

The Corporation of the



Town of Tecumseh

\* \* \*

**VEHICLE  
MAINTENANCE AND REPAIR  
PROPOSAL**

**2010**

\* \* \*

The Corporation of the Town of Tecumseh  
917 Lesperance Road  
Tecumseh, ON • N8N 1W9  
Phone (519) 735-2184  
Facsimile (519) 735-6712  
[www.tecumseh.ca](http://www.tecumseh.ca)

# Vehicle Maintenance and Repair Proposal

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**SECTION A – INFORMATION FOR APPLICANTS**

**1. PROPOSAL NAME**

This Vehicle Maintenance and Repair Proposal will be referred to as the “Vehicle Maintenance and Repair Proposal 2010 – Town of Tecumseh.”

**2. SCOPE OF WORK**

The Corporation of the Town of Tecumseh is seeking Proposals for Vehicle Maintenance and Repair Services.

**3. CLOSING TIME AND DATE**

Proposal must be received **no later than 2:00 p.m. on Thursday, September 9, 2010.**

Proposals shall be returned **in a sealed envelope** marked:

“Vehicle Maintenance and Repair Proposal – Town of Tecumseh – September 9, 2010”

At the following address:

The Corporation of the Town of Tecumseh  
917 Lesperance Road  
Tecumseh, Ontario N8N 1W9  
Attention: Laura Moy, Director Staff Services/Clerk

**4. PROPOSAL OPENING**

The opening of the submissions shall commence at 2:05 p.m. on Thursday, September 9, 2010, unless the Clerk or designate acting reasonably postpones the opening to some later hour, but the opening shall continue once started, until the last bid is opened.

**5. CONTACT PERSON**

Any questions or concerns arising out of this Vehicle Maintenance and Repair Proposal, should be addressed to:

**Kirby McArdle, P.Eng.**  
Manager Roads & Fleet  
Phone: (519) 735-2184 x 144  
Fax: (519) 735-6712  
Email: [kmcardle@tecumseh.ca](mailto:kmcardle@tecumseh.ca)

If additional information is required, an addendum to the proposal call will be issued.

**6. GENERAL TERMS AND CONDITIONS**

This Vehicle Maintenance and Repair Proposal is subject to the Town of Tecumseh's Procurement Policies and Procedures as outlined in the Town of Tecumseh Purchasing By-Law 2006-03.

The Town of Tecumseh reserves the right to reject any and all submissions.

**7. EVALUATION PROCESS**

Each response to this Request for Proposal will be evaluated by the Town of Tecumseh to determine the degree to which it responds to the requirements as described.

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## **SECTION B – SERVICES**

### **1. GENERAL CONDITIONS**

- 1.1 The Successful Respondent shall indemnify and hold harmless the Town of Tecumseh (referred hereinafter as “Town”), its officers, council members, partners, agents and employees from and against all action, claims, demands, losses, costs, damages, suits or proceedings whatsoever which may be brought against or made upon the Town and against all loss, liability, judgment, claims, suits, demands or expenses which the Town may sustain, suffer or be put to resulting from or arising out of the company’s failure to exercise reasonable care, skill or diligence or omissions in the performance or rendering of any work or service, required hereunder to be performed or rendered by the company, its agents, officials and employees. Signing the acceptance, the Successful Respondent will be subject to the laws of the Province of Ontario and Canada.
- 1.2 The Successful Respondent shall employ a high standard of public relations and communication.
- 1.3 The Successful Respondent agrees that the Town has the right to accept or reject all or any portion of this proposal.
- 1.4 The Successful Respondent to whom this Agreement is awarded will be required to supply prior to commencing any work:
  - 1.4.1 A Certificate of Garage Liability Insurance or a certified copy of the Successful Respondent’s insurance policy. The liability insurance shall:
    - i. Have a limit of comprehensive general liability of not less than **\$3,000,000.00** inclusive for any occurrence.
    - ii. Be endorsed to provide that the policy or policies will not be altered, cancelled or allowed to lapse without thirty (30) days prior notice to the Town.
    - iii. Name the Town and the municipality wherein the work is to be undertaken as insured parties.
  - 1.4.2 A Certificate from the Workers’ Compensation Board will be required stating that all assessments or compensation payable to the Board have been paid and that the Successful Respondent is in good standing, before commencement of the work, annually and before the final payment is released. The Successful Respondent shall provide the Company’s Health and Safety Policy prior to commencement of the Agreement.
- 1.5 The Successful Respondent shall carry out this work in strict accordance with the *Occupational Health and Safety Act*; the regulation for construction projects, Ontario Regulation 213/91 as amended by Ontario Regulation 631/94 and other prescribed legislation and regulations as they may pertain to the work.

