



PO Box 340
474 South Fletcher Road
Gibsons BC | VON 1V0

T 604-886-2274
F 604-886-9735
info@gibsons.ca
www.gibsons.ca

Town of Gibsons
Request for Proposal #2023-04
Surplus of Property Disposal

Date of Issue: June 30, 2023

Closing Location:
Town of Gibsons
Attention: Infrastructure Services
474 South Fletcher Road
Gibsons, BC, VON 1V0

Closing Date and Time:
Proposals must be received on or before July 14, 2023, at 2:00 pm Pacific Time
in person at 474 South Fletcher Road
or
via email: infrastructure@gibsons.ca

Contact:
All inquiries must be directed in writing via email,
stating "RFP #2023-04- Surplus of Property Disposal—Inquiry" in the
subject line, to:
Infrastructure Services, Town of Gibsons
Email: infrastructure@gibsons.ca





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1. OVERVIEW

The Town of Gibsons (the “Town”) is requesting Proposals for the purchase of Surplus Property/Equipment Disposal as indicated in Attachment 1 – Surplus Equipment List.

- #2023-04 (A) – Ford 450, 4x4 dump truck with Boss front plow
- #2023-04 (B) – 410J backhoe with 3 clean out buckets
- #2023-04 (C) – John Deere 8 ft grapple bucket
- #2023-04 (D) – 2 compartment metal composter

This Request for Proposal (“RFP”) is being issued through the local newspaper and the Town’s website (www.gibsons.ca).

Each bid to purchase must be marked with the equipment description as indicated above.

The property can be viewed on July 7 at the Public Works yard between 9am and 12 pm ONLY. Contact Rob Haagen, Department of Public Works at (604) 741-1078. General inquiries can be directed to the Procurement Agent at E-mail: infrastructure@gibsons.ca

Equipment is offered for sale “AS IS” and “WHERE IS”. The Town reserves the right to reject any or all bids.



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2. SUBMITTING A PROPOSAL

Proponents are solely responsible for submitting Proposals on or before the deadline of Thursday, **July 14, 2023, 2:00pm Pacific Time**; and to ensure their Proposals are received as specified in this RFP. The Town is not responsible for lost, misplaced or incorrectly delivered Proposals.

Proposals may be delivered by **email or hard copy**:

1. **By Email:** Proponents should submit one (1) digital copy of their Proposal in PDF format only to infrastructure@gibsons.ca, with the subject line clearly indicating **"RFP #2023-04 Surplus of Property Disposal [description of the item(s) you are bidding on] Proposal."**

Maximum file size limit is 15MB and the Town cannot accept zipped files ("filename.zip"). In addition, the Town will not consider materials that are posted on websites or stored in a drop box or similar technological means as part of any Proposal.

The Town will provide a reply email acknowledging receipt of submission. If Proponents do not receive such confirmation, they must assume that Proposals have not been received and should follow up directly with the Town.

Proponents warrant that electronic files/media submitted are free, in whole or in part, from any malicious file that could cause damage to the Town's technological infrastructure.

2. **By hardcopy:** Proponents should submit one (1) hardcopy of their Proposal in a sealed, opaque envelope, and submitted to Infrastructure Department, Town of Gibsons, 474 South Fletcher Road, Gibsons, BC, VON 1V0.

Proposal submission must be clearly marked **"RFP #2023-04 Surplus of Property Disposal [description of the item(s) you are bidding on] Proposal."** On the outside of the envelope.

All Proposals must be received by the Town no later than **2:00 p.m. local time on the 14th day of July, 2023**. In the case of proposals submitted in hard copy, the clock used by the Town for that purpose shall establish the closing time. In the case of a proposal submitted by email, the time at which the email is marked received by the Town's email system shall determine whether the proposal was received on time.

The Town will not be liable for any delay for any reason including technological delays, spam filters, firewalls, job queue, file size limitations, quarantine, etc.



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The following Proposals will not be accepted or considered:

- Proposals received by facsimile (fax);
- Proposals received in a language other than English ; and
- Proposals received after the Closing Date and Time.

Acceptance and Rejection of Proposals

The Town reserves the right to reject any and all Proposals, or any parts thereof, or to waive any informality or defect in any Proposal if it is in the best interests of the Town.

