



**REGIONAL DISTRICT
of Fraser-Fort George**

INVITATION TO TENDER CS-25-03

**SUPPLY AND DELIVERY OF
ONE 2024 OR 2025 HYUNDAI IONIQ 5 EV AWD**

Date Issued: March 25, 2025

Closing Location: Regional District Office
3rd Floor, 155 George Street,
Prince George, BC V2L 1P8

Closing Date and Time: **Tuesday, April 15, 2025**
2:00 pm (Pacific Standard Time)

General Inquiries: Email Cindy Paton, Manager of Community Services:
(communityservices@rdffg.bc.ca)

Regional District of Fraser-Fort George
155 George Street
Prince George BC V2L 1P8
Telephone 250-960-4400 / Toll Free 1-800-667-1959
www.rdffg.ca

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1.0 INVITATION AND INSTRUCTIONS

The Regional District of Fraser-Fort George, hereinafter referred to as the Regional District, invites tenders for the supply and delivery of one 2024 or 2025 Hyundai Ioniq 5 EV AWD.

1.1 Tender Documents

Invitation to Tender Documents may be obtained on, or after, Tuesday, March 25, 2025 as follows:

- a) in a PDF (public document format) file format from the Regional District's website at www.rdffg.ca;
- b) on the BC Bid® website at www.bcbid.gov.bc.ca;

All subsequent information regarding this Invitation to Tender (ITT), including amendments, addenda and answers to questions will also be available as above.

It is the sole responsibility of the Tenderer to ascertain that they have received a full set of the ITT documents. Upon submission of their tender document, the Tenderer will be deemed conclusively to have been in possession of a full set of the ITT documents.

General inquiries relating to this ITT must be made in writing by email to:

Cindy Paton
Manager of Community Services
communityservices@rdffg.bc.ca

1.2 Closing Date and Time

Submissions to ITT CS-25-03 will be received until **2:00 p.m. local time, April 15, 2025**, to the attention of the General Manager of Financial Services, 3rd Floor, 155 George Street, Prince George, BC V2L 1P8. Submissions received after the stated closing date and time will be disqualified and not considered by the Regional District.

1.3 Submission Delivery Method

Submissions to ITT CS-25-03 may be delivered to the Regional District office by mail, drop off, courier or by email. Submissions submitted by fax will NOT be accepted.

For delivery by **mail, drop off or courier** submissions must be enclosed in a sealed envelope with the following information written on the outside of the delivery envelope:

- a) Attention: General Manager of Financial Services
Regional District of Fraser-Fort George
3rd Floor 155 George Street
Prince George, BC V2L 1P8
- b) REGIONAL DISTRICT OF FRASER-FORT GEORGE
INVITATION TO TENDER CS-25-03
SUPPLY AND DELIVERY OF ONE 2024 OR 2025 HYUNDAI IONIQ 5 EV AWD
- c) Responding organization's name and address.

For **email** submissions:

- d) Email the completed submission to:
General Manager of Financial Services
purchasing@rdffg.bc.ca
- e) In the email subject line put **RDDFG CS-25-03** and your **Contractor/Business Name**.
- f) For closing purposes, the official time of receipt of the submission is determined by the time of receipt of the email. Submissions received by email after the closing date and time will not be accepted.
- g) The responsibility for submitting a response to this ITT to the correct email address on or before the closing date and time will be solely and strictly the responsibility of the bidder. Submissions sent to any email address other than the one identified in 1.3 (d) will not be accepted.
- h) Maximum file size able to be received by the Regional District is 35 MB.

1.4 Authorized Signatory

To be considered, tenders must be signed by an authorized signatory of the tenderer. By signing the tender, the tenderer is bound to statements made in response to this ITT. Any tender received by the Regional District that is unsigned will be rejected.

1.5 Regional District's Right to Reject Tender

The Regional District reserves the right, in its sole discretion, to waive informalities in tenders, reject any and all tenders, or accept the tender deemed most favorable in the interests of the Regional District. The lowest, or any tender, will not necessarily be awarded.

Tenders which contain qualifying conditions or otherwise fail to conform to the instructions contained in this ITT may be disqualified or rejected. The Regional District may, however, in its sole discretion, reject or retain for its consideration tenders which are non-conforming because they do not contain the content or form required by the ITT, or for failure to comply with the process for submission set out in this ITT, whether or not such non-compliance is material.

The Regional District reserves the right to reject a tender based on potential or perceived conflict of interest on the part of a tenderer. Without limitation, the Regional District reserves the discretion to reject any tender where:

- a) one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of the tenderer, is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District; or
- b) in the case of a tender submitted by a tenderer who is an individual person, where that individual is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District.