- 1.5.1 The Successful Respondent shall also provide full time supervision of on-site activities of own forces to ensure applicable regulations and specification requirements are being followed.
  - 1.5.2 The Successful Respondent shall take all necessary precautions to ensure the continuous safety of any contract workers, the Town and general public at large on the Town's property.
  - 1.5.3 Please be advised that the Town has a policy on Health & Safety. The Successful Respondent is requested to ensure that employees are advised and have a sound knowledge of this policy.
- 1.6 The Successful Respondent shall be, or shall become, familiar with all such laws, regulations and policies which in any manner affect the performance of the Agreement, those engaged or employed in the work, or affect facilities or equipment used in the work, or which in any way may affect the conduct of the work and no plea of misunderstanding will be considered on account of ignorance thereof. Without limiting the generality of the aforesaid, it shall be the Successful Respondent's responsibility to comply with:
- i. *Environmental Protection Act* and Regulations;
  - ii. *Workplace Safety and Insurance Act*;
  - iii. Safety or other Policies established by the Authority or the Town;
  - iv. *Construction Lien Act* and Regulations;
  - v. Ministry of Transportation Regulations, including the Commercial Vehicle Operating Regulations; and
  - vi. The Successful Respondent including his/her staff and all workers on the project site shall conform in every case to good and safe practice in accordance with the *Occupational Health and Safety Act*, latest edition, and to the requirements laid down by the authorities having jurisdiction:
    - a) First Aid Equipment: The Successful Respondent shall provide and maintain the necessary first aid items and equipment as called for under the First Aid Regulations of the *Workers' Compensation Act*.
    - b) Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials; and regarding labeling and provision of material safety data sheets acceptable to Labour Canada and Health and Welfare Canada.
    - c) Deliver copies of WHMIS DATA SHEETS to Project Manager on delivery of materials.
    - d) The Successful Respondent shall indemnify and hold harmless the Town and its employees against and from all suits or actions arising from any Health and Safety violations as well as the cost to defend such charges as a result of any violation.
  - vii. The Successful Respondent shall comply with all applicable municipal, provincial and federal laws pertaining to the Successful Respondent's services provided herein to the Town including, without limiting generality, all labour, health, environmental, public health and sanitation laws and regulations imposed by public bodies having jurisdiction over such matters.

- viii. In the event of a site visit from the Ministry of Labour and in the event this Ministry of Labour person gives written warning to any contravention to the *Health and Safety Act*, a written copy is to be given to the Town.
- ix. The Successful Respondent shall ensure that all its employees, agents, volunteers, or others for whom the Successful Respondent is legally responsible receive training regarding the provisions of the goods and services contemplated herein to persons with disabilities in accordance with Section 6 of Ontario Regulation 429/07 (the “Regulation”) made under the *Accessibility for Ontarians with Disabilities Act, 2005* as amended (the “Act”). The Successful Respondent shall submit to the Town, as required from time to time, documentation describing its customer service training policies, practices and procedures and a summary of its training program, together with a record of the dates on which training was provided and a list of the employees, agents, volunteers or others who received such training. The Town reserves the right to require the Successful Respondent to amend its training policies to meet the requirements of the Act and the Regulation.

**2. BID SHEET**

**SPECIAL NOTE: All respondents may bid “A & B” or “A” only or “B” only. All rates shown below are applicable as of July 1<sup>st</sup> of the new year.**

**PART ‘A’**

**Passenger vehicles, small and full size pickup trucks.**

**1. Hourly Rates:**

<b>Hourly Rates</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Regular Service Rates			
Overtime Service Rates			

Please note that the Regular Service Rate will apply on all work unless otherwise pre-approved by a Town authorized representative. The Vendor will be requested to complete the work during normal business hours (as stated on Page 18); unless the Town specifically requests that the work be completed on a more immediate basis.

All hourly rates shall be applicable for the term of the Contract.

