



RFP - KTA-2022-04

REQUEST FOR PROPOSALS
Kings Transit Authority - New Minas Facility Forklift Procurement

1.0 INVITATION

Kings Transit Authority (KTA) is seeking proposals from businesses of all sizes, especially those businesses owned by Black Scotian's or indigenous persons. KTA is looking for Proposals to procure a New Forklift to be used in the New Minas Maintenance Facility for building and vehicle maintenance.

Submissions will be accepted at the Kings Transit Authority Office and Maintenance Facility, 29 Crescent Drive, New Minas, Nova Scotia, B4N 3G7 until a closing time of **2:00 p.m. local time Friday, December 2, 2022.** Responses can be hand delivered or mailed to the General Manager, Kings Transit Authority at the address below.

“RFP-KTA-2022-04 Kings Transit Authority - New Minas Facility Forklift Procurement”

Reporting Responsibility & Contact Person:	<i>Michael Getchell</i> General Manager manager@kingstransit.ns.ca (902) 698-1844
---	--

Delivery and Mailing Address:	Kings Transit Authority 29 Crescent Drive, New Minas, NS, B4N 3G7
----------------------------------	--

2.0 BACKGROUND

The Kings Transit Authority (hereinafter “the Authority”) is the regional transit authority in the Annapolis Valley. The Authority manages the transit in six (6) member municipalities in the region. As an inter-municipal services corporation, the Authority is required to engage in open and competitive procurement resulting in best value for money.

2.1 BACKGROUND REFERENCE MATERIAL

KTA previously had a Forklift to perform heavy lifting of Bus engines and Transmissions as well as other equipment and stores which are required to be moved for maintenance and servicing of vehicles. That Forklift has quit and is need of replacement.

2.2 PURPOSE

The intent of this RFP is to solidify the procurement of a Forklift, which will meet the needs of the Maintenance and Mechanical Employees.

2.3 SCOPE OF THE PROJECT

Kings Transit Authority requires a Forklift with the following pre-requisites:

- a. Costing to include supply, installation, start-up, training, maintenance manuals and anything else required to correctly producing the proper results.



2.0 Product Specifications	
2.1 Forklift	One (1) New Current year Model 5,000LB (2,268kgs) 3 Stage Mast Forklift to be used in an garage application and have a compact design
2.2 Engine	State Size and Horsepower of Engine Here
2.3 Transmission	Automatic: Yes <input type="checkbox"/> No <input type="checkbox"/>
2.4 Brakes	Wet Disc Brakes Enclosed (please indicate here or if other brake system please specify) Yes <input type="checkbox"/> No <input type="checkbox"/> Other brake system:
2.5 Steering	Power Steering: Yes <input type="checkbox"/> No <input type="checkbox"/> Tilt Adjustable Steering Column: Yes <input type="checkbox"/> No <input type="checkbox"/>
2.6 Fuel System	Propane Yes <input type="checkbox"/> No <input type="checkbox"/>
2.7 Tires and Wheels	Steel Rims: Yes <input type="checkbox"/> No <input type="checkbox"/> Solid Tires Required: cushion tires with deep tread for outside applications Yes <input type="checkbox"/> No <input type="checkbox"/>
2.8 Cab/Body	Forward/Reverse Steering Colum Lever Selector: Yes <input type="checkbox"/> No <input type="checkbox"/> Left and Right Foot Brake (with inching control):



<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Steering Assist Knob:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Adjustable Operator Seat with Suspension:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Hydraulic Levers to the Right of the Steering (does not impede the driver from entering and exiting the forklift):</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Foot or Hand activated Parking Brake:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Operator assist hand holds on both sides of forklift:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>3 stage mast:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>48" pallet forks:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Hydraulic Slide Shift Carriage:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Roof Rain Guard:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Mirrors (left, Centre and right):</p>