When submitting a tender, the respondent is required to complete, sign, and include with their proposal a Conflict of Interest Disclosure Statement (page 11).

The Regional District reserves the right to reject any tender submitted by a tenderer who is, or whose principals are, at the time of tendering, engaged in a lawsuit against the Regional District in relation to work similar to that being tendered.

1.6 Claims for Compensation

The Regional District will not be responsible for any costs incurred by tenderers as a result of the preparation or submission of a tender pertaining to this ITT. The accuracy and completeness of the tender is the tenderer's responsibility. Should errors in a tender be discovered, the tenderer shall be solely responsible for any additional costs incurred by that tenderer in the performance of the work and shall be solely responsible to correct any deficiencies or errors in that tender at their expense.

No tenderer shall have any claim for compensation of any kind whatsoever as a result of participating in this ITT.

In the event that the previous paragraph is found to be invalid by a court of competent jurisdiction, then this paragraph will apply. By submitting a tender, a tenderer agrees that they will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the Tenderer in preparing their Tender for matters relating to this ITT or in respect of the competitive tender process, and the Tenderer, by submitting a tender, waives any claim for loss of profits if a contract is not entered into with the Tenderer.

1.7 Proof of Ability

A Tenderer will be competent and capable of supplying the product. The Regional District may request proof of ability.

1.8 Discrepancies or Omissions

Tenderers finding discrepancies, errors, or omissions in this ITT, or requiring clarification on the meaning or intent of any part therein, should immediately request in written form by email, clarification from Cindy Paton, Manager of Community Services communityservices@rdffg.bc.ca. The Regional District will not accept responsibility for any damages, costs or expenses incurred by a Tenderer in reliance on oral instructions. Any work done in preparation of a quote after discovery of discrepancies, errors, or omissions in the ITT will be done at the tenderer's risk unless the discrepancy, error or omission is reported in accordance with this provision.

Any requests for explanations, interpretations, or clarifications made by tenderers must be submitted in writing by email no later than April 4, 2025, in order that amendments, if necessary, are available to all tenderers in time to be considered for the preparation of their tender.

If the Regional District, in the Regional District's sole discretion, determines that a clarification, addition, deletion, or revision of the ITT is required then the Regional District will issue an addendum and the addendum will be posted on the Regional District's website www.rdffg.bc.ca and BC Bid www.bcbid@gov.bc.ca. **It is the sole responsibility of the tenderer to check for addendums.**

1.9 Examination of Contract Documents

The Tenderer shall be deemed to have satisfied themselves as to the sufficiency of the tender for the product and the prices stated on the Tender Form. These prices shall cover all their obligations under the Tender, and all matters necessary for the proper supply of the product.

2.0 TENDER FORMAT

Tenderers are asked to respond in the manner outlined below and submit **two (2) complete copies** of their tender. The following format and sequence, with all pages consecutively numbered, is to be followed in order to provide consistency in tenders and to ensure each tender receives full and complete consideration.

- a. Tenderers will complete pages 8 through 11:
 - Tender Form: to be completed, signed, and witnessed
 - Specification Sheet to be completed
 - Goods and Services Tax Information
 - Conflict of Interest Disclosure Statement
- b. Additional information that the tenderer may choose to provide.
- c. All amendments and addenda, if any, issued for this ITT. **Each amendment and addendum must be signed by the tenderer and be included with the tender submission and will form part of the tender and contract documents.**

3.0 AWARD OF CONTRACT

All tenderers will be advised, in writing, as to the awarding of the Contract.

The Regional District may, in its sole discretion, delay the date of awarding the Contract if deemed appropriate by the Regional District.

The Regional District intends to award the Contract to a Tenderer who most closely meets the conditions and specifications herein for the lowest price.

The Dealership Service Agreement together with the Tender documents forms the Contract.

The Regional District reserves the right to disqualify any tender that fails to meet any of the requirements or specifications herein.

The Regional District reserves the right not to proceed with the award of any contract resulting from this tender process.

4.0 OWNERSHIP AND FREEDOM OF INFORMATION

Tenders will be received and held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this ITT. Each tender should clearly identify any information that is considered to be confidential or propriety information. Tenderers are responsible to review the *Freedom of Information and Protection of Privacy Act* for further information.

All documents, including tenders, submitted to the Regional District become the property of the Regional District. The Regional District will provide a debriefing for tenderers, upon request by a tenderer, subject to the *Freedom of Information and Protection of Privacy Act*.

