



Request for Proposal

Truck Driver/Trailer Maintenance

Four County Labour Market Planning Board

Issued: January 18, 2010



**Request for Proposal
January 18, 2010
Truck Driver/Trailer Maintenance**

Return Completed Proposal to:
Four County Labour Market Planning Board
111 Jackson St. S, Suite 1
Box 1078
Walkerton, ON N0G 2V0
Attention: Gemma Mendez-Smith, Executive Director
Email: executivedirector@planningboard.ca

Issue Date: January 18, 2010
Closing Date: January 29, 2010
Closing Time: 2:00 p.m.

All submissions must be clearly marked "SOS" and received at the Four County Labour Market Planning Board office by closing date and closing time as specified in this document.

Issuing Organization: Four County Labour Market Planning Board, c/o Gemma Mendez-Smith, Executive Director

In signing below, the applicant certifies to have read, understood, and agrees with the Scope of Work (Section 2), Proposal Requirements (Section 3) and Terms and Conditions (Section 5) contained herein.

This section **must** be completed by a representative(s) of the applicant's organization who has legal signing authority to enter into contractual agreements.

(Please Print)

Organization Name: _____

Address: _____ **City:** _____

Province: _____ **Postal Code:** _____

Telephone #: _____ **Fax #:** _____

Email Address: _____

Contact Person: _____ **Date:** _____

Signature: _____ **Signature:** _____

Position: _____ **Position:** _____

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1.0: BACKGROUND

Overview

In 2009 Four County Labour Market Planning Board (Local Board) was successful in receiving a grant from the Ontario Trillium Foundation to develop a mobile unit to exhibit current and local labour market information across the counties of Bruce Grey Huron and Perth. The Skills Opportunities Showcase will provide information on local career opportunities, training requirements and institutions as well as general workforce data. The Skills Opportunities Showcase will be a mobile one-stop shop for:

- Labour market trends, opportunities and priorities within the community
- Career development opportunities
- Apprenticeship opportunities and benefits
- Training, services and other programs offered by community partners

2.0: SCOPE OF WORK

2.1: Objectives

The Four County Labour Market Planning Board is seeking proposals for a truck driver/trailer maintenance person, to enter into a contract agreement, to tow the Skills Opportunities Showcase trailer to pre-determined events throughout the counties of Bruce, Grey, Huron and Perth. Events will be scheduled in advance through the Project Coordinator or designate. A normal event time period will be within the range of 5 to 9 hours. This RFP is twofold:

One:

The truck driver/trailer maintenance person is to provide service between March 1 and March 30 2010 on a “fee for service basis” for approximately 4 events, across the four counties.

Two:

The truck driver/trailer maintenance person is to provide service between April 1, 2010 and March 30, 2011 at a minimum of 25 events across the four counties.

2.2: Services Needed

The scope of work is as follows:

- Maintain regular contact with project coordinator to discuss work schedule, any concerns, problems, suggestions or to ask for information
- Interact with coordinator to ensure event compliance in regards to proper set up and take down
- Complete and submit mileage, time and expense reports via email or fax , or in person to project coordinator every two weeks
- Maintain and provide regular maintenance schedule of the vehicle and trailer
- Complete trailer maintenance reports, checking off or explaining any defects, damage or concerns.
- In the event of vandalism, theft or accident, complete the necessary reports as required, recording the names of any witnesses, any injured person and the name of the reporting police officer immediately after any occurrence.
- In an emergency situation , such as an accident or visitor health crisis, maintain control of the situation until emergency workers arrive, give assistance, if required, and contact the

project coordinator as soon as possible, providing a brief oral report followed by a detailed written report

- In some instances, greet visitors to trailer and provide a brief overview if possible, answer questions, engage people in conversation whenever possible
- Ask visitors to fill out the exit survey prior to leaving trailer
- Provide technical advice at formal and informal discussions or in writing when requested.

Ideally, the person(s) fulfilling this role would have the following characteristics:

- Excellent communication skills, written and verbal
- A friendly approach and the ability to communicate in a thorough and factual manner
- A patient, diplomatic, amiable and accommodating manner with people of all ages, but youth in particular, helping them to feel at ease and motivating them to seek information and opportunities
- A skilled trade background would be an asset

2.3: Reporting Relationship

The truck driver/trailer maintenance person will report to the Project Coordinator as required to maintain clear communications of schedules for events, and the Executive Director when required.

3.0: PROPOSAL REQUIREMENTS

3.1: Details on Costing

The truck driver/trailer maintenance person will be required to provide a truck with a 5th wheel, goose neck ball trailer hitch to transport a 24 ft, 10,000 lb trailer. He/she will be responsible for all truck repairs, truck maintenance, truck insurance and any required licenses in accordance with Ministry of Transportation requirements.