All Proposals, plans and other documents submitted shall become property of the Town. Responses to this RFP are considered public information and are subject to disclosure under the *Freedom of Information and Protection of Privacy Act*.



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Inquiries Related to this RFP

All inquiries must be in writing via email only to Infrastructure Services at infrastructure@gibsons.ca. The subject line must read: **"RFP #2023-04 Surplus of Property Disposal - Inquiry."**

No other verbal or written instruction or information shall be relied upon by Proponents, nor will they be binding upon the Town.

If an Addendum is necessary, it will be sent via email, and shall become part of the RFP. It is the responsibility of Proponents to ensure that they have retrieved any and all Addenda/Addendum issued prior to the Closing Date and Time.

Withdrawal

Proponents may amend or withdraw their Proposals before the Closing Date and Time by submitting a request in writing via email only to Infrastructure Services at infrastructure@gibsons.ca. The subject line must read: **"RFP #2023-04 Surplus of Property Disposal – Amend/Withdrawal"**.

Upon Closing Date and Time, all Proposals become irrevocable and Proponents cannot change any part of their Proposals, unless clarification is specifically requested by the Town.

3. SELECTION CRITERIA

PROPOSALS WILL BE OPENED IN PRIVATE AND WILL BE EVALUATED AGAINST THESE PRE-DEFINED CRITERIA:

The highest bidder of each of the 4 items list as 2023-04 Items A through D will be the one who receives the award. If the Town does not feel they get a sufficient enough value bid they reserve the right to not sell the item.

4. GENERAL TERMS AND CONDITIONS

FORM OF OFFER

This RFP must be completed in its entirety and it is Proponents' sole responsibility to ensure that their Proposals are received on time and at the proper location. Failure to properly complete the requirements of this RFP may cause a Proposal to be rejected. Proposals received after the Closing Date and Time will be unopened.

INDEMNITY

The Proponent agrees to indemnify and save harmless the Town, its employees, elected officials, contractors and agents from any loss, claim (including any claim of infringement of third-party intellectual property rights), damage award, action, cause of action, cost or expense that the Town or any of the



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Town's employees, elected officials, contractors or agents may sustain, incur, suffer or be put to at any time, either before or after this Agreement ends, to the extent the loss is directly or indirectly caused or contributed to:

- any act or omission by the Proponent or by any of the Proponent's agents, employees, officers, directors or subcontractors in connection with this Agreement; or
- any representation or warranty of the Proponent being or becoming untrue or incorrect.

The provisions of this indemnity are paramount to any insurance requirements herein and shall survive the term of this Agreement.

RESERVATION OF RIGHTS

In addition to any other reservation of rights set out in the RFP, the Town reserves the right, in its sole discretion, to:

- modify the terms of the RFP at any time prior to the Closing Date and Time, including the right to cancel the RFP at any time prior to entering into an Agreement with a Proponent;
- in accordance with the terms of the RFP, to accept the Proposal(s) that it deems most advantageous to itself;
- waive any non-material irregularity, defect or deficiency in a Proposal;
- request clarification from a Proponent with respect to its Proposal, including clarification as to provisions that are conditional or that may be inconsistent with the specifications in the RFP, without any obligations to make such a request to all Proponents;
- reject any Proposal due to unsatisfactory references or unsatisfactory past performance under Agreements with the Town, or any material error, omissions or misrepresentation in the Proposal;
- at any time, reject any or all Proposals; and
- at any time, terminate the competition without award and obtain the goods and services described in the RFP by other means, or do nothing.

ACCEPTANCE OF TERMS

Submission of a Proposal indicates acceptance of all terms and conditions, including those that follow and that are included in this RFP, and any addenda.

PROPONENT'S RESPONSIBILITY

It is the Proponent's responsibility to ensure that the terms and conditions contained herein are fully understood and to obtain any further information required on its own initiative. The Town reserves the right to share, with all Proponents, all questions and answers related to the RFP.



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EVALUATION

Proposals will be assessed in accordance with, but not limited to, the evaluation criteria outlined above. The Town will be under no obligation to receive further information, whether written or oral, from any Proponent. The Town is under no obligation to perform any investigations or to otherwise verify any statements or representations made in a Proposal.

