales Location:	
Service Location:	

### 3. Parent Company

Provide the following information for the respondent's parent company

Name:	
Address:	
Phone Number:	
Fax Number:	
Website Address:	
Subsidiaries:	

### 4. Type of Company

Check the appropriate type of company

- |                |                          |                 |                          |
|----------------|--------------------------|-----------------|--------------------------|
| Proprietorship | <input type="checkbox"/> | Limited Company | <input type="checkbox"/> |
| Partnership    | <input type="checkbox"/> | Corporation     | <input type="checkbox"/> |
| Other          | <input type="checkbox"/> |                 |                          |

If other, provide details:

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### 5. Goods and Services Tax (GST) Registration Number

Provide company's GST registration number

GST Registration Number	
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**6. Company Officers**

Provide the following information for all company officers

Title	Name

**7. Years of Experience**

State the number of years' experience providing similar goods and services

Years of Experience \_\_\_\_\_

**8. Brief Corporate Profile**

The respondent shall provide brief details of their Corporate Profile.

Corporate Profile is attached.

**9. Insurance Coverage**

The respondent is required to carry insurance policies in accordance with the minimum requirements and limits set out in Part 5 – Terms and Conditions. Proof of insurance should be provided to Parkland County with the respondent's submission.

Proof of insurance is attached.

**10. Worker's Compensation Board (WCB)**

The respondent is required to provide proof of compliance with all the requirements of the Worker's Compensation Act of Alberta in accordance with Part 5 – Terms and Conditions. A WCB clearance letter should be provided with the respondent's submission as evidence of such compliance.

Current WCB Clearance Letter is attached.

**11. Designated Account Representative**

Provide the name and contact details for the Designated Account Representative

Name:	
Location:	
Phone Number:	
Fax Number:	
Email Address:	

**12. Warranty Approved Service Location**

Respondents are to confirm their warranty approved service location is within a 100 kilometer radius to Parkland County's County Services Building located at 2700 – 48 Street, Stony Plain, Alberta, T7Y 2Y1.

Yes  No

**13. Support and Service**

- (a) Respondents are to provide details of support and service offered following delivery of the vehicle(s) in the space below, or as a separate sheet:

- (b) Respondents are to describe the process for managing service requests and correcting deficiencies in the space below, or as a separate sheet:

- (c) Respondents are to provide details of additional service enhancements or benefits in the space below, or as a separate sheet:

**14. Relevant Experience and References**

Each respondent is requested to provide three (3) references from clients who have obtained similar goods to those requested in the RFQ from the respondent in the last five (5) years.

**Reference #1**

<b>Company Name:</b>	
<b>Company Address:</b>	
<b>Contact Name:</b>	
<b>Contact Telephone Number:</b>	
<b>Date Provided:</b>	
<b>Type of Equipment Provided:</b>	

**Reference #2**

<b>Company Name:</b>	
<b>Company Address:</b>	
<b>Contact Name:</b>	
<b>Contact Telephone Number:</b>	
<b>Date Provided:</b>	
<b>Type of Equipment Provided:</b>	

**Reference #3**

<b>Company Name:</b>	
<b>Company Address:</b>	
<b>Contact Name:</b>	
<b>Contact Telephone Number:</b>	
<b>Date Provided:</b>	
<b>Type of Equipment Provided:</b>	