

Request for Tender

for

**Supply and Delivery of Extended Body Cargo Van
with Aerial Device**

Request for Tender No.:	2017-T-22
Issued:	Thursday July 27, 2017
Submission Deadline:	Tuesday August 22, 2017
Submission Location:	THE PURCHASING OFFICE The Regional Municipality of Niagara Campbell West Building 1815 Sir Isaac Brock Way Thorold, Ontario, L2V 4T7

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Part 1 – Invitation and Submission Instructions

1.1 Invitation to Bidders

This Request for Tender (“RFT”) is an invitation by The Regional Municipality of Niagara (“Niagara Region”) to prospective bidders to submit bids for the provision of **Supply and Delivery of Extended Body Cargo Van with Aerial Device**, as further described in Appendix D – RFT Particulars (the “Deliverables”).

Intent

This Tender provides for the supply and delivery of one (1) Extended Body Cargo Van with Aerial Device, 5,000 kg GVW meeting Regional Specifications 24G-1, 72A-11 and 99E-11 as described herein;

Please refer to Appendix D – RFT Particulars for a detailed description of the Deliverables, material disclosures and mandatory requirements.

Please refer to Appendix E – Conditions of Award for requirements that the bidder must satisfy if selected to enter into a contract for the Deliverables.

1.2 Niagara Region’s Procurement Bylaw

Niagara Region’s procurement processes are governed by its [Procurement By-Law No. 02-2016](http://www.niagararegion.ca/government/bylaws/pdf/2016/Procurement-By-law-02-2016.pdf) (<http://www.niagararegion.ca/government/bylaws/pdf/2016/Procurement-By-law-02-2016.pdf>) (“Niagara Region’s By-law”). It is the bidder’s responsibility to become familiar with and comply with Niagara Region’s By-law, which is available online at:

If the terms of the RFT are more restrictive than the terms of Niagara Region’s By-law, the terms of the RFT will prevail.

1.3 Niagara Region Contact

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

Jayan Perera - Purchasing Agent, t: 905-980-6000 ext. 3656

E-Mail: jayan.perera@niagararegion.ca

Bidders and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of Niagara Region, other than the Niagara Region Contact, concerning matters regarding this RFT. Failure to adhere to this rule may result in the disqualification of the bidder and the rejection of the bidder’s bid.

1.4 Accommodations for Bidders with Disabilities

Niagara Region is committed to providing equal treatment to people with disabilities with respect to the use and benefit of municipal services, programs and goods in a manner that respects their dignity and that is equitable in relation to the broader public. In accordance with the *Ontario Human Rights Code*, *Ontarians with Disabilities Act, 2001* (ODA) and *Accessibility for*

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Ontarians with Disabilities Act, 2005 (AODA), Niagara Region will accommodate for a disability, ensuring full and equitable participation throughout the RFT process.

If a bidder requires this RFT in a different format to accommodate a disability, the bidder must contact the Niagara Region Contact as soon as possible and in any event prior to the Submission Deadline. The RFT in the different format will be issued only to the requesting bidder and all addenda will be issued in such different format only to the requesting bidder.

1.5 Contract for Deliverables

The selected bidder will be required to enter into a contract with Niagara Region for the provision of the Deliverables based on the Contract Terms and Conditions set out in Appendix A to the RFT (the “Contract”). It is Niagara Region’s intention to enter into the Contract with only one (1) legal entity.

1.6 RFT Timetable

Item	Date
Issue Date of RFT	Thursday July 27, 2017
Deadline for Questions	Tuesday August 15, 2017
Deadline for Issuing Addenda	Thursday August 17, 2017
Submission Deadline	2:00 PM on Tuesday August 22, 2017
Public Opening 1815 Sir Isaac Brock Way, Thorold, ON, L2V 4T7 - Committee Room# 4	2:15 PM on Tuesday August 22, 2017
Anticipated Date for Entering into Contract	September 18, 2017

The RFT timetable is tentative only, and may be changed by Niagara Region at any time.

1.7 Site Inspection

Not applicable

1.8 Bid Submission

1.8.1 Bids Must Be Submitted to Prescribed Location

Bids must be submitted at:

THE PURCHASING OFFICE
The Regional Municipality of Niagara
Campbell West Building
1815 Sir Isaac Brock Way
Thorold, Ontario, L2V 4T7

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1.8.2 Bids Must Be Submitted on Time

Bids must be submitted at the location set out above on or before the Submission Deadline. Bids submitted after the Submission Deadline will be rejected. Onus and responsibility rests solely with the bidder to deliver its bid to the exact location (including floor, if applicable) indicated in the RFT on or before the Submission Deadline. Niagara Region does not accept any responsibility for submissions delivered to any other location by the bidder or its delivery agents. Bidders are advised to make submissions well before the deadline. Bidders making submissions near the deadline do so at their own risk.

In the event of any question regarding the timely receipt of any submission, the time on the clock designated by the Manager of Purchasing Services will absolutely prevail over any other timepiece regardless of any discrepancies between the time on the Manager of Purchasing Services' designated clock and actual time.

1.8.3 Bids Must Be Submitted in Prescribed Format

Bidders must submit **one (1)** hard copy of their bid enclosed in a sealed envelope that is prominently marked with the RFT title and number (see RFT cover page) and the full legal name and return address of the bidder.

1.8.4 Bid Submission Content

Bidders must include all forms and other documents or information listed under Section C – Mandatory Requirements in Appendix D – RFT Particulars. Other than inserting the information requested, a bidder may not make any changes to any of the required forms included in this RFT. Any bid containing any such changes, whether on the face of the form or elsewhere in the bid, may be disqualified. Irregularities in bid submissions will be addressed in accordance with Appendix F – Bid Irregularities.

1.8.5 Amendment of Bids

Bidders may amend their bids prior to the Submission Deadline by submitting the amendment in a sealed package prominently marked with the RFT title and number and the full legal name and return address of the bidder to the location set out above. Any amendment should clearly indicate which part of the bid the amendment is intended to amend or replace.

1.8.6 Withdrawal of Bids

Bidders may withdraw their bids prior to the Submission Deadline. To withdraw a bid, a notice of withdrawal must be sent to the Niagara Region Contact and must be signed by an authorized representative of the bidder. Withdrawn bids will be returned unopened to the bidder.

1.8.7 Bids Irrevocable after Submission Deadline

Bids shall be irrevocable for a period of **ninety (90) days** running from the moment that the Submission Deadline passes.

[End of Part 1]

Part 2 – Evaluation of Bids

2.1 Stages of Bid Evaluation

Niagara Region will conduct the evaluation of bids in accordance with the stages set out below.

2.2 Stage I – Mandatory Requirements

Stage I will consist of a review to determine which bids comply with all of the mandatory requirements. Bids that do not comply with all of the mandatory requirements as of the Submission Deadline will, subject to the express and implied rights of Niagara Region, be disqualified and not evaluated further. The mandatory requirements are listed and described in Section C of Appendix D – RFT Particulars.

2.3 Stage II – Pricing

Upon completion of Stage I, the pricing submitted by each compliant bidder will be evaluated in accordance with Appendix C – Pricing Form.

2.4 Selection of Lowest Compliant Bidder

Subject to Niagara Region's reserved rights, the compliant bidder with the lowest pricing will be selected to enter into the Contract in accordance with Part 3.

[End of Part 2]

Part 3 – Terms and Conditions of the RFT Process

3.1 General Information and Instructions

3.1.1 RFT Incorporated into Bid

All of the provisions of this RFT are deemed to be accepted by each bidder and incorporated into each bidder's bid. A bidder who submits conditions, options, variations or contingent statements to the terms as set out in this RFT, including the terms of the Contract in Appendix A, either as part of its bid or after receiving notice of selection, may be disqualified. If a bidder is not disqualified despite such changes or qualifications, the provisions of this RFT, including the terms of the Contract set out in Appendix A, will prevail over any such changes or qualifications in the bid.