AWARD OF AGREEMENT

The Town reserves the right to cancel, award all or part of the scope of work described in this document to a single Proponent or may split the award with multiple Proponents.

COLLUSION

Except as otherwise specified or as arising by reason of the provisions of the RFP, no person, partnership, or corporation other than the Proponent has or will have any interest or share in this Proposal or in any Agreement which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponent in connection with responses submitted for this project and the Proponent has no knowledge of the context of other responses and has no comparison of figures or agreement or arrangement, expressed or implied, with any other party in connection with the making of the Proposal.

LAW

This RFP and any resulting Agreement(s) are governed by, and are to be interpreted and construed in accordance with, the laws applicable in British Columbia, Canada.



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5. PROPOSAL REQUIREMENTS

ALL PROPOSALS MUST INCLUDE THE FOLLOWING SCHEDULES COMPLETED IN THEIR ENTIRETY. IF A SCHEDULE, OR SECTION THEREOF, IS NOT APPLICABLE, IT SHOULD BE MARKED WITH “N/A”. ADDITIONAL DOCUMENTATION, SCHEDULES, ETC. CAN BE INCLUDED IN THE PROPOSAL AT EACH PROPONENT’S DISCRETION.

- | | |
|-----------------------------|------------|
| 1. SIGNATURE AND ACCEPTANCE | SCHEDULE A |
| 2. PROPOSED BID/OFFER SHEET | SCHEDULE B |



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SCHEDULE A—SIGNATURE AND ACCEPTANCE

Failure to complete this schedule, including a proper signature, will result in a Proposal not being considered. The authorizing signatory must be an officer, employee or agent having authority to legally bind the Proponent to the terms of the Proposal.

The Proponent is an ____ Individual ____ Partnership ____ Corporation (check where applicable) Incorporated under the laws of _____.	
Business Information	
Name:	
Address:	Postal Code:
Telephone #:	Website:
Contact Information	
Name:	Telephone #:
Email:	

We certify that we have read and understand the information provided in the RFP and all addenda. The information provided in our Proposal is accurate and we agree to be bound by all conditions, statements, representations and prices offered herein.

Executed this _____ day of _____, 2023.

Signature

Name (print)

Title (print)

Witness Signature

Witness Name (print)

END OF SCHEDULE A – SIGNATURE AND ACCEPTANCE



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SCHEDULE B—PROPOSED BID/OFFER SHEET

Bid/Offer must be provided in this Schedule B.

Rates shall be in Canadian dollars only, and the Town of Gibsons will not be financially responsible for any fees associated with moving the item(s) to your place of residence or business, should you be the successful proponent. Payment will be accepted via money order for any amounts over \$250. Anything below \$250 can be paid via money order, cash or debit.

If additional space is required, please add an attachment to this form.

SURPLUS EQUIPMENT LIST – 4 ITEMS LISTED (A-D)	BIDS/OFFERS
#2023-04 (A) – Ford 450, 4x4 dump truck with Boss front plow	
#2023-04 (B) – 410J backhoe with 3 clean out buckets	
#2023-04 (C) – John Deere 8 ft. grapple bucket	
#2023-04 (D) – 2 compartment metal composter	
TOTAL OFFER/BIDS	

END OF SCHEDULE B—PROPOSED BID/OFFER SHEET



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ATTACHMENT 1 — SURPLUS EQUIPMENT LIST – 4 ITEMS LISTED (A-D)



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SURPLUS EQUIPMENT LIST – 4 ITEMS LISTED (A-D)

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#2023-04 (B) – 410J backhoe with 3 clean out buckets

#2023-04 (C) – John Deere 8 ft grapple bucket

#2023-04 (D) – 2 compartment metal composter



#2023-04 (A)

2007 Ford 450 dump truck, 4x4,
96434 kms. Comes with Boss 9' 2"
front plow. Estimated value
\$22,000



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#2023-04 (B)

2010 410J backhoe, with 6481.5 hours. Comes with 3 clean out buckets 24", 36", 42" and 2 digging buckets 18", 24"
Estimated value \$37,000



#2023-04 (C)

John Deere 8 ft grapple bucket, 2.5 cubic yards, fits 444K John Deere loader, part #1020603-b
Estimated value \$22,000



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#2023-04 (D)

2 compartment metal composter

Estimated Value \$200