RFP - KTA-2022-04

	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Audible Back-Up Alarm:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
2.10 Safety Equipment	<p>Mounted Fire Extinguisher (does not impede the operator from getting in or out of the forklift):</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
2.11 Lights	<p>Amber (LED) Strobe light (visibility 360 degrees):</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Two Forward Work Lights (LED):</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Two Rear Facing Work Lights (LED):</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
2.12 Documents (upon delivery)	<p>Parts Manual Maintenance/Service Manual Shop Repair Manual Schedule of Guarantees and Warranties</p> <p>Confirm all will be supplied here:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
2.13 Maintenance Package Pricing	<p>Please include a summary of the recommended maintenance package and pricing as per the pricing tables below</p>
2.14 Retractable Boom Attachment	<p>Boom should be made for the load of the Forklift, and for safe use of the Boom. I.e.; if counterweights are required, etc. etc. The Boom should have a an area to attach chains to it, and it shall be extendable and retractable.</p>

These objectives shall be used as a guide to develop proposals for the Kings Transit Authority Maintenance Facility;

- a. Develop a good understanding of the issues and objectives for the project.

Issue Date: November 8, 2022



RFP - KTA-2022-04

- b. Develop a proposed work plan with start dates and a strategy to address any delays.
- c. The successful proponent will supply a service that meets the needs of KTA as outlined in this proposal.

3.0 RFP PROPONENT CHECKLIST

Please ensure the following points have been addressed and are checked off to confirm compliance to the requirements:

- Read and understand the scope of the RFP.
- A copy of the Proponent's Letter of Good Standing from the NSCSA, WCB Safety Certifying Partner, or CFCSA (as outlined in Section 5.0).
- A copy of the Proponent's Certificate of Good Standing from the Workers Compensation Board of Nova Scotia (as outlined in Section 5.0).
- The qualifications, ability, and experience of the company with similar projects, including references of other Commercial buildings proponent(s) have completed within the last 5 years.
- At least three references with contact information (please include current phone numbers).
- A statement outlining the timeline for completion of this project.
- A fee structure of the project cost. This fee structure must include all costs. Remember to cost out both the maintenance shop and wash bay area separately.
- All proposals are to be received at the Kings Transit Main terminal building by 2:00 p.m. on the closing date indicated in Section 1.0. Late proposals will not be accepted and will be returned unopened.
- Any questions should be directed to the General Manager at manager@kingstransit.ns.ca or (902) 698.1844.

3.1 Pricing Table

The undersigned Proponent has carefully examined this Request for Proposals and the specifications to furnish and deliver the vehicles and equipment listed below and described in the attached specifications and will accept as full payment the following prices:

For the Provision of One (1) New Current Model 5,000LB (2,268kgs) Forklift:

Make:	
Model:	
Year:	
Proposed Price:	
Harmonized Sales Tax:	
Total Proposed Price:	
Delivery Date in days or weeks from date of receipt of Purchase Order:	
Please attach copy of completed Product Specifications Section 2.0 of this Request for Proposals Document to the submission	

Options Pricing	
Maintenance Package Pricing	
Please include a summary of the recommended maintenance package	Use separate sheet
Maintenance Package Pricing:	Base Price _____ HST: _____ Total: _____



RFP - KTA-2022-04

Proposal submitted by: _____
(please print Company name)

Contact Person _____
(please print name here)

Address: _____

Telephone: _____

Fax: _____

e-mail: _____

Apply Corporate Seal here (if applicable)

Signature: _____ Position Title: _____

Please print name of person signing this document: _____

Date: _____

4.0 PROPOSAL EVALUATION CRITERIA

Each RFP proposal will be evaluated using the following evaluation criteria as noted in Part 1 (Selection Criteria). Only those proposals which receive a minimum pass rate of 80% will move to the price criteria evaluation component (Part 2).



**Kings Transit Authority Bridgetown and Core Transit Bus Cleaning
Proposal Evaluation
<DATE>**

Company Name: _____

Evaluator's Name: _____

	Criteria	Ranking	Available Points	Score	Comments
PART 1	Evidence of the proponent's general ability to fulfill the services required as outlined in this RFP.	15	Significant evidence of ability	15	
		10	Average evidence of ability		
		5	Little evidence of ability		
		0	No evidence/not addressed in proposal		
	Has provided and met the required certifications.	10	All certifications are current and provided	10	
		5	Some certifications are current and present		
		0	Not addressed in proposal		
	Proposed methodology to initiate and complete the transaction	15	Extremely detailed and very realistic	15	
		10	Good detail and realistic		
		5	Little detail and somewhat realistic		
		0	Not realistic/not addressed in proposal		
	Demonstrated ability to provide a quality, cost effective solution.	15	Quality examples included and demonstrated a clear ability to meet the KTA needs.	15	
10		Examples provided and demonstrated an understanding of KTA needs.			
5		Examples don't align with proposed project and limited description of ability to meet KTA needs.			