3.1.2 Bidders to Follow Instructions and Submit Only Requested Information

Bidders should structure their bids in accordance with the instructions in this RFT. Information must be provided in the form requested. Niagara Region will not consider any supplementary information or documents that bidders have not been instructed to submit.

3.1.3 Bids in English

All bids are to be in English only.

3.1.4 Information in RFT Only an Estimate

Niagara Region and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in this RFT or issued by way of addenda. Any quantities shown or data contained in this RFT or provided by way of addenda are estimates only and are for the sole purpose of indicating to bidders the general scale and scope of the Deliverables. It is the bidder's responsibility to obtain all the information necessary to prepare a bid in response to this RFT.

3.1.5 Examination of Site

Not applicable.

3.1.6 Bidders Shall Bear Their Own Costs

The bidder shall bear all costs associated with or incurred in the preparation and submission of its bid.

3.1.7 Bid to Be Retained by Niagara Region

Except as otherwise provided in this RFT, Niagara Region is under no obligation to return the bid or any accompanying documentation submitted by a bidder.

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3.1.8 Trade Agreements

Bidders should note that procurements falling within the scope of Chapter 5 of the Canadian Free Trade Agreement are subject to that trade agreement, but the rights and obligations of the parties shall be governed by the specific terms of this RFT.

3.1.9 No Guarantee of Volume of Work or Exclusivity of Contract

Notwithstanding section 1.5, Niagara Region makes no guarantee of the value or volume of work to be assigned to the successful bidder. The Contract will not be an exclusive contract for the provision of the described Deliverables. Niagara Region may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

3.2 Communication after Issuance of RFT

3.2.1 Bidders to Review RFT

Bidders shall promptly examine all of the documents comprising this RFT, and

- a) shall report any errors, omissions or ambiguities; and
- b) may direct questions or seek additional information

to the Niagara Region Contact on or before the Deadline for Questions. All communications must be made in writing by email and shall be deemed to be received once the email has entered into the Niagara Region Contact's email inbox. No such communications are to be directed to anyone other than the Niagara Region Contact, and Niagara Region shall not be responsible for any information provided by or obtained from any source other than the Niagara Region Contact. Niagara Region is under no obligation to provide additional information, but may do so in its sole and absolute discretion. It is the responsibility of the bidder to seek clarification from the Niagara Region Contact on any matter it considers to be unclear. Niagara Region shall not be responsible for any misunderstanding on the part of the bidder concerning this RFT or its process.

3.2.2 All New Information to Bidders by Way of Addenda

This RFT may be amended only by an addendum in accordance with this section. If Niagara Region, for any reason, determines that it is necessary to provide additional information relating to this RFT, such information will be communicated to all bidders by addenda issued in the same manner that this RFT was originally issued. Each addendum forms an integral part of this RFT. Such addenda may contain important information, including significant changes to this RFT. Bidders are responsible for obtaining all addenda issued by Niagara Region. In the Form of Tender (Appendix B), bidders should confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

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3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If Niagara Region determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, Niagara Region may extend the Submission Deadline for a reasonable period of time.

3.2.4 Verify, Clarify and Supplement

When evaluating bids, Niagara Region may request further information from the bidder or third parties in order to verify, clarify or supplement the information provided in the bidder's bid. The response received by Niagara Region shall, if accepted by Niagara Region, form an integral part of that bidder's bid.

3.3 Finalization of Contract, Notification and Debriefing

3.3.1 Selection of Bidder and Finalization of Contract

Notice of selection by Niagara Region to the selected bidder shall be in writing. The selected bidder shall enter into the Contract in the form attached as Appendix A to this RFT and satisfy any other applicable conditions, as set out in Appendix E – Conditions of Award of this RFT, within fourteen (14) days of notice of selection. This provision is solely for the benefit of Niagara Region and may be waived by Niagara Region in its sole and absolute discretion.

3.3.2 Failure to Enter into Contract

In addition to all other remedies available to Niagara Region, if a selected bidder fails to enter into the Contract or satisfy any other applicable conditions, as set out in Appendix E – Conditions of Award of this RFT, within fourteen (14) days of notice of selection, Niagara Region may, in its sole and absolute discretion and without incurring any liability, withdraw the selection of that bidder and either proceed with the selection of another bidder or cancel the RFT process.

3.3.3 Notification to Other Bidders

Once the Contract is entered into by Niagara Region and a bidder, the other bidders may be notified directly in writing and shall be notified by public posting in the same manner that this RFT was originally posted of the outcome of the procurement process.

3.3.4 Debriefing

Bidders may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the Niagara Region Contact and must be made within thirty (30) days of such notification. The intent of the debriefing information session is to aid the bidder in presenting a better bid in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process or its outcome.

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3.3.5 Bid Dispute Resolution Procedure

If a bidder wishes to challenge the RFT process, the bidder must submit a written objection providing sufficient detail regarding their complaint (a “Substantive Objection”) to the Director of Procurement and Strategic Acquisitions within seven (7) days from the conclusion of the bid opening process. Niagara Region will respond to a Substantive Objection in accordance with the following steps:

- a) The Director of Procurement and Strategic Acquisitions will arrange a debriefing with the bidder to explain the RFT process that led to the selection of the successful bidder.
- c) The Director of Procurement and Strategic Acquisitions will investigate the complaint and will make a recommendation to the Commissioner of Corporate Services/Treasurer, CAO or Council, as appropriate.
- d) Should the bidder continue to have concerns about the RFT process and is not satisfied with the decision, the bidder may then request, in writing to the Commissioner of Corporate Services/Treasurer, a mediator, to assist in resolving any outstanding issues between the bidder and Niagara Region.
- e) The recommended mediator will be approved by both the bidder and Niagara Region.
- f) The mediator shall make his/her best efforts to assist the parties to reach a mutually acceptable solution.
- g) Costs for the mediator shall be equally shared by Niagara Region and the bidder.
- h) Any resolution reached through the mediation process shall remain confidential if requested by either of the parties.

3.4 Conflict of Interest and Prohibited Conduct

3.4.1 Conflict of Interest

Niagara Region may disqualify a bidder for any conduct, situation or circumstances, determined by Niagara Region, in its sole and absolute discretion, to constitute a Conflict of Interest.

For the purposes of this RFT, the term “Conflict of Interest” includes, but is not limited to, any situation or circumstance where:

- a) in relation to the RFT process, the bidder 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 Niagara Region in the preparation of its bid that is not available to other bidders, (ii) communicating with any person with a view to influencing preferred treatment in the RFT process (including but not limited to the lobbying of decision makers involved in the RFT process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the RFT process; or

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- i) in relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the bidder'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.

For the purposes of section (a) (i) above, bidders should specifically consider whether there were any individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the bid; **AND** (b) were employees of Niagara Region within twelve (12) months prior to the Submission Deadline.

In addition to any other situation that may constitute a conflict of interest, suppliers will not be permitted to submit a bid if the supplier participated in the preparation of the RFT, and any such bid submitted will be disqualified.

3.4.2 Disqualification for Prohibited Conduct

Niagara Region may disqualify a bidder or terminate the Contract (in compliance with the applicable Terms and Conditions) if, in the sole and absolute determination of Niagara Region, the bidder has engaged in any conduct prohibited by this RFT or Niagara Region's By-law.

3.4.3 Prohibited Bidder Communications

A bidder shall not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Form of Tender (Appendix B).

3.4.4 Bidder Not to Communicate with Media

A bidder may not at any time directly or indirectly communicate with the media in relation to this RFT or any Contract entered into pursuant to this RFT without first obtaining the written permission of the Niagara Region Contact.

3.4.5 No Lobbying

A bidder, including any agent or representative of a bidder, may not, in relation to this RFT or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to advocate for any interest that may be affected by the RFT process or to influence the outcome of the RFT process.