**2. Material Costs:**

	<b>Dollar Range</b>	<b>Percent Mark Up (if applicable)</b>
1	\$0.00 - \$100.00	
2	\$101.00 - \$500.00	
3	\$501.00 - \$1,000.00	
4	\$1,001.00 - \$5,000.00	
5	\$5,001.00 and greater	

**3. Fixed Cost Prices:**

<b>Item</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Oil change & chassis lubrication			
Transmission flush & fill			
Coolant flush & fill			

**PART ‘B’**

**Trucks/Tandems/Single Axle/One Ton Dumps/Street Sweepers/Ice Resurfacers**

**1. Hourly Rates :**

<b>Hourly Rates</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Regular Service Rates			
Overtime Service Rates			

Please note that the Regular Service Rate will apply on all work unless otherwise pre-approved by a Town authorized representative. The Vendor will be required to complete the large majority of all work during normal business hours (as stated on Page 18); unless the Town specifically requests that the work to be completed on a more immediate basis.

All hourly rates shall be applicable for the term of the Contract.

2. **Material Costs:**

	<b>Dollar Range</b>	<b>Percent Mark Up (if applicable)</b>
1	\$0.00 - \$100.00	
2	\$101.00 - \$500.00	
3	\$501.00 - \$1,000.00	
4	\$1,001.00 - \$5,000.00	
5	\$5,001.00 and greater	

**The lowest or any Proposal is not necessarily accepted and the Town reserves the right to award any portion thereof.**

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NAME OF FIRM OR INDIVIDUAL (THE VENDOR)

---

SIGNED BY

---

ADDRESS

---

CITY, TOWN OR VILLAGE

POSTAL CODE

---

TELEPHONE NO.

---

FAX NO.

### **3. PROPOSAL INFORMATION**

#### **OVERVIEW**

The intent of this Request for Proposal is to invite responsible, responsive Vendors to provide all the equipment, labour and materials necessary for repairs to various light and heavy vehicles on an “as and when required” basis.

It is the intention of the Town to establish a contract for this service with one (1) primary Vendor and one (1) or more secondary Vendor(s).

The Town reserves the right to solicit quotations elsewhere in the marketplace if the successful Vendors(s) are unable to meet the response time requested and or the quotation(s) attained are above the approved estimate by the Town.

The contract period shall be for a two-year period for the term of September 14, 2010 to September 14, 2012 and may be extended, at the sole discretion of the Town, subject to mutual agreement of both parties.

#### **INTRODUCTION**

The Town wishes to obtain a Vendor(s) that will achieve the following desired result:

1. Excellent quality of workmanship.
2. Ability to troubleshoot, make recommendations and provide estimate for repairs needed.
3. Complete all work in the most efficient and effective manner with minimal disruption to Town operations.
4. Provide qualified, professional personnel at all times.
5. Complete all work in a timely manner.

The Proposal must be detailed, specific and must be completed and submitted in the prescribed format. If requested, the Vendor must be prepared to meet with the Town to review its Proposal.

The intent of the attached specifications is to describe the desired minimum specifications for the work.

The Town’s intent in this proposal is to permit competition. It shall be the Vendor’s responsibility to advise the Director of Public Works & Environmental Services, or his designate, in writing if any language, requirement, specification or any combination thereof, which inadvertently restricts, or limits the requirements stated in this Request for Proposal. Such notification must be received by the Director of Public Works & Environmental Services as soon as possible or before closing of this proposal.

The Town expects that all Vendors will be able to furnish satisfactory evidence that they have the ability, experience, and capital to enable them to complete this contract.

### **3.1 Vendor's Responsibility**

The Vendor shall carefully examine all Proposal documents for this contract, to determine the extent of work. By submitting a Proposal the Vendor acknowledges full understanding of the extent and character of the work required and the conditions surrounding the performance thereof. The Town will not be responsible for any alleged misunderstanding of the work to be furnished or completed, or any misunderstanding of conditions surrounding the performance thereof. It is understood that by submitting a Proposal by the Vendor serves as his stated commitment to fulfill all of the conditions referred to in this Proposal.

### **3.2 Indemnification**

The Vendor will be required to agree to the following respecting liability and indemnity. The Vendor agrees that the Corporation of the Town shall not be liable for any injury or damage (including death) to any employees, officer or agent of the Vendor, unless the injury loss or damage is caused by the negligence of an officer or employee of the Town while acting within the scope of his/her employment.