RFP - KTA-2022-04

		0	Not addressed in proposal.			
	Proponents are requested to provide references from similar sized/types of projects completed within the previous five years.	5	References provided	5		
		0	No references provided			
	Proposed timeline with an anticipated completion date.	5	Realistic timeline	5		
		2.5	Timeline unrealistic			
		0	Not addressed in proposal			
	Overall clarity and quality of the proposal.	5	Extremely clear, concise, and thorough	5		
		2.5	Somewhat clear descriptions			
		0	Vague and unclear descriptions			
	Level of effort.			5		
	Locally based (NS) firms may be given preference if selection criteria values are within 5%.					
PART 2	COST/PRICE EVALUATION SHEET					
	$\frac{\text{Proposal price}}{\text{Subtotal score}} = \text{Price per weighted point}$ <p>Lowest ratio = 25 2nd lowest ratio = 20 3rd lowest ratio = 15 4th lowest ratio = 10 5th lowest ratio (and under) = 5 (Ratios will be adjusted to reflect more than 5 responses, as required)</p>					25
	Total Score				100	



5.0 TERMS AND CONDITIONS

<u>Inquiries</u>	All inquiries to this RFP are to be directed to John Saunders (find contact information in Section 1.0).
<u>Clarification and Addenda</u>	Notify KTA not less than four (4) working days before RFP Closing of omissions, errors, questions, or ambiguities found in the Contract Documents. If KTA considers that correction, explanation, or interpretation is necessary; a written addendum will be issued. All addenda will form part of the Contract Documents.
<u>Level of Effort</u>	The level of effort for the RFP has not been set.
<u>H.S.T.</u>	Do not include applicable taxes in Proposal price.
<u>Proposal and Contract Security</u>	None required
<u>Insurance</u>	The Proponent shall affect and continuously maintain during the term of the Contract or any extension thereof a comprehensive general liability policy with limits of not less than two million dollars (\$2,000,000.00) with such coverage to be with such insurance company and contents acceptable to Kings Transit Authority. A copy of which must be submitted with proposal.
<u>Proponent's Indemnification</u>	The Proponent agrees to indemnify and save the Kings Transit Authority harmless against all claims, suits, demands, damages, expenses, disbursements and costs on a Solicitor and Client basis which the KTA may incur as a result of any act or omission by the Proponent. The Proponent acknowledges that it is not an employee of KTA but is an independent contractor.
<u>Amendment or Withdrawal of Proposal</u>	Proposals may be amended or withdrawn by letter, email, or facsimile. Amendment or withdrawal by letter, email, or facsimile must be postmarked prior to the date and time of closing. Amendments of individual unit prices is the only acceptable price amendment. Amendments shall not disclose either original or revised



RFP - KTA-2022-04

total price and should be submitted separately in a sealed envelope, marked:

Head amendment or withdrawal as follows: “(Amendment)/(withdrawal) of RFP for (Name of Project) (Contract Number)”. Sign and seal as required for RFP and submit at address given for receipt of RFP prior to time of RFP Closing.

Informal or Un-Balanced Proposals

Proposals which, in the opinion of the KTA, are considered to be informal or unbalanced, may be rejected.

Certifications

Proponents with a Standard Industry Code of 4001-4499 or 3551 must have a current and valid Letter of Good Standing issued by the Nova Scotia Construction Safety Association, or an approved WCB Safety Certifying partner, or from the Canadian Federation of Construction Safety Association (CFCSA), or from a recognized safety association which utilizes an external audit element. **A copy of which must be submitted with proposal.**

Proponent must supply a Certificate of Good Standing from the Workers Compensation Board of Nova Scotia. **A copy of which must be submitted with RFP.**

5.1 Privilege

This RFP neither expresses nor implies any obligation on the part of the KTA to enter into a contract with any party submitting a response or responses.

