



**CITY OF
PRINCE GEORGE**

Request for Proposal P10-03

Tire Management Program – Fleet Services

Closing Date: January 27, 2010

**Street and Mailing Address
of Closing Location:**

City Supply and Fleet Services Office
4050 - 18th. Avenue
Prince George BC
V2N 4R8
Attention: Scott Bone,
Manager, Supply and Fleet Services



Table of Contents

EXECUTIVE SUMMARY 3

EXPECTED SERVICE INITIATIVES 3

ADMINISTRATIVE REQUIREMENTS 4

1. REQUEST FOR PROPOSAL TERMINOLOGY 4

2. REQUEST FOR PROPOSAL PROCESS 4

3. PROPOSAL PREPARATION 7

4. ADDITIONAL TERMS 9

5. MANDATORY REQUIREMENTS: 13

6. GENERAL INFORMATION 15



Request for Proposal P10-03 Tire Management Program – Fleet Services

Executive Summary

The City of Prince George is seeking proposals from interested and qualified tire suppliers to provide a comprehensive tire management program for its fleet of approximately three hundred (300) vehicles and related equipment.

The term of the contract will be for three (3) years with the option of a two (2) year extension providing the City is satisfied that the performance of the successful contractor warrants the extension of the contract.

Expected Service Initiatives

The following service initiatives are provided only as a guideline to prospective proponents on the City's expected requirements. Proponents are encouraged to include information that may not be listed below, and that they feel will enhance the overall benefits to the City relative to a Tire Management Program. These additional "value added services" will form part of the evaluation scoring criteria.

1. **On – Site Fleet Tire Inspection Program** – The City has two (2) main City Yards along with four (4) Fire Halls where equipment is located. Proponents are asked to provide detailed information, such as scheduling, services, reporting, and costs, relative to the on-site tire inspections.
2. **Fleet Tire Reporting** – Proponents are to provide copies of standard reporting available in their submissions, along with detailed descriptions of the reports and intended benefits to the City. The reports should be relative to a municipal fleet operation.
3. **Strategic Management** – Proponents are to include detailed information in their submissions that describe proposed short and long term strategies that will assist the City to reduce costs and/or improve efficiencies.
4. **Sustainable Practices** – Proponents are to include detailed information on their internal and external (customer) sustainable practices including corporate social responsibilities and strategies.
5. **Pricing Program** – Outline, in detail, your proposed pricing program for services and products to be provided.



**Request for Proposal P10-03
Tire Management Program – Fleet Services**

Administrative Requirements

The following terms will apply to this Request for Proposal and to any subsequent Contract. Submission of a proposal in response to this Request for Proposal indicates acceptance of all the following terms.

1. Request for Proposal Terminology

Throughout this Request for Proposal, terminology is used as follows:

- a) “Contract” means the written agreement resulting from this Request for Proposal executed by the City of Prince George and the Consultant
- b) “Contractor” means the successful Proponent to this Request for Proposal who enters into a written Contract with the City of Prince George;
- c) “Will”, “shall”, “must”, “mandatory” or “required” means a requirement that must be met in order for a proposal to receive consideration;
- d) “Proponent” means an individual or a company that submits, or intends to submit, a proposal in response to this “Request for Proposal”;
- e) “Should”, “desirable” or “ask” means a requirement having a significant degree of importance to the objectives of the Request for Proposal.

2. Request for Proposal Process

2.1 Proponents’ Meeting

A Proponents’ meeting will be held on January 13, 2010 starting at 10:30 am in the Supply Services conference room located at 4050 18th Avenue, Prince George, BC. V2N 4R8. Attendance is optional. Oral questions will be allowed at the Proponents’ meeting. However, questions of a complex nature, or questions where the Proponent requires anonymity, should be forwarded in writing, prior to the meeting, to the person designated below.



Request for Proposal P10-03 Tire Management Program – Fleet Services

2.2 Enquiries

All enquiries related to this Request for Proposal are to be directed, in writing or by email, to the following person. Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and may be distributed to all Proponents at the City of Prince George's option. Questions received after the Proponent's meeting will be answered if time permits.

