

THE CORPORATION OF THE TOWN OF COBOURG



REQUEST FOR PROPOSAL FOR  
One Custom Rescue Pumper Apparatus

CO-22-21 FIR ONE CUSTOM RESCUE PUMPER APPARATUS (P-372)

ISSUE DATE: Tuesday, June 14, 2022

CLOSING DATE: Friday, July 15, 2022, at 2:00 P.M.

ATTN: Brent Larmer  
Director of Legislative Services  
Corporation of the Town of Cobourg  
Victoria Hall, 55 King Street West  
Cobourg, Ontario K9A 2M2

LATE SUBMISSIONS WILL NOT BE ACCEPTED

THE LOWEST PROPOSAL OR ANY PROPOSAL AT ALL WILL NOT BE NECESSARILY ACCEPTED



THE CORPORATION OF THE TOWN OF COBOURG

REQUEST FOR PROPOSAL RECEIPT LABEL

THIS LABEL MUST BE SECURELY ATTACHED TO THE FRONT OF THE SEALED ENVELOPE CONTAINING THE REQUEST FOR PROPOSAL.

ALL REQUESTS FOR PROPOSALS MUST BE RECEIVED AT:

LEGISLATIVE SERVICES, 55 King Street West, Cobourg ON K9A 2M2 905-372-4301

<b>COMPLETED BY DEPARTMENT ISSUING REQUEST FOR PROPOSAL</b>	
REQUEST FOR PROPOSAL NUMBER:	CO-22-21 FIR ONE CUSTOM RESCUE PUMPER APPARATUS (P-372)
REQUEST FOR PROPOSAL NAME:	One Custom Rescue Pumper Apparatus (P-372)
CLOSING DATE:	Friday, July 15, 2022
CLOSING TIME:	2:00 P.M.

<b>COMPLETED BY COMPANY SUBMITTING REQUEST FOR PROPOSAL</b>	
SUBMITTED BY:	
COMPANY CONTACT:	
COMPANY NAME:	
COMPANY ADDRESS:	
COMPANY PHONE:	

<b>LEGISLATIVE SERVICES USE ONLY</b>			
REQUEST FOR PROPOSAL RECEIPT:			
DATE:	TIME:	INITIALS:	
<b>LEGISLATIVE SERVICES USE ONLY</b>			
REQUEST FOR PROPOSAL OPENING:			
DATE:	TIME:	INITIALS:	INITIALS:

By-law 016-2012, Purchasing Policy (est March 19, 2012)

Part 7.1, Section 7, RETURN RECEIPT OF COMPETITIVE BID DOCUMENTS, Purchasing Policy,

"All Request for Proposals will be issued from and received at the office of the Municipal Clerk, located at the Main Floor of Victoria Hall, 55 King Street West, Cobourg, Ontario K9A 2M2, using the appropriate label or envelope as provided in bid package."

## 1.0 INTRODUCTION

The request for proposal (RFP) is an invitation by the Town of Cobourg to prospective proponents to submit proposals to design, construct and deliver a Custom Rescue Pumper Apparatus.

## 2.0 INFORMATION FOR PROPONENTS

All proposals must be received on or before **Friday, July 15, 2022, at 2:00 P.M.**, in order for a proposal to be received it must be delivered by Courier, in hand, or by postal service and received by an authorized representative for the Interim Fire Chief, Ellard Beaven at the indicated address and clearly marked using the RFP Proposal Label issued by the Town of Cobourg.

Proponents should submit their proposal in a sealed envelope. Along with the sealed envelope, sealed, (a)clearly marked box(es) shall contain 3 large-scale drawings with all 5 views of the proposed apparatus, and 3 hard copies of the detailed specifications and one (1) electronic copy in Adobe PDF of all information related to the proponent's submission, including coversheet (Appendix A).

Proposals received at 2:00 P.M. as shown on the stamp and RFP Label at the Municipal Clerk's Office are 'On Time' and will be accepted. Proposals received at 2:01 P.M. or later, and shown on the stamp and RFP Label at the Municipal Clerk's Office will be considered late, will be rejected and returned unopened to the respective Proponent.

The submitted and accepted RFP Label and Stamp is the official time for the deadline for submission. No other clock or source will be recognized when considering the submission date and time of proposals.

A proposal may be altered by submitting another proposal at any time up to the specified time and date for proposal closing. The last proposal received shall supersede and invalidate all proposals previously received by the proponent for the contract.

A proposal may be withdrawn at any time up to the specified time and date for the proposal closing by submitting a letter bearing the proponents signature and deliver to the Interim Fire Chief, Ellard Beaven. Such a submission must be received in sufficient time to be marked with the time and date of the receipt.

The Town of Cobourg shall not be liable for any cost of preparation or presentation of proposals, and all proposals and accompanying documents submitted by the Proponent become the property of the Town of Cobourg and will not be returned. There will be no payment to the Proponents for work related to, and materials supplied in preparation, presentation and evaluation of any proposal, nor for the Contract negotiations whether they are successful or unsuccessful.

The Town of Cobourg, its elected officials, employees and agents shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any

Proponent, prior or subsequent to, or by reason of any delay in the acceptance of any proposal.

### **3.0 DESIGNATED OFFICIAL**

For the purpose of this contract, Brent Larmer, Director of Legislative Services, is the “Designated Official” and shall perform the following functions: releasing, recording and receiving proposals, recording and checking of submissions, and issuing any and or all addenda.

### **4.0 QUESTIONS/INQUIRES**

Each Proponent must satisfy themselves by personal study of the RFP documents. There will be no consideration of any claim, after submission of Proposals, that there is a misunderstanding with respect to the conditions imposed by this RFP. Should the Proponent require more information or clarification on any point, it must be obtained prior to the submission of the RFP.

Inquiries regarding the Request for Proposal process or format of the response must be directed, in writing to Interim Fire Chief Ellard Beaven, by email to [ebeaven@cobourg.ca](mailto:ebeaven@cobourg.ca) **by Friday, July 8, 2022 by 4:00 PM.**

All clarification requests are to be sent in writing to the Designated Official noted above. No clarification requests will be accepted by telephone. Response to clarification requests will be provided to all interested parties. Inquires must not be directed to other Town of Cobourg Employees or elected officials. Directing inquires to other than the Designated Official may result in your submission being rejected.