In accordance with Niagara Region's Procurement By-law:

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- a) “Lobbying” means the advocacy of an interest that is affected, actually or potentially by the procurement process or individuals involved in the procurement process including seeking to influence the outcome of the procurement process or subsequent award of a contract.
- b) Bidders, their staff members, or anyone involved in preparing a bid, shall not engage in any form of political or other lobbying whatsoever or seek to influence the outcome of the procurement process or subsequent award. This restriction extends to all of Niagara Region’s staff and anyone involved in preparing the RFT or participating in the bid evaluation process, and members of Council.
- c) Niagara Region may reject any bid by a bidder that engages in lobbying, without further consideration, and may terminate that bidder’s right to continue in the procurement process.
- d) During a procurement process, all communications shall be made through the Niagara Region Contact. No bidder or person acting on behalf of a bidder or group of bidders, shall contact any elected official, consultant or any employee of Niagara Region to attempt to seek information or to influence the outcome of the procurement process.
- e) Elected officials shall refer any inquiries about a procurement process to Niagara Region’s Commissioner of Corporate Services/Treasurer.

3.4.6 Illegal or Unethical Conduct

Bidders shall not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion or collusion. Bidders shall not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications, offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of Niagara Region, deceitfulness, submitting bids containing misrepresentations or other misleading or inaccurate information, or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFT.

3.4.7 Past Performance or Past Conduct

Niagara Region may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process. Such inappropriate conduct shall include but not be limited to the following: (a) illegal or unethical conduct as described above; (b) the refusal of the supplier to honour its pricing or other commitments made in its bid; (c) failure to disclose a conflict of interest or (d) any other conduct, situation or circumstance described in Niagara Region’s By-law.

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3.5 Confidential Information

3.5.1 Confidential Information of Niagara Region

All information provided by or obtained from Niagara Region in any form in connection with this RFT either before or after the issuance of this RFT

- a) is the sole property of Niagara Region and must be treated as confidential;
- b) is not to be used for any purpose other than replying to this RFT and the performance of the Contract;
- c) must not be disclosed without prior written authorization from Niagara Region; and
- d) shall be returned by the bidders to Niagara Region immediately upon the request of Niagara Region.

3.5.2 Confidential Information of Bidder

Bidders are advised that the disclosure of information received in bids or otherwise relevant to the RFT process will be in accordance with the provisions of all relevant access to information and privacy legislation including primarily the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended (“*MFIPPA*”). Bidders should identify any confidential information in their bids. Niagara Region will make reasonable efforts to maintain the confidentiality of such information, subject to its disclosure requirements under *MFIPPA* or any disclosure requirements imposed by law or by order of a court or tribunal. Bidders are advised that their bids will, as necessary, be disclosed, on a confidential basis, to advisers retained by Niagara Region to advise or assist with the RFT process. If a bidder has any questions about the collection and use of personal information pursuant to this RFT, questions are to be submitted to the Niagara Region Contact.

3.6 Reserved Rights, Limitation of Liability and Governing Law

3.6.1 Reserved Rights of Niagara Region

Niagara Region reserves the right to

- (a) make public the names of any or all bidders;
- (b) request written clarification or the submission of supplementary written information in relation to the clarification request from any bidder and incorporate a bidder’s response to that request for clarification into the bidder’s bid;
- (c) assess a bidder’s bid on the basis of
 - (i) a financial analysis determining the actual cost of the bid when considering factors including quality, service, price and transition costs arising from the replacement of existing goods, services, practices, methodologies and infrastructure (howsoever originally established);

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- (ii) information provided by references;
 - (iii) the bidder's past performance under previous contracts with Niagara Region;
 - (iv) the information provided by a bidder pursuant to Niagara Region exercising its clarification rights under this RFT process; or
 - (v) other relevant information that arises during this RFT process;
- (d) waive formalities and accept bids that substantially comply with the requirements of this RFT;
 - (e) verify with any bidder or with a third party any information set out in a bid;
 - (f) check references other than those provided by any bidder;
 - (g) disqualify any bidder whose bid contains misrepresentations or any other inaccurate or misleading information;
 - (h) disqualify any bidder who has engaged in conduct prohibited by this RFT;
 - (i) make changes, including substantial changes, to this RFT provided that those changes are issued by way of addenda in the manner set out in this RFT;
 - (j) select a bidder other than the bidder whose bid reflects the lowest cost to Niagara Region;
 - (k) reject any bid that contains pricing which appears to be unbalanced or unreasonable;
 - (l) cancel this RFT process at any stage;
 - (m) cancel this RFT process at any stage and issue a new RFT for deliverables the same as or similar to the Deliverables;
 - (n) accept any bid in whole or in part; or
 - (o) reject any or all bids;

and these reserved rights are in addition to any other express rights or any other rights that may be implied in the circumstances.

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3.6.2 Limitation of Liability

By submitting a bid, each bidder agrees that

- a) neither Niagara Region nor any of its employees, officers, agents, elected or appointed officials, advisors or representatives will be liable, under any circumstances, for any claim arising out of this RFT process including but not limited to costs of preparation of the bid, loss of profits, loss of opportunity or for any other claim; and
- b) the bidder waives any right to or claim for any compensation of any kind whatsoever, including claims for costs of preparation of the bid, loss of profits or loss of opportunity by reason of Niagara Region's decision not to accept the bid submitted by the bidder, to enter into a contract with any other bidder or to cancel this RFT process, and the bidder shall be deemed to have agreed to waive such right or claim.

3.6.3 Governing Law and Interpretation

The terms and conditions in this Part 3 – Terms and Conditions of RFT Process

- a) are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision);
- b) are non-exhaustive (and shall not be construed as being intended to limit the pre-existing rights of the parties); and
- c) are to be governed by and construed in accordance with the laws of the province of Ontario and the federal laws of Canada applicable therein.

[End of Part 3]

Appendix A – Contract Terms and Conditions

The Contract for the Deliverables between the parties in respect of: **supply and delivery of Extended Body Cargo Van with Aerial Device**, means and is comprised of the following documents, which are collectively referred to as the “Contract”:

- a) the Purchase Order issued by Niagara Region inclusive of the the [Purchase Order Terms and Conditions](http://www.niagararegion.ca/business/) (<http://www.niagararegion.ca/business/>);
- b) the **supply and delivery of Extended Body Cargo Van with Aerial Device #2017-T-22**, including any addenda, (the “Solicitation Document”); and
- c) all the documentation submitted by the Supplier in response to the Solicitation Document (the “Supplier’s Submission”).

Save as specifically provided below, any ambiguity, conflict or inconsistency between or among the documents comprising the Contract will be resolved by giving precedence to the express terms of the documents in the order in which they appear above, so that a first mentioned document shall prevail notwithstanding any term or aspect of a later mentioned document. Notwithstanding the general precedence provided herein, the terms of this Appendix “A” shall take precedence over the definition of “Contract” contained in the Purchase Order Terms and Conditions noted above.

Similarly, the Insurance Provisions below herein shall take precedence over the Article 6.01 contained in the Purchase Order Terms and Conditions noted above:

The Supplier hereby agrees to put in effect and maintain insurance for the Term, at its own cost and expense, with insurers having a secure A.M. Best rating of B + or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person in the business of the Supplier would maintain including, but not limited to, the following:

(a) Commercial General Liability Insurance

Commercial General Liability insurance for all Deliverables to a limit of not less than five million dollars (\$5,000,000) per occurrence.

The policy will be extended to include:

- Bodily injury, death and property damage
- Cross liability and severability of interest
- Blanket contractual
- Premises and operations
- Personal and advertising injury

APPENDIX A – CONTRACT TERMS AND CONDITIONS
SCHEDULE 1 TO NIAGARA REGION FORM OF AGREEMENT

- Broad form property damage
- Products and completed operations
- Owner's and contractors protective
- Non-owned Automobile to a limit of not less than two million dollars (\$2,000,000)

(b) Automobile Insurance

Not applicable

Appendix B – Form of Tender

1. Bidder Information

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

2. Offer

The bidder has carefully examined the RFT documents and has a clear and comprehensive knowledge of the Deliverables required under the RFT. By submitting a bid, the bidder agrees and consents to the terms, conditions and provisions of the RFT, including the Contract Terms and Conditions and offers to provide the Deliverables in accordance therewith at the rates set out in the Pricing Form (Appendix C).