Proposal & Technical Enquiries
Lance Bulmer,
Sustainable Procurement Coordinator, Supply and Fleet Services
4050-18th Avenue
Prince George BC V2N 4R8
Phone (250) 561-7680
Fax (250) 612-5603
Email: lbulmer@city.pg.bc.ca

2.3 Closing Date

Proposals shall be received by 2:00:00 p.m. Pacific time on January 27, 2010 at:

Street address:
City Supply Services Office
4050-18th Avenue
Prince George BC
V2N 4R8
Attention: Mr. Scott Bone
Manager, Supply and Fleet Services

2.4 Number of Proposals

Proponents are requested to submit four (4) written copies of their proposals on or before the official closing date outlined in the document.

Proposals must not be sent by facsimile. Proposals and their sealed envelopes should be clearly marked with the name and address of the Proponent, the Request for Proposal number, and the project or program title. The City of Prince George will not consider or accept any proposals that are submitted in any other form, such as a CD disc or other electronic means.



Request for Proposal P10-03 Tire Management Program – Fleet Services

2.5 Late Proposals

Late proposals will not be accepted and will be returned to the Proponent.

2.6 Evaluation and Selection Process

Evaluation of proposals will be by a committee formed by the City of Prince George. The City of Prince George's intent is to enter into a Contract with the Proponent who has the highest overall scoring results from the evaluation process. The following criteria will be used by staff to evaluate the proposals received.

The proponents' response should be limited to no more than four pages for each of the following sections of the evaluation criteria noted below, excluding appendices and attachments.

The mandatory requirements are outlined in section 5 of this document. All proposals not meeting these mandatory requirements will be rejected.

- 1) References (to include similar and related tire management programs) – 20 Points
- 2) Warranty (provide in detail warranty information for all classes of tires) – 25 Points
- 3) Support Services (provide in detail information on call outs, equipment available, etc).– 25 Points
- 4) Pricing Model (refer to page 13) – 50 points
- 5) Capabilities (provide in detail your methodology, capability and experience in tire management) – 50 Points
- 6) Value added services and sustainable practices – 30 points

2.7 Dispute policy

The City in inviting proposals for this project, reserves the right to reject any or all proposals.

The City of Prince George, as part of our purchasing policy, affords Proponents an opportunity to meet with Supply Services staff in order to be debriefed on their proposal submission. In addition, bidders who feel the proposal process was administered inequitably or flawed in some way will be given an opportunity to appeal the process.



**Request for Proposal P10-03
Tire Management Program – Fleet Services**

3. Proposal preparation

3.1 Signed Proposals

The proposal must be signed by the person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this Request for Proposal.

3.2 Alternative Solutions

If alternative solutions are offered, Proponents must submit the information in the same written format, as a separate proposal and submitted by the closing date shown herein.

3.3 Irrevocability of Proposals

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. By submission of a proposal, the Proponent agrees that should its proposal be deemed successful the Proponent would enter into a Contract with the City of Prince George. The City of Prince George shall not be obligated in any manner to any Proponent whatsoever until a written agreement has been duly executed relating to an approved Proposal.

3.4 Changes to Proposal Wording

The Proponent will not change the wording of its proposal content after the closing date and no words or comments will be added to the proposal unless requested by the City of Prince George for purposes of clarification.

3.5 Working Language of the City of Prince George

All responses to this Request for Proposal must be in English.

3.6 Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the City of Prince George, if any. If the City of Prince George elects to reject all proposals, the City of Prince George will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

3.7 Limitation of Damages

Further to the preceding paragraph, the Proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the



Request for Proposal P10-03 Tire Management Program – Fleet Services

competitive process. The Proponent, by submitting a proposal, waives any claim for loss of profits if no agreement is made with the Proponent.

3.8 Firm Pricing

Proposals must be firm for at least 90 days after the closing date. Prices will be firm for the entire Contract period.