Inquires received within three (3) days of the closing date will NOT be answered or responded to the Proponent.

### **5.0 ADDENDA**

The Designated Official will issue changes to the RFP documents, which may include amendments to the submission deadline or changes to the scope of work or qualifications of Proponents, by addendum only. No other statement, verbal or written, made by the Town of Cobourg will amend the RFP documents. The Town will make every effort to issue all addenda no later than **Monday, July 4, 2022.**

The Proponent shall not rely on any information or instructions by the Town of Cobourg or a Town Representative except the RFP documents and any addenda issued pursuant to this Section.

The Proponent is solely responsible to ensure that it has received all addenda issued by the Town. Proponents may seek confirmation of the number of addendums issued under this RFP in writing to Brent Larmer, Director of Legislative Services [clerk@cobourg.ca](mailto:clerk@cobourg.ca).

## **6.0 RFP SCHEDULE OF EVENTS**

The RFP process will be governed according to the following schedule. Although every attempt will be made to meet all dates, the Town of Cobourg reserves the right to modify or alter any or all of the dates at its sole discretion by notifying all proponents in writing at the address indicated in the completed RFP submitted to the Town of Cobourg.

Issued RFP:	Tuesday, June 14, 2022
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Last Day for Questions:	Friday, July 8, 2022
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RFP close:	Friday, July 15, 2022
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Interviews and Presentations:	TBA
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\*Dates noted above are an approximation only and are subject to change.

## **7.0 GENERAL CONDITIONS**

### **7.1 TOWN'S RIGHT TO ACCEPT OR REJECT**

The Town of Cobourg reserves the right to reject any or all proposals, including without limitation the lowest proposal, and award the Contract to whomever the Town of Cobourg its sole and absolute discretion deems appropriate notwithstanding any custom of the trade to the contrary nor anything contained in the Contract Documents or herein.

Without limiting the generality of the foregoing, The Town of Cobourg reserves the right, in its sole and absolute discretion, to accept or reject any Proposal which in the view of the Town of Cobourg is incomplete, obscure, or irregular, which has erasures or corrections in the documents, which contains exceptions and variations, which omits one or more prices, which contains prices the Town of Cobourg considers unbalanced, or which is unaccompanied by a requirement that was asked of each Proponent within the RFP deliverables.

Criteria which may be used by the Town of Cobourg in evaluating proposals and awarding the contract are in the Town of Cobourg's sole and absolute discretion and without limiting the generality of the foregoing, may include one or more or: price; total cost to the Town of Cobourg; reputation; claims history of the Proponent; qualifications and experience of the Proponent and its personnel; quality of services and personnel proposed by the Proponent; ability to work with the Town of Cobourg's existing infrastructure; and ability of the Proponent to ensure continuous availability of qualified and experienced personnel.

Should the Town of Cobourg not receive any RFP submissions satisfactory to the Town of Cobourg, the Town in its sole and absolute discretion, the Town reserves the right to resubmit a new RFP Process for the Contract, or negotiate a contract for the whole or any part of the Contract with any one or more persons whatsoever, including one or more of the Proponents.

The Town reserves the right to request clarification of information contained in a proposal.

The Town reserves the right to modify any and all requirements stated in the Request for Proposal at any time prior to the possible awarding of the contract.

The Town reserves the right to cancel this Request for Proposal at any time, without penalty or cost to the Town. This Request for Proposal should not be considered a commitment by the Town of Cobourg to enter into any contract.

The award to the Successful Proponent is a recommendation by the Evaluation Committee to Cobourg Municipal Council to execute an Agreement. The Town reserves the right to enter into negotiations with the Successful Proponent. If these negotiations are not successfully concluded, the Town reserves the right to begin negotiations with the next selected Proponent. There is no guarantee that Cobourg Municipal Council will execute any Agreement.

Proposals shall remain open and subject to acceptance for a period of ninety (90) days from closing date.

In the event of any disagreement between the Town and the Proponent regarding the interpretation of the provisions of the Request for Proposal, the Interim Fire Chief Ellard Beaven, or an individual acting in that capacity, shall make the final determination as to interpretation. No proposal shall be accepted from any person or Proponent who, has a claim or has instituted a legal proceeding against the Town or against whom the Town has a claim or has instituted a legal proceeding, without the prior approval of Council. This applies whether the legal proceeding is related or unrelated to the subject matter of this RFP.

## **7.2 CONFLICT OF INTEREST**

- a) The Proponent further declares that no Member of the Council of the Town of Cobourg and no officer or employee of the Town of Cobourg will become interested directly or indirectly as a contracting party, partner, shareholder, surety, or otherwise in or in the performance of the Contract or in the supplies, work or business to which it relates, or in any portion of the profits thereof, or in any of the money to be derived there from.
- b) Should the Proponent feel that a conflict of interest or potential conflict of interest exists; the Proponent must disclose this information to the Town of Cobourg prior to the submission of a proposal. The Town of Cobourg may, at its discretion, delay any evaluation or award until the matter is resolved to the Town of Cobourg's satisfaction. The Town of Cobourg may allow a conflict of interest or potential conflict of interest to exist if it is satisfied that there are adequate safeguards in place and if the Town of Cobourg determines that it is in its best interests to do so.
- c) The Town reserves the right to disqualify a proposal where the Town believes a conflict of interest or potential conflict of interest exists.

### **7.3 SUBSTANTIAL COMPLIANCE OF PROPOSALS**

In the event that a preferred proposal does not entirely meet the requirements of the Town, the Town reserves the right to accept any proposal that substantially complies with the requirements of this RFP in its sole and absolute discretion but notes that any failure to complete a requirement of the RFP will likely impact upon the evaluation criteria and may result in the Proposal being deemed non-responsive.