3. Rates

The bidder has submitted its rates in accordance with the instructions in the RFT and in the Pricing Form set out in Appendix C.

4. No Prohibited Conduct

The bidder declares that it has not engaged in any conduct prohibited by this RFT.

5. Conflict of Interest

The bidder has considered the definition of “Conflict of Interest” in Section 3.4 of the RFT and declares that there is no Conflict of Interest relating to the preparation of its bid, and no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFT.

APPENDIX B – FORM OF TENDER

6. Disclosure of Information

The bidder hereby agrees that any information provided in this bid, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The bidder hereby consents to the disclosure, on a confidential basis, of this bid by Niagara Region to Niagara Region’s advisers retained for the purpose of evaluating or participating in the evaluation of this bid.

7. Bid Irrevocable

The bidder agrees that its tender shall be irrevocable for a period of **ninety (90) days** following the Submission Deadline.

8. Enter into Contract

The bidder agrees that in the event its bid is selected by Niagara Region, in whole or in part, it will enter into the Contract based on the term and conditions set out in Appendix A to this RFT in accordance with the terms of this RFT.

9. Addenda

The bidder is deemed to have read and accepted all addenda issued by Niagara Region prior to the Deadline for Issuing Addenda. The onus remains on bidders to make any necessary amendments to their bids based on the addenda. The bidder is requested to confirm that it has received all addenda by completing the statement below:

The bidder has received **addendum/addenda numbers** [] **to** [], inclusive, and all changes specified therein have been included in the bidder’s pricing.

Bidders who fail to complete this section will be deemed to have received all posted addenda.

Signature of Witness

Signature of Bidder Representative

Name of Witness

Name of Bidder Representative

Title of Bidder Representative

Date

I have the authority to bind the bidder.

ORIGINAL SIGNATURES ONLY; NO ELECTRONIC

Appendix C – Pricing

1. Instructions on How to Complete Pricing Form

- (a) Rates shall be provided in Canadian funds, inclusive of all applicable duties and taxes except for Harmonized Sales Tax (HST), which should be itemized separately.
- (b) Rates quoted by the bidder shall be all-inclusive and shall include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery to Niagara Region, 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.
- (c) Provide pricing for all options on the pricing form.

2. Evaluation of Pricing

- a. Award will be based on quantity multiplied by unit price. The pricing for the options will not be included in the evaluation of pricing and pricing for options is not mandatory.
- b. It is bidder's responsibility to review and complete all sections in the **Appendix 'G, 'H' and 'I'** included in their submissions as mandatory requirements to this tender. Bid submitted will be considered non-compliant where minimums are not met and "NO" is specified.

3. Pricing Form

APPENDIX C – PRICING FORM
 FORM OF TENDER - PRICING PAGE

Form of Tender – Pricing Page

I/We, the undersigned, **having the authority to bind the Company**, certify that I/We have examined INVITATION AND SUBMISSION INSTRUCTIONS, TERMS AND CONDITIONS OF THE RFT PROCESS & RFT PARTICULARS, and Form of Tender, do hereby offer and agree to enter into an agreement with the Regional Municipality of Niagara to Supply and Delivery One (1) Extended Body Cargo Van with Aerial Device, 5,000 kg GVW meeting Regional Specifications 24G-1, 72A-11 AND 99E-11, as described herein:

Item #	Description	Quantity	Unit of Measure	ExtendedTotal
1	5,000 kg Extended Body Cargo Van with Aerial Device, Specs. #24G-1, #72A-11 and 99E-11.	01	EA	\$
Sub Total				\$
HST 13%				\$
TOTAL				\$

Approximate number of weeks for delivery after receipt of PO _____

COMPANY:	SIGNATURE:
-----------------	-------------------

APPENDIX C – PRICING FORM
FORM OF TENDER - PRICING PAGE

OPTIONS

- A. Factory installed rear heater with dash mounted controls \$_____
- B. Factory installed, dash mounted, fused switch pack with minimum four(4) switches \$_____
- C. Limited-slip differential \$_____
- D. Extended rear-step bumper \$_____
- E. Radio with Bluetooth phone connectivity \$_____
- F. Fibre access panel/door installed in place of street-side (left) rear window \$_____
- G. Remote engine starter \$_____
- H. Four Wheel Drive \$_____

COMPANY:	SIGNATURE:
-----------------	-------------------

APPENDIX C – PRICING FORM
LIST OF SUB-CONTRACTORS

LIST OF SUB-CONTRACTORS

Not applicable

COMPANY:	SIGNATURE:
-----------------	-------------------

Appendix D – RFT Particulars

A. The Deliverables

Please see attached **“Appendix – G”**

Specs. #24G-1 - 5,000 kg. Cargo Van Aerial Ladder 2017-18 Model with all standardized equipment – Specification and Confirmation

Please see attached **“Appendix – H”**

#72A-11 - Make and Model General Specifications and Confirmation

Please see attached **“Appendix – I”**

#99E-11 - Requirements and Specification and Confirmation

B. Material Disclosures

Not applicable

C. Mandatory Requirements

1. Form of Tender (Appendix B)

Each bid must include a Form of Tender (Appendix B) completed and signed by an authorized representative of the bidder.

2. Pricing Form (Appendix C)

Each bid must include a Pricing Form (Appendix C) completed according to the instructions contained in the form.

4. AODA Standards of Accessibility Compliance

Information and communications (without limitation, documents, materials and presentations) provided to Niagara Region as part of the Deliverables, which shall be posted to Niagara Region’s website shall be provided in an AODA compliant format, specifically without limitation, meaning that the said documents must conform to World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 Level AA.

5. Specifications and Confirmation

It is the bidder’s responsibility to review and complete all sections in the **Appendix ‘G, ‘H’ and ‘I’** and include in their submissions as mandatory requirements to this tender. Bid submitted will be considered non-compliant where minimums are not met and “NO” is specified.

Appendix E – Conditions of Award

The selected bidder must satisfy the following conditions and provide the following information within 14 days of the notice of selection:

1. Certificate of Insurance

The selected bidder must provide Niagara Region with a Certificate of Insurance acceptable to Niagara Region and, if requested by Niagara Region, certified copies of the insurance policies. The Certificate of Insurance must comply with the insurance requirements outlined in the Contract Terms and Conditions (Appendix A) and must be on [Niagara Region's form of Certificate of Insurance](http://www.niagararegion.ca/business/fpr/cert-insurance.aspx) (www.niagararegion.ca/business/fpr/cert-insurance.aspx), which can be found on Niagara Region's website –. If the Certificate of Insurance is provided in a non-original form (e.g. a facsimile, photocopy or scanned electronic copy), the bidder acknowledges and agrees that Niagara Region is fully entitled to treat any such Certificate as an original and that the bidder will be responsible for the accuracy and validity of the information contained therein. If required by Niagara Region, certified copies of all the above-mentioned policies shall be delivered to Niagara Region. All subsequent policy renewals and certificates of insurance thereafter, during the time that the Contract is in force, shall be forwarded to Niagara Region within fifteen (15) days of their renewal date.