The Vendor agrees that it shall, at all times, indemnify and save harmless the Town, their officers, employees and agents from and against all claims, demands, losses, costs, damages, action, suits or other proceedings made, sustained, brought or prosecuted that are based upon, or caused in any way by anything done or omitted to be done by the Vendor or any of it's officers, director, employees, or agents in connection with the services performed, purportedly performed or required to be performed by the Vendor under this Proposal call and subsequent contractual agreement.

### **3.3 Freedom of Information**

All information obtained by the Vendor in connection with this Proposal is the property of the Town and shall be treated as confidential and not used for any purpose other than for replying to this Proposal, and for fulfillment of any subsequent contract. Vendors may declare confidentiality of their Proposal; however, the Town is required to adhere to the requirements of the *Municipal Freedom of Information and Protection of Privacy Act*, as amended.

### **3.4 Insurance Requirements**

The successful Vendor will be required to furnish the Town proof of Garage Liability Insurance in an amount not less than \$3,000,000.00. The Town must be named as an additional NAMED Insured with the Insurer providing thirty (30) days written notice if the insurance is cancelled or changed in any manner.

### **3.5 Invoicing**

One invoice must be issued for all work completed on each piece of equipment and submitted within seven (7) days upon completion of the work

The requested work shall be invoiced and must contain the following information as a minimum:

- Vehicle Number
- Licence Plate Number
- Location where work was performed
- Town of Tecumseh Requestor
- Signature of authorized personnel
- Description of work completed
- Itemized list of Materials
- Vendor's Cost for Materials
- Special Notes

The Town reserves the right to audit the Vendor's records to verify the materials costs charged to the Town in relation to the resulting contract. Such accounts and records, including your supplier's invoices, receipts, vouchers, etc. shall be made available to the Town for verification, audit, inspection and copying purposes within 24 hours notification by the Town of their desire to do so. Any fraudulent findings as a result of said audit will result in immediate reimbursements by the vendor to the Town and may result in immediate cancellation of the contract.

### **3.6 Service Report**

Upon completion of the work, a work order is to be signed by an authorized Town employee and a copy of the same left at the Town's site for record keeping. It is imperative that a further copy of the same is forwarded to the Town with the Vendor's invoice to ensure prompt and accurate payment. Failure by the Vendor to comply with this request will result in non-payment of the invoice until all required documentation is attached to the Vendor's invoice. Any discount periods or late payment charges will not be affected by the Vendor's failure to comply with this requirement.

### **3.7 Faulty workmanship/Damages cause by the Vendor**

The Vendor is responsible for any and all damages caused from the execution of the resulting contract. Said damages will be rectified by the Vendor at no cost and to the satisfaction of the Town within (2) two days of said request unless additional time is granted.

In the event of a job completed and a portion or all of it is deemed unsatisfactory and/or incomplete by the Town, the Town at its sole discretion, reserves the right to:

- Have the Vendor re-work and bear all expenses for the completion of the unsatisfactory and/or incomplete work, in the time frame specified by the Town for completing the job to the Town's level of acceptance and satisfaction.

OR

- Exercise its right to adjust the original value of the invoice by a reasonable reduction of payment to offset all unsatisfactory and/or incomplete work not duly fulfilled by the Vendor.

OR

- Contract with another vendor to have the work completed in a satisfactory manner. All costs to have said work completed in a satisfactory manner will be at the expense of the successful Vendor.

### **3.8 Materials and Supplies**

Materials to be supplied under this resulting contract shall be new, meeting original equipment manufacturer (OEM) specifications, unless otherwise specified by an authorized Town employee. Materials to be supplied do not require to be provided by the OEM.

Materials shall be defined as any items or supplies which will become a component of the equipment on which work is performed.

All items used in conjunction with a service/repair in excess of \$25.00 must be itemized and shown separately on the invoices.

Supplies shall be defined as the necessary items used to perform the repair. Supplies shall be included in the minimum call charge along with all the necessary labour, equipment, tools, transportation etc.

