



Request for Proposal

You are invited by Tr'ondëk Hwëch'in to submit a proposal on:

Vehicle Maintenance and Repair for Tr'ondëk Hwëch'in Owned Vehicles

Tr'ondëk Hwëch'in is looking to enter into a standing offer contract with one or more Service Providers that will provide the best value and customer service. The contract term will begin April 1, 2021 and end on March 31, 2023.

Tr'ondëk Hwëch'in is currently accepting proposals for future maintenance and/or repair of approximately 55 vehicles (including SUVs, trucks, vans, ATVs, trailers and boats) located in Dawson City and regular travel to Whitehorse, Yukon. The scope of work includes preventative maintenance, remedial repairs, repairs necessitated by accident, abuse and vandalism, new vehicle preparation, reliable supply of materials and parts, tire service, small engine repair and additional services as may be required to assure the continuity of effective and economical operation of the First Nation owned fleet of vehicles. The Service Provider shall furnish all necessary supervision, labour, tools, parts and supplies required to maintain the fleet.

Instructions

1. Closing Date and Time - Proposals must be received before the closing Date and Time. Late submissions will not be considered regardless of the reason for their late delivery.
 - a. Proposal Closing Date: March 8, 2021
 - b. Proposal Closing Time: 5:00 PM
2. Proposal Submissions - Proposals must be submitted through one of the following two methods in order to be considered:
 - a. Hard Copy Submissions must be dropped off at the Tr'ondëk Hwëch'in Finance Department located in Administration Office at 1242 Front Street, Dawson City, Yukon
 - b. Electronically via email to: procurement@trondek.ca
3. Questions – Any questions relating to this RFP are to be submitted to: procurement@trondek.ca.
4. Proposal Completion – Contractors are solely responsible for ensuring their proposals are complete and include the following:
 - a. Contractor Company Information including email, phone number and mailing address to be filled in the Proposal Form;



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- b. Completed Cost Proposal Sheet;
- c. Detailed description of work included;
- d. Attach examples of each: vehicle maintenance log and invoice;
- e. Attach all applicable Certifications and Licences;
- f. List any applicable in-house resources/equipment;
- g. List any discounts on parts/supplies;
- h. Outline drop off/pick up services available;
- i. Supply details of all warranties on labour and parts for all types of services and work you provide;
- j. List any subcontractors that will be hired for this project;
- k. References for similar contracts/contract work – minimum two (2) references;
- l. Copies of Business Licencing, Yukon WCB and Liability Insurance; and
- m. Ensure proposal is dated and signed by the Service Provider's authorized representative(s).

Introduction

Tr'ondëk Hwëch'in currently owns a fleet of 55 vehicles including pickup trucks, SUVs, vans, ATVs, boats and trailers. Vehicle maintenance and repairs for these vehicles is essential in ensuring the fleet's reliability and functionality year round. These services will be provided in a manner that meets operational readiness requirements, reduces overall fleet costs, lowers overall fleet time and does not adversely affect Tr'ondëk Hwëch'in's ability to provide a high level and quality of services to its citizens.

Scope of Work

The Scope of Work includes, but is not limited to the following:

1. Preventative maintenance;
2. Remedial repairs;
3. Repairs necessitated by accident, abuse and vandalism;
4. New vehicle preparation;
5. Update and maintain history records for each vehicle;
6. Tire services including repair and/or replacement, seasonal tire changes;
7. Small engine repair for ATVs and/or other equipment;
8. Vehicle safety inspections as required;
9. Mobile service/road calls within 50 kilometres of Dawson City (or Whitehorse if applicable);
10. Emergency on-call services and after hours towing;
11. Road testing for all vehicles/equipment that have had safety related repairs or adjustments;
12. Supply quality parts, materials, and supplies required for the work;
13. Provide sixty (60) day guarantee on all work completed; and
14. Any other related automotive services not listed here.



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Tr'ondëk Hwëch'in's fleet of vehicles includes:

Year	Make	Model		ATVs	
2020	Chevrolet	Equinox	2017	Yamaha	Viking 6x6
2020	Chevrolet	Equinox	2011	Kawasaki	Mule
2011	GMC	Terrain	2016	Polaris	Ranger 570
2013	GMC	Terrain	2002	Honda	Foreman
2013	GMC	Terrain	2002	Honda	Foreman
2013	GMC	Yukon 2500	2013	Arctic Cat	500 core
2013	GMC	Yukon 3500	2013	Arctic Cat	500 core
2012	Chevrolet	Express van 2500			
2017	Chevrolet	Traverse			
2011	GMC	Sierra 3500 - Dually			
2011	Chevrolet	Silverado 2500			
2012	GMC	Savana Van 3500			
2019	GMC	Yukon XL			
2013	GMC	Sierra 1500			
2017	GMC	Express Van			
2013	Chevrolet	Silverado 1500			
2013	Chevrolet	Silverado 1500			
2013	Chevrolet	Silverado 1500			
2007	Toyota	Sienna			
2020	Chevrolet	Traverse			
2017	Chevrolet	Silverado 2500			
2017	Chevrolet	Silverado 2500			
2017	Chevrolet	Silverado 2500			
2017	Chevrolet	Silverado 2500			
2020	Chevrolet	Silverado 2500			
2020	Chevrolet	Silverado 2500			
2020	Chevrolet	Silverado 3500			
2021	Eldorado	Advantage Bus			

The fleet also includes 13 trailers and seven (7) boats.