2. Workplace Safety and Insurance Board Clearance

Not applicable

Appendix F – Bid Irregularities

Responses for Administering Irregularities Contained in Bids

	<u>IRREGULARITY</u>	<u>RESPONSE</u>
1.	Late Bids.	Automatic rejection. Returned unopened to the bidder.
2.	Unsealed Envelopes.	Automatic rejection.
3.	Insufficient Financial Security	
	A) No Bid Deposit, uncertified cheque, or financial security not an original (e.g. a photocopy or a facsimile of a financial security).	Automatic rejection.
	B) Amount of financial security is insufficient:	Automatic rejection.
	i. Amount of security is expressed as a percentage of the total bid sum.	Automatic rejection, unless in the opinion of Procurement and Strategic Acquisitions the insufficiency in the financial security is de minimus (trivial or insignificant).
	ii. Amount of security is expressed only as a dollar figure.	Automatic rejection.
	C) i. Name or signature of Supplier is missing or incomplete.	Automatic rejection.
	ii. Seal of Supplier is missing or incomplete.	Two (2) working days* to obtain missing or incomplete items.
	D) Name, signature, or seal of bonding company is missing or incomplete.	Automatic rejection.
	E) Failure to provide a letter of agreement to bond (if required).	Automatic rejection.
4.	Bid Document – execution	
	A) Bids completed in erasable medium.	Automatic rejection.
	B) i. Signature of representative authorized to bind the Supplier missing or incomplete on the prescribed form which is to be submitted in response to a Bid	Automatic rejection.

APPENDIX F – BID IRREGULARITIES

	<u>IRREGULARITY</u>	<u>RESPONSE</u>
	Solicitation.	
	ii. Electronic signature of representative or absence of corporate seal authorized to bind the Supplier shown on the prescribed form which is to be submitted in response to a Bid Solicitation.	Two (2) working days* to obtain original signature.
	C) Form of Proposal missing or incomplete.	Two (2) working days* to correct to the satisfaction of Procurement and Strategic Acquisitions, otherwise automatic rejection.
	D) Form of Quotation or Tender missing or incomplete.	Automatic rejection.
	E) Signature of witness, if required, missing or incomplete.	Two (2) working days* to correct, otherwise automatic rejection.
	F) Date of Bid missing or incomplete.	Two (2) working days* to correct, otherwise automatic rejection or, if stated in the Bid Solicitation, automatic rejection.
5.	Incomplete, illegible or obscure Bids or Bids which contain information not called for, erasures, overwriting or strike outs (not initialed).	Two (2) working days* to correct to the satisfaction of Procurement and Strategic Acquisitions, otherwise automatic rejection.
6.	Document, in which all necessary Addenda have not been acknowledged.	Two (2) working days* to confirm Bid to the satisfaction of Procurement and Strategic Acquisitions or, if stated in the Bid Solicitation, automatic rejection.
7.	Failure to attend mandatory site visit (if required).	Automatic rejection.
8.	Bid received on documents other than those provided in the Bid Solicitation.	Automatic rejection, unless allowed for in the Bid Solicitation.
9.	Failure to insert the bidder's business name in the space provided in the Bid Solicitation form.	Automatic rejection unless, in the opinion of Procurement and Strategic Acquisitions the incomplete nature is trivial or insignificant.
10.	Mathematical errors.	Two (2) working days* to initial the corrections as made by the Corporation. Unless otherwise stated in the Bid, the unit price shall prevail and the total Bid price shall be adjusted accordingly. The Corporation reserves the right to waive initialing and accept Bid as corrected.

APPENDIX F – BID IRREGULARITIES

	<u>IRREGULARITY</u>	<u>RESPONSE</u>
11.	Qualified Bids (Bids qualified or restricted by an attached statement).	Automatic rejection
12.	Bids containing minor obvious clerical errors.	Two (2) working days* to confirm Bid to the satisfaction of Procurement and Strategic Acquisitions.
13.	Any other irregularities.	The Commissioner of Enterprise Resource Management Services, or Designate, shall have authority to waive other irregularities or grant two (2) working days * to initial such other irregularities considered to be minor.

** Where “working days” specified, this is from the hour the Bidder is notified by Niagara Region staff of the irregularity

5,000KG GVW CARGO VAN

SPECIFICATIONS AND CONFIRMATION

GENERAL SPECIFICATIONS

This vehicle shall be a new 2017-18 model with all standard equipment plus all other equipment outlined in this specification if not standard and be built in conjunction with Aerial ladder, Spec #72A-11, Inverter Spec #99E-11.

This vehicle will be equipped and delivered with an electric/hydraulic aerial ladder to the Region. This unit is to be used for traffic signal maintenance.

Bid submitted will be considered non-compliant where minimums are not met and "NO" is specified.

DETAILED SPECIFICATIONS

I. MAKE AND MODEL SPECIFY

Mercedes Sprinter 3500, or approved equivalent

YEAR _____

MAKE _____

MODEL _____

2. VEHICLE WEIGHT AND DIMENSIONS SPECIFY

GVWR required – 5,000 kg minimum _____ kg

Payload rating 2,300 kg approximately _____ kg

Floor length from back door to back of seats _____ in.

Wheelbase shall be 170" minimum _____ in.

Overall length shall be 270" approximately _____ in.

Overall height shall be 108" maximum _____ in.

COMPANY NAME: _____ SIGNATURE: _____

5,000KG GVW CARGO VAN

SPECIFICATIONS AND CONFIRMATION

3. AXLES

SPECIFY

Front and rear axle weight rating shall provide GVWR specified

_____ kg front

_____ kg rear

Front stabilizer bar

_____ YES/NO

Power Steering

_____ YES/NO

4. WHEELS, TIRES AND RIM

SPECIFY

Rear wheels shall be dual

_____ YES/NO

Wheels and tires shall provide GVWR specified

_____ YES/NO

Wheels _____ in. x _____ in

Tires _____ size

Six (6) rims mounted with six (6) first line all season M+S rating steel belted radial truck tires shall be supplied

_____ YES/NO

5. SPRINGS

SPECIFY

Front and rear spring capacity at ground shall provide GVWR specified

_____ kg front ea.

_____ kg rear ea

Heavy duty front and rear springs

_____ YES/NO

Heavy duty front and rear shock absorbers are required

_____ YES/NO

Heavy duty front and rear anti-roll stabilizer bars are required

_____ YES/NO

COMPANY NAME: _____ SIGNATURE: _____

5,000KG GVW CARGO VAN

SPECIFICATIONS AND CONFIRMATION

6. ENGINE

SPECIFY

A minimum six (6) cylinder engine is required having a minimum displacement of 3.0 litre

_____ litre

Net HP at rated r.p.m.

_____ HP

at _____ r.p.m.

Minimum net torque output: 325 lb.ft

_____ lb.ft.

at _____ r.p.m.

Engine block heater(s) compatible to engine size

_____ YES/NO

Heavy duty cooling system

_____ YES/NO

7. POWER TRAIN

SPECIFY

Minimum five(5) speed, over drive automatic transmission

_____ YES/NO

Steering column selector shift

_____ YES/NO

Standard ratio rear axle

_____ ratio

8. BRAKES

SPECIFY

Four wheel antilock brakes (ABS)

_____ YES/NO

Dual hydraulic, power assisted, self-adjusting brakes

_____ YES/NO

COMPANY NAME: _____ SIGNATURE: _____

5,000KG GVW CARGO VAN

SPECIFICATIONS AND CONFIRMATION

9. ELECTRICAL

SPECIFY

Batteries - 12 volt heavy duty _____amp.hr.ea
cold cranking amps _____CCA
minutes reserve capacity _____MRC
Extra Heavy Duty Alternator - 12 volt, 130 amp. minimum _____ amp.