### **3.9 Standards of Work**

The work shall be executed with regards to safety, efficiency, neatness and attention to detail using quality products. The Vendor must notify the Town immediately of any unsafe and dangerous vehicle conditions that exist. All work shall conform to the latest rules, regulations and definitions of their applicable Canadian Code and all local authorities having jurisdiction.

The Vendor shall ensure that all work is performed by competent tradespeople, licensed and skilled in light and heavy vehicle repairs and maintenance and at times body work. Only first class quality of work will be accepted, not only with regard to safety, efficiency and durability, but also with regard to neatness and accuracy to detail.

The Vendor shall be responsible to maintain a sufficient level of parts, materials and labour.

The Vendor must be fluent in the English language to ensure the fulfilment of all aspects of the resulting contract.

### **3.10 Warranties**

The Vendors shall provide a warranty on all physical damage repairs. Original equipment manufacturer's (OEM) replacement body parts, labour, paint and materials shall have a warranty of as long as the vehicle is in the care, custody and control of the Town. Like, kind and quality (LKQ) and / or reconditioned parts shall have a ninety (90) day warranty. Major mechanical parts and repairs shall have a twelve (12) month, twenty thousand kilometres (20,000 km) warranty (whichever comes first) in most cases, e.g. engine, transmission overhauls. All other mechanical repairs will be for ten thousand kilometres (10,000 km) / three months, which ever comes first.

### **3.11 Proposal Evaluation**

All Proposals will be evaluated by a committee comprising of staff from Public Works, Treasury and Clerks Office. Vendor selection will be based on the Vendor providing the greatest overall benefit to the Town and will include the Vendor's compliance in meeting the requirements.

The Town, at its sole discretion may negotiate any aspect of any Proposal with one or more of the Vendors at any time. Negotiations with any vendor shall not oblige the Town to enter into a contract with any Vendor or be construed as an acceptance of the Proposal. All negotiations shall be in writing, in a form satisfactory for inclusion into the contract.

All Proposals shall become the property of the Town. All costs associated with the preparation of the Proposal will be the responsibility of the Vendor and will not be recoverable from the Town.

Areas the Town will evaluate in the proposals are:

- Company Profile
- Vendor Capabilities: Equipment - Location - Hours of Service
- Qualifications / Experience of staff
- Health and Safety Program
- References and Experience with Fleet Vehicles
- Cost

The considered Vendor and or Vendors which the Town, in its sole discretion, deems to be best suited for this contract shall be notified and will conduct all subsequent negotiations and will make a recommendation for the contract award.

#### **4. SPECIFICATIONS**

##### **4.1 General Background**

Vendors will be required to supply all the necessary labour, materials, equipment etc, to provide for repairs and maintenance as deemed necessary by the Town. This scope of work includes, but is not limited to:

- Removal & re-installation of windows, doors, radiators, bumpers, panels etc.
- Electrical trouble shooting
- Engine and drive train repairs and troubleshooting
- Suspension repair work
- Safety inspections and vehicle servicing
- Tire replacement

The following is a list of equipment that may require repairs during the term of contract:

##### **Part A**

- Automobiles
- Small and Full Size Pick Up Trucks

##### **Part B**

- Tandem / Single Axle Trucks
- One Ton Dump Trucks
- Street Sweepers
- Ice Resurfacers

Additional equipment utilized by the Town may also require repairs.

##### **4.2 Approved Works**

The successful Vendor(s) will provide an authorized Town representative with a written quote for all works. Prior to the commencement of work, an authorized Town representative will approve (sign off) on the written quote.

All repairs, alterations or replacements will be performed only after authorization is received from the Town.

##### **4.3 Protection of Vehicles**

It shall be the responsibility of the successful Vendor(s) to fully protect, at all times, Town property entrusted to their care. The Vendor shall reimburse the Town for any and all damages to Town property while in the care of the Vendor such as unwarranted wear and tear, acts of vandalism and malicious mischief, any and all physical damages.

#### **4.4 Facilities**

The vehicles must be stored in a secured storage area or a building and the vehicles must be locked at all times when the vehicles are not being worked on.

The Vendor(s) agrees to allow a complete shop inspection by Town's representative to determine the Vendor(s) ability to perform, prior to award of contract and to allow the Town's representative to inspect the Vendor(s) work at any time throughout the term of the contract.

The successful Vendor's facility must be large enough to accommodate the following types of vehicles including passenger cars, light trucks, heavy trucks and other equipment such as sweepers and ice resurfacers.