3.9 Currency and Taxes

Prices quoted are to be in Canadian dollars;

- a) Inclusive of duty, where applicable;
- b) FOB destination, delivery charges included where applicable; and
- c) Goods and Services Tax and Provincial Sales Tax. – Shall be clearly identified where applicable.

3.10 Completeness of Proposal

By submission of a proposal the Proponent warrants that, if this Request for Proposal is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Consultant at no charge.

3.11 Proposal Format

Evaluation of proposals is made easier when Proponents respond in a similar manner. The following format and sequence should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered and should follow the evaluation criteria.

- a) Title Page, showing Request for Proposal number, Proponent's name and address, Proponent's telephone number, and a contact person. A title page has been included.
- b) An introduction signed by the person or persons authorized to sign on behalf of, and bind the Proponent to, statements made in the proposal.
- c) Table of contents including page numbers.
- d) A short summary of no more than two (2) pages of the key features of the proposal.
- e) The body of the proposal, that addresses information requested herein.
- f) Any additional information.



**Request for Proposal P10-03
Tire Management Program – Fleet Services**

4. Additional Terms

4.1 Sub-Contracting

- a) Using a Sub-Contractor (who must be clearly identified in the proposal) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful interconnection of the two product or service lines and this must be defined in the proposal.
- b) Sub-contracting to any firm or individual whose current or past corporate or other interests may, in the City of Prince George’s opinion, give rise to a conflict of interest in connection with this project will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Request for Proposal.

4.2 Acceptance of Proposals

- a) This Request for Proposal should not be construed as an agreement to purchase goods or services. The City of Prince George is not bound to accept the lowest priced or any proposal of those submitted. Proposals will be assessed in light of the evaluation criteria and is under no obligation to receive further information, whether written or oral, from any Proponent.
- b) Neither acceptance of a proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

4.3 Definition of Contract

Notice in writing to a Proponent of the acceptance of its proposal by the City of Prince George and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

4.4 Liability for Errors

While the City of Prince George has used considerable efforts to ensure an accurate representation of information in this Request for Proposal, the information contained in this Request for Proposal is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City of Prince George, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposal is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposal.



Request for Proposal P10-03 Tire Management Program – Fleet Services

4.5 Termination

The City of Prince George reserves the right to terminate this contract if the conditions of the contract are not fulfilled.

4.6 Agreement with Terms

By submitting a proposal the Proponent agrees to all the terms and conditions of this Request for Proposal.

4.7 Modification of Terms

The City of Prince George reserves the right to modify the terms of the Request for Proposal at any time at its sole discretion. Such modifications will be communicated to all Proponents through formal addendums.

Proponents should be advised that the City of Prince George currently posts all competitive bids and any resulting addendums on the BC Bid website www.bcbid.ca. Where in its sole discretion it considers it to be necessary, the City of Prince George will issue Addenda to amend any portion of this Request for Proposal by posting them on the BC Bid website. Such Addenda will become a part of the Proposal documents, and will supersede prior information. Addenda issued after the proponents' meeting will also be supplied.

For those proponents who download any competitive bid directly from the BC Bid website and who have **not contacted** the City of Prince George, it is their sole responsibility to access the BC Bid website to determine if any addendums have been posted, and to download them. The City of Prince George does not maintain a bidders registry for documents downloaded from the BC Bid website, and as a result, we're unable to provide addendums in this situation.

For those proponents who obtained the competitive bid documents from the City Supply Services Office, and not through BC Bid, the City will formally provide the bidders with the addendum through email or fax transmission.

4.8 Ownership of Proposals and Freedom of Information

All documents, including proposals, submitted to the City of Prince George become the property of the City of Prince George. They will be received and held in confidence by the City of Prince George, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

4.9 Use of Request for Proposal

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.



Request for Proposal P10-03 Tire Management Program – Fleet Services

4.10 Confidentiality of Information

Information pertaining to the City of Prince George obtained by the Proponent as a result of participation in this project is confidential and must not be disclosed without written authorization from the City of Prince George.