### **7.4 DISQUALIFICATION OF PROPONENTS**

More than one proposal from any brand of apparatus will not be considered. Collusion between Proponents will be sufficient for rejection of any proposals so affected.

### **7.5 CONFIDENTIALITY**

The proposal must not be restricted by any statement, covering letter or alteration by the Proponent in respect of confidential or proprietary information. The Town of Cobourg will treat all proposals as confidential. The Town will comply with the *Municipal Freedom of Information and Protection of Privacy Act*, and its retention by-law pursuant to the *Municipal Act, 2001* in respect of all proposals. All Public Reports approved by the Council of the Town of Cobourg will become public information.

Proponents acknowledge that the Town of Cobourg, being an Ontario municipality, is subject to the *Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c. M. 56* ("MFIPPA") and as a result, some information may be required to be disclosed by the Town of Cobourg as a statutory requirement. Proponents agree that the Town shall have no obligation with respect to the disclosure of confidential information and the Proponent, by submitting a Proposal, does hereby fully and finally release the Town from any liability for disclosing confidential information in the event the Town discloses confidential information in accordance with a lawful statute applicable in Ontario, including MFIPPA, or is ordered to disclose such information by the Office of the Information and Privacy commissioner or any court or tribunal of competent jurisdiction.

### **7.6 PROPOSAL ASSIGNMENTS**

The successful Proponent will not be permitted to assign or transfer any portion of the proposal as submitted or the subsequent agreement without prior written approval from the Town of Cobourg.

### **7.7 PURCHASING POLICY BY-LAW NO. 016-2012**

Submissions will be solicited, received, evaluated, accepted and processed in accordance with the Town of Cobourg's Purchasing Policies as amended from time to time as attached to the RFP as Appendix "B".

## **7.8 FAILURE TO PERFORM**

Failure to comply with all terms and conditions of this proposal, and failure to supply all documentation, as required herein, shall be just cause for cancellation of the award. The Town shall then have the right to award this contract to any other Proponent or to re-issue this RFP.

## **7.9 COMPLIANCE WITH THE ACCESSIBILITY FOR ONTARIO WITH DISABILITIES ACT 2005**

The Proponent shall ensure that all its employees and agents receive training regarding Accessibility as outlined in the Accessible Customer Service Standard (Ontario Regulation 429/07) and the Integrated Accessibility Standards Regulation (Ontario Regulation 191/11). The Proponent is responsible to ensure that all of its employees, volunteers and others for which the Proponent is responsible are adequately trained.

## **7.10 DISQUALIFICATION**

The Town may, in its sole discretion, disqualify a proposal or cancel its decision to make an award under this RFP, at any time prior to the execution of the Agreement by the Town, if,

- the Proponent fails to cooperate in any attempt by the Town to verify any information provided by the Proponent in its proposal;
- the Proponent contravenes one proposal per brand of apparatus;
- the Proponent fails to comply with the laws of Ontario or of Canada, as applicable;
- the Proposal contains false or misleading information;
- the Proposal, in the opinion of the Town, reveals a material conflict of interest;
- the Proponent misrepresents any information contained in its proposal.

## **7.11 PROPONENTS COSTS**

- a) The Proponent shall bear all costs and expenses incurred by the Proponent relating to any aspect of its participation in this RFP process, including all costs and expenses related to the Proponent's involvement in;
  - the preparation, presentation and submission of its proposal;
  - the Proponent's attendance at the Proponent's meeting;
  - due diligence and information gathering processes;
  - site visits and interviews;
  - preparation of responses to questions or requests for clarification from the Town;
  - preparation of the Proponent's own questions during the clarification process; and,
  - agreement discussions.
- b) The Town is not liable to pay such costs and expenses or to reimburse or compensate a Proponent under any circumstances, regardless of the conduct or outcome of the RFP Process, including the rejection of all proposals or the



cancellation of the RFP, and including any negligence of the Town in the conduct of the RFP process.

## **7.12 HUMAN RIGHTS, HARASSMENT AND OCCUPATIONAL HEALTH AND SAFETY**

The Proponent shall be required to comply with the Town's policies regarding Human Rights, Harassment in the Workplace and Occupational Health and Safety.

## **8.0 EVALUATION, NEGOTIATION AND AWARD**

### **Contract Negotiation Process**

Any negotiations will be subject to the process rules contained in the Terms and Conditions of the RFP Process and will not constitute a legally binding offer to enter into a contract on the part of the Town or the proponent and there will be no legally binding relationship created with any proponent prior to the execution of a written agreement. Negotiations may include requests by the Town for supplementary information from the proponent to verify, clarify or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation, and may include requests by the Town for improved pricing or performance terms from the proponent.

### **Time Period for Negotiations**

The Town of Cobourg intends to conclude negotiations and finalize the agreement with the top-ranked proponent during the Contract Negotiation Period, commencing from the date the Town invites the top-ranked proponent to enter negotiations.

### **Failure to Enter into Agreement**

If the Town is not satisfied or if the parties cannot conclude negotiations and finalize the agreement for the Deliverables within the Contract Negotiation Period, the Town may discontinue negotiations with the top-ranked proponent and may invite the next-best-ranked proponent to enter into negotiations. This process will continue until an agreement is finalized, until there are no more proponents remaining that are eligible for negotiations or until the Town elects to cancel the RFP process.

### **Notification of Negotiation Status**

Other proponents that may become eligible for contract negotiations may be notified at the commencement of the negotiation process with the top-ranked proponent.

## **9. RFP PARTICULARS**

### **9.1 INTENT OF THIS DOCUMENT**

The Town of Cobourg requires that this project be started in 2022 with the purchase of the cab and chassis. Once the cab and chassis are in the care of the successful proponent, title and ownership of same will be transferred to the Corporation of the Town

of Cobourg. The cab and chassis will be paid for at this point. The Town of Cobourg also requires that the completion of the apparatus takes place as soon as is possible in 2023.

This document covers only the general requirements as to the type of construction and certain details with which the apparatus and the successful bidder must conform. Minor details of construction and material, where not otherwise specified, are left to the discretion of the proponent, who shall be solely responsible for the design and construction of all features.