#### **4.5 Hours of Work**

All work will be done on an "as and when required" basis throughout the term of the Contract. The successful Vendor(s) will be required to service the Town on any day. There may be a requirement for the Vendor to perform the work on weekends and holidays. In the majority of cases, the work will be scheduled during the Town's normal business hours from 7:00 a.m. to 3:00 p.m., Monday through Friday.

Current Town normal business hours are from 7:00 a.m. to 3:00 p.m. Monday to Friday.

##### **Regular Service Hours Definition**

7:00 a.m. to 3:00 p.m., Monday to Friday excluding Statutory Holidays

##### **Overtime Service Hours Definition**

3:01 p.m. to 6:59 a.m., Monday to Friday

24 hours per day, Saturday, Sunday and Statutory Holidays

#### **4.6 Types of Service Requests**

The successful Vendor is required to respond to the following type of service requests:

- Regular Service Requests
- Requests for Firm Fixed Pricing

The successful Vendor(s) shall advise the Town immediately upon notification by the Town if they are unable to meet the response time required. The Town reserves the right to solicit work elsewhere in the marketplace if the successful Vendor (s) is unable to meet the response time requested and or the quotation(s) submitted are above the approved estimate by the Town. The successful Vendor must be able to commence repairs within three (3) business days of the vehicle arriving at the vendor site.

The Town's Manager Roads and Fleet, or his designate, will notify a Vendor that he has a vehicle needing repairs, the vendor shall arrange to view the

vehicle at the Town's location or any other mutually agreed upon location within 24 hours of being notified.

The vendor shall write an estimate to repair the vehicle in accordance with the prices submitted in the Proposal submission. This estimate shall be provided to the Town's Manager Roads and Fleet, or his designate, within 24 hours of viewing the vehicle.

The estimate shall indicate labor and the cost of all parts and components, vehicle number and license plate number.

The estimate must clearly indicate the number of working days required to perform the work. If the successful Vendor(s) are unable to meet the response times and service levels expected by the Town on a regular basis, the Town reserves the right to cancel the contract with the Vendor.

It is estimated that the annual value of this contract is \$83,000 excluding taxes. The majority of all works will be awarded to a primary Vendor for each Part.

The above estimates are to be used as a guide only. The Town reserves the right to procure more or less. Payment will be based solely on actual work required during the term of the contract and will be made based on quotations received. No additional payments or work will be considered without pre-authorization by an authorized Town representative.

#### **4.7 Regular Service Requests**

Once the request for work has been initiated by the Town either by telephone, fax, page or in person, the Vendor must respond to said service request within the timeframe specified by the authorized Town representative. The authorized Town representative and the successful Vendor will review the scope of work, confirm when the Vendor is required to commence work and when the work will be completed.

The Town, when and where possible, will provide three (3) business days prior to when the work is required to be completed.

#### **4.8 Requests for Firm Fixed Pricing**

On any one job where the estimate for the work is greater than \$3,000 including taxes, the Town reserves the right to attain quotes from one Vendor or more than one Vendor. The Town reserves the right to solicit additional Vendor(s) beyond those Vendors that submitted a Proposal.

At the time the Vendor is requested to provide a firm fixed price, the Town will specify to all Vendors the scope of work, when the work is to be completed, when the Vendor is required to complete the work and the closing date for submission. The Vendor must comply with the requirements set forth by the Town in order to receive consideration for award of this work.

The requests for firm fixed pricing will be quoted as a firm price, inclusive of all labour, materials, parts, equipment, delivery, applicable taxes, etc. The quote shall include a breakdown of all costs associated with the said works.

#### **4.9 Completion of Repairs**

When repairs are complete the repair facility will return the vehicle to the Town's designated location for inspection and final approval.

#### **4.10 Quotation Structure / Invoices**

The Town will advise the successful Vendor(s) how the quote should be submitted in order to compare submissions and or evaluate the performance of the Vendor(s). The Harmonized Sales Tax (HST) must be shown separately on the Vendor's quotation. The quotation price indicated will be expressed as a total acquisition cost plus all applicable taxes.

#### **4.11 Labour Charges**

Labour charges are only applicable for actual work time spent performing the requested work. Labour charges shall be divided by item as requested by the Town representative.