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Customer Service and Shop Hours

The successful Service Provider(s) will provide vehicle maintenance and repair service at a minimum, Monday through Friday between the hours of 8:00 AM and 5:00 PM. They will also provide a free Courtesy Car/Ride for Tr'ondëk Hwëch'in staff dropping off vehicles within Dawson City (or Whitehorse, if applicable) during regular business hours.

Additional services such as Emergency on-call services, towing and mobile services are a part of the Evaluation Criteria.

Invoices for work completed must refer to a purchase order or work order and include a breakdown of services provided, shop rate, labour rate, supplies used, etc. Include an example invoice in the Proposal Package

Vehicle maintenance records are to be kept for each vehicle and the contractor agrees to set up reminders when regular maintenance is due. History reports are to be made available to Tr'ondëk Hwëch'in staff upon request. Include an example or such records in the Proposal Package

If unscheduled maintenance or repairs cannot be done within a reasonable timeframe, the Service Provider will notify the First Nation as soon as possible to allow the First Nation to find an alternative solution.

Cost Proposal

Proposals must include mechanical labour and shop rates for each different type of work listed under the Scope of Work section above before GST. The attached Cost Proposal Sheet must be clearly filled in and submitted with the Proposal Package. Attach additional prices not listed on a separate sheet, if applicable.

Insurance and Liability

The Service Provider, during the period of time the contract is in force, and during any warranty period stated in this contract, will maintain the following insurance with minimum policy limits as specified below, in forms and with insurers acceptable to the Owner.

- Automobile Insurance covering all vehicles used in the performance of the contract
- General Liability Insurance of \$2,000,000.00,

The Tr'ondëk Hwëch'in shall be specified as an additional insured on all insurance policies contemplated in this contract. Proof of required insurance must be submitted in the Proposal Package.



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Terms and Conditions

1. All Contractors invited to submit proposals must provide to Tr'ondëk Hwëch'in valid Business Licenses, WCB compliance and be registered with Revenue Canada. The Contractor must provide their GST number to Tr'ondëk Hwëch'in prior to entering into a contract.
2. The Contractor has the skills, knowledge and expertise to complete the work outlined in their proposal.
3. All contractors must provide the following Certifications and Licenses:
 - a. Certificate of automobile apprenticeship;
 - b. Canadian Red Seal License for Mechanic(s);
 - c. Periodic Commercial Motor Vehicle Inspectors Certificate;
 - d. Periodic Motor Vehicle Inspection Facility Licence;
 - e. Provincial Motor Vehicle Inspections Licence; and
 - f. Certification and/or Licenses for all mechanics in your employment.
4. Contractors submitting a proposal are advised to ensure they are fully familiar with the nature and extent of the obligations to be accepted by them should their proposal be successful.
5. The Contractor acknowledges that should their proposal be successful, their name and proposal price will be disclosed to the other bidders.
6. Each proponent, by submitting a proposal, irrevocably waives any claim, action, or proceeding against the Tr'ondek Hwech'in First Nation including without limitation any judicial review or injunction application or against any of the Tr'ondek Hwech'in First Nation's employees, advisors or representatives for damages, expenses or costs including costs of proposal preparation, loss of profits, loss of opportunity or any consequential loss for any reason including any actual or alleged unfairness on the part of the Tr'ondek Hwech'in First Nation at any stage of the Request for Proposal process, if the Tr'ondek Hwech'in First Nation does not award or execute a contract, if the Tr'ondek Hwech'in First Nation is subsequently determined to have accepted a noncompliant proposal or otherwise breached or fundamentally breached the terms of the instructions to proponents.



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Evaluation Criteria

Proposal submissions will be evaluated based on best value solution combined with point preference system. Tr'ondëk Hwëch'in preferential hiring policy will apply. *Tr'ondëk Hwëch'in need not accept the lowest or any bid and reserves the right to reject or accept any or all bids without further explanation.*

For Reference Use Only:

	Possible Points	Awarded Points
1. Proposal Price – calculated on a combination of services	35	
2. Preference Points – see below	5, 10 or 15	
3. Specific Criteria:		
Commitment to Customer Service including hours of operation, on-call services provided, pick-up/drop-off services and vehicle maintenance records and reminders	40	
Service Provider's References	10	
Total	100	

1. Price: The amount of points awarded for Price is correspondingly less for each higher bid price. The points are awarded by factoring the price. The lowest bid is awarded 35 points.
2. Preference Points: Only one preference type can be claimed, as per the Procurement Policy.