Proposals shall only be considered from companies who are, or who represent, an established reputable company in the field of fire apparatus construction.

Each proponent shall furnish satisfactory evidence of their represented company's ability to construct the apparatus specified and shall state the location of the factory where the apparatus will be assembled.

## **9.2 DESIGN CRITERIA**

The apparatus shall be of the latest design and type, while using the most current industry construction techniques. The complete apparatus, assemblies, component parts, etc. shall be designed and constructed with due consideration given to the nature and distribution of the load to be sustained and the general character of the service to which the apparatus shall be subjected. The proponent shall make accurate statements as to the apparatus weight and dimensions.

All parts of the apparatus shall be designed with a factor of safety which is equal to, or greater than, that which is considered standard and acceptable for this class of equipment in the fire fighting and/or emergency service.

Appendix "C" will detail the general requirements and features of this apparatus.

## **9.3 EXCEPTIONS TO DESIGN CRITERIA**

The design criteria shall be strictly adhered to. Exceptions may be allowed only in the sole judgment of the Corporation if they are either equal to or superior to items specified. All exceptions and deviations shall be listed and fully explained on a separate page entitled Exceptions to Design Criteria and shall reference the page number of the specification.

Proposals taking total exception to these design criteria shall not be considered.

All items that are "no" or "non-compliant" shall be explained on the exception page. The term "exceeds", or other like terms shall not be acceptable as an explanation of non-compliance.

If no exceptions are taken, and compliance is indicated, then it shall be understood that the apparatus shall be built exactly to the required design criteria, as written.

The apparatus shall be inspected upon completion for compliance with the detailed specifications as submitted by the proponent. The proponent understands that failure to meet their specifications may be grounds to refuse delivery, and further understands that the “non-performance” assessment, as stated in these specifications, may be fully enforced, without exception.

## 10.0 RATED CRITERIA

The following sets out the categories, weightings and descriptions of the rated criteria of the RFP.

<b>Category</b>	<b>Evaluation Criteria</b>	<b>Weighting</b>
<b>Experience, Reputation and Resources</b>	The Evaluation Team will consider the proponents demonstrated experience on similar apparatus builds, key personnel and references where applicable. Proponents should include the features of their products/services that give them a competitive advantage and include the level of staff certification.	45%
<b>Quality and Completeness of Proposal</b>	The evaluation team will consider the Proposal’s completeness. The presentation and ease of understanding will be evaluated. The ability to directly tie the Proposal back to the RFP’s requirements will be ranked more favorably.	5%
<b>Workplan and Timelines</b>	The Proposal should include narrative that illustrates an understanding of the Town’s requirements. The Proposal narrative should include how the Proponent will complete the scope of work and accomplish the required objectives.	20%
<b>Financial</b>	The total proposed pricing shall be inclusive, including but not limited to, mileage, disbursements and travel time along with all works as described within the RFP document. The Evaluation Team will not be limited to the criteria referred to above, and the Evaluation Team may consider other criteria that the team identifies as relevant during the evaluation process. The Evaluation Team may apply the evaluation criteria on a comparative basis, evaluating the Proposals by comparing one Proponent’s Proposal to another Proponent’s Proposal. All criteria considered will be applied evenly and fairly to all Proposals.	30%
	<b>Total</b>	<b>100%</b>

## **GENERAL CRITERIA**

### **The proponent shall supply:**

- a) Proof of current casualty liability insurance.
- b) Indemnification holding the Corporation of the Town of Cobourg safe and harmless from negligent acts or omissions.
- c) A certificate of clearance from the Workplace Safety Insurance Board if applicable.

### **Where required and applicable the proponent shall:**

- a) Be in compliance with the Occupational Health and Safety Act of Ontario and its regulations.
- b) Provide all necessary WHMIS documentation.
- c) Ensure that operators and vehicles used for service and deliveries meet all legislative requirements for protective equipment, devices, clothing and other related items.

## **LIABILITY**

The successful proponent shall defend any and all suits and shall assume all liability for the use of any patented process, device or article forming a part of the apparatus or any appliance furnished under the sales contract.

## **WARRANTY**

The proponent shall provide warranty information with their proposal. The proponent shall state the warranty term offered for the components of the apparatus.

Each proponent shall provide with their proposal complete warranty information that must become an integral component of the sales contract. In addition to the warranty policy, each proponent shall provide a written procedure on how warranties and service of the complete apparatus will be handled.

Failure to provide the required warranty documents may be grounds for immediate rejection of the proposal submitted.

**WARRANTY CONTACT FORM**

The Proponent shall complete this section, showing whom to contact to report problems with the apparatus:

First contact:

Name \_\_\_\_\_

Title \_\_\_\_\_

Phone number(s) until \_\_\_\_ p.m.

\_\_\_\_\_

E-mail \_\_\_\_\_

Second contact:

Name \_\_\_\_\_

Title \_\_\_\_\_

Phone number(s) until \_\_\_\_ p.m.

\_\_\_\_\_

E-mail \_\_\_\_\_

## **SERVICE ABILITY REQUIREMENTS**

The Corporation places a very high priority on service. All proponents shall therefore provide complete details of their ability to service the apparatus proposed including, but not limited to, the following:

1. Service facility: Location
2. Service vehicles: Quantity
3. Number of certified emergency vehicle technicians.
4. Service: Hours of operation
5. Parts volume at location(s) and emergency contingency offerings.

The Service Ability section of these specifications will be a factor in determining the successful proponent. Limited manpower does not always allow for the apparatus to be taken to various places for repairs. It is the opinion of the Corporation that repairs to the apparatus which can reasonably be accomplished in the fire station shall substantially reduce the out of service time of the apparatus.

## **PRE-CONSTRUCTION CONFERENCE**

A meeting shall be held within thirty (30) days after the contract has been awarded at the manufacturing location so that all specifications, details, drawings, questions and engineering work can be reviewed and approved by the Corporation.

All expenses for transportation, meals and lodging for a total of two (2) representatives of the Cobourg Fire Department shall be included in the proposal amount.