#### **4.12 Material Costs**

The Town will allow the Vendor to mark up all materials, parts, etc. used in connection with the execution of the requested work, by the percent Mark Up on the vendor's "purchase cost". Specify on the bid sheet the Mark Up by dollar range.

The Vendor's "purchase cost" shall mean the cost the Vendor paid for the required materials, etc. including all volume rebates and delivery costs, less all applicable taxes. Supplier's invoices for materials on individual items may be requested by the Town prior to payment or at any point in time upon notification by the Town.

#### **4.13 Lump Sum**

The successful Vendor(s) will be required to quote some items on a lump sum price.

## **5. VENDOR INFORMATION RESPONSE**

This section describes requirements that the Vendor must address (but not limited to) in their Proposal submission. This information will form the basis of the Proposal evaluation. Please attach separate sheets, and follow the format shown below to answer all questions accordingly, in the same sequence, clearly indicating the question number in your response.

**In order for your company to be evaluated the following information MUST be provided in detail. Failure to comply may result in disqualification of your proposal submission.**

### **5.1 Company Profile**

- i. Specify the municipal address, telephone and fax number (s) and contact name of the office that the Town will be dealing directly with for the administration of this contract. Include office address, telephone no., fax no., cellular no., pager no., and e-mail address.
- ii. Specify the address of the location where all works will be performed.
- iii. Specify the legal Corporate name of the firm and date incorporated. This will be the company that will enter into the contract with the Town if awarded.
- iv. Specify the number of years in business under this company name.
- v. Specify the number of years in business performing truck repairs and maintenance.
- vi. Does your company provide auto body repairs as your specialty / main line of business?
- vii. Include in your submission as Attachment # 2 an Organizational Chart for your company.
- viii. Specify your approximate Total Annual Sales for 2008-2009.
- ix. Specify the number of contracts valued at or in excess of **\$10,000.00** (annually) for 2009.
- x. Specify the number of present contracts with an estimated value at or in excess of **\$50,000.00 annually**.
- xi. Specify the total approximate value of work completed during the last five (5) years in business.
- xii. Do you offer any other services not already mentioned? If yes, specify the additional services that can be provided.

**5.2 Vendor Capabilities / Equipment / Location / Hours of Service**

i. Hours of Operation

The Town's hours of operation are 5 days / week, 8 hours per day, 365 days per year. The majority of the Town requirements will be performed during normal business hours of 7:00 a.m. to 3:00 p.m., Monday through Friday. As a minimum, the Town requires service during normal business hours.

Specify your Hours of Operation for Monday to Friday, Saturdays, Sundays and Holidays.

Please note that the Regular Service Rate will apply on all work unless otherwise pre-approved by a Town authorized representative. The Vendor will be requested to complete the work during normal business hours unless the Town requires the work to be completed as soon as possible.

ii. Specify the size and location of your repair facility, and number and size of your overhead doors.

iii. Specify your current capacity expressed as a Percent (%).

iv. If awarded this Contract, specify if additional staff or operations will be needed to accommodate the Town requirements. Specify.

v. Specify, if any, work that will be subcontracted. Specify also, all third party Vendors.

vi. Specify, if any, work that your company and or Sub Contractor will not be able to perform if awarded this contract.

vii. Does your company use OEM parts or after market parts ? Specify.

viii. Warranty

All work completed under the resulting contract shall be guaranteed as outlined in section 3.10 of Page 15, inclusive of all materials and labour unless otherwise specified.

Specify any warranty periods your company can offer, which exceed the minimum.

ix. Vendor's Fleet / Equipment

Please list the fleet / equipment you would be using in the performance of the resulting contract: Include the year make and model for each piece of equipment.

The Town may wish to inspect this equipment prior to award of this Proposal and from time to time during the period of the resulting contract. The results of such inspections may be taken into consideration when evaluating this Contract.

x. Pick-up and delivery of Town equipment shall be the responsibility of successful Vendor with no additional labour charge for pickup or

delivery. Can you comply? Specify.

- xi. All personnel transporting equipment shall have a minimum Class “D” & “Z” driver’s license (where applicable). Can you comply? Specify.
- xii. Successful Vendor shall have working knowledge of and capability to repair and service hydraulic cylinder and ram assemblies. Can you comply? Specify.
- xiii. Successful Vendor shall be capable of carrying out full alignments. Can you comply? Specify.