10. CAB EQUIPMENT

SPECIFY

Driver and passenger front air bags _____ YES/NO
Driver and passenger side air bags _____ YES/NO
Separate adjustable high back seat for driver and fixed seat for passenger to be heavy duty construction, full foam padding with heavy duty **cloth** covering _____ YES/NO
Upholstery dark gray (Factory installed) _____ colour
Rubber floor matting - driver and passenger area _____ YES/NO
Vinyl rear floor covering _____ YES/NO
Intermittent electric windshield wiper system _____ YES/NO
Adjustable outside below eye level mirror left and right, 6" x 9" approximately _____ YES/NO
Type _____
Size _____
Factory installed AM/FM radio with clock _____ YES/NO
Factory installed air conditioning _____ YES/NO

COMPANY NAME: _____ **SIGNATURE:** _____

5,000KG GVW CARGO VAN

SPECIFICATIONS AND CONFIRMATION

10. CAB EQUIPMENT (Cont'd)

SPECIFY

- Remote keyless entry _____ YES/NO
- Power door locks _____ YES/NO
- Power windows _____ YES/NO
- Sliding curbside cargo door with window and privacy glass _____ YES/NO
- Rear hinged cargo doors with windows and privacy glass _____ YES/NO
- Cargo area work lights _____ YES/NO
- Speed control; cruise _____ YES/NO
- Reverse sensing system _____ YES/NO

11. INSTRUMENT PANEL

SPECIFY

- Gauges are required if available _____ YES/NO
- Ammeter _____ YES/NO
- Fuel gauge _____ YES/NO
- Oil pressure gauge _____ YES/NO
- Water temperature gauge _____ YES/NO

12. CHASSIS ACCESSORIES

SPECIFY

- Standard front bumper _____ YES/NO
- Standard rear step bumper _____ YES/NO
- Standard fuel tank, 90 litres minimum _____ litres

COMPANY NAME: _____ SIGNATURE: _____

5,000KG GVW CARGO VAN

SPECIFICATIONS AND CONFIRMATION

13. MISCELLANEOUS

SPECIFY

- Antifreeze shall be supplied, -35°C _____ YES/NO
- Signed manufacturer's factory warranty shall be supplied _____ YES/NO
- A line setting ticket and/or vehicle specification sheet shall be supplied indicating component sizes, capacities, ratios, etc. _____ YES/NO
- Operator's manual shall be supplied, one (1) per vehicle _____ YES/NO
- Service manual shall be supplied, one (1) per vehicle _____ YES/NO

14. PAINT

SPECIFY

- Manufacturer's standard white _____ YES/NO
- Interior to be colour keyed to the exterior _____ YES/NO

15. LICENCE

SPECIFY

- Vehicle to be licenced by Dealer. _____ YES/NO
- Dealer to supply copy of N.V.I.S. card at time of delivery _____ YES/NO

16. GENERAL

SPECIFY

- Vehicles must be supplied with suitable components to comply with this specification in all aspects _____ YES/NO
- Where minimums are called for, the vehicle must meet or exceed the capacity, size or performance specified _____ YES/NO
- This specification lists only the major details of a unit; therefore, it is the supplier's responsibility to deliver a fully equipped vehicle with compatible components to provide dependable and efficient services _____ YES/NO

COMPANY NAME: _____ SIGNATURE: _____

APPENDIX - G

**THE REGIONAL MUNICIPALITY OF NIAGARA
PUBLIC WORKS DEPARTMENT
TRANSPORTATION DIVISION**

**SPEC. # 24G-1
Page 1 of 7**

5,000KG GVW CARGO VAN

SPECIFICATIONS AND CONFIRMATION

ELECTRIC/HYDRAULIC AERIAL LADDER

SPECIFICATIONS AND CONFIRMATION

GENERAL SPECIFICATIONS

This specification covers the supply and installation of a new 2017 electric/hydraulic aerial ladder for traffic sign installation and maintenance. It shall be supplied with all standard equipment, plus all other equipment as outlined in this specification if not standard.

Bid submitted will be considered non-compliant where minimums are not met and "NO" is specified.

DETAILED SPECIFICATIONS

1. MAKE AND MODEL

SPECIFY

RH Ladder (RH38D) or approved equivalent

YEAR _____

MAKE _____

MODEL _____

2. CAPACITY

SPECIFY

Working height shall be 38' approximately at 75° above horizontal

_____ ft.

Side reach shall be 26'11" approximately

_____ ft.

Shall be capable of supporting 300 lbs. minimum

_____ lbs.

Ladder shall be capable of extending or retracting in approximately 20 seconds and reaching full height in approximately 25 seconds

_____ YES/NO

NOTE: The extension shall be restricted if necessary to operate without outriggers with stability at 2x the rated capacity

_____ ft.

Total unit height in driving position shall be below 12'2"

_____ ft.

COMPANY NAME: _____ NAME: _____

ELECTRIC/HYDRAULIC AERIAL LADDER

SPECIFICATIONS AND CONFIRMATION

3. OPERATION

SPECIFY

The ladder shall be capable of rotating 360° non-continuous and of extending and elevating

_____ YES/NO

Rotation shall be electric powered

_____ YES/NO

Rotation shall be gear driven

_____ YES/NO

Extension and elevation shall be powered by means of an electric/hydraulic system

_____ YES/NO

4. AERIAL ATTACHMENT

SPECIFY

Ladder assembly shall be of aluminum construction

_____ YES/NO

Handrails of approximately 20" height shall be provided for full length of ladders

_____ YES/NO

Safety rings to anchor one operator's safety belt shall be provided on the ladder

_____ YES/NO

An automatic self-leveling fibreglass bucket shall be provided

_____ YES/NO

The bucket shall be hydraulically leveled

_____ YES/NO

A plaque shall be attached to the bucket in an obvious location indicating the bucket capacity

_____ YES/NO

Insulated aerial ladder certified at 46kV

_____ YES/NO

A material handling ring shall be affixed to the unit

_____ YES/NO

5. ELECTRICAL

SPECIFY

Power supply shall be from separate circuits protected by fuses or circuit breakers

_____ type

COMPANY NAME: _____ NAME: _____

ELECTRIC/HYDRAULIC AERIAL LADDER

SPECIFICATIONS AND CONFIRMATION

5. ELECTRICAL (Con't)

SPECIFY

All splices, if necessary, shall be soldered and protected with shrink tube (butt connectors shall NOT be used)

_____ YES/NO

Rubber grommets shall be used where wires pass through sheet metal, or other sharp edges (Note: the utility body roof is double skin insulated)

_____ YES/NO

Electrical power for the rotation, elevation and extension shall be from the dual battery system provided for in the vehicle

_____ YES/NO

All DC cable required between the batteries and aerial ladder shall be good quality, fine copper strand welding cable

_____ YES/NO

All cable shall be sized at least one gauge larger than amp load requirements

_____ gauge

Terminal connectors shall be good quality (AMP or equivalent) tin plated copper crimp type lugs on cables from batteries to aerial ladder

_____ make

Connectors shall be attached to the cables using a proper crimping tool

_____ YES/NO

150 amp breaker shall be provided in the aerial device circuit

_____ YES/NO

Other power supply requirements shall be from the normal truck circuit

_____ YES/NO

Routing of wiring shall be coordinated with inverter installation

_____ YES/NO

Any modifications to the vehicle electrical system shall be in accordance with procedures approved of by the vehicle manufacturer in a manner that will not void the OEM vehicle warranty

_____ YES/NO

Wires shall be protected by loom or other suitable means wherever they are exposed to abrasion or conditions which would cause their deterioration

_____ YES/NO

COMPANY NAME: _____ NAME: _____

ELECTRIC/HYDRAULIC AERIAL LADDER
SPECIFICATIONS AND CONFIRMATION

5. **ELECTRICAL (Con't)** **SPECIFY**
- All exterior connections shall be protected from moisture and corrosion _____ YES/NO
6. **CONTROLS** **SPECIFY**
- Controls for the aerial device shall be located at the bucket with override controls at the inside of the truck _____ YES/NO
- Controls shall be: one wireless control and one toggle switch button type mounted in a box _____ YES/NO
- All controls shall be clearly labeled as to function _____ YES/NO
- A safety switch to control power to the ladder controls shall be installed in a location to be determined _____ YES/NO
- A red warning light to indicate power “on” shall be installed in a location to be determined _____ YES/NO
- Handheld wireless bucket controls can be mounted while in the bucket in a location to be determined _____ YES/NO
7. **MOUNTING** **SPECIFY**
- The aerial device shall be mounted on an outside steel frame extending the length of the cargo area _____ YES/NO
- It shall be mounted in a manner to provide optimum weight distribution and stability _____ YES/NO
- Aluminum grip-strut access and working platform on the roof _____ YES/NO
- The frame shall be supported by structural steel tubing struts on the interior of the body _____ YES/NO
- The struts shall be located at the compartment door posts as not to interfere with the compartment dimensions _____ YES/NO