A table of evaluation criteria is included within this RFP document to be used as a guideline for proposers (see Section 4.0). KTA reserves the right to deviate from the evaluation criteria where it is in the best interests of the KTA.

The KTA reserves the right to reject all or any proposals, and to not necessarily accept the lowest proposal. KTA may accept any proposal or any portion of any proposal that may be considered in the best interests of the KTA. The right is also reserved to waive formality, informality, or technicality in any proposal. This includes the right to accept a proposal that is not strictly compliant with the instructions in the RFP document.



RFP - KTA-2022-04

The KTA reserves the right to negotiate, after the RFP Closing Date, with any proposer to finalize service arrangements in the best interests of the KTA.

The KTA shall not be bound by trade or custom in dealing with and/or evaluating the responses to the RFP. The KTA reserves the right to interpret any and all aspects of this RFP as may be most favorable to the KTA.

In submitting a proposal, the proponent has accepted the reservation of rights as set out herein and agrees to be bound by same.

6.0 PROJECT TIMELINES

1. Public Call for Proposals – November 8, 2022

Sealed Proposals Titled “RFP-KTA-2022-04 Kings Transit Authority New Minas Facility Forklift Procurement”, must be received at:

Kings Transit Authority

29 Crescent Drive, New Minas, Nova Scotia, B4N 3G7

Telephone: (902) 698.1844

Prior to: 2:00 pm, December 2, 2022.

Public opening at 2:15pm, December 2, 2022, at the above address.

Fax submissions will not be accepted. Late submissions will remain unopened.

2. Review and selection of successful proponent: December 5, 2022 – December 10, 2022

Note: Proponents MAY be invited for a personal interview during this time.

Note: Final award will be subject to Kings Transit Authority approval process, as required.

3. Commencement of Project – On or before December 20, 2022.

Issue Date: November 8, 2022



RFP - KTA-2022-04

7.0 CLOSING INFORMATION

1. Kings Transit Authority is not liable for any costs or expenses or to reimburse or compensate the Proponents in any manner whatsoever or under any circumstances including, without limitation, in the event of rejection of all proposals or cancellation of the project.
2. This RFP neither expresses nor implies any obligation on the part of the KTA to enter into a contract with any party submitting a response or responses.
3. The Proponent must have the safety certification outlined in Section 5.0 and must always ensure public safety.
4. All work is to conform to the Occupational Health and Safety Act.
5. All work to be performed in a workmanlike manner according to standard procedures.
6. Recovery of H.S.T.
 1. Invoices shall indicate H.S.T. with appropriate registration number, indicated as a separate item.
7. All work undertaken shall conform to the standards of the Department of Labour and Advanced Education.
8. The Proponent agrees to comply with all legislation in effect from time to time, including any Federal, Provincial and Municipal legislation, regulations, or By-laws, which are applicable to the operations of the contractor respecting this Contract.
9. Should there be any questions regarding the interpretation of this Contract, the KTA's interpretation shall govern.
10. The Contractor shall at his/her expense remedy all deficiencies performed or provided under this contract for a period of one (1) year after date of acceptance by the KTA.
11. The Contractor shall warranty all material and equipment installed by him/her, or incurred under this contract, for a period as indicated in their proposal, after date of acceptance by the KTA.

Issue Date: November 8, 2022



RFP - KTA-2022-04

12. The Kings Transit Authority reserves the right to request that any or all proponents clarify and revise their proposal. The KTA may choose to meet with one, several, or all proponents to discuss aspects of their proposal. The KTA is not obligated to seek clarification from any proponent regarding any aspect of its proposal.
13. The KTA shall not be bound by trade or custom in dealing with and/or evaluating the responses to the RFP. The KTA reserves the right to interpret all aspects of this RFP as may be most favorable to the KTA.
14. The Kings Transit Authority is not bound to accept any proposal. Further, the KTA reserves the right to accept or reject any proposal in whole or in part, waive any irregularities in the proposal process, and to discuss different or additional items to those included in this RFP, at its sole discretion. The KTA may invalidate this RFP and may issue a second RFP at its sole discretion.

Thank you for your response.