



# REQUEST FOR PROPOSAL

RFP-2023-01

## REQUEST FOR PROPOSAL FOR THE INTEGRATION OF EXISTING FLEET INTO ASSET MANAGEMENT PLAN

Proposals shall be submitted to:

City of Selkirk Operations Department  
Email: [operations@cityofselkirk.com](mailto:operations@cityofselkirk.com)

Issued: March 2023

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# **1 PROJECT DESCRIPTION**

## **1.1 BACKGROUND**

The City of Selkirk is currently considering consultants to provide professional service to integrate all City owned rolling equipment into the current asset management plan. The City of Selkirk is developing a long-term Capital Asset Management Plan, based on the results from the condition assessments, financial and policy information provided to the City. Using visual assessments and a review of existing fleet data and maintenance history, the successful proponent will identify and prioritize immediate, short and long term capital renewal, maintenance and disposal requirements and options for each equipment type, including cost estimates for each, as well as provide the City with life-cycle, required levels of service and risk management policies. The RFP should address fleet upgrades and replacements.

## **1.2 PROJECT DESCRIPTION**

REQUEST FOR PROPOSAL FOR THE INTEGRATION OF EXISTING FLEET INTO ASSET MANAGEMENT PLAN

## **1.3 SCOPE OF WORK**

The City of Selkirk currently owns the following rolling stock:

- 15 trucks – half-tons,  $\frac{3}{4}$  tons and 1 tons
- 1 aerial bucket truck
- 4 cars
- 7 buses
- 3 tandem trucks
- 2 motor graders
- 1 street sweeper
- 1 excavator
- 1 backhoe
- 2 loaders
- 2 bobcats

The City currently leases all its grass cutting equipment

1. This Scope of Work is to provide the City of Selkirk with hard data to determine when equipment should be replaced and whether replacements should be purchased or leased.
2. A review of the City's Capital Asset Registry current fleet replacement schedules to determine whether we have predicted the optimal replacement timeframe.

3. Determine optimal replacement year of each different type of equipment, ie. trucks, graders, turf machines.
4. Determine the future of the City's fleet, ie. fossil fuel vs. green alternatives.
5. Determine individual departmental needs ie. cars vs. trucks.
6. Provide current condition rating for all existing rolling stock.
7. Provide the City with a template for use by our Mechanics to continue with equipment condition rating going forward.
8. Identify if the City has the right equipment for the services that are delivered to its citizens.
9. Provide the City with a Comprehensive Assessment Report and Recommendations.
10. Provide the City with relative content to fully integrate into the City's current asset management plan, policies, and procedures.

## **2 GENERAL CONDITIONS**

The Proponent, by submitting this proposal, agrees that this proposal and any part of this proposal is subject to the following conditions, in addition to any other terms and conditions set out in this request for proposals document.

### **2.1 PROPOSAL SUBMISSION**

All proposals must be complete, signed by an authorized official of the company, and shall be delivered to the City in accordance with the instructions set out herein. Proposals submitted after the Submission Closing Date will not be evaluated. **The Submission Closing Date is Monday, April 10, 2023 at 2:00 pm (CST).** Emailed revisions to the original submission will be accepted until the Submission Closing Date.

### **2.2 ADDRESS OF SUBMISSION**

EACH PROPONENT IS REQUESTED TO DELIVER THEIR PROPOSAL, BY EMAIL ONLY, ON OR BEFORE THE SUBMISSION CLOSING DATE TO:

**operations@cityofselkirk.com**

### **2.3 PROPONENTS REPRESENTATIVE**

Each Proponent is requested to designate, within 7 days of receiving this RFP one individual to whom any additional information deemed relevant to this RFP may be communicated. This attached RFP Acknowledgement Form is to be filled out and returned to the City of Selkirk.

### **2.4 RIGHT TO CANCEL RFP AND TO ACCEPT PROPOSALS**

The RFP is solely a Request for Proposals. It is not an invitation for tenders, an offer to contract, or an invitation for offers capable of acceptance to create a contract. No contractual or other legal obligations or relations between the City and any other person can or will be created except in a written contract executed by two authorized signatories of the City under the authority of an express resolution or bylaw of the City Council.

