



Ktunaxa Nation Council  
 7825 Mission Road  
 Cranbrook, BC V1C 7E5  
 tel: 250-489-2464  
 fax: 250-489-2438

*visit us at:*  
[www.ktunaxa.org](http://www.ktunaxa.org)

## Request for Quotes

<b>Scope of Service</b>	Fleet Vehicle Purchase
<b>RFQ Issued By</b>	Ashley Skjonsby – Ktunaxa Nation Council
<b>Issue Date</b>	<b>Monday, June 13<sup>th</sup>, 2022</b>
<b>Closing Date &amp; Time</b>	<b>Thursday, June 23<sup>rd</sup>, 2022 3:30 pm</b>

<b>KNC Contact Information &amp; Questions</b>	All enquiries related to this RFQ including any requests for information, questions, and clarification, are to be directed to: <a href="mailto:kncfacilities@ktunaxa.org">kncfacilities@ktunaxa.org</a> KNC will respond if time permits. Information obtained from any other source is not official and should not be relied upon.	
<b>Delivery of Quotes</b>	Submissions will be accepted in the following formats: 1. Emailed to <a href="mailto:kncfacilities@ktunaxa.org">kncfacilities@ktunaxa.org</a>	
<b>Short Listed Proponents</b>	For those proponents which have not been contacted by end of business day on <b>June 30<sup>th</sup>, 2022</b> , will serve as notice that their quote submission was unsuccessful.	
<b>Successful Proponents Notified</b>	Expected Proposal Acceptance Date: <b>June 30<sup>th</sup>, 2022</b>	Expected Proposal End Date: (Delivery) <b>August 31<sup>st</sup>, 2022</b>
<b>Proponent's Submissions</b>	Only an individual with sufficient signatory authorization may sign on behalf of the proponent in the <b>Proponent Section</b> below, leaving the rest of this page otherwise unaltered and include the originally-signed and completed page with the first copy of the proposal.	

### Proponent Section

#### To be completed by proponent and include as the "cover page" of the proponents response.

The enclosed quote is submitted in response to the above-referenced RFQ including any addenda. Through submission of this quote we agree to all of the terms and conditions of the RFQ and agree that any inconsistencies in our quote will not be considered. We have carefully read and examined the RFQ and have conducted such other investigations as were prudent as reasonable in preparing the quote. We agree to be bound by the statements and representations made in our quote.

Signature of Authorized Representative:	Legal Name of Proponent:
Printed Name of Authorized Representative:	Address of Proponent:
Title:	City: Province: Postal Code:
Date:	Phone:
Authorized Representative Email Address:	Fax:



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### 1. Summary of the Requirement



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The Ktunaxa Nation Council (KNC) has a need for the following:

The successful proponent shall provide the following information about what they can provide for this quote:

- a) One SUV – **Available for purchase by no later than the delivery date set out in this RFQ**

The requirement for this is as follows: **Green text** refers to optional features, not necessarily required.

- b) Automatic Transmission
  - c) 4x4
  - d) Unleaded Fuel
  - e) Locking Canopy
  - f) Four Doors
  - g) Towing Package/Capability
  - h) Sufficient Clearance for Rough Terrain
  - i) A/C
  - j) Three Sets of Keys
  - k) Tires for Winter on Rims
  - l) Tires for Summer on Rims
  - m) Undercoating Protection
  - n) Power Locks and Windows
  - o) 3M Paint Protection
  - p) Crash Detection
  - q) Rain Detection for Wipers
  - r) Remote Start
  - s) Backup Camera
  - t) Bluetooth Capabilities
  - u) Skid Plate Equipped
  - v) Running Boards
  - w) Means to Secure Cargo Safely
- a) Additionally; As part of the proposal submission, the KNC requires the pricing for the above and also additional and separate quotes for this same vehicle in hybrid/electric fuel technology – only if this vehicle is full-size and available in 4 x 4. The KNC is also open to the possibility of models 2020 or newer. **Not preowned.** Reviewer will consider independent ratings for the following criteria; independent safety rating, strong standard warranty, good resale value, reasonable fuel consumption and reliability. Top three choices will be further reviewed hands-on by selected users for overall comfort and best fit.

## 2. Deliverables

The Successful proponent will;



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- a) Have the full cooperation of the Ktunaxa Nation Council staff and access to information necessary to meet the accountabilities set out in this request for quotes and respond to reasonable inquiries.

The KNC will;

- a) Provide a reasonable level of resources (human and financial resources) to the successful proponent to meet the accountabilities set out in this request for proposal.

The successful proponent shall provide the following deliverable(s) to the Ktunaxa Nation Council;

- a) The delivery of one (1) vehicle meeting the standards set out in this request for quotes.
- b) A detailed broken down description of vehicles, GST, and any additional taxes, freight quote.
- c) A detailed description all things included in the warranty provided, with full transparency.