TENDERER CHECKLIST

Before submitting your Tender, check the following points:

- ☐ Has the Tender Form been signed?
- ☐ Has the Goods and Services Tax Information been completed?
- ☐ Has the Specification Sheet been completed?
- ☐ Has the Conflict of Interest Disclosure Statement been completed?
- ☐ Are all amendments and/or addenda, if any, included and signed?
- ☐ Have you included two (2) complete copies of your tender submission?
- ☐ Is the submission enclosed in a fully labelled **sealed** envelope?
- ☐ Are the tender submission envelope and the courier envelope both labelled fully?

Note: Your tender may be disqualified if ANY of the applicable foregoing points have not been complied with.

Two (2) complete copies of your Tender must be submitted in a sealed envelope with the following information written on the outside of the envelope containing the tender, as well as on the outside of the courier envelope/box (if sending by courier):

- ☐ Attention: General Manager of Financial Services
Regional District of Fraser-Fort George
3rd Floor, 155 George Street Prince George, BC
V2L 1P8
- ☐ Invitation to Tender CS-25-03
Supply and Delivery of one 2024 or 2025 Hyundai Ioniq 5 EV AWD
- ☐ Tenderer's name and address

TENDER FORM

Regional District of Fraser-Fort George
3rd Floor, 155 George Street
Prince George, BC V2L 1P8

ATTENTION: General Manager of Financial Services

The price tendered shall be in Canadian funds and include duties, royalties, handling, levies, transportation, delivery, dealer preparation, overhead, profit and all other charges. The Goods and Services Tax and the Provincial Sales Tax are to be shown separately.

According to the tender specifications, pricing is to be submitted to provide the following F.O.B.(*free on board*) to Prince George, BC and shall be good for duration of 90 days from date of tender opening:

1. Supply and delivery of one 2024 or 2025 Hyundai Ioniq 5 EV AWD to all terms and conditions outlined in the Specification Section herein.

Price – Hyundai Ioniq 5 EV AWD \$ _____

Delivery Charges \$ _____

Environmental Levy (Tire and Battery) \$ _____

GST \$ _____

PST \$ _____

Total Tender Sum \$ _____

State delivery date _____

Signature of Authorized Signatory

Name of Tenderer

Name of Authorized Signatory (Please print)

Address

Title

City, Province, Postal Code

Email

GOODS AND SERVICES TAX INFORMATION

Supplier:

Name

Address

City

Province

Postal Code

Phone Number

Are you a GST Registrant?

Yes _____

No _____

If YES, please indicate your registration number: _____

If NO, Please fill in the following (check appropriate box):

☐ Supplier qualifies as a small supplier under s.148 of the legislation

☐ Other: Specify _____

Signature of Authorized Person

Print Name

Title

Date

SPECIFICATION SHEET

We understand the difficulty of designing a specification sheet that conforms to all of the different manufacturer's specifications. As a result, we have included a column for the Tenderer to confirm compliance with the specification or specify variations. This column **must be completed and submitted** and will be a factor in determining the successful Tenderer.

ITEM	SPECIFICATIONS	COMPLIANT (YES/NO)	STATE THE VARIATION OF ITEM BEING SUPPLIED OR ADDITIONAL INFORMATION
Model	2024 Hyundai Ioniq 5 (or Newer)		
Trim	EV AWD – Specify supplied trim level		
Exterior Colour	White		
Interior Colour	Black		
Tires	All Season		
Remote start	Required		
Keys	3 sets of keys		
Additional Items (Supply prices)	<ul style="list-style-type: none"> • Undercoat/rust proofing (specify product) • All-weather liner package • NACS Adapter 		
Warranty	State Warranty		
Delivery	State delivery date to the Regional District (155 George Street, Prince George, BC)		

Life Cycle Cost Analysis				
	Vehicle Costs MSRP	Fuel Costs 2000 km monthly distance travelled	Maintenance Costs per year	Total 7 Year Life Cycle Cost
Electric Vehicle				
Gasoline Vehicle				

CONFLICT OF INTEREST DISCLOSURE STATEMENT

**CS-25-03 Supply and Delivery
of one 2024 or 2025 Hyundai Ioniq 5 EV AWD**

Bidder Name: _____

The Bidder, including its officers, employees, and any person or other entity working on behalf of or in conjunction with, the Bidder on this Procurement Process:

- ☐ is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.
- ☐ has not, and will not, participate in any improper procurement practices that can provide the Bidder with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in bid rigging.
- ☐ has an actual, perceived or potential conflict of interest regarding this procurement process as a result of:

State reason(s) for Conflict of Interest:

By signing below, I certify that all statements made on this form are true and correct to the best of my knowledge.

Print Name of Person Signing Disclosure

Signature of Person Making Disclosure

Date Signed