



REQUEST FOR QUOTATION

1/4 Ton Pickup Truck 4X4

RFQ No.: CP2025-31-02

Fleet Department

RFQ ISSUE DATE:

Monday April 28, 2025

RFQ CLOSING DATE:

Thursday May 15, 2025

RFQ CLOSING TIME:

14:00:59 (2:00:59p.m MST)



605 - 50th Street
P.O. Box 6300
Edson, AB T7E 1T7
www.edson.ca



DATE: April 28, 2025

Name _____
ADDRESS _____

Competition No.: CP2025-31-02

Published Date: April 28, 2025

Town Contact: Gil Belcourt

Submission Instructions: Email complete package to: Gilb@edson.ca

**CP2025-31-02
1/4 Ton Pickup Truck 4X4**

If submitting via email, please reference this title in the subject line.

Quotations must be received by the submission deadline as outlined above. Late submissions are not permitted.

Respondents are cautioned that the timing of the Quotation submission is based on when the Quotation is **received, not** when a Quotation is submitted by a Respondent, as Quotation transmission can be delayed due to file transfer size, transmission speed, etc. For these reasons, it is recommended that Respondents allow sufficient time to upload their Submission and attachment(s) (if applicable) and to resolve any issues that may arise.

This Request for Quotation (the "RFQ") is issued by The Town of Edson (the "Town"). This RFQ consists of the following sections:

1. Section 1 - Introduction
2. Section 2 – RFQ Process
3. Section 3 – Respondent Acknowledgement



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1. INTRODUCTION

The Town of Edson (the “Town”) invites interested Vendors (respondents) to submit a quotation for a 1/4 Ton Pickup Truck 4X4. The submission deadline for this RFQ is May 15, 2025 at 14:00:59 (2:00:59p.m MST).

1.1. Background

The Town of Edson is currently accepting bids on (1) 1/4 Ton Pickup Truck 4X4. Please quote exterior colour in Medium Blue or White.

1.2. The Deliverables / Specifications

- **SLT / LT / XLT Models**
- **4X4**
- **Crew Cab**
- **Aluminum Wheels 17” or 18”**
- **Air, Tilt and Cruise Control**
- **Hands Free Bluetooth**
- **AM / FM Stereo**
- **Block Heater**
- **Mud Flaps**
- **Power Windows**
- **AUX Switch**
- **Cloth Seats**
- **Vinyl Flooring**
- **All Weather Tires**

1.3. Trade Agreements

Respondents should note that procurements falling within the scope of Chapter 19 of the *Comprehensive Economic and Trade Agreement*, Chapter 5 of the *Canadian Free Trade Agreement* and the *New West Partnership Trade Agreement* are subject to those trade treaties, but that the rights and obligations of the parties shall be governed by the specific terms of each particular quotation call.

1.4. Applicable Laws

During performance of the Deliverables, the selected respondent must comply with all applicable statutes, regulations, bylaws, rules, orders and other requirements enacted or imposed by Federal, Provincial, Municipal or other governmental bodies, agencies, tribunals or other authorities (as may be amended or substituted from time to time), including, without limitation, the *Worker's Compensation Act* (Alberta), *Occupational Health and Safety Act* (Alberta) and the *Labour Relations Code* (Alberta). The selected respondent is responsible for obtaining any permits, licenses, including a Town of Edson Business License, or certifications (and any associated fees or charges) required by statutes, regulations, bylaws, rules, orders and other requirements. At the Town's request, the respondent must provide the Town with a copy of such permits, licenses or certifications.

1.5. Terms and Conditions

The terms and conditions, which shall govern the provision of the Deliverables with the selected respondent, are attached to this RFQ letter as Appendix X.

- *Bonding or other security requirements as may be required by the Town to secure performance of the Deliverables*



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2. RFQ PROCESS

2.1. Schedule

Information relevant to this RFQ process is set out in the following schedule:

Deadline for Questions	Date: May 7, 2025 @ 4:00:59p.m. (MST)
Submission Deadline	Date: Thursday May 15, 2025 @ 2:00:59p.m. (MST)
Anticipated Award Date	Date: Friday May 23, 2025

The Town may, in its sole discretion, amend any date or time in the schedule, including the Submission Deadline. Any amendment to the Submission Deadline will be communicated to respondents through the issuance of an addendum in accordance with Section 2.3.

2.2. Quotations should be submitted in the Prescribed manner

Respondents should submit their bids **email only**, to **Gilb@edson.ca**.

2.3. Amendments to the RFQ by Way of Addenda

This RFQ may only be amended by way of an Addendum issued in accordance with this Section. At any time up until the Closing Date and Time, the Town may issue an Addendum to amend the submission deadline.

If the Town deems it necessary to issue an Addendum after the Anticipated Last Day to Issue Addenda, as detailed in Section 2.1, then the Town may extend the Closing Date and Time in order to provide Respondents with more time to complete their Proposal.

