MOOSE JAW POLICE SERVICE
VEHICLE SPECIFICATION AND TENDER SUBMISSION
2023 – Sport Utility Vehicle "Manufacturer's Police Package"

Dealer Name: _____ **Phone #:** _____

Contact Person: _____ **Fax #:** _____

Make and Model: _____

Color: Specify (not white): _____ **Interior Color:** _____

Engine: _____ **Transmission:** Automatic – Heavy Duty – 4 Wheel Drive
(Min 3.0 L)

Maximum Delivery Date that will be acceptable to be considered for award is 6 months from the award date.

Equipment: ***(MUST have the following features).*** **Check (√) Yes or No to confirm equipment is included:**

YES	NO		YES	NO	
❑	❑	Two (2) Operator/Owner Manuals	❑	❑	Cruise Control
❑	❑	Power Steering	❑	❑	Power Door Locks
❑	❑	Power Brakes (ABS)	❑	❑	Power Driver's Seat
❑	❑	Power Mirrors (right and left side)	❑	❑	Power Windows
❑	❑	Air Conditioning	❑	❑	Block Heater
❑	❑	Intermittent Windshield Wipers	❑	❑	Windows – Tinted
❑	❑	Tilt Steering Wheel	❑	❑	Center Cap Hubcaps or Cast Wheels
❑	❑	Rubber/Vinyl Flooring	❑	❑	4-Door Body Style
❑	❑	AM/FM Stereo	❑	❑	Rear Bench Seat (Vinyl preferred)
❑	❑	Bucket Front Seats (cloth)	❑	❑	Traction Control Drive System
❑	❑	Four Wheel Drive	❑	❑	Keyless Entry System – Remote
❑	❑	Premium All Weather Tires	❑	❑	4 – Gaterback mud flaps
❑	❑	Minimum Hip room 59"			
❑	❑	Side Curtain Airbags – including an installed Key Control Kit; that will allow for turning off the arming of the side curtain airbags, OR: Including an installed Airbag Compliant Silent Patrolman; that is deemed compatible to allow for the deployment of the side curtain airbags.			

*****This form must be completed in its entirety and be submitted with the bid form in order for your bid to be considered*****
***** Please use this form for submission *****
Confirm all specified equipment is included

MOOSE JAW POLICE SERVICE

INVITATION TO TENDER FOR POLICE SERVICE VEHICLE

Terms and Conditions of Invitation to Tender

A.01 The Police Service reserves the right to amend or reverse the *Contract Documents* prior to the date set for the closing of the *Invitation to Tender*. Prospective *bidders* will be informed of all changes, as per A.10.

A.02 The submission of a *bid* shall be conclusive evidence that the *bidder* has carefully examined the *Invitation to Tender* documents and any amendments and/or revisions pursuant to Section A.01 above.

A.03 Should a *bidder* find discrepancies in or omissions from *the Invitation to tender*, or should they be in doubt as to their meaning, they should at once notify the Police Service. The Police Service may then amend or revise the *Invitation to tender*, pursuant to Section A.01.

A.04 There are no other agreements, undertakings, representations, or understandings relating to the supply of the products other than the *Invitation to Tender*. This means the *Tender*, the *Terms and Conditions of the Tender*, *Specifications/Submission Form, Bid form* and any revisions or amendments, pursuant to Section A.01 of the *Terms and Conditions of the Tender*. No amendment of this agreement shall be effective unless it is in writing and executed by both parties.

A.05 The signature on the *Invitation to Tender* of a duly authorized representative of the company bidding is a condition of acceptance.

A.06 Any contrary terms and conditions added to the *Invitation to Tender* or on the *bidder's* own documents will deem that submission to be a counter proposal. Such submissions may be subject to outright rejection and *bidders* are cautioned to weigh carefully the consequences of contrary terms or conditions.

A.07 **The Police Service reserves the right to accept any *tender* submitted in whole or in part or to reject any or all *tenders* or to award the work in one or more contracts and to waive any irregularities.**

A.08 The obligations and rights of *Tenderers* shall be those expressed herein. No terms either implied or verbally expressed, shall effect, restrict, or in any way vary the written terms of this *Invitation to Tender*. Without restricting the generality of the foregoing, no terms may be implied by virtue of custom or usage.

A.09 The Police Service shall have the right to evaluate competing *tenders* in accordance with its own criteria for evaluation applied to the specific materials being tendered, whether or not such criteria has been expressly related to *bidders*.