The meeting shall be held prior to the commencement of any work being done on the apparatus.

There shall be no exception to the pre-construction meeting requirements.

## **INSPECTION TRIPS**

The proposal price shall include two (2) inspection trips to the factory where the apparatus is being constructed. The inspection trips will be made by three (3) designated representatives of the Cobourg Fire Department. The purpose of the trip is for monitoring the construction progress and for inspecting the apparatus for compliance to contract specifications. The timing of the inspection trips will be determined at the pre-construction meeting.

The Corporation requires that the proponent pay for all expenses related to transportation, meals and lodging, and this shall be so stated in their proposal.

There shall be no exceptions to the inspection trip requirements.

## **PAYMENT TERMS**

The proponent shall detail payment terms in the proposal.

The Corporation reserves the right to withhold 10% of the contract value for a period of 30 days after delivery.

## **DELIVERY**

After construction is complete, and upon successful completion of the inspection process, the vendor shall transport the apparatus under its own power to the manufacturer's authorized service centre (nearest to the Corporation's location), for final pre-delivery preparation.

Delivery will not be considered complete until training of designated Cobourg Fire Department staff, by the manufacturer's representative, has been completed.

The delivery schedule will be a factor in the contract award.

The contractual delivery date is to be identified in the proposal.

## **PRE-DELIVERY CHECKLIST**

The following shall be completed prior to delivery to the Corporation:

1. Clean and detail: Eliminate air and fluid leaks, remove all metal shavings, tighten and secure any loose hardware, correct all paint chips and/or paint scratches.
2. Ensure proper operations: Test acceleration and braking to NFPA requirements, check and record turning radius and delivered weight (less personnel), eliminate any drive line vibration through all speeds, check HVAC system.
3. Electrical: Ensure proper operation of all circuits, switches, warning lamps and buzzers, etc., along with engine gauges in the cab and elsewhere on the apparatus.
4. Ensure proper operation of all ancillary devices and equipment.

## **INFORMATION REQUIRED AT DELIVERY**

Two hard copies of complete operation and maintenance manuals covering the completed apparatus, including, but not limited to; wiring and hydraulic diagrams, lubrication charts, and fire equipment service information as supplied by brand name and component suppliers.

Complete Manufacturer's Record of Apparatus Construction Details Form, including certified, completed vehicle actual weights.

Written documentation indicating the apparatus is in compliance with applicable regulations such as the *Highway Traffic Act* (Ontario) and the Canadian Motor Vehicle Safety Standards.

The applicable sections of the latest edition on CAN/ULC-S515, Standard for Automobile Fire Fighting Apparatus shall be used as a reference and, unless otherwise specified in this request for proposal, its requirements shall be met.

### **POST DELIVERY INSPECTION**

A post delivery inspection will take place at the Cobourg Fire Department. Cobourg Fire Department staff will participate in the inspection, prior to any training taking place with the apparatus.

### **TRAINING**

A factory-trained and authorized delivery engineer shall instruct designated Cobourg Fire Department staff.

The proponent shall detail the proposed training program.

### **SAFETY CHECK**

The apparatus shall arrive at the Cobourg Fire Station with the Ontario Ministry of Transportation's safety check completed. Documentation of this is required upon delivery.



**PROPONENT'S AFFIDAVIT**

I, \_\_\_\_\_, as the authorized agent for \_\_\_\_\_, do hereby attest and affirm that the following information is true, and that the proposal submitted by our firm complies with the general instructions, requirements, and specifications contained in this proposal, except where indicated below:

- Yes \_\_\_\_\_ No \_\_\_\_\_ The apparatus proposed is not a prototype.
- Yes \_\_\_\_\_ No \_\_\_\_\_ The performance tests shall be performed in accordance with the requirements of CAN/ULC-S515 and all other applicable standards.
- Yes \_\_\_\_\_ No \_\_\_\_\_ Proponent has included apparatus drawings, as per specifications.
- Yes \_\_\_\_\_ No \_\_\_\_\_ The proponent provides for training of personnel, as described.
- Yes \_\_\_\_\_ No \_\_\_\_\_ All specified warranties are included.
- Yes \_\_\_\_\_ No \_\_\_\_\_ All proposed warranties are included.
- Yes \_\_\_\_\_ No \_\_\_\_\_ The proposed apparatus and equipment are new and unused.
- Yes \_\_\_\_\_ No \_\_\_\_\_ A complete copy of the proponent's detailed proposal is included.
- Yes \_\_\_\_\_ No \_\_\_\_\_ A separate list of exceptions is attached.
- Yes \_\_\_\_\_ No \_\_\_\_\_ The apparatus proposed meets all applicable requirements of NFPA 1901-2009 edition.

**State the overall dimensions of the proposed apparatus:**

- a) Overall height: To match height of Cab
- b) Overall length: \_\_\_\_\_

NOTE: Overall truck length not to exceed

- c) Overall width: \_\_\_\_\_
- d) Turning radius: \_\_\_\_\_
- e) Estimated gross vehicle weight: \_\_\_\_\_

Delivery of the apparatus will take place within \_\_\_\_\_ calendar days following a completed pre-production meeting with all changes resolved and acceptance of a purchase order.

**VALUE ADDED OPPORTUNITIES**

Consideration may be given to value added options, ideas and programs that are offered by the proponent.

### **TRADE-IN ALLOWANCE**

The Corporation has deemed the existing rescue vehicle to be surplus upon the new apparatus being placed into service. Proponents are invited to submit, with their proposal, a trade-in allowance separate from the price of the proposed new apparatus. The Corporation reserves the right to exercise or decline the trade-in option.

Opportunity to view this vehicle will be made available upon request.

### **CANCELLATION**

The Corporation reserves the right to immediately rescind the award, at its discretion, based on such items as non-performance, late deliveries, inferior quality, pricing problems, etc.