4.11 Registration with Workers' Compensation Board

The Contract may contain a provision that the Consultant and any approved Sub-Consultants must be registered with the Workers' Compensation Board (WCB), in which case WCB coverage must be maintained for the duration of the Contract. Prior to receiving any payment, the Consultant may be required to submit a WCB Clearance Letter indicating that all WCB assessments have been paid.

4.12 Business License

The successful Proponent may be required to purchase a City business license.

4.13 Laws of British Columbia

Any Contract resulting from this Request for Proposal will be governed by and will be construed and interpreted in accordance with all laws in affect in the City of Prince George, in the Province of British Columbia, Canada.

4.14 Indemnity

Notwithstanding the providing of insurance coverage by the Proponent, the Proponent hereby agrees to indemnify and save harmless the City, its officers, agents, servants and employees and each of them from and against claims, demands, losses, costs, damages, actions, suits or proceedings by whomever made, brought or prosecuted and in any manner based upon, arising out, related to, occasioned by or attributable to the negligent activities of the Proponent, its servants, agents, sub-Consultants and sub-Consultants, in providing the services and performing the work of this Contract, excepting always liability arising solely out of the negligent act or omission of the City.

4.15 Funding

The Contract and the financial obligations of the City of Prince George pursuant to that Contract are subject to there being sufficient moneys available in a budget to enable the City of Prince George in any fiscal year or part thereof when the payment of money by the City of Prince George to the Consultant falls due under the Contract entered into pursuant to this Request for Proposal to make that payment

4.16 Contract Administrator

A Contract Administrator may be assigned by the City of Prince George to oversee the Contract awarded to the successful Proponent. In addition, the Consultant may be



**Request for Proposal P10-03
Tire Management Program – Fleet Services**

expected to name a counterpart project manager. The Consultant’s project manager will be responsible for providing scheduled status reports to the Contract Administrator or a designate.

4.17 Compliance With Laws

The Consultant will give all the notices and obtain all the licenses and permits required to perform the work. The Consultant will comply with all laws applicable to the work or performance of the Contract.

4.18 Intellectual Property Rights

The City of Prince George will be the owner of the intellectual property rights, including patent, copyright, trademark, industrial design and trade secrets in any product developed through a Contract. Licensing and marketing rights to the developed product will not be granted in the Contract. Proposals regarding these rights should not be submitted in response to this Request for Proposal and will not be considered in evaluating responses. If, in the future, the City of Prince George elects to commercialize the developed product, the licensing and marketing rights will be negotiated separately.

4.19 Proposed Timelines:

The following activities and dates are proposed by the City of Prince George:

Activity	Proposed Completion Dated:
Pre-proposal Meeting	January 13, 2010
Proposal Closing	January 27, 2010
Contract Award	Beginning of February



CITY OF PRINCE GEORGE

Request for Proposal P10-03 Tire Management Program – Fleet Services

5. Mandatory Requirements:

5.1 Pricing:

In order to establish a dollar value for evaluation purposes, the following sample pricing shall be completed and included in your proposal submission. The City will use the total price and award points to the proponents as part of the pricing structure.

Description	Price (before taxes)
Change Over – Medium Truck (11R22.5/11R24.5)	
Mount – Medium Truck (11R22.5/11R24.5)	
Change Over Loader 20.5R25	
Change Over Loader 26.5R25	
Change Over Grader 14.00R24	
Service call – In town (Hourly Rate)	
14.00R24 Goodyear ASA3 or Michelin X-Snow Plus	
14.00R24 ASA3 or X-Snow Plus style recap (cap only)	
11R22.5 Major Manufacturer Gripper Recap (cap only)	
11R24.5 Major Manufacturer Gripper Recap (cap only)	
20.5R25 Goodyear ASA3 or Michelin X-Snow Plus	
20.5R25 ASA3 or X-Snow Plus style recap (cap only)	
TOTAL	\$

5.2 Expected service levels:

Proponents are to provide detailed information on how they propose to manage and report on:

- Tread wear
- Air pressure
- Tire condition
- Wheel nut torque
- Scrap tire analysis

