Request for bids

Fire apparatus disposal

2024-DISP-PS-01
1. Introduction

Village of Bible Hill (the Village) intends to dispose of one fire apparatus as described herein. The objective of this request for bids (RFB) document is to inform prospective bidders (proponents) of the opportunity to purchase and provide the Village with bids to consider. The bid submittals in response to this document will form the basis for evaluation and sale (if any).

2. Issuing Office

The issuing office for this RFB and the point of contact for all process and questions, as well as protest, is as follows:

Village of Bible Hill  
c/o Mitchell Bell, CPA, CA – Clerk and Treasurer  
67 Pictou Road  
Bible Hill, NS   B2N 2R9  
Email: mitchell.bell@biblehill.ca

3. Anticipated Schedule

The Village anticipates the following timeline for this disposal process:

- Viewing of fire apparatus at 69 Pictou Rd, Bible Hill (encouraged but not mandatory) – Tuesday, March 12, 2024 at 10:00 AM ATL
- Deadline for questions from proponents – 48 hours prior to submission deadline
- Deadline for submission by proponents – Tuesday, March 19, 2024 at 10:00 AM ATL
- Probable date of consideration by Village Commission – Tuesday, March 19, 2024
- Probable date of availability of apparatus for sale/disposal – Friday, April 5, 2024

4. Submission Date and Location

Each proponent must deliver one (1) copy of any submission under this RFB in prescribed form (see Appendix A) by email or hard copy to the issuing office no later than the deadline for submission.

5. Changes (Addenda)

Any clarifications or revisions to this RFB will be addressed and issued in addenda and posted on our website. The issuing office must receive questions or requests for changes in writing (i.e. via email or mail) within the schedule indicated in section 3. Proponents are responsible for checking with the Village for the issuance of any addenda prior to submitting a Quotation.

The proponent is held responsible for reviewing all addenda/changes to the documents and may be considered non-responsive if their submission does not reflect those addenda/changes.
6. **Protests**

Any protest, complaint, or perceived inequity related to this RFB shall be made in writing and directed to the issuing office. The Village’s surplus asset disposal policy guiding this RFB can be found at: [https://biblehill.ca/policies/325-surplus-asset-disposal-policy/file](https://biblehill.ca/policies/325-surplus-asset-disposal-policy/file).

7. **Rejection of Submissions**

The Village reserves the right to cancel this RFB and any and all submissions received, for any reason, without penalty or liability to any proponent. Proponents are advised that the highest bid submitted or any other bid submitted will not necessarily be accepted.

The Village reserves the right to waive or not waive any non-compliance, formalities, informalities, irregularities, or technicalities in submission responses and may, at its sole discretion, elect to retain for consideration submissions which are non-conforming, which do not contain the content or form required by the RFB or because they have not complied with the process for submission.

A response to this RFB does not constitute a formal contract, therefore, the Village retains the right to contact any or all proposing firms after submittal in order to obtain supplemental information and or clarification in either oral or written form. Furthermore, an explicit provision of this RFB is that any oral communication made is not binding on the process.

8. **Modification / Withdrawal**

Unless otherwise specified, modification of a submission will not be permitted; however, a proponent may withdraw their submission at any time prior to the scheduled closing time for receipt of submissions; any proponent may withdraw their submission by written request to the issuing office. Withdrawal of a submission shall not disqualify the proponent from submitting another provided the time for receipt of submissions has not expired.

9. **Duration of bids**

Submissions must remain valid for at least 60 days following the RFB closing date and must be signed by an official authorized to bind the proponent.

10. **Public Record**

All submissions received are the property of the Village and become public record subject to Freedom of Information provisions of the Municipal Government Act.

11. **Incurring Costs**

The Village will not be liable for, nor pay for any costs incurred by proponents relating to the preparation or submittal of any submission for this RFB. The Village is not liable for any cost incurred by proponents prior to execution of a contract. Neither the Village nor its representatives shall be responsible for any error or omission in a proponent’s submission, nor for the failure on the part of the proponent to determine the full extent of their exposures. No proponent shall have
any claim for any compensation of any kind whatsoever, as a result of participating in the RFB, and by submitting a submission, each proponent shall be deemed to have agreed that is has no claim.

12. Acceptance of Agreement
The agreement, if any, for sale of the apparatus between the successful proponent and the Village shall be drafted by the Village upon award. The successful proponent will be required to execute a formal contract in a form acceptable to the Village to give effect to the transaction.

A contract for sale of the apparatus, if any, is subject to negotiations with the lead proponent whose submission provides the best overall value in meeting the requirements of the Village, and with whom a contract will be considered.