In considering any responses delivered in response to this RFP, the City (including through the City's Representative) reserves the absolute and unfettered discretion to:

- accept or reject any Proposal that fails to comply with the requirements set out in this RFP for the content of Proposals;
- disqualify more than one proposal from an individual, firm, partnership or association under the same or different names. Collusion between Proponents will be sufficient cause for rejection of all proposals so affected;
- assess Proposals as it sees fit, without in any way being obliged to select any Proposal or Proponent;
- assess and select Proposals as it sees fit without being obliged in any way to select the Proposal that offers the lowest price or cost;
- determine whether any Proposal or Proposals satisfactorily meet the selection criteria set out in this RFP;
- require clarification after the dates and times set out above from any one or more of the Proponents in respect of Proposals submitted;
- communicate with, meet with or negotiate with any one or more of the Proponents respecting their Proposals or any aspects of the Project;
- reject any or all Proposals with or without cause, whether according to the selection criteria set out above or otherwise.

Each Proponent is solely responsible for the risk and cost of preparing and submitting its Proposal in response to this RFP and neither the City nor its officials, employees or consultants (including the City's Representative) are liable for the cost of doing so or obliged to remunerate or reimburse any Proponent for that cost.

By submitting its Proposal to the City, each Proponent represents and warrants to the City that the information in its Proposal is accurate and complete.

This RFP does not impose on the City any duty of fairness or natural justice to any or all respondents with respect to this RFP or to the process it creates. The City is entitled to act in its sole, absolute and unfettered discretion.

## **2.5 CHANGES TO THE REQUEST FOR PROPOSALS**

Any changes or revisions to this RFP will be issued to all Proponents in writing as a formal addendum to the RFP.

Prior to the Submission Closing Date, the City may modify any provision or part of the RFP at any time upon notice in writing to the Proponents, if a reasonable time is allowed by the City for the Proponents to respond to such modifications including, without limitation, the opportunity to make any necessary changes to their respective Proposals.

Any proposals that have been modified by the addition of clauses or qualifiers may not be accepted.

## **2.6 CLARIFICATION OF PROPOSALS**

The City reserves the right to request that each Proponent clarify or make changes to its Proposal. The City may choose to meet with some or all of the Proponents to discuss aspects of their Proposals. The City may require Proponents to submit supplementary documentation clarifying any matters contained in their Proposals or the City may prepare a written interpretation of any aspect of a Proposal and seek the respective Proponents acknowledgement of that interpretation.

The supplementary documentation accepted by the City and written interpretations which have been acknowledged by the relevant Proponents shall be considered to form part of the Proposals received from those Proponents.

The City is not obliged to seek clarification from any Proponent with regard to any aspect of their Proposal.

## **2.7 INQUIRIES**

All requests for clarification or inquiries concerning this RFP should be forwarded in writing by no later than one week prior to the Submission Closing Date. Enquiries to be sent to the City's Representative:

**City of Selkirk**  
**Corey Gagne, Manager of Buildings & Fleet**  
**Email: [cgagne@cityofselkirk.com](mailto:cgagne@cityofselkirk.com)**  
**Phone: (204)785-4934**

Responses to all requests for clarification will be provided **in writing** to the persons identified as the Proponents' representative.

Responses to all inquiries where the inquiry does not amount to a clarification will be provided by the City **in writing** only to the Proponent making the inquiry. (e.g. inquiry as to whether proprietary technology proposed to be used by the Proponent is acceptable to the City).

## **2.8 AMENDMENTS TO PROPOSALS BEFORE SUBMISSION DATE**

A Proponent is entitled to amend its Proposal at any time before the Submission Closing Date.

## **2.9 WITHDRAWAL OF PROPOSAL**

The Proponent may withdraw their proposal at any time before the Submission Closing Date.

## **2.10 INCOMPLETE PROPOSALS**

The City reserves the right to reject any Proposal whether or not completed properly and whether or not it contains all the required information. Without prejudice to this right, the City may request clarification where any Proponent's intent is unclear and may waive or request amendment where, in the opinion of the City, there is a minor irregularity or omission in the information that is to be submitted in a Proposal.

## **2.11 MISLEADING OR FALSE INFORMATION**

If the City determines that a Proposal contains false or misleading information, the City is entitled to reject that Proposal at any time as being invalid.