COMPANY NAME: _____ NAME: _____

ELECTRIC/HYDRAULIC AERIAL LADDER

SPECIFICATIONS AND CONFIRMATION

7. MOUNTING (Con't)

SPECIFY

The struts shall be located as close to the body as possible as to allow maximum clearance for future interior shelving

_____ YES/NO

The struts shall be designed to absorb the weight and stress of the aerial device without causing distortion to the body

_____ YES/NO

A detailed and dimensioned drawing must be submitted at pre-production meeting showing strut locations, roof platform, ladder access, body compartments and overall height

_____ YES/NO

Rear torsion bar kit shall be installed to prevent tipping of the vehicle when the ladder is in a fully extended horizontal position

_____ YES/NO

Outriggers are **not** acceptable

_____ YES/NO

Ballasting is **not** an acceptable means to stabilize vehicle

_____ YES/NO

A leveling gauge shall be installed at the rear and side of the van which is visible from the ground

_____ YES/NO

A aluminum ladder rest bracket shall be provided at the front of the body

_____ YES/NO

A light to indicate if the boom is not fully lowered in the rest bracket shall be installed in a location to be determined

_____ YES/NO

All fastening devices shall be compatible with aluminum to eliminate dielectric corrosion

_____ YES/NO

Aluminum components shall be insulated from steel components and all contact points shall be coated and sealed with a flexible non-hardening compound to prevent electrolysis

_____ YES/NO

State Method _____

Mounting bolts shall be SAE Grade 8 minimum

_____ YES/NO

COMPANY NAME: _____ NAME: _____

ELECTRIC/HYDRAULIC AERIAL LADDER
SPECIFICATIONS AND CONFIRMATION

8. LIGHTS AND WIRING

SPECIFY

Two(2) surface mount LED amber strobes to be installed on EACH side of the platform/support structure (SWS 80058 or equivalent) _____ YES/NO

One(1) LED traffic advisory bar to be mounted below the rear edge of ladder access platform (SWS 59041 or equivalent) _____ YES/NO

One(1) LED amber minibar light to be mounted on front of ladder support structure (SWS 16311 or equivalent) _____ YES/NO

One(1) 360 degree “Go-Light” to be mounted on curbside of ladder support structure _____ YES/NO

Use factory installed, dash mounted switches for auxiliary strobe lighting if available _____ YES/NO

The switches shall be on a separate circuit and be protected by a 15 amp minimum circuit breaker _____ YES/NO

Supply and install all necessary lights, switches, junction boxes and wiring to meet Federal and Provincial requirements _____ YES/NO

9. OTHER

SPECIFY

Aluminum access ladder and platform shall be provided at the rear of the vehicle _____ YES/NO

A hinged catwalk shall be supplied on the aerial ladder which will allow the operator to walk to the bucket while the aerial ladder is stored in the retracted and horizontal position _____ YES/NO

DESCRIBED: _____

The hinged catwalk shall fold up and secure against the ladder handrail on curbside _____ YES/NO

COMPANY NAME: _____ NAME: _____

ELECTRIC/HYDRAULIC AERIAL LADDER

SPECIFICATIONS AND CONFIRMATION

10. PAINTING

SPECIFY

The interior and exterior frames and other steel parts shall be sandblasted and be free of oil, grease, scale and rust before primer is applied

_____ YES/NO

A zinc rich primer minimum 3.5 mil dry film thickness shall be applied

_____ YES/NO

A final coat of white urethane to match chassis manufacturer's colour

_____ YES/NO

11. WARRANTY

SPECIFY

Signed manufacturer's factory warranty to be supplied at time of delivery

_____ YES/NO

Terms: _____

12. PART BOOK AND MANUALS

SPECIFY

The following shall be supplied in the numbers specified
Operator's Manual – three (3) copies

_____ no.

Service and Repair Manuals – one (1) copy

_____ no.

Parts Manual – One (1) copy

_____ no.

List any other publications and training material available

NOTE: Do NOT include these costs in the unit price.
Region will select as required at additional cost.

COMPANY NAME: _____ NAME: _____

ELECTRIC/HYDRAULIC AERIAL LADDER

SPECIFICATIONS AND CONFIRMATION

13. CERTIFICATION

SPECIFY

The completed vehicle shall be stability tested in accordance with the provisions of **CAN/CSA Standard C225-M88** and **Ontario Reg. 213/91**. A certificate of stability ratings signed by a professional engineer of the **Province of Ontario** shall be supplied

_____ YES/NO

The successful bidder is to be QMI and CWB Certified and is to provide certification prior to award of tender

_____ YES/NO

14. MISCELLANEOUS

SPECIFY

The vehicle will be delivered to the Niagara Region Thorold Service Centre

_____ YES/NO

Delivery date of completed unit

The completed installation must be guaranteed to operate effectively and will be subject to inspection by the Region and any deficiencies corrected by the bidder prior to final acceptance

_____ YES/NO

List recent installations by bidder near or within the Niagara Region that are available for inspection

1. _____
2. _____
3. _____

Bidders must be qualified and able to supply parts and service

Location(s) _____

COMPANY NAME: _____ NAME: _____

ELECTRIC/HYDRAULIC AERIAL LADDER
SPECIFICATIONS AND CONFIRMATION

14. MISCELLANEOUS (Cont'd)

SPECIFY

List any equipment that is being supplied which is not identified in this specification and which may provide operational or maintenance benefits

List any optional equipment available which is not being supplied as part of this specification that may provide operational or maintenance benefits

_____ YES/NO

_____ YES/NO

_____ YES/NO

_____ YES/NO

NOTE: Region may select these additional items at unit cost stated

Equipment must be supplied with suitable components to comply with this specification in all aspects

_____ YES/NO

ELECTRIC/HYDRAULIC AERIAL LADDER

SPECIFICATIONS AND CONFIRMATION

15. GENERAL

SPECIFY

Where minimums are called for, the equipment must meet or exceed the capacity, size or performance specified

_____ YES/NO

This specification lists only the major details of a unit therefore, it is the suppliers responsibility to deliver a fully equipped system with compatible components to provide dependable and efficient service

_____ YES/NO

Upon delivery or immediately after, a manufacturer's representative familiar with the equipment will meet with Niagara Region's Fleet Maintenance Manager, Safety and Training Coordinator and operators, demonstrate the proper operating, safety and maintenance and repair procedures as required to meet warranty, and full utilization of the equipment

_____ YES/NO

POWER INVERTER SYSTEM

SPECIFICATIONS AND CONFIRMATION

GENERAL SPECIFICATIONS

The Power Inverter System supplied shall be new and of most current production with all standard equipment plus all other equipment as outlined in this specification if not standard.

Bid submitted will be considered non-compliant where minimums are not met and "NO" is specified.

DETAILED SPECIFICATIONS

1. REQUIREMENTS

SPECIFY

The system shall be capable of providing clean, uninterrupted 110 volt power for work on traffic signal installations as follows

Testing and monitoring

Computer and Monitor	3.5 amps
ASC/3-100 Tester	4.0 amps
Monitor Tester	2.5 amps
Line Impairment Tester	<u>2.0 amps</u>

Total Draw	12.0 amps
Duration	2.0 hours

(and/or) Maintenance

Impact Wrench or Drill or Reciprocating Saw	<u>0 amps</u>
--	---------------

Total Draw	6.0 mps
Duration	0.2 hours

COMPANY NAME: _____ SIGNATURE: _____

POWER INVERTER SYSTEM

SPECIFICATIONS AND CONFIRMATION

1. REQUIREMENTS (Cont'd)

SPECIFY

(or) Trouble Shooting New Installations

Controller, Signal and Ped Heads 20.0 amps

Total Draw 20.0 mps

Duration 2.0 hours

NOTE: Under normal conditions the vehicle, once on site, may only travel a few blocks between jobs. Travel time to or from site varies between 5 and 30 minutes.