13. Cancellation
The Village reserves the right to cancel award of a contract at any time before execution of the contract by both parties if cancellation is deemed to be in the Village’s best interest. In no event shall the Village have any liability for the cancellation of award. If a written contract cannot be negotiated within 5 business days of notification to the lead proponent, the Village may, at its sole discretion at any time thereafter, terminate negotiations with the lead proponent and either enter into negotiations with another proponent or cancel the RFB process and not enter into a contract with any proponent.

14. Project Staffing
The project will be overseen by Mitchell Bell, CPA, CA, Clerk and Treasurer, who will represent all management level decision-making, with direction from the Village Commission as may be required.

15. Submission Evaluation
Submissions will be evaluated on the basis of all information provided by the proponent. Each submission will be reviewed to determine if it is responsive to the submission requirements. Failure to comply with the requirements may deem the submission non-responsive. The Village reserves the right to prioritize and weigh the importance of each criterion within the identified criteria confidentially.

<table>
<thead>
<tr>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed purchase price</td>
</tr>
<tr>
<td>Timeline</td>
</tr>
<tr>
<td>Value to the Village</td>
</tr>
</tbody>
</table>
16. Submission Contents

Submissions are to include, but not necessarily be limited to, the content listed below. The volume or size of a submission should be brief.

Cover page - Include an introductory memo expressing interest in the fire apparatus with the name of proposing organization, date of submission, and signed by a person authorized to bind the organization.

Proof of resources - Provide a statement demonstrating the organization’s ability to fund the proposed purchase price (i.e. a bank statement, proof of credit, or otherwise).

Proponent’s submission sheet – Include a complete and executed proponent’s submission sheet, found in Appendix A.

17. Fire Apparatus Description

To the best of our awareness, the following description reflects the specifications of the fire apparatus for disposal. Prospective proponents are encouraged to attend the on-site viewing of the fire apparatus to review the apparatus in-person.

2004 Volvo WX64 Xpeditor Tanker/Pumper

- VIN: 4V2DC6LF94N356559
- 6 cylinder, diesel fueled engine
- 5-speed MD automatic transmission
- Odometer reading is unknown
  - Current odometer reading shows 002266.4 (km)
  - Current Trip #1 reading shows 7304 (km)
  - Current Hours reading shows 1086 hours
  - It seems that the odometer has malfunctioned, as the trip reading should not exceed the odometer reading. Proponents should not rely on these figures.
- Registered weight – 24,700 kg
- Overall length – approximately 32 feet, 6 inches
- Overall width – approximately 9 feet, 6 inches
- Overall height – approximately 9 feet, 6 inches
- 2,530 IMP gallon Ultra-poly tank
- 1,050 IMP gallon-per-minute rated pump
- CLASS 1 Pressure Governor
- Foam Pro 2002 System *currently non-functional
- Body by Metalfab Ltd
- Original cost $ 330,787
- Apparatus will be safety inspected before sold
- Satisfactory annual pump performance test conducted Dec 11, 2023 (Appendix B)
- Photos of fire apparatus found in Appendix C
18. No Conflict of Interest
The proponent and representatives of the proponent are requested to disclose any conflict of interest, real or perceived, which exists now or which may in the opinion of the proponent exist in the future. The Village reserves the right to disqualify the proponent if, in the opinion of the Village acting reasonably, it has a conflict of interest, whether such conflict exists now or arises in the future.

19. Other
If there is any evidence of misleading or false information in any submission, the Village may reject that submission.

Time shall be of the essence of this request for bids and all submissions.

This RFB and all activities connected therewith shall be governed in all respects by the laws of the Province of Nova Scotia and the laws of Canada.

No warranty or guarantee of performance of any kind is provided by the Village or otherwise on the fire apparatus.

The sale of the apparatus is final.

The existing VHF radio is included in the sale. The existing TMR radio will be removed from the apparatus, along with all other equipment prior to sale unless specified in writing in addendum by the Village.

20. Payment Schedule
Payment for the fire apparatus by the successful proponent shall be received in full by the Village prior to the successful proponent taking possession of the apparatus.

The successful proponent shall make payment for the fire apparatus in full by certified cheque.
The undersigned hereby acknowledges that he/she, as an officer of the stated organization (the proponent), has read and understands all particulars of the proposed request for bids for disposal of one fire apparatus of Village of Bible Hill. He/she further acknowledges that the proponent’s submission fully meets or exceeds those as specified in Village of Bible Hill’s request for bids. Additionally, the proponent agrees that all its submission documents and responses to the aforementioned request for quotations will, at the option of Village of Bible Hill, become a legally binding and essential portion of the final contract between the successful proponent and Village of Bible Hill.