It is the responsibility of the Respondent to seek clarification on any matter it considers to be unclear. The Town will not be responsible for any misunderstanding on the part of the Respondent concerning this RFQ or its process.

2.4. Questions and Clarifications

The point of contact at the Town of Edson for any queries or questions related to this RFQ (RFQ Contact Person) is:

Attention: Gil Belcourt, Fleet Supervisor, Infrastructure & Operations.

Email: Gilb@edson.ca

**Address: P.O. Box 6300
3240 – 1st Ave
Edson, AB
T7E 1N9**

2.5. Past Performance, References and Misrepresentation/Others

- i. The Town's evaluation may include information provided by the Respondent's references and may also consider the Respondent's past performance on previous contracts with the Town or other institutions. The Town may disqualify the Respondent or rescind a contract subsequently entered into if: (a) the Respondent's response contains misrepresentations or any other inaccurate, misleading or incomplete information; (b) the refusal of the Respondent to honour its pricing or other commitments made in its submission; or (c) any other conduct, situation or circumstance, as solely determined by the Town, that constitutes a Conflict of Interest.
- ii. The Town's policy is to refuse to do business with parties who do not act in good faith towards the Town, whether by failing to live up to the terms of their agreements or by entering into frivolous or vexatious litigation with the Town. Accordingly, the Town will review submissions based on past performance and any history of litigation in accordance with its policies.
- iii. The Town may prohibit or disqualify a Respondent from participating in a procurement process based on (ii) above.
- iv. A Respondent barred from doing business with the Town will lose bidding privileges for a period of time determined at the Town's discretion, from the date of approval of the decision in accordance with the Town's Procedure 5359-CP.

2.6. Vendor Performance

- i. The successful Respondent may be evaluated periodically throughout the course of the work or at the end of the project as the case may be. Any evaluations may be shared with the successful Respondent with the goal of immediate resolution to where problems and concerns occur.
- ii. The Town and the successful Respondent acknowledge that delays in performance may arise due to events beyond their reasonable control. Such delays will be excusable, and the relevant obligations suspended, but only for such period of time as the cause for the delay remain beyond the reasonable control of the obligated party.

2.7. No Lobbying

A Respondent may not, in relation to this procurement or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful Respondent(s). Without limiting the generality of the above statement, at any time during the RFQ process, Respondents and Respondent Team Members are prohibited from contacting, or attempting to contact, either directly or indirectly, any of the following persons or organizations on matters related to the RFQ process, the RFQ documents, or the quotations:

- a) any member of the evaluation committee.
- b) any person employed or engaged by the Town, or any person who was previously employed by the Town and who would have information relating to the procurement of the Deliverables, other than the Town Contact.
- c) any member of the municipal council of the Town or any member of a councillor's staff; or
- d) any other Respondent or Respondent representatives

2.8. Respondent Costs

Respondents shall bear their own costs associated with or incurred in the preparation and presentation of its submission, including, if applicable, costs incurred for interviews or demonstrations.

2.9. Debriefing

Respondents may request a debriefing after receiving a notification of award. All requests must be in writing to the Town Contact and must be made within thirty (30) days of notification of the award. The intent of the debriefing information session is to aid the Respondent in presenting a better submission in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process.

2.10. Notification of Award

Respondents will be notified of the outcome of the procurement process in the same manner that this RFQ was originally provided.

2.11. Stages of Evaluation

The Town will endeavour to complete the evaluation of all compliant quotations received within 10 days of the closing deadline. 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.
- Those submissions that satisfy the mandatory requirements will proceed to Stage II.
- Stage II will consist of a scoring on the basis of the Evaluation Criteria set out below:

Price and Non-Price Factors

Evaluation Criteria	Percentage of the total
Customer support service	20%
Equipment specifications	30%
Warranty Provided	10%
Cost – Equipment, setup and delivery, Total Cost	40%

Contractor Mandatory Requirements
<ul style="list-style-type: none"> • Certified service department with certified/ qualified technicians and Parts readily available.

2.12. Rated Criteria Submission Requirements

Evaluation Process

- Tenders will be evaluated by an evaluation team using the evaluation criteria and weightings specified in section 6.0 above.
- The Evaluation Team will be comprised of representatives of the Town of Edson.
- Proponents are deemed to understand and agree that the Tenders submitted by them will be used by the evaluation team in determining, according to the evaluation team's sole and best judgment and discretion, the Proponent who is best qualified to provide the required product and services which offers the best value to the Town of Edson.
- The Town of Edson will assign scores at the sole discretion of the Evaluation Team assigned to the project.