A.10 The tender shall be awarded based on the criteria and conditions of the Moose Jaw Police Service purchasing policy in particular the tender which is determined to be "Best Value"

A.11 The Moose Jaw Police Service reserves the right to issue addendums if required. All addendums will be posted on the City of Moose Jaw website. The Moose Jaw Police Service will endeavour to not release any addendums within 48 hours of the close of the tender. It is the responsibility of the bidder to monitor and obtain any and all addendums from the City of Moose Jaw website pertaining to the tender.

Preparation of Tenders

B.01 Each *bidder* shall specify, on the forms supplied by the Police Service, the price at which the *bidder* is offering to supply the items/service indicated.

B.02 Prices listed for the products shown should be net of tax and should **not include** Goods and Services Tax or the Provincial Sales Tax.

B.03 Cartage - to be delivered FOB 21 Fairford Street West, Moose Jaw, Saskatchewan, unless otherwise specified.

B.04 All products and services must meet all current Provincial, Federal, Municipal, OH&S, etc. standards and if any defects are found all costs involved to correct the problem will be borne by the quoting firm.

Submission of Tender

C.01 Each *tender* must be marked **"POLICE VEHICLE TENDER"** and **submitted on or before 11:00 a.m., C.S.T., Monday, January 30, 2023 to:**

Chief of Police
Moose Jaw Police Service
21 Fairford Street West
Moose Jaw, Saskatchewan
S6H 1V2

C.02 Telecommunication *bids* (faxed or emailed) will be accepted if received by closing of *tender*. *Bidder* must immediately confirm the *bids* in writing. The Moose Jaw Police Service assumes no risk or responsibility whatsoever that any fax or email will be received and shall not be liable to any *tenderer* if for any reason a fax or email is not properly received. Faxed bids will be received at (306)693-2167. Emailed bids will be received at mjpolice@mjpolice.ca.

C.03 A *bidder* may withdraw their *tender* provided a written withdrawal, signed by a person authorized to sign *tenders*, is delivered to the address stated in C.01 before closing of the *tender*.

C.04 All *tenders* will be opened and read publicly in the office or place of address stated C.01 shortly after the closing of the *tender*. *Bidders* are invited to be present. Bidders of only the accepted tender(s) will be contacted and informed of their successful tender(s).

Shipping and Delivery Instructions

D.01 Shipments to be made only on an order being placed by an authorized staff member of the Moose Jaw Police Service. A Purchase Order Number or standing Purchase Order Number, will indicate the list of products or service required, and will indicate the name and location to which the delivery is to be made.

D.02 Supplier to mail invoices in duplicate only to the address identified on the Purchase Order. A packing slip outlining quantity and name of products must be provided at the point and time of delivery.

D.03 The Goods and Services Tax and Provincial Sales Tax are to be shown separately on all invoices.

Formation of Contract

E.01 By submitting a *bid* the *bidder* agrees that the price shall be open for acceptance by the Police Service for a period of 60 days after the date on which the *tenders* are to be opened.

E.02 The Police Service may accept a *tender* by issuing a general standing offer to the successful *bidder* and thereby establish a contract for the supply and delivery of the product/service on the terms and conditions set forth in the documents as specified in the *Invitation to Tender Form.*

E.03 Failure to comply with the terms and conditions of the *tender* will result in the successful *bidder* being notified of a breach of contract. The successful *bidder* will be allowed ten (10) days to rectify this breach of contract.

E.04 Failure to rectify the breach of contract within the time specified in E.03 may result in the termination of the contract.

Lisa Renwick, Financial Administrator
Moose Jaw Police Service
Phone Number: 306-694-7633
Fax Number: 306-693-2167

MOOSE JAW POLICE SERVICE
PURCHASE OF POLICE SERVICE VEHICLES
BID FORM

The undersigned, after having carefully read the Invitation to Tender and completed the Vehicle Specification and Tender Submission Forms herewith offer to supply in accordance within, the following equipment:

One – Sport Utility Vehicle "Manufacturer's Police Package"

Make and Model _____

For the unit price of $ _____ each (Canadian Funds)
Quotation should be net of tax and should NOT include GST or PST.

State Delivery Date: _____
Maximum Delivery Date that will be acceptable to be considered for award is 90 days from the award date.

The Police Service reserves the right to accept any tender submitted in whole or in part or reject any or all Tenders or to award the work in one or more contracts and to waive any irregularities.

This tender is irrevocable, made for good consideration and acceptance thereof by the Moose Jaw Police Service and shall be binding on the undersigned from the date of acceptance.

Signed, Sealed and Delivered this _____ day of _____, 2023 AD.

_____ _____
WITNESS **SIGNATURE OF TENDERER (SEAL)**

_____
COMPANY

_____
(Street address or Postal Box Number)

_____
(City, Province and Postal Code)

**** Please Use This Form for Submission ****