### **3. Invoicing**

It is understood that the successful proponent shall submit invoicing in the following format:

- a) A covering statement which will include the following:
  - i) The legal name and address of successful proponent
  - ii) The agreement number and financial code provided by the KNC, if successful
  - iii) The date of the statement of account and the billing period covered by the statement of account
  - iv) GST registration number
  - v) A listing of all invoice numbers for that billing period, including the respective dollar amount for each invoice. (sub-total, plus applicable taxes)
  - vi) A total dollar amount of all invoices being submitted in the billing period
- b) All invoices described in the covering statement; attaching all supporting documentation
- c) Any other billing information reasonable requested by the KNC

### **4. Responsibility and Work Performed by KNC Staff**

The successful proponent will:

- a) Have the full cooperation of Ktunaxa Nation Council staff and access to information necessary to meet the accountabilities set out in this request for quotes and respond to reasonable inquiries.

The KNC will:

- a) Provide a mutually agreed upon level of resources (human and financial resources) to the successful proponent to meet the accountabilities set out in this request for proposal.



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- b) The following mutually agreed upon resources will be provided by the KNC:
- Provide feedback to the successful proponent(s) in a timely fashion; and
  - Be available for meetings during duration of agreement period.

## 5. Proposal Format

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and to ensure that each proposal receives full consideration. All pages should be consecutively numbered, and as follows:

- a) One (1) unaltered and completed Request for Quotes cover page, including Proponent Section completed in original form as per instructions;
- b) A short (one or two page) summary of the key features of the proposal;
- c) The body of the proposal, including pricing, i.e. the “Proponent Response”; and
- d) A detailed description of all costs associated with the requirements listed in this RFQ.
- e) Proponents shall submit their submissions via email at: [kncfacilities@ktunaxa.org](mailto:kncfacilities@ktunaxa.org)

## 6. Mandatory Items in the Proposal

Proponent responses must clearly demonstrate that they meet the following mandatory criteria or they will be excluded from further consideration during the evaluation process:

- a) The Proponents proposal must be received before the specified closing time;
- b) The Proponents proposal must be in English and MUST NOT be sent by regular mail, courier, facsimile or email;
- c) Proponents shall submit their submissions via email at: [kncfacilities@ktunaxa.org](mailto:kncfacilities@ktunaxa.org)
- d) Proponents must submit one (1) Request for Quote cover page, with the Proponent Section in its original form, unaltered, fully completed and signed;
- e) Description of the Proponents organization, size and structure. Indicate if appropriate, if the Proponent is a small or minority-owned business or First Nations owned.

## 7. Desired Items in the Proposal

Capability of the Organization and/or Team, including:

- a) Location:
- b) Years and types of experience. Please also provide a description of prior experience, including the following:
  - i. Names;
  - ii. Addresses;
  - iii. Contact persons;
  - iv. Telephone numbers;



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- c) The type of assistance that will be required from the KNC staff;
- d) Price. A detailed breakdown description of Goods/Services, GST, and any additional taxes, freight quote (if applicable) to the identified location.
- e) KNC procurement activities will be governed to ensure all vendors are treated fairly and have equal access to procurement activities; to the extent possible preference in awarding contracts will be given to First Nation organizations and/or First Nation individuals

## **8. Evaluation**

An evaluation committee will be formed by the KNC and shall include employees and contractors of the KNC. All personnel will be bound by the same standards of confidentiality. The mandatory and desirable criteria against which proposals will be evaluated are identified below. Proponents should ensure that they fully respond to all criteria in order to be comprehensively evaluated. The KNC may request and receive clarification from any Proponent when evaluating a proposal. The evaluation committee may invite some or all of the Proponents to appear before the committee in order to clarify their proposals. In such event, the evaluation committee may consider such clarifications in evaluating proposals.

Price may or may not be the determining factor in the proponent selection process.

Evaluation and acceptance of any proposal shall be subject to purchase authorization.

The KNC reserves the right to reject any and all proposals after evaluation.

## **9. Short Listed Proponents**

The short-list will comprise the three highest-ranked Proponents. Proponents which are short listed may be requested to interview in person, and/or teleconference, with the assessment panel to discuss certain aspects of their submitted proposal.

## **10. Additional RFQ Terms and Conditions**

- a) The proponent's response to this RFQ must be sent to the KNC via email, as specified above.
- b) Prices are in Canadian dollars quoted DAP (Delivered at Place) to the Ktunaxa Nation Council as indicated above, and includes all charges related to freight in-transit insurance and unloading the goods at the Ktunaxa Nation Council Destination. Title and risks remain with the Supplier until delivery to the KNC Destination. In the event of a discrepancy/error in the total prices indicated above or in the Supplier quotation the unit price will prevail.
- c) GST and PST are applicable and should be included in the quoted prices. We are not tax exempt.
- d) The KNC reserves the right to request any additional information that it deems necessary in order to make a decision on any proposal.



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- e) Price may or may not be the determining factor in Proponent selection process. The award may be made to the Proponent whose proposal is determined to be of highest value in terms of quality and price.
- f) Proponent's proposal shall be valid for sixty (60) days from the date of Proponent's submission.
- g) Terms of payment shall be Net 30 days from the receipt of Supplier's invoice by KNC's Accounts Payable Department.
- h) Any proposal not supported by the information requested in the RFQ, or not complying with the RFQ requirements, may not be considered.