Rating		Explanation
5	Excellent	Exceeds requirements / adds value
4	Above Average	Exceeds minimum requirements
3	Average	Meets minimum requirements
2	Below Average	Falls short of expectations / lacking innovation
1	Poor	Fails to meet minimum requirements
0	Non-Responsive	Did not attempt to address requirements

PART 3 – RESPONDENT ACKNOWLEDGEMENT

In responding to this RFQ, and to be eligible for consideration, each respondent must complete the RFQ that among other things acknowledges its acceptance of the RFQ provisions set out below:

1. Terms of Reference and Governing Law

- 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) the respondent shall keep this RFQ and any contract that may result from this RFQ process confidential.
- c) 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.
- d) 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.
- e) no legal obligation regarding the procurement of any good or service shall be created between the respondent and Town until the Town accepts the respondent's response in writing.
- f) when evaluating quotations, the Town may request further information from the respondents or third parties in order to verify and clarify the information provided in the respondent's submission, and the Town may revisit and re-evaluate the respondent's submission or ranking on the basis of any such information.
- g) The Town's evaluation may include information provided by the Respondent's references and may also consider the Respondent's past performance on previous contracts with the Town or other institutions. The Town may disqualify the Respondent or rescind a contract subsequently entered into if the Respondent's response contains misrepresentations or any other inaccurate, misleading or incomplete information.
- h) the respondent consents to the Town's collection of the information as contemplated under this RFQ for the uses contemplated under this RFQ.
- i) the Town may elect not to consider a respondent whose quotation contains misrepresentations or any other inaccurate, misleading or incomplete information.
- j) the Town may prohibit a respondent from participating in a procurement process based on poor past performance or based on inappropriate conduct in a prior procurement process, 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 the Town, that constitutes a Conflict of Interest;
- k) any contract awarded pursuant to this RFQ is subject to budget availability.
- l) the Town may cancel this RFQ process at any time; and
- m) 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



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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.

2. 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 quoted price and has provided a list of any subcontractors to be used to complete the proposed contract.

3. Non-binding Price Estimates

Respondents should provide pricing for the Deliverables within the provided Price Form(s)

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 includes all applicable duties and taxes, all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery to the Town, 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, except Goods and Services Tax (GST).

4. Tie Score

In the event of a tie score, the selected respondent will be determined by the respondent whose products and services are the most environmentally sound. The Town may request additional information from respondent to make this determination. If the Town is unable to determine which respondent has more environmentally sound products and services, then the tie will be resolved by way of a coin toss.

5. Conflict of Interest

The respondent acknowledges that it does not have any conflict of interest in submitting a response to this RFQ or in providing the Deliverables.

For the purposes of this section, the term "Conflict of Interest" means:

(a) in relation to the RFQ 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, confidential information of the Town in the preparation of its quotation that is 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 RFQ process; 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.



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6. 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 the Town. The respondent acknowledges that the Town is subject to the *Freedom of Information and Protection of Privacy Act*. The confidentiality of such information will be maintained by the Town, 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 the Town'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 the Town contact person.

The respondent representative completing the online form must have authority to bind the respondent.



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(Bidder – Legal Name)

(Street Address)

(City, Province, Postal Code)

(Contact Name)

(Title)

(Phone Number)

(Email Address)

PART 1 Bid Price, Warranties & Delivery Date

- 1.1 Having examined the RFQ, and addenda numbered _____ to _____ issued by the Town of Edson (Bidder to fill in blanks for addenda issued), if any.
- 1.2 Confirming that our Bid Price excludes Goods and Services Tax.
- 1.3 I/We hereby offer to enter into a Contract to provide the product required by the RFQ documents, and to furnish all materials and labor necessary for the proper completion of the Work for the Bid Price indicated below in lawful money of Canada.
- 1.4 Lump Sum Bid Price.

_____ Dollars BID
PRICE (Bid Price in Words, excluding GST)

\$ _____ BID
PRICE (Bid Price in Figures, excluding GST)

Above amount excludes GST

- 1.5 Estimated Delivery date of 1/4 Ton Pickup Truck 4X4: _____



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1.6 Warranties:

Please state / provide any warranties included in this bid price: _____

1.7 Submitted the _____ day of _____ 20____.

PART 2 Declarations

- 2.1 I/We agree to deliver all products associated with this RFQ to the satisfaction of the Town of Edson by the date indicated in the RFQ – Bid Form Part 1 – Section 1.5 above).
- 2.2 I/We hold that this bid shall be held irrevocable and is open to acceptance by the Town of Edson until sixty (60) days after the bid's closing date.
- 2.3 I/We agree that all bid form supplements called for by the Bid Documents form an integral part of this Bid.



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PART 3 Signatures

SIGNED AND SUBMITTED for and on behalf of:

Signature of Bidder's Authorized Representative

Name of Bidder's Authorized Representative

Witness' Signature

Title or Status of Person Signing Above

Name and Title of Witness

The undersigned parties agree to comply with the terms and conditions of this Request for Quotation (RFQ).
Offered By:

Company Name: _____
Contact Name: _____
Title: _____
Email Address: _____
Signature: _____ Date: _____

Accepted By:
Print: _____ Signature: _____
(Fleet Supervisor)

Date: _____