If the vendor should neglect to execute the work or fail to perform any provision of this award, the Corporation, after three (3) calendar days of written notice to the vendor, may, without prejudice to any other remedy in existence, make good such deficiencies and may deduct the cost thereof from any payment then and thereafter due to the vendor. Continued failure of the vendor to execute the work properly shall result in a termination of the contract. The Corporation shall provide written notice of termination.

**APPENDIX A – Cover Sheet**

**TOWN OF COBOURG**

**REQUEST FOR PROPOSAL**

**Town of Cobourg One Custom Rescue Pumper Apparatus**

Name of Company, Firm or Individual (Herein known as the  
'Company')

Unit and Street Address

Province

City

Postal Code

Website

Business Number

Telephone Number

Fax Number

Contact Person

Email Address

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Signature (Seal)

\_\_\_\_\_  
Date

## **APPENDIX B – PRICING FORM**

### **1. Instructions on How to Complete Pricing Form**

- a) Rates must 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 proponent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, 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.

### **2. Evaluation of Pricing/ Financial proposal**

**Price of Project:**

**Lump Sum Price**     \$ \_\_\_\_\_

**APPENDIX C – REQUIREMENTS AND FEATURES**

<u>Item</u>	<u>Specifications</u>	<u>YES/NO/EXCEPTION</u>	<u>Comments:</u>
<b>1. GENERAL:</b>			
1.1	<p>The fire apparatus shall be built according to the following standards and include all certification records and plating on the truck upon delivery:</p> <p>CAN/ULC-S515-13 (or most current edition at time of bid submission), National Standard of Canada, Standard for Automobile Fire Fighting Apparatus, Third Edition (2013)</p> <p>NFPA 1901 2016 Edition, National Fire Protection Association, Standard for Automotive Fire Apparatus 2016 Edition</p> <p>Transport Canada current regulations and requirements for commercial vehicles, including CMVSS</p> <p>Ontario Highway Traffic Act current regulations and requirements for commercial vehicles</p>		
1.2	<p>Local dealer for the manufacturer shall have a minimum of one (1) Ontario 310T heavy mechanic with Certifications. Plus, EVT Certifications. Include copies of license/certifications.</p>		
1.3	<p><b>Desired maximum length is 34' (420").</b>  <b>Maximum height is 11' (132").</b></p>	<p><b>No Exceptions</b></p>	

**2. CAB & CHASSIS REQUIREMENTS:**

2.1	Custom cab and chassis are required and built specifically for fire truck applications.		
2.2	The cab shall have a minimum 10"-12" raised roof.		
2.3	The cab shall have four (4) doors and seat four (4) firefighters. Rear seats to be forward facing.	<b>No Exceptions</b>	
2.4	The cab shall have an Extreme Weather Package for Canadian climates.		
2.5	The cab shall be painted in a two tone black over red scheme. There should be a reflective stripe detail on lower half of cab and body. There should be decals on cab doors.		
2.6	All cab interior and exterior compartments shall be painted grey non-chip paint.		
2.7	The cab (truck) shall have a Multiplex wiring system and use:  1x V-Mux Vista IV screen for the driver.  1x V-Mux Vista IV screen for passenger/Captain side.		
2.8	The engine shall be a 2022 Cummins 450HP with all standard options provided. 1250RPM high idle speed, 700RPM standard idle speed.	<b>No Exceptions</b>	
2.9	There shall be a Jacobs Brake with on/off and low/medium/high switches. This switch should be located on driver's side dash and NOT on the Vista screen.		

2.10	Transmission shall be an Allison automatic that is matched to engine horse power, water pump transmission and PTO requirements. Transmission shall be controlled with a push-button pad.	<b>No Exceptions</b>	
2.11	There shall be a PTO from the transmission for a hydraulic powered generator.		
2.12	Fuel tank shall be 68USG (260L) minimum and should be raised for extra clearance. Fuel fill should be on the left side behind the axle and have either an aluminum or stainless steel fuel door.		
2.13	Axle weight will not be requested; the fire department plans to carry all the ULC/NFPA required equipment as per the equipment lists. The manufacturer should assume 4,000lbs of equipment is to be carried, not the 2,000lbs listed in ULC. This weight is in addition to hose, ladders and water tank. The manufacturer shall include a detailed weight and balance which includes a 10% reserve on the front and rear axles.		
2.14	Front and rear suspensions to include heavy-duty (not standard) shock absorbers. Front axle to include standard spring suspension system. Rear axle should have an air suspension system.		
2.15	Tires should be appropriately sized for the axles. Tires to have an aggressive tread for snow. Michelin is preferred but not mandatory. State actual tires being used.		
2.16	Front brakes shall be disc brakes.		
2.17	Rear brakes shall be drum brakes.		



2.18	<p>There shall be a Heavy-Duty fabricated steel bumper that would be built to be stronger than the stainless-steel version, to provide additional cab protection. Bumper should have a compartment, with a lid, to hold 200' (60M) of 1.75" (45mm) of hose with nozzle.</p>		
2.19	<p>Each seat shall have Sigtronics SE-9 Wireless headset system. This shall include mounting the headsets and equipment at all 4 seats.</p>		
2.20	<p>Cab seats shall be <b>Bostrom Tanker 500 series with dual retracting seat belts</b>. Seats should be grey with <b>SecureAll SCBA locking system</b> (except driver's seat). Cab seats shall have <b>Zip Clean</b> seat covers and foam.</p>		
2.21	<p>2x forward facing seats in the rear of cab shall be fixed, with flip up cushions and SCBA bracket.</p>		
2.22	<p>Rear-view mirrors shall be both flat and convex. All mirrors shall be heated. Both the flat mirrors and the convex shall be electrically adjustable.</p>		
2.23	<p>Kussmaul battery charger shall be provided and located in a best-fit place in the cab</p>		
2.24	<p>Kussmaul 120V air compressor shall be provided and located in a best-fit location in the cab.</p>		
2.25	<p>Kussmaul 120V 20 A plug shall be provided on the left side of the cab and include a battery level display.</p>		
2.26	<p>Rear camera shall be provided and should display on the Vista screen or separate screen. Activated when truck is in reverse and manually.</p>		