## **2.12 CONFIDENTIALITY OF PROPOSALS**

The City is subject to the Freedom of Information and Protection of Privacy Act. That Act creates a right of access to records in the custody or under control of the City, subject to the specific exceptions in that right set out in the Act. The City will receive all Proposals submitted in response to this RFP in confidence. Because of the right of access to information created by that Act, the City does not guarantee that information contained in any Proposals will remain confidential if a request for access in respect of any Proposal is made under the Act.

Proponents are required to keep their Proposals confidential and must not disclose their Proposals or information contained in them, to anyone else without the prior written consent of the City.

## **2.13 PROPRIETARY INFORMATION**

If a Proponent considers that any part of its Proposal is proprietary, including by reason of its being copyright, the Proposal must clearly identify those portions that are considered proprietary.

## **2.14 WAIVER AND ALLOCATION OF RISK**

The City accepts no responsibility or liability for the accuracy or completeness of this RFP (including schedules or appendices to it) or of any recorded or oral information communicated or made available for inspection by the City (including through the City's Representative or any other individual) and no representation or warranty, either express or implied, is made or given by the City with respect to the accuracy or completeness of any of those things. The sole risk, responsibility and

liability connected with reliance by any Proponent or any other person on this RFP or any other such information as is described in this paragraph is solely that of each Proponent. Each Proponent acknowledges and agrees that it is solely responsible for obtaining its own independent financial, legal, accounting, engineering and other advice with respect to the contents of this RFP or any such information as described in this paragraph. Each Proponent who submits a Proposal to the City is deemed to have released the City from, and waived, any action, cause of action, claim, liability, demand, loss, damage, cost or expense, of every kind, in any way connected with or arising out of the contents of this RFP or any such information as is described in this paragraph. Each Proponent who submits a Proposal is deemed to have agreed that it is solely responsible and liable to ensure that it has obtained and considered all information necessary to enable it to understand the requirements of this RFP, and of the project, and to prepare its Proposal.

## **2.15    LOWEST PRICE**

The Proposal with the lowest quoted cost(s) or other quoted amounts will not necessarily be selected. While cost is an important element in the selection process, it is to be clearly understood that it is only one of the many factors that the City will consider in evaluating Proposals as described in a following section.

## **2.16    LEGISLATION, REGULATIONS, BY-LAWS AND CODES**

Each Proponent and/or any Person acting under its direction, must identify and comply with all laws, regulations, by-laws, rules and codes relating to the project imposed by any governmental authority. This will include compliance with the regulatory and approval requirements of the Government of Canada, the Province of Manitoba and the City of Selkirk.

## **2.17    PROPONENTS RESPONSIBILITY FOR DUE DILIGENCE**

It is each Proponent's responsibility to ensure that it has all necessary information concerning the intent and requirements of this RFP and the Project.

Each Proponent is solely responsible for the examination and review of all documents and information provided or required hereunder, for satisfying itself as to the nature of the Project, the general and local conditions to be encountered in the implementation of the Project and all other matters which may in any way affect the project or the cost or time required to complete the Project.

## **2.18    NEGOTIATIONS WITH PREFERRED PROPONENT**

If the City selects a Preferred Proponent, the City will enter into negotiations with the Preferred Proponent in an attempt to settle one or more agreements necessary to implement the Project, as generally described in this RFP. If the City considers that it is unlikely to settle such agreements with the Preferred Proponent despite having negotiated with the Preferred Proponent for at least 10 days after selection of the Preferred Proponent, the City is entitled to cease negotiations with the Preferred Proponent and to begin negotiations with another Proponent.



## **2.19 AWARD OF PROPOSAL**

Award of this Proposal is subject to the approval of City Council.

## **3 BIDDING PROCEDURES**

### **3.1 SUBMISSION SCHEDULE**

The following dates are a requirement to be met:

- RFP Issuance Monday, March 13, 2023
- RFP Acknowledgement Monday, March 27, 2023
- RFP Close Monday April 10, 2023
- Anticipated Award of RFP Friday, May 12, 2023

### **3.2 ADDENDA**

The City's Representative may, at any time prior to the submission deadline, issue addenda correcting errors, discrepancies or omissions in the Request for Proposal, or clarifying the meaning or intent of any provision therein.

The City's Representative will issue each addendum at least two (2) business days prior to the submission deadline, or extend the submission deadline by two (2) business days.