In your proposal please ensure that the following areas are outlined and documentation, where necessary, provided:

- Your Experience
- Ability to provide supply drivers during the period of the contract
- Applicable insurance, licenses, recent driving abstract and CVOR for any person who would be transporting the trailer.
- Length of advance notice of booking required.
- Ability to provide service between March 01 and March 31 2010 on a “fee for service basis”

Cost categories are to be included and identified as either Fixed Costs, Hourly or Daily Rate:

- Mileage rate with trailer
- Mileage rate without trailer
- Drive time rate (hourly or daily) if additional to mileage
- Wait time rate (hourly or daily) if additional to mileage
- Expenses detailed separately
- Optional items listed and costed separately

3.2: Time Line/ Critical Dates

RFP Released	January 18, 2010
Questions Due Date	January 22, 2010
Questions Response Date	January 25, 2010
Proposal Due Date	January 29, 2010 at 2:00 p.m.
Notification of Selection of Contractor	No Later than February 12, 2010
Fee for Service Timeline	March 1-30, 2010
Contract Start	April 1, 2010
Contract Completion Date	March 30, 2011

A contract and payment schedule will be confirmed with the successful contractor.

3.3: References

Three (3) references will be included with the proposed submission, with permission to the Local Board to contact the clients.

3.4: Mandatory Submission Requirements

1. Submissions accepted in English only
2. Submissions accepted by mail, courier, or electronically but must, at a minimum, include an electronic file containing complete submission sent to executivedirector@planningboard.ca prior to closing date and time
3. References as per proposal requirements
4. Signed copy of page 1 of this proposal confirming authority to submit
5. Confirmation statement regarding conflict of interest as per section 5.0

NOTE: Four County Labour Market Planning Board is not responsible for any undelivered submissions.

3.5: Proposal Due Date

Proposal, including mandatory submission requirements, to be received by **2:00 p.m. on January 29, 2010.**

Four County Labour Market Planning Board
111 Jackson St. S, Ste 1, Box 1089, Walkerton ON N0G 2V0
Attention: Gemma Mendez-Smith, Executive Director
Email: executivedirector@planningboard.ca

4.0: EVALUATION CRITERIA

The following criteria will be used in the selection of the successful contractor:

1. Total Cost (Weight: 25%)

Total cost for project itemized by tasks outlined as per section 2.0.

2. Comprehension of Project (Weight: 35%)

Understanding of the project requirements demonstrated in the proposal.

3. Relevant Experience/Qualifications (Weight: 30%)

Previous experience, including references, providing a similar service (similarly in scope and complexity).

4. Presentation of Proposal (Weight: 10%)

Clarity of the written proposal.

Thoroughness and approach of the proposal.

5.0: TERMS AND CONDITIONS

5.1. Questions Pertaining to RFP

Applicants will be able to submit questions pertaining to this RFP up to January 22, 12 noon; questions to be submitted **by email only** to executivedirector@planningboard.ca

Any attempt on the part of the applicant or any of its employees, agents, contractors or representatives to contact any person other than the Designated Contact, (Gemma Mendez-Smith) with respect to this RFP, will be grounds for disqualification. Without limiting the generality of the foregoing, no attempt will be made to contact any member of the evaluation team, any expert or other adviser assisting the evaluation team.

In such event, and without any liability, the Local Board may, in its sole and absolute discretion, in addition to any other remedies available by law, revoke the applicant's status as an applicant and reject any potential or actual proposal submitted by the applicant.

5.2 Cancellation

The Board reserves the right to amend terms of this RFP, to circulate various addenda, or to withdraw the RFP at any time, regardless of how much time and effort applicants have spent on their responses.

5.3 Applicant's Acceptance of RFP Terms and Conditions

Each applicant, by submitting a Proposal, signifies that the applicant has read, completely understands, and accepts the Terms and Conditions of the RFP in full.

5.4 Rejection of Proposal

Four County Labour Market Planning Board reserves the right in its sole discretion to reject any or all Proposals in its sole discretion.

5.5 Irrevocable

All Proposals will be irrevocable for a period of thirty (30) days from the closing date of the RFP, or until the RFP is counter-signed and returned to the successful Applicant, whichever comes first.

5.6 Freedom of Information

Applicants are advised and acknowledge that all replies received in response to this request will be subject to the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31. This acknowledgment shall not be construed as a waiver of any right to object to the release of any information or documents.

5.7 Confidentiality

This RFP or any portion thereof, is strictly confidential and is not to be copied or used for any purpose other than the submission for Proposal to Four County Labour Market Planning Board. Any information pertaining to the Local Board obtained by applicants as a result of this RFP is not to be disclosed without prior written authorization from Four County Labour Market Planning Board.

5.8 Conflict of Interest

Each applicant must include in its Proposal submission confirmation of the following:

(i) That the Applicant does not and will not have any conflict of interest (actual, perceived or potential) in submitting its Proposal or, if selected, with the contractual obligations of the Applicant as Contractor under the Agreement.

Where applicable, an applicant must declare in its Proposal submission any situation that may be a conflict of interest in submitting its Proposal or, if selected, with the contractual obligations of the applicant as Contractor under the Agreement.

The Proposal submission of any applicant may be disqualified where the applicant fails to provide confirmation of the foregoing or makes misrepresentations regarding any of the above. Further, Four County Labour Market Planning Board shall have the right to rescind any contract with the selected applicant in the event that the Local Board, in its sole discretion, determines that the selected applicant has made a misrepresentation regarding any of the above, in addition to or in lieu of any other remedies that the Local Board has in law or in equity.