2.27	Cab shall be wired for multiple FD accessories.		
2.28	Enclosed compartments under all cab seats for miscellaneous small equipment		
2.29	2x EMS Cabinets with hinged doors (doors to face rear of truck) mounted behind driver's and Captains seats. Equipped with LED lights and 3 adjustable shelves in each. The Cabinets shall be floor to ceiling height and approximately 24" wide x 24" deep. The Cabinet on the Captain's/Left side shall be accessible from the outside of cab, using a hinged door. The size of the door shall allow for access to the bottom half of the Cabinet. This section of the Cabinet will allow storage for 1x medical bag, 1x trauma bag and 1x O2 bag.		
2.30	2x SecureAll SCBA brackets mounted in best fit location in cab.		
2.31	Provide helmet brackets for each passenger (x 4) mounted in best fit location		
2.32	Rear wheels shall have Cat's-eye tire pressure monitoring system.		
2.33	Aluminum rims have shall be Alcoa Dura-Bright treatment.		
<b>3. PUMP REQUIREMENTS:</b>			
3.1	Pump shall be a <b>Midship, single stage, 1,500 USGPM (5,678LPM) ULC rated.</b> Pump shall be built in North America and include a minimum 6-year warranty.		

3.2	The pump compartment shall have roll up doors on both sides and be the same height as the top of the cab/body. The operator panel on the left side. The pump compartment shall have a shield under the pump. The pump compartment shall be compact and low profile to allow for more storage area in Body.		
3.3	The pump compartment shall have a heater with an on/off switch and be constructed for Canadian climates.		
3.4	All pump panel gauges shall be high quality, dual scale kpa/psi (master scale in kpa). With blue LED backlighting. State Actual		
3.5	There shall be water tank level gauges on pump panel and each side of cab.		
3.6	Pump panel shall include a <b>FRC InControl 400</b> with knob control, electronic governor, with kpa/psi settings (master setting to be kpa).		
3.7	Pump shall include a thermal relief valve. State Actual		
3.8	Pump shall include an air primer for pump.		
3.9	All plumbing shall be stainless steel (or armored rubber hose where applicable) and shall include Victaulic connections where available		
3.10	All valves shall be stainless steel or brass or other non-corrosive material. All valves shall be high quality. <b>No exception.</b> Valves shall have slow-close where required.		
3.11	All caps shall be stainless steel or brass or other non-corrosive material.		
3.12	All drains shall be lift-drains or as specified.		

3.13	All 1.75"-2.5" discharge valve controls shall be push-pull controls or as described, on the left side, and shall include labels with colours to match the gauges.		
3.14	Tank to pump, monitor and large discharge shall be electric controlled valves.		
<b>3.15 Left Side Intakes/Discharges:</b>			
3.15.1	6" intake with electric MIV behind the panel, with 6"-4" Storz reducer and Storz cap.		
3.15.2	1x 2.5" intake with swing handle valve control and cap.		
3.15.3	2x 2.5" discharges with 30-degree elbow and caps.		
<b>3.16 Right Side Intakes/Discharges:</b>			
3.16.1	6" intake with electric MIV behind the panel, with a 6"-4" Storz reducer and Storz cap.		
3.16.2	1x 2.5" intake with swing handle valve control with cap.		
3.16.3	1x 2.5" discharge with 30-degree elbow and cap.		
3.16.4	1x 4" combination discharge, Storz/2.5" with 30-degree elbow and cap.		
3.17	<b>Front Bumper</b> – 1 x 2" discharge with hose compartment.		

3.18	<p><b>Speed lays</b> – 1 x 2" discharge for speed lay installed with removable trays. The hose connections shall have a swivel to prevent hose kinks. The speed lay shall hold 45M of 45MM hose and a nozzle.</p> <p>1 x 2.5" discharge for speed lay with a removable tray. The hose connection shall have a swivel to prevent hose kinks. The speed lay shall hold 60M of 65MM hose.</p> <p>Speed lays should be accessible from the right and left sides.</p>		
3.19	<p><b>Top</b> - 2.5" discharge on the top left side in the hose bed, where 90M of 65MM pre-connect hose is stored.</p>		
3.20	<p>There shall be an Akron Deckmaster electric operated deck-gun (or equivalent) and include a remote and panel controls.</p>		
<p><b>4. WATER TANK REQUIREMENTS:</b></p>			
4.1	<p>Water tank volume shall be a minimum of <b>1000 USG (3785 L). With considerations for ladders to pass though tank.</b></p> <p>Tank shall have a 2" tank drain and ball valve. All ULC/NFPA requirements and certifications should be met for water tank construction.</p>	<p><b>NO EXCEPTION</b></p>	
4.2	<p>Foam system with a minimum 20 USG (75.7 L) foam cell capable of accommodating Class A and B foam</p>		

**5. BODY REQUIREMENTS:**

5.1	Body construction can be the manufacturers standard construction, either formed or extruded aluminum. Please state the construction method and materials used. The body roofline shall line up with the top of the pump house and the top of the cab for a streamlined appearance.		
5.2	Stainless steel fasteners shall be used in all construction.		
5.3	The top of the body shall be embossed walking surface aluminum checker plate. Including the hose bed doors.		
5.4	All compartments shall have floor to ceiling shelf tracks, with 2x per side. Tracks shall be welded in place.		
5.5	Unless otherwise stated all compartment doors shall be ROM series IV satin anodized aluminum or as described. Compartments shall have:  ROM Door Ajar switches linked to Vista screen.  ROM LED lighting on both sides and sized to compartment.  ROM Large Drip Rail.  ROM Drip trays.  Pull down door strap.		
5.6	L1 compartment: Full height and full width as needed (ahead of the rear axle) for water tank volume and body size. Full depth top and bottom. 2x shelves. 1x sliding/pullout and tilting shelf/tray.		

