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March 26, 2018

Dear Sir/Madam:

The Village of Pemberton is inviting proposals from qualified bidders to supply and deliver One (1) Vehicle as detailed on the attached RFP Specifications Sheets.

The bidder shall submit two (2) completed RFP Specification Sheets for the vehicles, one marked original and one marked copy, delivered to: **Tim Harris, Manager of Operations & Development Services, Village of Pemberton, 7400 Prospects St, Pemberton BC, V0N 2L0** by **4:00pm on April 13, 2018**. All submissions to be clearly marked: RFP 2018-04. **Late Submissions will not be accepted!**

Note: email or fax submissions are not acceptable in this RFP process. Hard copies must be hand delivered or couriered to the Village of Pemberton before the RFP closing date. It is responsibility of the bidder to confirm that their submissions arrive by the closing date to be eligible for consideration in this RFP.

In order to achieve our objective in a sustainable and ethical manner submissions will be evaluated on the vehicles ability to meet the requested specifications, price, manufacturer drivetrain warranty, and dealer offered replacement parts purchasing discount.

Bidders are encouraged to provide equipment information for: unit emissions ratings, special features, government offered discounts, and available options.

Contracts will be awarded, at the sole discretion of the Village of Pemberton to the bidder that meets the criteria of our posted specifications while offering the Village of Pemberton the best overall value. Our award evaluation process includes the ability to meet the Departments needs, Price, Expected fuel economy and emissions ratings, Manufacturers warranty and Serviceability, and Replacement parts discount.

Please remember to state the expected delivery date for the unit. Delivery of the unit is to be FOB Public Works Yard at 1350 Aster Street, Pemberton B.C. Time is of the essence.

The Village of Pemberton may elect not to purchase anything or enter into a contract as a result of this request for proposal.

Thank you for your participation. For further information, please contact Tim Harris at 604-894-6135 EXT 240 or email: tharris@pemberton.ca

Sincerely,

Tim Harris
Manager of Operations & Development Services
VILLAGE OF PEMBERTON