### **5.3 Qualifications / Experience of Staff**

- i. Specify the number of employees of your company: Include full and part time staff.
- ii. Specify the number of Certified and/or Apprentice trades people skilled in the area of Automobile **and Truck Repairs** who are employed full- time by your company.
- iii. Provide complete details on the staff to be used in connection with this contract, including, but not limited to: name, role, past experience in this type of work.

The Town reserves the right to request the appropriate validation of their qualifications be provided prior to award and or at any point during the term of the Contract.

- iv. Certified trades people must be utilized when performing a job when all industry regulations deems it mandatory to be completed by a Certified trades people. The Vendor will ensure that all final approvals for jobs completed shall only be performed by certified trades people at all times. Specify whether or not each crew has a supervisor.

**5.4 Health & Safety Program**

- i. Does your Company have a Safety Program in place? Explain. If your answer is Yes to the above, please continue with the following.
- ii. Do you have scheduled Safety Meetings? If so, how often, specify.
- iii. Do you provide training to all staff regarding the *Occupational Health and Safety Act*? If yes, how often? Specify.
- iv. Disposal of Waste

Specify how the following items are disposed of and, where applicable, the third party Vendor which is involved.

Waste Oil \_\_\_\_\_

Antifreeze \_\_\_\_\_

Oil Filters \_\_\_\_\_

Scrap Metal \_\_\_\_\_

Refrigerant \_\_\_\_\_

Waste Tires \_\_\_\_\_

General Waste \_\_\_\_\_

Other Waste \_\_\_\_\_

\_\_\_\_\_

**5.5 References & Experience with Fleet Vehicles**

- i. Current Contracts  
Specify 3 current contracts your company has, and the corresponding hours per month required to service existing clients. List the company and the number of service hours per month.
- ii. Provide three (3) references from organizations, which have similar requirements to those included in this Proposal. These are customers you are presently dealing with and for whom you provide Autobody Repairs as specified in this document. Include the company name, the type of business, address, contact name in full, telephone no., contract period, contract value and a description of the work involved.

**6. COMMENCEMENT**

Implementation of work plan to commence upon quote being awarded.

**7. PAYMENT**

Provide the dollar value for the fulfillment of the proposal with Harmonized Sales Tax (HST) shown separately where and if applicable.

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**SECTION C - PROPOSAL CONTENT**

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**SECTION C - PROPOSAL CONTENT**

**1. ACCEPTANCE**

I/We, the Undersigned, having examined the Proposal and do hereby affirm the acceptance of the requirements of the Proposal. I/We do certify that the information supplied on the Proposal Form to be true and complete in all respects.

I, We

\_\_\_\_\_  
(Name – Print)

\_\_\_\_\_  
(Position)

of

\_\_\_\_\_  
(Company Name)

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
PROVINCE

\_\_\_\_\_  
POSTAL CODE

\_\_\_\_\_  
TELEPHONE NO.

\_\_\_\_\_  
FACSIMILE NO.

\_\_\_\_\_  
EMAIL ADDRESS

Signature in the designated space, by an authorized officer of the Contractor's company affirms acceptance of the Request for Quotes requirements set forth in this document, the associated costs (where applicable) attributed to the business arrangement between the Contractor and the Town of Tecumseh and hereby certifies that the information supplied in this proposal to be true and complete in all respects.

**SECTION D - PROPOSAL CHECKLIST**

**(To be enclosed in the Proposal Envelope)**

**BEFORE SEALING THE ENVELOPE, PLEASE CHECK THAT THE FOLLOWING THINGS HAVE BEEN DONE:**

1. Have you addressed all requirements of Section B? \_\_\_\_\_
2. Have you included:
  - (a) A Proposal Content Bid Sheet, as per Section B, Part 2, *pg. 10* \_\_\_\_\_
  - (b) A signed Proposal Contents Acceptance as per Section C, Part 1, *pg. 28* \_\_\_\_\_
3. Have you determined you can meet the commencement and completion deadlines, as per Section 3, Proposal Information Overview, *pages 12 to 17*? \_\_\_\_\_

Notes:

- (i) Your proposal will be **informal** and may be **disqualified** if **ANY** of the foregoing points have not been complied with.