Under most conditions, vehicle will be running when inverter is being used.

2. INVERTER

SPECIFY

A Vanner model IT12-3200 or equivalent low frequency, transformer based pure sine power inverter shall be supplied

YEAR _____

MAKE _____

MODEL _____

Input:

Voltage – 10.5-16.6 VDC _____ to _____ VDC

Current - amps DC maximum _____ amp DC

Output:

Voltage - 120 VAC _____ to _____ VAC

Frequency - 60Hz _____ Hz± _____ %

COMPANY NAME: _____ **SIGNATURE:** _____

POWER INVERTER SYSTEM

SPECIFICATIONS AND CONFIRMATION

2. INVERTER (Cont'd)

SPECIFY

Wave Form - pure sine (WITH A MINIMUM OF 320 STEPS) _____ type

distortion _____ % THD

Power - 3200 watts continuous minimum _____ watts

Surge @ 3 second rating _____ watts

Dimensions:

Size (L x W x H) _____ in. x _____ in. x _____ in.

Weight _____ lbs.

Protection:

Output circuit breakers _____ YES/NO

Integral circuit (30Amp) _____ amp

Auxiliary circuit (1X 15Amp & 1X 20Amp) _____ amp

Automatic over temperature shutdown _____ YES/NO

Automatic low battery shutdown

Automatic Low DC Indicator warning _____ VDC

Automatic electronic short circuit protection _____ YES/NO

Other (state) _____

COMPANY NAME: _____ SIGNATURE: _____

POWER INVERTER SYSTEM

SPECIFICATIONS AND CONFIRMATION

2. INVERTER (Cont'd)

SPECIFY

The inverter location shall be determined at a pre build meeting _____ YES/NO

Panel shall contain an LED display board to indicate the operational conditions:

On/off switch _____

Inverter power on indicator _____ YES/NO

Low input voltage indicator _____ YES/NO

Overload condition indicator _____ YES/NO

High temperature indicator _____ YES/NO

Battery voltage indicator _____ YES/NO

High Idle Function indicator _____ YES/NO

Other (Specify) _____

Inverter shall be wired to a remote in cab on/off switch with indicator light _____ YES/NO

Inverter must be safety certified and rated for land vehicle use _____ YES/NO

State approval: _____

COMPANY NAME: _____ SIGNATURE: _____

POWER INVERTER SYSTEM

SPECIFICATIONS AND CONFIRMATION

3. ALTERNATOR

SPECIFY

NOTE: _____ engine with air conditioning
and equipped with a minimum 300 amp min. heavy duty
large frame alternator

The O.E.M. alternator shall be replaced with a Leece Neville LN 4962
or approved equivalent high output alternator

MAKE _____

MODEL _____

It shall be sized to meet the combined load demands of both the
vehicle and inverter system _____ amp

It shall be mounted on the engine utilizing the existing O.E.M. belt
drive if at all possible _____ YES/NO

If a new belt is required a spare shall be provided _____ YES/NO

MAKE & PART NO. _____

A Bussman fuse with fuse block shall be installed between the
alternator and battery _____ amp

All non O.E.M brackets and hardware required for the installation
shall be supplied _____ YES/NO

Any O.E.M. equipment removed and not required for the installation
is to be returned to the Region in good condition and packaged in a
suitable carton with a permanent label showing contents _____ YES/NO

COMPANY NAME: _____ **SIGNATURE:** _____

POWER INVERTER SYSTEM

SPECIFICATIONS AND CONFIRMATION

4. BATTERY

SPECIFY

NOTE: The use of an auxiliary battery bank is desirable
Battery bank should be a minimum of 210 A/H and
must be AGM
Lifeline model 4DLT or approved equivalent.

The additional battery bank must be isolated with a
Shottky type isolator supply Vanner 51-140 or
approved equivalent. Contactor type isolation devices
will not be accepted.

A Bussman fuse with fuseblock shall be installed between
the battery and inverter

_____ amp

5. POWER DISTRIBUTION

SPECIFY

All DC cable between the alternator, battery and inverter shall be
good quality, fine copper strand, welding cable

_____ YES/NO

All cable shall be sized at least one gauge larger than amp load
requirements

_____ YES/NO

STATE: Alternator to battery

_____ gauge

Battery to inverter

_____ gauge

Ground

_____ gauge

Terminal Connectors shall be good quality (AMP or equivalent)
tin plated copper crimp type lugs on cables from inverter to
fuse and batteries

_____ make

Connectors shall be attached to the cables using a proper
crimping tool

_____ YES/NO

Quick-disconnect connectors to be used for ease of Inverter
removal/servicing

_____ YES/NO

COMPANY NAME: _____ **SIGNATURE:** _____

POWER INVERTER SYSTEM

SPECIFICATIONS AND CONFIRMATION

5. POWER DISTRIBUTION (Cont'd)

SPECIFY

All AC cable shall be TEC 9 type and sized to the amp load requirements

_____ YES/NO

STATE: Inverter to distribution panel

_____ gauge

Distribution panel to exterior (15 amp)

_____ gauge

Distribution panel to exterior (30 amp)

_____ gauge

A distribution panel sized to the inverter shall be provided

_____ amp

It shall be mounted near the inverter (see sketch SK02-02)

_____ YES/NO

The panel shall be equipped with two (2) 15 amp GFCI Breaker and one (1) 30 amp GFCI breaker

_____ YES/NO

One (1) 15 amp circuit shall be provided to the right front utility body exterior with weather proof flush mounted duplex receptacle (see sketch SK02-02)

_____ YES/NO

One (1) 30 amp circuit shall be provided to the right front utility body exterior with a weatherproof flush mounted receptacle (see sketch SK02-02)

_____ YES/NO

Rubber grommets shall be used where wires pass through sheet metal or other sharp edges

_____ YES/NO

Wires shall be protected by loom or other suitable means wherever they are exposed to abrasion or conditions that would cause their deterioration

_____ YES/NO

6. MISCELLANEOUS

SPECIFY

Bidders must be able to supply parts and service for this equipment _____ YES/NO

Location _____

COMPANY NAME: _____ SIGNATURE: _____

POWER INVERTER SYSTEM

SPECIFICATIONS AND CONFIRMATION

6. MISCELLANEOUS (Cont'd)

SPECIFY

Upon delivery, or immediately after, a manufacturer's representative familiar with the equipment will demonstrate the proper operating, maintenance and repair procedures required to meet warranty and full utilization of the equipment

_____ YES/NO

The system components and installation must comply with all relevant codes, health and safety regulations and practices applicable for their power rating and use

_____ YES/NO

The AC power distribution system shall be hydro approved

_____ YES/NO

Signed warranty to be supplied at the time of delivery

_____ YES/NO

Terms: Inverter - _____

Alternator - _____

System - _____

One copy of all service, repair and parts manuals to be supplied

_____ YES/NO

List: _____

List any equipment that is being supplied which is not identified in this specification and which may provide operational or maintenance benefits

COMPANY NAME: _____ SIGNATURE: _____

POWER INVERTER SYSTEM

SPECIFICATIONS AND CONFIRMATION

6. MISCELLANEOUS (Cont'd)

SPECIFY

List any optional equipment available which is not being supplied as part of this specification that may provide operational or maintenance benefits

\$ _____
\$ _____
\$ _____
\$ _____

NOTE: Region may select these additional items at unit cost stated

7. GENERAL

SPECIFY

Equipment must be supplied with suitable components to comply with this specification in all aspects

_____ YES/NO

Where minimums are called for, the equipment must meet or exceed the capacity, size or performance specified

_____ YES/NO

This specification lists only the major details of a unit; therefore it is the suppliers responsibility to deliver a fully equipped system with compatible components to provide dependable and efficient service

_____ YES/NO