5.7	L2 compartment: Full height and full width as needed (above the rear axle) for water tank volume and body size. Full depth top and bottom. 1x sliding/pullout and tilting shelf/tray.		
5.8	L3 compartment: Full height and full width as needed (behind the rear axle) for water tank volume and body size. Full depth top and bottom. 2x sliding/pullout shelves/trays. 1x sliding/pullout and tilting shelf/tray.		
5.9	R1 compartment: Full height and full width as needed (ahead of the rear axle) for water tank volume and body size. 2x shelves. 1x sliding/pullout and tilting shelf		
5.10	R2 compartment: Full height and full width as needed (above the rear axle) for water tank volume and body size. 1x shelf.		
5.11	R3 compartment: Full height and full width as needed (behind the rear axle) for water tank volume and body size. 2x sliding/pullout vertical tool boards.		
5.12	B1 compartment - Maximum width/height and depth available with 2x hinged doors. Compartment shall accommodate 1x Backboard, 1x 24' extension ladder, 1x 14' roof ladder, 1x folding attic ladder, 3x pike poles and 1x trash rake, <b>that run through center area of body and above, below or through water tank.</b> The butt end of the ladders shall be as close to the doors (rear of truck) as possible. 1x shelf. 2x sliding/pullout shelves/trays.	<b>No Exceptions</b>	

5.13	Hose bed shall hold the following hose at minimum: 600' (180M) of 4", 300' (90M) of 2.5", 300' (90M) of 2.5" pre-connect. All hose used on apparatus is Rubber Fire Hose.		
5.14	There shall be adjustable dividers provided in hose bed, with enough dividers to separate the hose loads as described.		
5.15	"Floor dry" storage shall be provided on the right side, behind rear axle in the rear wheel well corner. The "floor dry" shall be in a pull-out bin that is sealed from water/moisture.		
5.16	SCBA bottle storage shall be provided on the left and right side in front of the rear axle in wheel well corners. 3x bottles per side (6x total). 30-minute bottles are used.	<b>No Exceptions</b>	
5.17	Black mud flaps and wheel well/fender extensions shall be provided. They should be wide enough to protect body/paint from wheel spray.		
<b>6. 12V ELECTRICAL SPECIFICATIONS</b>			
6.1	All 12V electrical components shall meet ULC and NFPA requirements at a minimum. All electrical components shall be designed to work with the chassis, all provided components and design. Electrical components in the body shall be laid out for easy access for service.		
6.2	ULC and NFPA electrical tests/certifications should be conducted before delivery, and results should be provided with the manual.		



6.3	All truck cab and body lighting, including emergency lighting shall be LED.		
	All emergency lighting and 12V scene lights shall be Whelen LED, DVI, M-series.		
6.4	There shall be 3x scene lights on each side of cab and body. 2x scene lights on the rear of body.		
6.5	2x air horns shall be in the front bumper. Air horns shall have a button on the passenger side dash, steering wheel and button on the pump panel.		
6.6	There shall be a <b>Traffic advisor light</b> installed above compartment B1, as high as possible.		
6.7	The rear of cab shall have 4x 12V power plugs and 2x dual USB power plugs; locations to be reviewed.		
6.8	Cab interior shall have white/red LED overhead lights.		
6.9	Dealer shall mount up to 8x FD supplied 12V electrical items (radios, light chargers, etc.)		
<b>7. 120V/240V REQUIREMENTS:</b>			
7.1	PTO driven Hydraulic generator shall be provided, including all required operating components. <b>6000-Watt 60Hz minimum.</b>		
7.2	The generator shall be located in the void area of the pump house, and there shall be enough clearance around it for adequate ventilation and for service.		

7.3	There shall be 1 weatherproof 120V receptacle in R3 and L3 compartments, 20 amp each.		
7.4	There shall be a 240V LED tower scene light mounted on top of cab connected to the generator electrical panel. The tower scene light shall be able to extend at least 3m above cab. Shall be able to rotate 360 degrees and illuminate on two sides (backlight feature). The total number of LED lights shall have a total output of 180,000 lumens minimum. The tower shall have a remote control with an "auto stow" feature and be able to deploy in 20 seconds or less.		
7.5	There shall be 1x Electric rewind cord reel with 200' of yellow 10/4 cable, on a 20amp circuit, a junction box with 4x weatherproof 120V outlets connected to the electrical panel. The reel shall be shielded from the elements.		
7.6	There shall be 2x 120V shore power receptacles provided in the cab for charging FD equipment (exact locations TBD) as well as 1x 120V shore power receptacles in L3 and 1x in R3 (exact location TBD)		
7.7	The complete 120/240V electrical system and all additional components <b>MUST</b> be Ontario ESA tested prior to delivery, no exceptions. All Certification plates must be mounted on truck. Proof of ESA test and inspection shall be provided upon delivery.		
<b>8. FINISHING REQUIREMENTS:</b>			
8.1	The cab and body shall be painted in a two toned, Black over Red paint scheme with warranty. Final design TBD		

8.2	Compartment interiors shall be painted light grey, and paint shall be durable/chip resistant finish. State actual.		
8.3	All reflective marking for DOT requirements shall be on the chassis and body.		
8.4	The rear body shall have chevrons over 100% of the body and hinged doors. Chevrons shall be reflective red and lime yellow.	<b>No Exceptions</b>	
8.5	The whole truck shall be undercoated <b>before</b> delivery to the fire department.		
8.6	The complete truck shall have a reflective stripe detail along the bottom portion of cab, zig zagging up to the mid-point of body; Layout to reviewed during the mid-build inspection.		
<b>9. EQUIPMENT REQUIREMENTS:</b>			
9.1	Ladders: NFPA rated, Duo Safety brand, aluminum: 1x 24' 1x 14' 1x folding attic ladder.		
9.2	Pike poles: Fire Hooks Unlimited brand. 1x 6' 1x 8' 1x 10'		
9.3	Trash rake: Fire Hooks Unlimited brand. 1x 6' D-handle		
9.4	2x Orange, Monster UC 1600-P wheel chocks. No holder. To be stored in the body, NOT under the truck.		

9.5	Flashlights: Streamlight brand 5x Survivor LED with five bank charging station. Streamlight brand 2x Fire Vulcan LED vehicle mount system.		
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