**The following information must be completed to ensure submission acceptance:**

Dated this _____ day of ________________, 2024.

| Proponent’s organization name: | ________________________________ |
| Address: | ____________________________________________ |
| Village/town/city: | ___________________ Postal Code: ________________ |
| Phone number: | ___________________ Province: ________________ |
| Email address: | ____________________________________________ |
| Contact name: | ____________________________________________ |
| Title: | ____________________________________________ |
| Phone number: | ____________________________________________ |

Authorized signature: ____________________________________________

HST registration number: ____________________________________________

Having carefully examined the request for bids document for the aforementioned project and addenda no. _____ to _____ inclusive, as prepared by Village of Bible Hill, the undersigned hereby offers to enter into a contract to purchase the fire apparatus for the fixed fee price of:

<table>
<thead>
<tr>
<th>One 2004 Volvo fire apparatus</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed purchase price</td>
<td></td>
</tr>
<tr>
<td>Plus 15% HST (mandatory)</td>
<td></td>
</tr>
<tr>
<td><strong>Total transaction amount, including HST:</strong></td>
<td></td>
</tr>
</tbody>
</table>

The price shall be presented in Canadian dollars.
### Appendix B – Annual pump performance test results - Project: 2024-DISP-PS-01

#### ANNUAL PERFORMANCE TEST Ref: NFPA 1911

<table>
<thead>
<tr>
<th>Station</th>
<th>Bible Hill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Dec 11/2023</td>
</tr>
<tr>
<td>Vehicle</td>
<td>Truck # 241</td>
</tr>
<tr>
<td>Year</td>
<td>2003</td>
</tr>
<tr>
<td>Manufacturer</td>
<td>Metalfab</td>
</tr>
<tr>
<td>Serial Number</td>
<td>M03-16117</td>
</tr>
<tr>
<td>RATED IGPM</td>
<td>1050</td>
</tr>
<tr>
<td>STAGE</td>
<td></td>
</tr>
<tr>
<td>Pump</td>
<td>Waterous</td>
</tr>
<tr>
<td>Serial Number</td>
<td>113413</td>
</tr>
<tr>
<td>Model</td>
<td>CS/YCX</td>
</tr>
</tbody>
</table>

**Hose and Nozzles Used**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Size</th>
<th>Length</th>
<th>Nozzle</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>2.5&quot;</td>
<td>50'</td>
<td>into 2.5</td>
</tr>
<tr>
<td>1</td>
<td>6&quot;</td>
<td>10'</td>
<td>Hard Suction</td>
</tr>
</tbody>
</table>

**Tested By**

G LeBlanc Fire Truck Repair

**Signature**

DU/L

**Verified by**

Customer

**Signature**

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### PUMPING TEST

<table>
<thead>
<tr>
<th>100% Capacity at 150 psi</th>
<th>1050 IGPM</th>
<th>70% Capacity at 200 psi</th>
<th>735 IGPM</th>
<th>50% Cap. at 250 psi</th>
<th>525 IGPM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pump Lift (Static)</td>
<td>3.0 ft</td>
<td>150 psi</td>
<td>Nozzle 1</td>
<td>2.5 ft</td>
<td>Nozzle 1</td>
</tr>
<tr>
<td>Net Pump Pressure</td>
<td>2.0 ft</td>
<td>200 psi</td>
<td>Nozzle 2</td>
<td>0.00</td>
<td>Nozzle 2</td>
</tr>
<tr>
<td>Nozzle Size (in)</td>
<td>0.0</td>
<td>0.00</td>
<td>Nozzle 3</td>
<td>0.00</td>
<td>Nozzle 3</td>
</tr>
<tr>
<td>Nozzle Pressure (psi)</td>
<td>0.0</td>
<td>0.00</td>
<td>Nozzle 4</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Discharge (IGPM)</td>
<td>1050.00</td>
<td>735.00</td>
<td>735.00</td>
<td>525.00</td>
<td>525.00</td>
</tr>
<tr>
<td>Total Discharge (IGPM)</td>
<td>1050</td>
<td>Passed</td>
<td>735</td>
<td>Passed</td>
<td>525</td>
</tr>
<tr>
<td>RPM</td>
<td>1580 rpm</td>
<td></td>
<td>1670 rpm</td>
<td></td>
<td>1795 rpm</td>
</tr>
<tr>
<td>Duration of Test</td>
<td>20 min</td>
<td></td>
<td>10 min</td>
<td></td>
<td>10 min</td>
</tr>
</tbody>
</table>

**Max Output**

| 2-1/2" | 165 PSI | 1155 IGPM | 1640 IGPM | 56 Nozzle Pressure |

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**Remarks**

- No remarks added.