Types of Firms

Wholly TH owned business (Partnerships 51%+ TH ownership, Sole Proprietor, etc.)	Claim 15 points
Partially TH owned business Partnership (50/50% TH, non TH ownership)	Claim 10 points
Non TH business within Dawson City	Claim 5 points
Corporations claim 3 points per TH equity holder	Claim up to 15 points



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Proposal Form

This document must be submitted in the proposal envelope.

I/We hereby submit a Proposal for Vehicle Maintenance and Repair for Tr'ondëk Hwëch'in Owned Vehicles in accordance with these documents. I/We have carefully examined the specifications together with all other factors affecting the work and hereby propose to furnish the services in the manner called for in the specifications.

Fill in the following:

Contractor's Legal Name: _____

Doing Business As (if different from above): _____

Complete Business Address (mailing and physical): _____

Telephone #: _____

Email Address: _____

Business Licence #: _____

GST Registration #: _____

I/we represent and warrant that the bidder has full power and authority to enter into, perform and execute the Contract, and each person signing this Proposal Form on behalf of the bidder is properly authorized to do so.

In consideration of being permitted to tender, I/we agree that this proposal is irrevocable and open to acceptance at any time within thirty (30) days after opening of the proposal(s), whether any other proposal has been accepted or not.



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In the event of our proposal being accepted, I/we agree to enter into a contract with the Owner on the Tr'ondek Hwech'in contract form, which will form part of this contract. In the event of conflict between terms and conditions of this tender document and the Tr'ondek Hwech'in Contract form, terms and conditions of this RFP document prevail.

The Owner need not accept the lowest or any proposal and reserves the right to reject or accept any or all proposals without further explanation.

Each proponent, by submitting a bid/proposal, irrevocably waives any claim, action, or proceeding against the Tr'ondek Hwech'in First Nation including without limitation any judicial review or injunction application or against any of the Tr'ondek Hwech'in First Nation's employees, advisors or representatives for damages, expenses or costs including costs of proposal preparation, loss of profits, loss of opportunity or any consequential loss for any reason including any actual or alleged unfairness on the part of the Tr'ondek Hwech'in First Nation at any stage of the Tender/Request for Proposal process, if the Tr'ondek Hwech'in First Nation does not award or execute a contract, if the Tr'ondek Hwech'in First Nation is subsequently determined to have accepted a noncompliant proposal or otherwise breached or fundamentally breached the terms of the instructions to proponents.

I/we acknowledges that should their proposal be successful, their name and proposal price will be disclosed to the other bidders.

Addenda

I /We acknowledge receipt of the following addenda issued during this RPF call:

_____ # _____ # _____ # _____

Request for Proposal Closing Date:

I/we have read these RFP Documents, understand them and intend to be bound by them.

Sign this form in the space(s) below as follows:

Executed by or on behalf of the Bidder this _____ day of _____, 2020.



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PRINTED NAME: _____

SIGNATURE: _____

TITLE: _____

SIGNATURE: _____

TITLE: _____

SIGNATURE: _____

TITLE: _____



Cost Proposal Sheet

This document must be submitted in the proposal envelope.

Please Note:

- ✓ Do not include GST in this form;
- ✓ If applicable, list additional services and prices, add separate sheet if necessary;
- ✓ If not applicable please mark as “N/A”; and
- ✓ This Cost Proposal Sheet will be used in the evaluation process

Description of Service	Price
Labour for all regular and scheduled preventative maintenance and repairs on TH Fleet and Trailers	\$ /hour
Emergency service calls or repairs that occur or are required outside of regular business days/hours, on holidays or weekends (overtime) Minimum call out charge will be for how many hours?	\$ /hour #
Labour for all regular and scheduled preventative maintenance on TH small motorized equipment	\$ /hour
Labour for Roadside Assistance during regular working hours	\$ /hour
Towing charges – flat rate	\$
Mileage charge for towing or road side assistance	\$ /km
Shop or service rate that will be added after labour rate	\$
Percentage mark up on shop supplies and parts	%
Charges for pick up/drop off services – flat rate or hourly (circle one)	\$
Tire service rate (i.e. tire changes or repairs) - flat rate or hourly (circle one)	\$
Mobile shop rate for equipment (small)	\$ /hour
Supplies/parts discount (if any)	%
Other:	\$
Other:	\$