The Proponent shall acknowledge receipt of each addendum within their proposal. Failure to acknowledge receipt of an addendum may render a proposal non-responsive.

### **3.3 PROPOSAL SUBMISSION**

The proposal shall consist of the following components:

- Part A – Proposal
- Part B – Cost Proposal

**Part A and Part B shall be submitted in separate emails.**

The Proposal – Part A – shall be submitted in a separate email titled “Part A – Proposal for the Integration of Existing Fleet into Asset Management Plan” and shall consist of the following:

- a) Company Profile and Industry Experience – General firm profile information, including years in business, average volume of work, number of employees and other pertinent information for the Proponent.

- b) Personnel – Describe the project team organization, provide details of personnel qualifications, education and experience of the team members.
- c) Management – Proposals should include a methodology describing your team’s project management approach and organization during the performance of services, so that the evaluation committee has a clear understanding of the methods the proponent and sub consultants will use in the delivery of this project.
- d) Technical - The technical proposal should address the deliverables and associated task requirements required by the scope of services. It should clearly identify and explain work activities and identify all assumptions and interpretations. Specifically, proposals should describe the proponent’s practical understanding of the project, specifically:
  - 1. The team’s understanding of the functional and technical requirements;
  - 2. Proponent’s technical approach and methodology to complete the services;
  - 3. Collaborative process to be used by the team;
  - 4. Any location specific issues;
  - 5. Activities and services to be provided; and
  - 6. The deliverable(s) of the project
- e) Schedule – The schedule should address each requirement of the scope of services. The proponent’s schedule should include critical dates for review and approval processes by the City of Selkirk.

Fee Proposal – Part B - Proponents shall include a cost proposal in a separate email titled “**Part B – Cost Proposal for the Integration of Existing Fleet into Asset Management Plan**”. The proposal shall include the base price and all applicable taxes (GST & PST) shown separately.

### **3.4 QUALIFICATION**

The Proponent shall:

- a) Undertake to be in good standing under the Corporations Act (Manitoba) or properly registered under the Business Names Registration Act (Manitoba) or otherwise properly registered, licenced or permitted by law to carry on business in Manitoba, or, if the proponent does not carry on business in Manitoba, in the jurisdiction where the proponent does carry on business.
- b) Be financially capable of carrying out the terms of the contract;
- c) Have all the necessary experience, capital, organization and equipment to perform the services in strict accordance with the terms and provisions of the contract;

**3.5 OPENING OF PROPOSALS**

Proposals will not be opened publicly. Proposals will be evaluated in accordance with the evaluation criteria stated in this document.

**3.6 EVALUATION OF PROPOSALS**

Proposals will be evaluated by members of the selection committee, which will be comprised of staff from the City of Selkirk Operations Department.

Proposals will be evaluated in accordance with the following evaluation criteria:

Evaluation Criteria	Points
<b>Part A</b>	
Company Profile and Industry Experience	5
Personnel – experience, education and past performance	15
Personnel – project team organization	5
Management	5
Technical – project understanding	15
Technical – services provided and approach	15
Technical - organization	5
Schedule	10
<b>Part B</b>	
Cost	25
<b>TOTAL</b>	<b>100</b>

Proponents receiving 50 points or less on Part A will be disqualified and their fee proposal returned.

**3.7 AWARD OF CONTRACT**

The City of Selkirk will give notice of the award of contract or will give notice that no award will be made.

Where an award of contract is made by the City of Selkirk, the award shall be made to the responsible and qualified Proponent submitting the most advantageous offer as determined by the evaluation committee.

If, after the award of contract, the project is cancelled, the City of Selkirk reserves the right to terminate the contract. The Proponent will be paid for all services rendered up to time of termination.



**RFP Acknowledgement Form**

**RFP No: 2023-01**

**Request for Proposal for the Integration of Existing Fleet into Asset Management Plan**

Complete this form and return immediately by email to:

City of Selkirk  
Operations Department

**operations@cityofselkirk.com**

In order to receive any additional information regarding this RFP (e.g. amendments, etc.) please complete this form and return by email to the RFP contact person.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

I authorize the City of Selkirk to send further correspondence (where unable to e-mail) relevant to this RFP that is deemed to be of an urgent nature by the following method:

**Courier collect:** courier name and acct. no. \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name :** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Position:** \_\_\_\_\_

